

City of Wilsonville

City Council Meeting

January 24, 2019



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
JANUARY 24, 2019
7:00 P.M.**

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

Mayor Tim Knapp

Council President Kristin Akervall
Councilor Charlotte Lehan

Councilor Susie Stevens
Councilor Ben West

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) Legal Counsel / 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. Electric Vehicle Charging Hub (Kerber/PGE) | [20 min.] | Page 5 |
| | B. Dial-A-Ride Steering Committee (Loomis) | [15 min.] | |
| | C. Annual Urban Renewal Report, FY2017-18 (Rodocker) | [15 min.] | Page 10 |
| 6:25 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, Thursday, January 24, 2019 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on January 8, 2019. 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. 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.

7:10 P.M. MAYOR'S BUSINESS

- A. Upcoming Meetings

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7:15 P.M. COUNCILOR COMMENTS

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

7:25 P.M. PUBLIC HEARING

- A. **Resolution No. 2722** (*Legislative Hearing*)

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19. (Rodocker)

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7:35 P.M. NEW BUSINESS

- A. **Resolution No. 2723**

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 West Side Plan District. (Rodocker)

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- B. **Resolution No. 2721**

A Resolution Of The City Of Wilsonville Approving A Charging Station License Agreement With Portland General Electric For Installation Of Electric Vehicle Charging Stations. (Kerber)

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7:45 P.M. CONTINUING BUSINESS

- A. **Ordinance No. 831** – 2nd Reading

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 4, Sections 800 Through 814 To Address The New Rules Promulgated By The Federal Communications Commission; And Declaring An Emergency. (Neamtzu/Guile-Hinman)

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7:50 P.M. CITY MANAGER'S BUSINESS

- A. Work Plan Updates Quarter 3 & 4 2018

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7:55 P.M. LEGAL BUSINESS

8:00 P.M. ADJOURN

INFORMATION ITEMS – No Council Action Necessary.

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

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: January 24, 2019	Subject: Dial-a-Ride Steering Committee Staff Member: Eric Loomis, Transit Field Supervisor Department: Transit	
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: Oct 15 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
Comments: N/A		
Staff Recommendation: N/A		
Recommended Language for Motion: N/A		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Staff will provide Council with an update on Dial-a-Ride services provided by SMART.

EXECUTIVE SUMMARY:

South Metro Area Regional Transit (SMART) provides robust transportation service for seniors, people with disabilities, and other members of the public through the demand-response system

known as Dial-a-Ride (DAR). DAR service is composed of five programs, each described in **Exhibit A**. Demand for this service continues to increase and in recent years, specific programs within the DAR service have reached capacity. To serve more people, SMART made internal scheduling changes that increased trip efficiency. In addition to this change and to involve the public in this process, SMART has organized a steering committee to assess the current DAR system and develop system alternatives through a collaborative process that engages the Wilsonville community.

In order to maximize system efficiency and maintain quality of service, SMART organized community members to participate in a limited duration (ad hoc) committee, referred to as the Dial-a-Ride Steering Committee. Committee members represent various interests including older adults, people who have cognitive or physical disabilities, caregivers, and other community stakeholders. The current members of the Committee are listed in **Exhibit B**.

The Committee was charged to meet once a month for up to 10 consecutive months to evaluate the current DAR system and develop system alternatives through a collaborative process that engages the Wilsonville community. Members of this Committee take a leadership role in the planning process as they collaborate, brainstorm, engage, and develop a report that suggests ways to improve the demand-response system. SMART staff hosts and facilitates Committee meetings, however, recommendations are made by Committee members.

EXPECTED RESULTS:

The Committee will evaluate the current Dial-a-Ride system and develop system alternatives to engage with the public. Members will review public survey results and comments to formulate a system report based on the preferred alternative(s). The Committee will provide guidance, make project recommendations, periodically present findings to City Council, and develop a final report that recommends system alternatives. The final report will guide system changes that will increase system efficiency and maintain quality of service.

TIMELINE:

October 2018 – June 2019	Monthly Committee Meetings/Information Gathering
Summer 2019	Public Involvement Phase
Fall 2019	Recommendation Development/Final Report

CURRENT YEAR BUDGET IMPACTS:

The Committee is volunteering their time and working with staff to develop this report. Costs associated with this project include staff time and the limited materials needed to conduct meetings and public outreach.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 1/15/2019

Transit Fund has adequate budget for FY18-19 to meet the needs of developing the report.

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 1/16/2019

COMMUNITY INVOLVEMENT PROCESS:

The formation of the Dial-a-Ride Steering Committee brings public opinion to the forefront of this planning process. Members will conduct community outreach by recruiting friends, families and neighbors, and inform key partners on how, where, and when they can be involved in the process. The Committee will create marketing material for outreach campaigns and hold community meetings to seek public comment. Members will discuss survey results and public comments to formulate a system plan based on the preferred alternative(s).

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The Committee will develop system alternatives that will be outlined in the final report. The impacts of this report will depend on the findings of the Committee, through the public involvement and research process, and available resources. The report will result in suggested changes in the current Dial-a-Ride system that will be determined by the Committee and the public.

This planning process ensures that changes to the system are not without public discussion. Resolving system inefficiencies could reduce costs of the demand response system and increase the amount of people served.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

EXHIBITS:

- A. SMART Dial-A-Ride Program Table
- B. About Dial-A-Ride Steering Committee Members

SMART DIAL-A-RIDE PROGRAMS

	ADA Paratransit*	General Public	Seniors (60+)	Out-of-Town	Senior Trips
Required Application	ADA Paratransit Application	General DAR Application	General DAR Application	General DAR Application or ADA Paratransit	Not Applicable
Who is Eligible	Customers approved by ADA guidelines	Anyone	Anyone 60+	Wilsonville Residents 60+ and ADA Paratransit	Residents who sign up through WCSI
Hours of Operation	M-F 5:00AM-9:15PM Saturday 8:30AM-5:30PM	M-F 8:00AM-5:00PM	M-F 8:00AM-5:00PM	M-F 8:00AM-3:00PM	Twice monthly
Appointment Reservation Period	Two weeks before - one day before appointment	One days before appointment	Two days before appointment	Two weeks before appointment - one day before	Reservations through WCSI
Hours for Phone Reservations	M-F 7:00AM-6:00PM	M-F 7:00AM-6:00PM	M-F 7:00AM-6:00PM	M-F 7:00AM-6:00PM	Reservations through WCSI
Guaranteed Ride (within 2 hours of requested time)	✓	✗	✗	✗	Not Applicable
Subscription Reservation	✓	✗	✗	✓	Not Applicable
ADA Accessible	✓	✓	✓	✓	✓
2018 Quarter 1 Cost per ride	\$37.52	\$32.62	\$43.15	\$99.01	\$29.23

*Americans with Disabilities Act (ADA) applications are based on approval as determined by SMART's eligibility committee



Dial-a-Ride Steering Committee Members

Marie Alaniz, Resident Services Coordinator of Northwest Housing Alternatives.

Rosanne Case, retired resident of Old Town neighborhood in Wilsonville. Previously served as a member on the Old Town Neighborhood Planning Task Force.

Thomas Cole, a retired resident of Wilsonville and customer of the Dial-a-Ride system. During his career he was employed by several shipyards, marine design firms and vessel operating companies.

Cindy Foster, Program Director for SpringRidge at Charbonneau.

Joshua Golston; Vice Chair, Financial Advisor for Edward Jones in Wilsonville and previously served as city council person and Mayor in Granite Falls, Washington.

Linda Howland, a retired resident of Wilsonville and President of Brookdale Retirement Community Residents Council.

Kate Johnson; Chair, currently serving on the Parks and Recreation Advisory Board and Wilsonville Town Center Task Force.

Priscilla Johnson, retired resident of Wilsonville and board member of the Wilsonville Community Seniors Inc.

Michael Malchow-Hay, employed as a Personal Care Assistant with knowledge and experience with Dial-a-Ride dating back to 2011.

Chelsea Tschida, Resident Services Coordinator for SpringRide in Charbonneau.

Rob Wiesenthal, A DAR customer since 2009, advocating for people residing in Charbonneau and who have a disability.

Sadie Wallenberg, Information and Referral Specialist for the City of Wilsonville, representing interests of seniors and those she works with at the Community Center.

Support Staff

Nicole Hendrix, Transit Management Analyst

Eric Loomis, Transit Operations Manager

Michelle Marston, Transit Program Coordinator

Tim Viets, Transit Supervisor

Becky Vogt, SMART Dispatcher



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 24, 2019	Subject: Annual Urban Renewal Report, FY2017-18	
	Staff Member: Cathy Rodocker, Finance Director	
	Department: Finance	
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 checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: N/A		
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:

The acceptance of the Annual Urban Renewal Report, FY2017-18.

EXECUTIVE SUMMARY:

Each year the City's Urban Renewal Agency is required by statute (ORS 457.460) to publish an annual statement about the uses and the effects of tax increment financing in the City's urban renewal districts. In addition to basic financial data published in the newspaper as required by

statute, staff also prepare a separate report to provide the user with additional information about urban renewal basics, how tax increment financing works, and the activities of the Urban Renewal Agency. The additional information provided is helpful to explain the urban renewal process and the impact it has on the community.

The report must be completed by January 31 and published once a week for not less than two weeks.

EXPECTED RESULTS:

The Urban Renewal Report for FY2017-18 will meet and exceed the requirements of ORS 457.460.

TIMELINE:

The public notice for the Urban Renewal Report has been published as required in the Wilsonville Spokesman. Published January 16 and January 23. The report is also available on the City's website.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 1/8/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 1/14/2019

COMMUNITY INVOLVEMENT PROCESS:

As required by ORS 457.460, the report as been published in the Wilsonville Spokesman. The notice has also been published on the City's website.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The Urban Renewal Report for FY17-18 provides detailed information to the reader about each of the Urban Renewal Districts and Tax Increment Financing (TIF) Zones.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Annual Urban Renewal Report, FY2017-18

Urban Renewal Agency

of the City of Wilsonville, Oregon



Annual Urban Renewal Report
For Fiscal Year Ending
June 30, 2018

Introduction

Each year an urban renewal agency must prepare a notice for the governing body and the general public in accordance with ORS 457.460. The notice is to include a financial recap of the preceding year and the budget for the current fiscal year. Additionally, it is to include an analysis of the impact of carrying out the urban renewal plan on the tax rate for each of the overlapping governmental units within the urban renewal district.

The following report expands upon these minimum requirements by providing the reader more detailed information about Wilsonville’s Urban Renewal Agency and its activities. The required notice for each Urban Renewal Area is incorporated at the end of each respective section.



The Urban Renewal Concept

Tax increment financing is used in areas where private development has stagnated or is not feasible without public sector investment and partnership. Public investment through urban renewal is one way to change those conditions. The types of urban renewal activities undertaken generally include land assembly and development of infrastructure and public amenities (i.e. streets, utility lines, lighting, public open spaces, parks).

As the result of the publicly funded efforts, investment becomes feasible for private developers. Developments consistent with the City's urban renewal plan are then allowed to go forward.

How Tax Increment Financing Works

Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for urban renewal projects intended to encourage private development. During the process of forming urban renewal areas, the desired projects, which may include public improvements like roadways, parks, and other amenities, are identified in an urban renewal plan. Urban renewal financing in the form of a bond is obtained to fund the projects, and the desired improvements are completed. Private development in the area then becomes more feasible. As property values rise with increased development, tax revenues increase, and that increase is used to pay off the urban renewal bonds.

Urban Renewal Value and Area Caps

Oregon state law allows Wilsonville to create urban renewal districts with up to 25% of the city's total land area. As of June 30, 2018, the total land area for the city was approximately 4,858 acres and 24.3% (1,180 acres) of the total was within our urban renewal districts.

The law also limits the total assessed value within all urban renewal districts to 25% of the city's total assessed value. The assessed values are measured at the time a district is created or subsequently adjusted. The table below presents the Urban Renewal value and area cap tests.

District	Area Cap Test		Assessed Value Test	
	Acreage	% of City	Amount	% of City
Year 2000 Plan	449	9.2%	\$ 44,087,806	1.3%
West Side Plan	411	8.5%	16,526,288	0.5%
Coffee Creek Plan	258	5.3%	99,003,704	2.9%
TIF Zones	62	1.3%	60,543,652	1.8%
Combined	1,180	24.3%	220,161,450	6.5%
Total City	4,858	100.0%	\$ 3,403,012,022	100.0%

Tax Increment Calculations

Tax increment is used for the payment of debt for urban renewal activities described in the urban renewal plans adopted by the City of Wilsonville.

To determine the amount of the tax increment allocation, the total assessed value within each urban renewal area is segregated by the County Assessor into two parts: (a) the total taxable assessed value in the district at the time the Urban Renewal Plan was adopted (Frozen Base Value) adjusted by under-levying, by the urban renewal area, and by properties added or removed from the area, and (b) the difference between the Frozen Base Value and the current total assessed value (Incremental Value).

With the passage of measure 50, urban renewal property taxes are generated by two processes. First is a process called "division of tax," referring to taxes levied by each overlapping government or special district on the Incremental Value. Second is a Special Levy on property within Wilsonville. This special tax rate protects bondholders and permits the Urban Renewal Agency to recover increment "lost" due to roll back of assessed values and tax rates. The Special Levy can only be assessed on a limited amount of indebtedness – explained in the Financing the Urban Renewal Projects section. The City has not assessed the Special Levy since 2002-03 and was precluded from doing so when it approved a substantial plan amendment in June 2007. The table below displays the tax increment available for three districts: Year 2000 Plan, West Side Plan and Coffee Creek as well as the effect of under-levying for fiscal year 17-18.

Tax Increment Available for Fiscal Year Ended June 30, 2018

	<u>Year 2000 Plan¹</u>	<u>West Side Plan²</u>	<u>Coffee Creek Plan</u>
Total Assessed Value	\$484,959,445	\$622,116,427	\$119,107,986
Less: Frozen Base Value	<u>(44,087,806)</u>	<u>(16,526,288)</u>	<u>(99,003,704)</u>
Incremental Value	\$440,871,639	\$605,590,139	\$20,104,282
Tax Increment			
Taxes Available 17-18 (est.)	\$5,731,331	\$7,872,672	\$261,356
Taxes Levied 17-18	<u>4,240,000</u>	<u>5,238,840</u>	<u>255,803</u>
Taxes available to overlapping districts	\$1,491,331	\$2,633,832	\$5,553

1 Year 2000 Plan division of taxes limited to \$4.2 million per Urban Renewal Board commitment

2 West Side Plan increment limited to \$5.0 million, per legislation

Property Tax Limitation and Tax Increment (Measure 5)

In November 1990, Oregon voters passed a property tax limitation measure (Measure 5) that established a \$10 limit per thousand of real market value for property tax collection for local governments. It is important to note that the \$10 limit is based on real market value rather than assessed value of a property. The impact of this measure on urban renewal is that repayment of urban renewal debt (past, present, or future) must now come within the \$10 limit for local governments.

In a 2002 Oregon Supreme Court ruling, the limitations of Measure 5 were clarified so that urban renewal tax dollars related to the division of taxes from education are to be included in the general government category when determining the \$10 limit. Similarly, Measure 5 established a \$5 limit per thousand of real market value for education. The effect of this ruling accelerates the likelihood of the general government category taxes hitting the \$10 ceiling but decreases the likelihood of the education category reaching the \$5 ceiling. In 2017-2018, the

cumulative tax rate for all local governments within Wilsonville City limits ranged between \$6.8001 and \$9.3546 per thousand depending upon which tax code area the property resides.

Effect of Urban Renewal on Tax Collections (Measure 50)

Carrying out the urban renewal plans has an effect on various taxing entities sharing (over-lapping) the property within the Wilsonville Urban Renewal districts. Measure 50 required a change from a levy-based system to a rate based system, resulting in a modification of the way the County Assessor computes the allocation of taxes from the overlapping districts.

The division of taxes process means that taxes associated with the incremental value is received by the Urban Renewal Agency instead of the various taxing districts (e.g. Clackamas County, City of Wilsonville, West Linn Wilsonville School District, Tualatin Valley Fire & Rescue, among others).

The following table shows the taxing districts that levy taxes within the city's Urban Renewal Agency, the total amount of taxes levied, and the percent of those taxes that were received by the Wilsonville Urban Renewal Agency.

<u>Overlapping Tax Districts, Fiscal Year 2017-18</u>							
District	Taxes Levied in Clackamas County ¹	Allocation to Year 2000 ²	Year 2000 UR as %	Allocation to West Side ²	West Side UR as %	Allocation to Coffee Creek	Coffee Creek UR as %
City of Wilsonville	\$9,111,762	\$695,603	7.6%	\$920,981	10.1%	\$37,288	0.4%
Clackamas County	\$116,919,834	\$728,272	0.6%	\$964,539	0.8%	\$0	0.0%
Clackamas Extension & 4-H	\$2,430,954	\$14,849	0.6%	\$19,800	0.8%	\$0	0.8%
Clackamas Library District	\$19,321,225	\$120,114	0.6%	\$159,391	0.8%	\$0	4.4%
Clackamas Soil Conservation Distr.	\$2,431,575	\$14,849	0.6%	\$19,800	0.8%	\$0	3.8%
West Linn/Wilsonville Schools	\$43,106,471	\$1,441,171	3.3%	\$1,908,298	4.4%	\$0	0.3%
Tualatin Valley Fire & Rescue	\$14,555,679	\$420,728	2.9%	\$557,374	3.8%	\$23,099	0.8%
Clackamas ESD	\$17,142,334	\$108,556	0.6%	\$143,871	1.0%	\$0	1.0%
Clackamas Community College	\$26,881,178	\$168,951	0.6%	\$223,742	0.8%	\$0	0.7%
Vector Control	\$316,105	\$1,650	0.5%	\$2,310	0.7%	\$0	0.3%
Port of Portland	\$3,409,068	\$19,139	0.6%	\$25,410	0.7%	\$990	0.0%
Metro Service District	\$10,840,593	\$26,399	0.2%	\$34,980	0.3%	\$1,320	0.0%
ESD Northwest Regional	\$0	0.0%	\$0	\$0	0.0%	\$3	0.0%
Sherwood School District	\$0	0.0%	\$0	\$0	0.0%	\$71	0.0%

¹City of Wilsonville includes Washington County Taxes.

²Values from Clackamas County Table 4E

Amounts rounded to the nearest whole percent.

TIF Zone Urban Renewal District Sites

On March 12, 2013, the citizens of Wilsonville voted in favor of creating up to six single-property Urban Renewal Districts to incentivize capital investment and job creation by manufacturers. These Urban Renewal Districts, which will be referred to as Tax Increment Financing Zones (TIF Zones) will provide incentives to qualifying companies by rebating up to 75% of the property tax increment in each TIF Zone. This rebate will only occur for businesses that meet the TIF Zone program's qualifying criteria. Unless a business applies for the program and meets the TIF Zone's criteria, tax increment revenue for the TIF Zone will be under-levied and will continue to flow to all of the affected taxing districts.

Once a TIF Zone is activated by a qualifying business, then the Agency will begin to collect tax increment revenue for that TIF Zone, of which 75% will be rebated to the qualifying business. Approximately 1% of the increment will be collected by the Wilsonville Urban Renewal Agency for administrative costs, and the remaining increment (approximately 24%) will be under-levied and shared by the overlapping taxing districts.

Attachment 1

Wilsonville Urban Renewal Agency
Annual Urban Renewal Report, Fiscal Year 2017-2018
Page 6

By 2014, three of the TIF Zones had been leased or purchased by businesses who would not benefit from the TIF Zone program within the program's time frame. Consequently, the City Council eliminated these three TIF Zones in the fall of 2014, leaving the three remaining TIF Zones. These three TIF Zones were set to expire November 4, 2018, however, the Board has extended the program until November 2019.



26755 SW 95th Ave URD



27255 SW 95th Ave URD



26440 SW Parkway Ave URD

Financial Reports

The tables on the following pages contain financial information on the three funds used to account for the activities of the Urban Renewal Agency. The reports were prepared by the Finance Department of the City of Wilsonville using a modified accrual basis of accounting pursuant to ORS 457.460. The fiscal year is the period running July through June of the respective years indicated. Financial Reports can be found at the end of each section: the Year 2000 Plan, West Side Plan and Coffee Creek Plan.



Year 2000 Plan

Plan Adopted

The Year 2000 Plan was adopted August 29, 1990. Plan Mission Statement: To eliminate blight in areas within the Agency's jurisdiction, and in the process, attract aesthetically pleasing, job producing private investments that will improve and stabilize property values and protect the area's residential livability and its environmental values.

Financing the Urban Renewal Projects

To pay for urban renewal projects, the Agency must issue debt. Maximum Indebted became a requirement in 1998 and the limit of \$53,851,923 was adopted on June 15, 1998. A substantial plan amendment passed in June, 2007, that increased the maximum debt limit to \$92,687,423. An additional substantial plan amendment was passed in May 2018, and increased the maximum debt limit to \$107,196,524. The table below summarizes the debt activity for the Year 2000 Plan.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted June 1998*	\$ 53,851,923	
Increased September 2007	38,835,500	
Increased May 2018	<u>14,509,101</u>	
Total Maximum Indebtedness	<u>107,196,524</u>	
<u>Debt Issued</u>		
June 1994	8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School improvements
September 2005	4,850,000	Town Center Park, Murase Park
September 2005	10,000,000	City Hall construction
October 2007	4,200,000	Wesleyan Church property acquisition
June 2009	3,000,000	Wilsonville Rd Interchange improvements
September 2010	8,000,000	Wilsonville Rd Interchange improvements
April 2013	3,500,000	Sewer Plant Upgrade, Canyon Creek So Road
June 2014	2,000,000	Canyon Creek So to Town Center Loop East
May 2015	2,000,000	Canyon Creek So to Town Center Loop East
April 2016	2,000,000	East-West Connector (aka Old Town Escape); and Town Center Concept Planning
June 2018	<u>3,000,000</u>	5th Street Extension (aka Old Town Escape);
Total debt issued through June 2018	84,385,000	
Balance Available, July 1, 2018 (Maximum Indebtedness less Total Debt Issued)	<u>\$ 22,811,524</u>	
<i>Issue amount excludes refinancing activity</i>		
*Maximum Indebtness was established in 1998 as a result of Measures 5,50 and 47.		

**Year 2000 Plan
 Statement of Resources and Expenditures
 CAPITAL PROJECTS FUND**

Attachment 1

Wilsonville Urban Renewal Agency
 Annual Urban Renewal Report, Fiscal Year 2017-2018
 Page 9

	2017-18 Actual Budgetary Basis	2018-19 Budget Budgetary Basis
REVENUES		
Investment revenue	\$ 21,690	\$ 67,100
Other	-	88,000
Total Revenues	<u>21,690</u>	<u>155,100</u>
EXPENDITURES		
Town Center Concept Planning	366	-
5th Street Extension	988,100	725,000
Other Projects	-	25,000
Planning, Financing, and Administration	654,445	561,774
Contingency	-	2,198,093
Total Expenditures	<u>1,642,912</u>	<u>3,509,867</u>
Excess (deficiency) of revenues over (under) expenditures	(1,621,224)	(3,354,767)
OTHER FINANCING SOURCES		
Issuance of debt	<u>3,000,000</u>	-
Net change in fund balances	1,378,776	(3,354,767)
Fund balances - beginning	<u>1,808,885</u>	<u>3,354,767</u>
Fund balances - ending	<u>\$ 3,187,661</u>	<u>\$ -</u>

Wilsonville Urban Renewal Agency
 Annual Urban Renewal Report, Fiscal Year 2017-2018
 Page **10**

**Year 2000 Plan
 Statement of Resources and Expenditures
 Debt Service Fund**

	2017-18 Actual Budgetary Basis	2018-19 Budget Budgetary Basis
	<hr/>	<hr/>
REVENUES		
Tax Increment	\$ 3,825,016	\$ 4,075,000
Interest Income	104,508	188,000
Total Revenues	<hr/> 3,929,524	<hr/> 4,263,000
EXPENDITURES		
Payment of Bond Principal	345,000	5,000,000
Short Term Debt	3,000,000	-
Interest Expense	249,214	900,000
Total Expenditures	<hr/> 3,594,214	<hr/> 5,900,000
Excess (deficiency) of revenues over (under) expenditures	335,310	(1,637,000)
OTHER FINANCING SOURCES (USES)		
Transfer Out	-	(88,000)
Net change in fund balances	<hr/> 335,310	<hr/> (1,725,000)
Fund balances - beginning	<hr/> 8,996,567	<hr/> 9,416,801
Fund balances - ending	<hr/> \$ 9,331,877	<hr/> \$ 7,691,801

West Side Plan

Plan Adopted

The West Side Plan was adopted November 3, 2003 with the mission to eliminate blight in areas within the Agency's jurisdiction, and in the process, attract aesthetically pleasing, job producing private investments that will improve and stabilize property values and protect the area's residential livability and its environmental values.

At creation, the district encompassed 394 acres and had a frozen tax base of \$3,605,856 (restated for Measure 50 impact). The September, 2008, plan amendment added 62 acres and \$12,920,432 to the frozen base.

Financing the Urban Renewal Projects

To pay the cost of urban renewal projects, the Agency must issue debt. At plan adoption, a debt limit of \$40,000,000 was created. A substantial plan amendment was adopted in February 2016 which increased the maximum indebtedness to \$49,400,000. The table below summarizes the debt activity for the West Side Plan.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted November 2003	\$ 40,000,000	
Increased, February 2016	<u>\$ 9,400,000</u>	
	\$ 49,400,000	
<u>Debt Issued</u>		
June 2005	15,000,000	Boeckman Rd Extension, School property
September 2005	10,000,000	Boeckman Rd, Barber St
June 2008	5,000,000	Boeckman Rd, Barber St, park improvements
April 2013	2,000,000	Villebois parks and fire sprinklers
June 2014	2,000,000	Barber Street extension, Villebois Parks
May 2015	1,000,000	Barber Street extension, Villebois parks
July 2015	5,000,000	Barber Street extension, Villebois parks, and Tooze Road
Total debt issued through June 2018	<u>40,000,000</u>	
Balance Available, July 1, 2018 (Maximum Indebtedness less Total Debt Issued)		
	<u>\$ 9,400,000</u>	

Wilsonville Urban Renewal Agency
 Annual Urban Renewal Report, Fiscal Year 2017-2018
 Page 12 – West Side Plan

West Side Plan
Statement of Resources and Expenditures
Capital Projects Fund

	2017-18 Actual Budgetary Basis	2018-19 Budget Budgetary Basis
REVENUES		
Investment revenue	\$ 13,968	\$ 13,000
Total Revenues	13,968	13,000
EXPENDITURES		
Tooze Rd. Construction Project	66,903	750,000
Planning, Financing, and Administration	408,889	382,540
Water System Development Charges	500,000	500,000
Contingency	-	2,032,998
Total Expenditures	975,792	3,665,538
Excess (deficiency) of revenues over (under) expenditures	(961,824)	(3,652,538)
OTHER FINANCING SOURCES		
Issuance of debt		3,000,000
Net change in fund balances	(961,824)	(652,538)
Fund balances - beginning	1,610,922	652,538
Fund balances - ending	649,098	\$ -
Adjustment from budgetary basis to generally accepted accounting basis:		
Development charge payable	(1,461,654)	
Fund balances - generally accepted accounting principles basis	\$ (812,556)	

The deficit ending balance arises from a \$1,461,654 liability due to the City Water SDC fund for fire sprinkler credits.

Wilsonville Urban Renewal Agency
 Annual Urban Renewal Report, Fiscal Year 2017-2018
 Page 13 – West Side Plan

West Side Plan Statement of Resources and Expenditures Debt Service Fund

	2017-18 Actual Budgetary Basis	2018-19 Budget Budgetary Basis
REVENUES		
Tax Increment	\$ 5,061,499	\$ 5,080,000
Interest Income	118,038	95,790
Total Revenues	5,179,537	5,175,790
EXPENDITURES		
Payment of Bond Principal	1,834,776	4,901,018
Interest Expense	1,027,375	962,914
Total Expenditures	2,862,151	5,863,932
Net change in fund balance	2,317,386	(688,142)
Fund balances - beginning	9,518,007	11,860,856
Fund balances - ending	\$ 11,835,393	\$ 11,172,714



Wilsonville Urban Renewal Agency
 Annual Urban Renewal Report, Fiscal Year 2017-2018
 Page 14 – Coffee Creek Plan

Coffee Creek Plan

Plan Adopted

The Coffee Creek Plan was adopted on October 17, 2016. The Coffee Creek Urban Renewal area seeks to develop a new employment area in Northwest Wilsonville that will attract general industrial, warehouse, flex, and research and development related business. The Coffee Creek Urban Renewal area is composed of approximately 258 total acres and is entirely within Washington County. Key projects identified for improvement are infrastructure enhancements to existing roadways, utility development, and property acquisition and disposition. The first increment was received in FY 17-18 and expenditures are not expected until FY 19-20 or later.

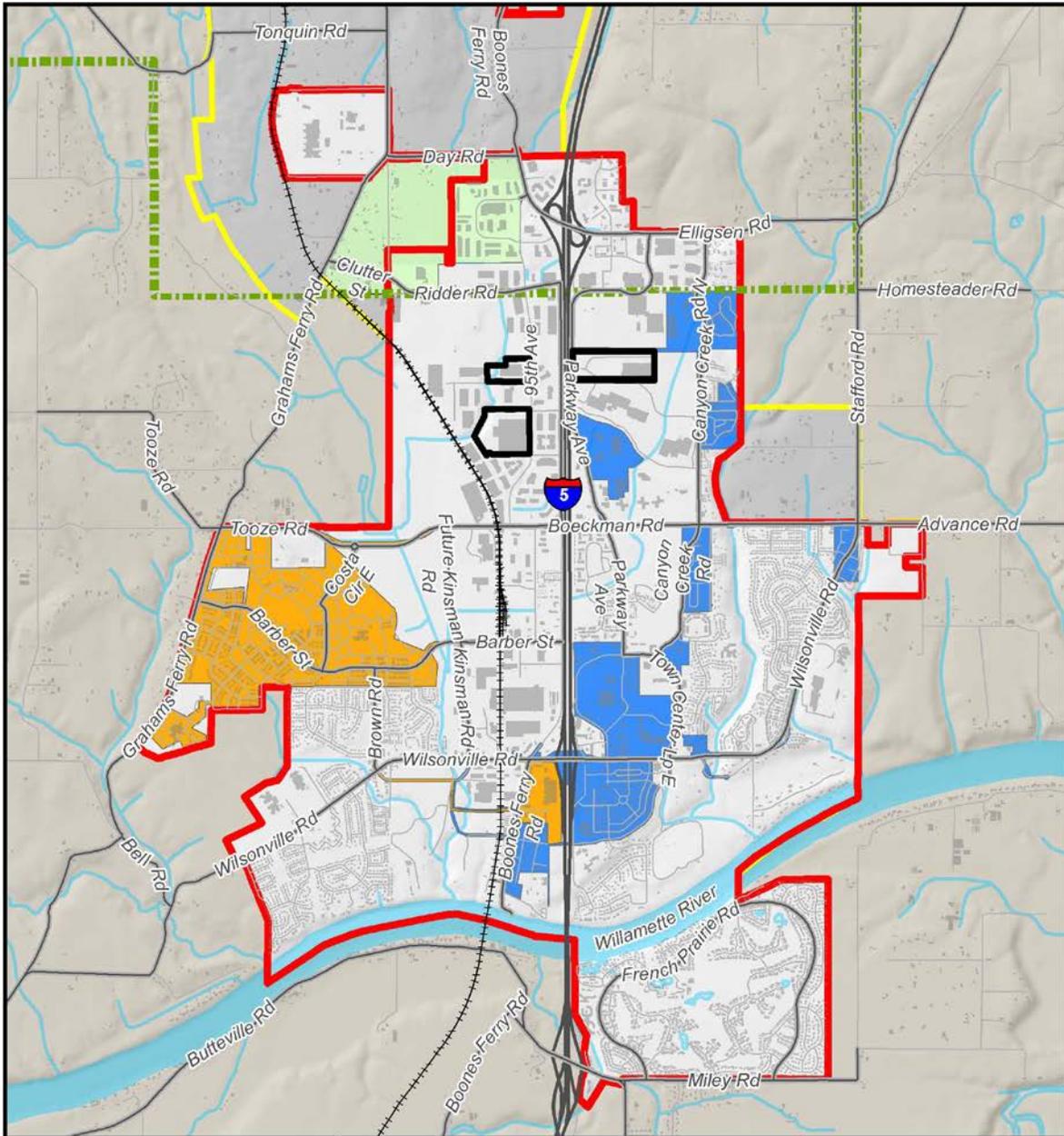
Financing the Urban Renewal Projects

To pay the cost of urban renewal projects, the Agency must issue debt. At plan adoption, a debt limit of \$67,000,000 was created. No debt has been issued for the Coffee Creek Plan as of June 30, 2018.

Coffee Creek Plan Statement of Resources and Expenditures Debt Service Fund

	2017-18 Actual Budgetary Basis	2018-19 Budget Budgetary Basis
	<hr/>	<hr/>
REVENUES		
Tax Increment	\$ 207,483	\$ 255,803
Interest Income	121	4,024
Total Revenues	<hr/> 207,604	<hr/> 259,827
Fund balances - beginning	<hr/> -	<hr/> 201,224
Fund balances - ending	<hr/> \$ 207,604	<hr/> \$ 461,051

Wilsonville Urban Renewal Agency
 Annual Urban Renewal Report, Fiscal Year 2017-2018
 Page 15 – Map of Districts



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p> <p>Urban Renewal Areas & Tax Increment Finance Zones</p>	<ul style="list-style-type: none"> Coffee Creek URA Year 2000 URA West Side URA TIF Taxlots City Limits County Boundary UGB 	 <p>4/20/2017</p> <p>0 Miles 0.5</p>
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CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2019

Items known as of 01/16/19

January

DATE	DAY	TIME	EVENT	LOCATION
1/28	Monday	6:30 p.m.	DRB Panel B - CANCELLED	Council Chambers

February

DATE	DAY	TIME	EVENT	LOCATION
2/4	Monday	7:00 p.m.	City Council Meeting	Council Chambers
2/11	Monday	6:30 p.m.	DRB Panel A	Council Chambers
2/13	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
2/21	Thursday	7:00 p.m.	City Council Meeting	Council Chambers
2/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers
2/28	Thursday	4:30 p.m.	Parks and Recreation Advisory Board Meeting	Parks and Recreation Administration Building

March

DATE	DAY	TIME	EVENT	LOCATION
3/4	Monday	7:00 p.m.	City Council Meeting	Council Chambers
3/11	Monday	6:30 p.m.	DRB Panel A	Council Chambers
3/13	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
3/18	Thursday	7:00 p.m.	City Council Meeting	Council Chambers
3/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers

Community Events:

- 1/29** History Pub at Wilsonville McMenamins' Old Church, 6:30 p.m. - 8:00 p.m.
- 2/1** First Friday Films at Wilsonville Library, 6:00 p.m. – 8:00 p.m.
- 2/15** Teen Advisory Board (TAB) at Wilsonville Library, 4:30 p.m.
- 2/18** City offices closed in observance of Presidents' Day
- 2/22** Daddy Daughter Dance at Community Center, 7:00 p.m. – 9:00 p.m.
- 2/23** Let's Start a Conversation - Not a Fight at Wilsonville Library, 9:30 a.m. – 5:00 p.m.
- 2/26** History Pub at Wilsonville McMenamins' Old Church, 6:30 p.m. - 8:00 p.m.
- 3/1** First Friday Films at Wilsonville Library, 6:00 p.m. – 8:00 p.m.

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

Meeting Date: January 24, 2019	Subject: Resolution No. 2722 Supplemental Budget Adjustment Staff Member: Cathy Rodocker, Finance Director Department: Finance	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: January 24, 2019 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt Resolution No. 2722.		
Recommended Language for Motion: I move to approve Resolution No. 2722.		
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:

A supplemental budget adjustment for the FY2018/19 budget year.

EXECUTIVE SUMMARY:

Oregon's Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A transfer resolution moves expenditures from one category to another within a specific fund and does not increase the overall budget that was approved during the annual budget process. A supplemental budget

Resolution No. 2722 Staff Report

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adjustment can impact the budget by increasing revenues and/or expenditures. The supplemental adjustment can also recognize expenditures that exceed 10% of the adopted budget expenditures or 15% of the adopted contingency in a fund.

A non-capital related adjustment is requested to recognize the change from outsourcing of the janitorial services to providing the services in-house.

Capital Project requests include a \$50,000 budget rollover from FY2018 for the Citywide Signage and Wayfinding Projects.

Net Zero Dollar transfers between projects are requested for the following projects:

- Fiber Connectivity to the Tooze Rd
- Memorial Park Pump Station Relocation to the WWTP Outfall Repair/Replacement
- Arrowhead Creek Planning Area to the Basalt Creek Planning
- City Wide Parks Master Plan Update to the Memorial Park Implementation

New Requests for Additional Funding are requested for the following projects:

- Library Improvements: \$180,000 Request for Furniture Budget
- CD Support for Misc Projects: \$7,000 Additional Project Management Fees
- Villebois Parks Imp-SAP E: \$1,551,452 Completion of Regional Parks 7&8
- Budget transfer from the following projects to the Villebois Parks Imp-SAP E:
 - Boeckman Trail and Trailhead: (\$350,000)
 - Maintenance Facility/Restroom & Parking Lot: (\$150,000)
 - Play Structure Replacement: (\$150,000)

EXPECTED RESULTS:

As stated in the Fiscal Management Policies, the City shall amend its annual budget in accordance with Oregon local budget law. The supplemental budget adjustment is adopted by the Council at a regularly scheduled meeting. Convening the budget committee is not required.

TIMELINE:

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice was published on Wednesday, January 16, 2019. Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2019.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 1/7/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 1/15/2019

COMMUNITY INVOLVEMENT PROCESS:

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice has also been published on the City's website. As the accompanying resolution is a budget adjustment, a public hearing must be part of the adoption process.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The amended budget provides for the delivery of services and construction of capital projects throughout the community.

ALTERNATIVES:

Not approving the attached supplemental budget could result in overspending current budget appropriations. The City is required to disclose all excess of expenditures over appropriations in the Comprehensive Annual Financial report.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Supplemental Budget Adjustments
2. Resolution No. 2722
 - A. Need, Purpose and Amount: Detail by Fund & Category

City

Attachment 1-Supplemental Budget Adjustments

Budget Requests -Non-Capital Project Related

Facilities	61,686	This supplemental adjustment recognizes the change from outsourcing the janitorial services to providing the services in-house. This is a net zero transaction as the reduction in janitorial contract services will be offset by the salary, benefits and equipment costs for in-house service from March through the end of the fiscal year.
Finance	(9,050)	
Police	(3,650)	
PW Admin	(3,650)	
Park Maintenance	(3,820)	
IS	(3,060)	
Parks & Rec	(2,560)	
Library	(16,780)	
Fleet	(3,403)	
CD Admin	(9,410)	
Transit	(5,270)	
Wastewater Treatment Plant	(772)	
Stormwater	(261)	
Total Departmental Requests	-	

Budget Requests -Capital Projects

Rollover available funds from FY2018

3003-Citywide Signage and Way-finding Plan	\$ 50,000
	50,000

Net Zero Dollar Transactions

8093-Fiber Connectivity	(16,519)	Fiber Connectivity project transferring funds to the Tooze Rd project for fiber installation
4146-Tooze Rd Project	16,519	
2095-WWTP Outfall Repair/Replacement	60,000	Additional Project Management Fees
2065-Memorial Park Pump Station Relocation	(60,000)	Budget reduction to offset increased costs of WWTP Outfall Project
3000-Basalt Creek Planning	15,000	Additional Project Management Fees
3005-Arrowhead Creek Planning Area	(15,000)	Budget reduction to offset increased costs of the Basalt Creek Project
9132-Memorial Park Implementation	16,500	Additional Construction Costs
9149-City Wide Parks Master Plan Update	(16,500)	Budget reduction to offset increased costs of the Memorial Park Project
	-	

New Requests for Funding

8098-Library Improvements	\$ 180,000	Funding for the purchase of furniture: Funded by the Building CIP Fund
8990-CD Support for Miscellaneous Projects	\$ 7,000	Additional Project Management Fees
9167-Villebois Parks Imp-SAP E Parks SDC Imp	1,551,452	Completion of Regional Parks 7&8
9156-Boeckman Trail and Trailhead	(350,000)	Budget reduction to offset increased costs of Regional Parks 7&8
9164-Maintenance Facility/Restroom & Parking Lot	(150,000)	Budget reduction to offset increased costs of Regional Parks 7&8
9152-Play Structure Replacement	(150,000)	Budget reduction to offset increased costs of Regional Parks 7&8
	1,088,452	

Total City Requests

\$ 1,138,452

RESOLUTION NO. 2722

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2018-19.

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2018-19 by Resolution 2691; and,

WHEREAS, certain expenditures are expected to exceed the original adopted budget in some of the City's funds and budgetary transfers are necessary within these funds to provide adequate appropriation levels to expend the unforeseen costs; and,

WHEREAS, ORS 294.463 provides that a city may adjust appropriations within appropriation categories provided the enabling resolution states the need for the adjustment, purpose of the expenditure and corresponding amount of appropriation; and,

WHEREAS, all transfers from contingencies within the fiscal year to date that exceed fifteen percent (15%) of the fund's total appropriations, are included in the supplemental budget adjustment request; and,

WHEREAS, all expenditure transfers within the fiscal year to date in aggregate exceed ten percent (10%) of the fund's total expenditures, are included in the supplemental budget adjustment request; and,

WHEREAS, consistent with local budget law and based upon the foregoing, the staff report in this matter and public hearing input, the public interest is served in the proposed supplemental budget adjustment,

WHEREAS, to facilitate clarification of the adjustments in this resolution, Attachment A to this resolution provides a summary by fund of the appropriation categories affected by the proposed transfer of budget appropriation and the purpose of the expenditure.

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

The City amends and adjusts the estimated revenues and appropriations within the funds and categories delineated and set forth in Attachment A, attached hereto and incorporated by reference herein as if fully set forth.

This resolution becomes effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 24th of January and filed with Wilsonville City Recorder this same date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

Attachment:

- A. Need, Purpose and Amount: Detail by Fund & Category

ATTACHMENT A

NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
General Fund			
Facilities	\$ 1,024,469	\$ 61,686	\$ 1,086,155
Finance	1,589,298	(9,050)	1,580,248
Police	4,998,790	(3,650)	4,995,140
Public Works Administration	631,517	(3,650)	627,867
Parks Maintenance	1,441,782	(3,820)	1,437,962
Information Systems	1,018,005	(3,060)	1,014,945
Parks and Recreation	1,025,546	(2,560)	1,022,986
Library	2,046,851	(16,780)	2,030,071
Interfund transfers	4,445,000	57,000	4,502,000
Contingency	12,497,074	(76,116)	12,420,958
All other requirements	7,165,289	-	7,165,289
Net change in requirements	\$ 37,883,621	\$ -	\$ 37,883,621
The program changes reflect the change from outside contractor to in-house janitorial services. Interfund transfer expense recognizes the funding of the Citywide Signage/Wayfinding Plan and CD Support for Facility capital projects. Net zero transactions include the following capital projects: Basalt Creek and Arrowhead Creek Planning, Fiber Connectivity and Tooze Road.			
Fleet Fund			
Fleet Program	\$ 1,555,074	\$ (3,403)	\$ 1,551,671
Contingency	999,663	3,403	1,003,066
All other requirements	70,800	-	70,800
Net change in requirements	\$ 1,070,463	\$ 3,403	\$ 1,073,866
The program changes reflect the change from outside contractor to in-house janitorial services.			
Community Development Fund			
Interfund Transfers	\$ (3,208,167)	\$ (17,000)	\$ (3,225,167)
Charges for services	(909,732)	(65,000)	(974,732)
All other resources	(3,123,000)	-	(3,123,000)
Total increase in resources	(7,240,899)	(82,000)	(7,322,899)
Community Development Administration	\$ 968,288	\$ (9,410)	\$ 958,878
Contingency	1,992,868	91,410	2,084,278
All other requirements	4,279,733	-	4,279,733
Net change in requirements	\$ 7,240,889	\$ 82,000	\$ 7,322,889
The program changes reflect the change from outside contractor to in-house janitorial services. Interfund transfers revenue increase reflects additional resources for project management fees on capital improvement projects.			
Transit Fund			
Transit	\$ 7,209,444	\$ (5,270)	\$ 7,204,174
Contingency	2,837,064	5,270	2,842,334
All other requirements	1,059,922	-	1,059,922
Net change in requirements	\$ 11,106,430	\$ -	\$ 11,106,430
The program changes reflect the change from outside contractor to in-house janitorial services.			
Sewer Operating Fund			
Sewer Operations	\$ 954,143	\$ (772)	\$ 953,371
Contingency	11,881,443	772	11,882,215
All other requirements	9,352,140	-	9,352,140
Net change in requirements	\$ 22,187,726	\$ -	\$ 22,187,726
The program changes reflect the change from outside contractor to in-house janitorial services.			
Stormwater Operating Fund			
Stormwater Maintenance	\$ 895,275	\$ (261)	\$ 895,014
Contingency	1,055,614	261	1,055,875
All other requirements	2,824,619	-	2,824,619
Net change in requirements	\$ 4,775,508	\$ -	\$ 4,775,508
The program changes reflect the change from outside contractor to in-house janitorial services.			

ATTACHMENT A

NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
Sewer Capital Projects Fund			
Interfund transfers	\$ 5,079,175	\$ -	\$ 5,079,175
All other resources	25,417	-	25,417
Total increase in resources	<u>\$ 5,104,592</u>	<u>\$ -</u>	<u>\$ 5,104,592</u>
Sewer capital projects	4,528,521	-	4,528,521
Interfund Transfers	467,320	-	467,320
Contingency	108,751	-	108,751
Net change in requirements	<u>\$ 5,104,592</u>	<u>\$ -</u>	<u>\$ 5,104,592</u>
Net zero transfers are requested between the following projects: Waste Water Treatment Plan and Memorial Park Pump Station.			
Streets Capital Projects Fund			
Interfund transfers	\$ (10,606,151)	\$ (66,519)	\$ (10,672,670)
All other resources	(1,112,948)	-	(1,112,948)
Total increase in resources	<u>\$ (11,719,099)</u>	<u>\$ (66,519)</u>	<u>\$ (11,785,618)</u>
Streets capital projects	9,514,390	56,519	9,570,909
Interfund Transfers	1,134,092	10,000	1,144,092
Contingency	1,070,617	-	1,070,617
Net change in requirements	<u>\$ 11,719,099</u>	<u>\$ 66,519</u>	<u>\$ 11,785,618</u>
The interfund transfers and the corresponding requirements for street capital projects and transfers to other funds is for the following projects: Citywide Signage/Wayfinding Plan and Tooze Rd-110th to Grahams Ferry Rd. Net zero transfers are requested between the following project: Basalt Creek Planning and Arrowhead Creek Planning.			
Facilities/Information Services Capital Projects Fund			
Interfund transfers	\$ (2,949,000)	\$ (7,000)	(2,956,000)
All other resources	(814,533)	-	(814,533)
Total increase in resources	<u>\$ (3,763,533)</u>	<u>\$ (7,000)</u>	<u>(3,770,533)</u>
Facilities/Information Services capital projects	\$ 3,524,113	\$ 163,481	\$ 3,687,594
Interfund Transfers	65,397	23,519	88,916
Contingency	174,023	(180,000)	(5,977)
Net change in requirements	<u>\$ 3,763,533</u>	<u>\$ 7,000</u>	<u>\$ 3,770,533</u>
The interfund transfers and the corresponding requirements for facilities/information services capital projects and transfers to other funds is for the following capital project: Library Improvements. Funds will be transferred to the Road Capital Fund from the Fiber Connectivity Project.			
Parks Capital Projects Fund			
Interfund transfers	\$ (5,015,971)	\$ (901,452)	\$ (5,917,423)
All other resources	(205,834)	-	(205,834)
Total increase in resources	<u>\$ (5,221,805)</u>	<u>\$ (901,452)</u>	<u>\$ (6,123,257)</u>
Parks capital projects	\$ 4,413,540	\$ 901,452	\$ 5,314,992
Interfund Transfers	532,573	-	532,573
Contingency	275,692	-	275,692
Net change in requirements	<u>\$ 5,221,805</u>	<u>\$ 901,452</u>	<u>\$ 6,123,257</u>
The interfund transfers and the corresponding requirements for parks capital projects and transfer to other funds is for the following capital projects: Villebois Park Improvements offset by reductions in the Boeckman Trail, Maintenance Facility & Restroom and Play Structure Replacement projects. Net zero transfers are requested between the following projects: Memorial Park Implementation and French Prairie Bridge.			
Sewer SDC Fund			
Interfund Transfers	\$ 3,654,773	\$ -	\$ 3,654,773
Contingency	6,023,858	-	6,023,858
Materials and Services	6,388	-	6,388
Net change in requirements	<u>\$ 9,685,019</u>	<u>\$ -</u>	<u>\$ 9,685,019</u>
Net zero transfers are requested between the following projects: Waste Water Treatment Plan and Memorial Park Pump Station.			
Parks SDC Fund			
Interfund Transfers	\$ 4,196,748	\$ 901,452	\$ 5,098,200
Contingency	4,647,470	(901,452)	3,746,018
Materials and Services	3,967	-	3,967
Net change in requirements	<u>\$ 8,848,185</u>	<u>\$ -</u>	<u>\$ 8,848,185</u>
The interfund transfers and the corresponding requirements for parks capital projects and transfer to other funds is for the following capital projects: Villebois Park Improvements offset by reductions in the Boeckman Trail, Maintenance Facility & Restroom and Play Structure Replacement projects. Net zero transfers are requested between the following projects: Memorial Park Implementation and French Prairie Bridge.			



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 24, 2019	Subject: Resolution No. 2723 Interagency Agreement – City and URA to Lend and Repay up to \$3 Million Staff Member: Cathy Rodocker, Finance Director Department: Finance	
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 <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Action provides resources to fund Urban Renewal projects underway in FY 2018-19.	
Staff Recommendation: Staff recommends that Council adopt Resolution No. 2723.		
Recommended Language for Motion: I move to approve Resolution No. 2723.		
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 action is needed to approve an intergovernmental agreement (IGA) between the City and the Urban Renewal Agency that will provide up to \$3 million on a short-term basis.

EXECUTIVE SUMMARY:

The West Side Plan District has capital projects that are under construction. Short-term borrowing is necessary to complete these projects. The district has sufficient cash balances in its debt service fund to allow for repayment of borrowing on a short-term basis (short-term being defined as “overnight”).

In the past, the Urban Renewal Agency (Agency) was required to enter into an agreement with a financial institution for these types of transactions. However, changes to the legislation now allows the City's general fund to loan the funds on a short term basis, provided both the City and Agency agree to the terms of the borrowing and it serves a public purpose. The terms of the borrowing are as follows:

- City lends to Agency \$3,000,000 at 2.75 percent (2.75%).
- The Agency repays the amount from tax increment funds on hand the day after receipt of the loan.
- Total interest to the General Fund, therefore, will be approximately \$226.
- The borrowing is subordinate to outstanding senior lien debt.

By borrowing from City funds the Agency is able to avoid loan origination fees and legal costs associated with borrowing from a financial institution, estimated to be more than \$10,000 for this type of financing. The public purpose is to fund projects authorized in the urban renewal plans for the district.

EXPECTED RESULTS:

Authorizing the IGA by the respective Resolution of the City and the Agency will provide cash resources of \$3 million to pay for costs associated with the capital projects, such as those under construction within the West Side Plan district.

TIMELINE:

Borrowing and repayment will occur within the month of January 2019. The IGA anticipates the loan and repayment occurring on January 25 and January 28, respectively.

CURRENT YEAR BUDGET IMPACTS:

This loan and the repayment were included in the adopted FY2018-19 City budget.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 1/7/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 1/16/2019

The form of the Resolutions and IGA are approved. The City is a home rule city and as such under its Charter it has the authority to act in ways that are necessary and convenient under the laws and Constitution of the State of Oregon. The Oregon Constitution, Article XI, Section 9 limits the powers of cities to loan its credit to private corporations. The Agency is not a private corporation, but is a unit of local government as is the City. Specifically, the laws in ORS Chapter 190 provide for intergovernmental agreements between units of local governments to provide for functions or activities which they are authorized to do (building road projects are such functions or activities) and to provide for apportioning the responsibility for providing funds to pay for the expenses incurred in the performance of the functions or activities, which is what is occurring in this IGA.

COMMUNITY INVOLVEMENT PROCESS:

There has been no specific community outreach or involvement pertaining to this borrowing.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The borrowing will not directly impact local businesses or neighborhoods, however, the construction projects to be funded will have significant positive impact on both.

ALTERNATIVES:

Engage in borrowing from a financial institution. Using this process would take more time and cost the Urban Renewal Agency significantly more money.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2723
 - A. Intergovernmental Agreement Between the City and the Urban Renewal Agency

RESOLUTION NO. 2723**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 WEST SIDE PLAN DISTRICT.**

WHEREAS, the City of Wilsonville finds it desirable to authorize an intergovernmental agreement with the Urban Renewal Agency (the "Agency") of the City of Wilsonville, Oregon which is to lend money to the Agency on a short term basis in an amount of not more than \$3,000,000 for the Agency's West Side Plan District; and,

WHEREAS, ORS 190.010 provides legal authority for the two entities to enter into a binding intergovernmental agreement (the "Agreement"); and,

WHEREAS, the use of an Agreement is efficient and less costly than other means of obtaining financing for the Agency; and,

WHEREAS, ORS 294.468 allows a city to loan money from one fund to another fund of the municipal corporation provided the loan is authorized by official resolution and states the terms of the loan; and,

WHEREAS, the West Side Plan District debt service fund has sufficient cash balances to allow for repayment of the amounts borrowed without violation of terms of outstanding senior debt liens.

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

1. To enter into the Agreement with the Urban Renewal Agency of the City of Wilsonville to lend from the City's General Fund to the Agency's capital project funds and receive repayment from the Agency back into the General Fund of up to \$3,000,000 together with interest of 2.75 percent per annum on a 365-day year basis in accordance with the terms specified in the Agreement.
2. To authorize the City Manager, or designee, to negotiate any and all documents to complete the Agreement and transactions related to the borrowing and repayment.

3. Effective Date of this Resolution shall be immediately upon its adoption.

ADOPTED by the City of Wilsonville at a regular meeting thereof this 24th day of January, 2019 and filed with Wilsonville City Recorder this same date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

Exhibit:

A. Intergovernmental Agreement Between the City and the Urban Renewal Agency

INTERGOVERNMENTAL LOAN AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$3,000,000, FROM THE CITY OF WILSONVILLE TO THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE FOR THE PURPOSE OF FUNDING APPROVED PROJECTS IN THE WEST SIDE PLAN.

THIS INTERGOVERNMENTAL AGREEMENT entered into between the City of Wilsonville, an Oregon municipal corporation (the City), and the Urban Renewal Agency of the City of Wilsonville, Oregon, Oregon quasi-municipal corporation (the Agency),

RECITALS

WHEREAS, the Agency is a public body, corporate and politic, duly activated by the City, exercising its powers to engage in urban renewal activity as authorized by ORS Chapter 457; and

WHEREAS, the Year 2000 Plan district (the “District“) was duly established on May 4, 1992, and the Year 2000 Plan (the “Plan“) was adopted on August 29, 1990, setting out goals, objectives and projects (the “Projects“) for the Area; and

WHEREAS, the West Side district (the “District“) was duly established on November 3, 2003, and the West Side Plan (the “Plan“) was adopted on November 3, 2003, setting out goals, objectives and projects (the “Projects“) for the Area; and

WHEREAS, the Board of the Urban Renewal Agency has determined that a need exists to borrow funds for the Projects, to be repaid with tax increment financing; and

WHEREAS, Oregon Revised Statutes 457 and Oregon Constitution Article IX, Section 1(c) authorizes the Urban Renewal Agency to incur debt for the purpose of financing projects of an urban renewal plan, and to repay the debt and related costs with tax increment revenue; and

WHEREAS, the City of Wilsonville has approved a maximum indebtedness for the West Side District of \$49,400,000. The Agency has previously issued \$40,000,000 of long and short term indebtedness that is subject to the maximum indebtedness limitation, and there is no other indebtedness outstanding for the District to which the maximum indebtedness limitation applies. As a result the Agency has \$9,400,000 of capacity (before issuance of the referenced borrowing of this Agreement) to incur indebtedness for the District, and

WHEREAS, ORS 294.468 authorizes a municipality to lend unrestricted money from its general fund to other funds of the municipal corporation if authorized by resolution of the governing body, and

WHEREAS, the City and Agency have determined that financing the Projects through an intergovernmental agreement as allowed by ORS 190.010, is more cost efficient than external financing methods, is financially feasible, and is in the best interest of both parties.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1: Term and Termination. This agreement shall become effective upon the date of the last signature hereon, and shall continue in full force and effect until the loan is paid in full.

Section 2: Delegation. The Designated Representatives, or a person(s) assigned by the Designated Representatives, may, on behalf of the City or Agency, act without further action by the Council, to establish the final principal amounts.

Section 3: Duties of the City. The City shall authorize all actions and execute all documents necessary or desirable to loan up to \$3,000,000 from the City’s General Fund to the Agency’s capital project funds as delineated in Section 5, and comply with the laws of the State of Oregon, including the terms and conditions contained within this Agreement. The Agency shall reimburse the City for its expenses incurred in the performance of this Agreement.

Section 4: Duties of the Agency. The Agency shall authorize all actions and execute all documents necessary or desirable to accept the loan, authorize repayment of the loan under the terms and conditions stated herein, and comply with the laws of the State of Oregon, applicable Urban Renewal Plans. The Agency shall be responsible for its expenses incurred in the performance of this agreement and of its activities contemplated herein.

Section 5: Loan Terms. The Loan shall be made from the City’s General Fund to the Agency’s West Side Plan Capital Improvement Fund in the principal amount as noted below. The City shall transfer up to \$3,000,000 in aggregate on or before January 25, 2019, as follows:

West Side Plan Capital Improvement Fund	<u>\$3,000,000</u>
Total	\$3,000,000

Interest on the loan, at a rate of 2.75 percent (2.75%) shall begin to accrue on the date of transfer and the corresponding loan plus accrued interest shall be repaid by each District not later than January 28, 2019.

Section 6: Consideration. In consideration of the terms and conditions set forth herein, the City agrees to loan up to \$3,000,000 in exchange for the Agency's obligation to repay the loan solely from the tax increment revenues of the corresponding urban renewal Districts. The lien of this pledge shall be subordinate to the lien of any currently outstanding senior lien bonds and to any requirement to fund or maintain debt service funds, reserve funds or similar funds or as part of minim balances or similar requirements for those senior lien bonds.

Section 7: Indemnification. Subject to the limitations in the Oregon Constitution and the Oregon Tort Claims Act, the parties agree to defend, indemnify and hold each other, its officers, agents and employees harmless from all claims, suits, or actions of whatsoever hind, which arise out of or result from the transfer of funds.

Section 8: Modification. This agreement may not be altered, modified, supplemented or amended in any manner whatsoever except by mutual agreement of the parties in writing. Any such alteration, modification, supplementation, or amendment, if made, shall be effective only in the specific instance and for the specific purpose given, and shall be valid and binding only if signed by the parties.

Section 9: Waiver. No provision of the agreement may be waived except in writing by the party waiving compliance. No waiver of any provision of the Agreement shall constitute waiver of any other provision, whether similar or not, nor shall any one waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or of any other provision.

Section 10: Severability. The parties agree that if any term or provision of the Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term and provision held to be invalid.

Section 11: Designated Representative. The City authorizes the City Manager or the City Manager’s designee to act on behalf of the City under this agreement. The Agency authorizes the Executive Director of the Agency or the Executive Director’s designee to act on behalf of the Agency under this Agreement.

IN WITNESS WHEREOF, the execution of which having been first duly authorized according to law.

CITY OF WILSONVILLE

Bryan Cosgrove
City Manager of the City of Wilsonville, Oregon

Date

URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE, OREGON

Bryan Cosgrove
Executive Director of the Urban Renewal
Agency of the City of Wilsonville, Oregon

Date



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 24, 2019	Subject: Resolution No. 2721 Electric Vehicle Charging Hub Staff Member: Delora Kerber, Public Works Director Department: Public Works	
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 <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input checked="" type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Library Board has discussed this project at previous meetings and will make a formal recommendation at their January 23, 2019 Board Meeting. The results of their recommendation will be presented at Council work session on January 24, 2019.	
Staff Recommendation: Staff recommends that Council adopt Resolution No. 2721.		
Recommended Language for Motion: I move to approve Resolution No. 2721.		
Project / Issue Relates To:		
<input checked="" type="checkbox"/> Council Goals/Priorities: Council Goal #4 – Promote and make available numerous options for convenient sustainable choices.	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

To approve or deny the installation of an Electric Vehicle Charging Hub at the Wilsonville Public Library.

EXECUTIVE SUMMARY:

In anticipation of the significant increase in the use of electric vehicles in the next five years, Portland General Electric (PGE) is seeking to add six new community charging hubs to their electric vehicle charging network in the South Metro region. PGE is working with businesses and municipalities in the region interested in hosting one of the “Electric Avenue” community charging hubs. Ideal sites for the charging hubs have an area large enough for six parking spaces and associated infrastructure. Sites should be accessible 24/7, visible and safe as well as near amenities such as shopping, parks, and restaurants. Additionally, the location needs to be close to the electrical distribution network.

City staff met with PGE to discuss the possibility of locating one of the electric vehicle charging hubs in Wilsonville. Sites considered were City Hall, Town Center Park, and the Library. Of the three locations, the Library scored the overall highest in regards to demand, visibility, access, amenities, available infrastructure, and partner preference.

The proposed site is located on the northeast corner of the Library property near the intersection of Wilsonville Road and Memorial Drive. Installation of the charging hub would be in the area of the nine parking stalls facing Wilsonville Road. The hub will have one 6.7 kW (aka Level 2) dispenser and four 50 kW (aka DC fast charge) dispensers. The associated infrastructure including conversion towers, transformer, switch-gear and meter will be in an enclosed area.

Per the Charging Station License agreement, PGE will construct, operate, inspect, repair and maintain the Charging Stations. The City is responsible for the care and maintenance of the parking areas. The agreement has an initial term of ten (10) years and automatically renews on an annual basis for one-year periods. Either party may terminate the agreement with a 30-day notice. The use of the Library parking lot is being provided free of charge to PGE so that citizens will have more access to electric charging stations. PGE does charge for the use of the stations.

EXPECTED RESULTS:

Installation of a vehicle charging hub will encourage the use of electric vehicles and provide a convenient location for recharging vehicles near many desirable amenities.

TIMELINE:

PGE wants to secure the location of the community charging hubs in early 2019 in order to start the design and construct the project in the spring/summer of 2019. The site should be operational by the end of 2019.

CURRENT YEAR BUDGET IMPACTS:

No financial impacts to the City. PGE pays for site development, operation, maintenance and energy use.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 1/8/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 1/2/2019

COMMUNITY INVOLVEMENT PROCESS:

Staff has worked with the Library Board to ensure compatibility with Library functions.

BENEFIT TO THE COMMUNITY:

Having a convenient location for the recharging of electric vehicles in exchange for the use of City property. This project would support the goal of providing a variety of sustainable choices to our citizens.

ALTERNATIVES:

Not to approve the installation of the vehicle charging hub at the Library.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2721
 - A. Charging Station License Agreement
2. Electric Avenue Community Charging Hub Brochure

RESOLUTION NO. 2721

A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING A CHARGING STATION LICENSE AGREEMENT WITH PORTLAND GENERAL ELECTRIC FOR INSTALLATION OF ELECTRIC VEHICLE CHARGING STATIONS.

WHEREAS, the use of electric vehicles is anticipated to increase in the next five years; and

WHEREAS, Portland General Electric (PGE) is adding six new community charging hubs to their electric vehicle charging network; and

WHEREAS, the City of Wilsonville has a Council Goal to promote and make available numerous options for convenient sustainable choices; and

WHEREAS, both the City and PGE desire to construct an electric vehicle charging station within the City limits; and

WHEREAS, the Library parking lot meets the criteria of for an ideal site for a charging station; and

WHEREAS, the use of the Library parking lot is provided free of charge to PGE so that citizens will have more access to electric charging stations; and

WHEREAS, PGE does charge for the use of the stations; and

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

1. The Wilsonville City Council hereby approves and authorizes the City Manager to execute on behalf of the City of Wilsonville the Charging Station License Agreement with Portland General Electric.
2. Term of the Agreement is for ten years and shall automatically renew on an annual basis for one-year periods.
3. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 24th day of January 2019, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

Exhibit:

A. Charging Station License Agreement

CHARGING STATION LICENSE

This Charging Station License (“Agreement”), dated and effective as of the last date signed below (the “Effective Date”), is by and between **Portland General Electric Company**, an Oregon corporation (“PGE”), and the **City of Wilsonville**, a municipal corporation of the State of Oregon (“Owner”), the legal owner of real property located at 8200 SW Wilsonville Road, Wilsonville, OR 97070 (the “Property”). PGE and Owner are referred to herein collectively as the “Parties” and each individually as a “Party” to this Agreement.

WHEREAS, PGE and Owner desire PGE to install and maintain (6) number of electric vehicle charging stations and associated equipment/infrastructure (the “Charging Stations”) at the Property in a location agreed to by the Parties (the “Charging Station Area”). The Property and Charging Station Area are described in Exhibit A, attached hereto and incorporated herein.

NOW, THEREFORE, PGE and Owner, in consideration of the promises and covenants contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. CHARGING STATION INSTALLATIONS AND OWNERSHIP; PGE OBLIGATIONS.

- 1.1. Owner grants PGE, or its designated contractor, agent, or representative (“Representatives”), a limited license to construct, install, operate, inspect, repair, and maintain the Charging Stations at the Property in accordance with this Agreement and a limited license to use and occupy the Charging Station Area for the sole purpose of installing, operating, and maintaining the Charging Stations and related underground electrical service facilities. This license includes the right to make changes in grade, elevation, or contour of the land within the Charging Station Area, to pave, and to cut away and keep clear, prevent the construction or placement, remove, level, and/or dispose of all obstructions, structures, natural features, trees, vegetation and/or undergrowth, on, under, along, or above the Charging Station Area, which may endanger or interfere with the efficiency, safety, and/or convenient use or enjoyment of the Charging Stations. PGE will identify the precise location of the Charging Station Area and will provide Owner with plans and specifications of the installation for review and approval by Owner. PGE will also provide Owner with reasonable advance notice for the dates of installation, recognizing that the Property is a Public Library parking lot and accommodations are needed for Library patrons.
- 1.2. Owner grants to PGE or its Representatives a limited license to access the Property for Property survey, installation, operation, maintenance, repair, and management of the Charging Stations.
- 1.3. PGE (at PGE’s sole cost) shall obtain any and all necessary federal, state, or municipal licenses, permits, and/or approvals and appropriate easements for the installation and operation of the Charging Stations (the “Permissions”). Owner shall cooperate and provide reasonable assistance in obtaining all of such licenses, permits, and approvals. To the extent PGE is unable to obtain said Permissions within twelve (12) months of the Effective Date, or costs associated with the installation of the Charging Stations make the project commercially impractical or unreasonable, PGE may terminate this Agreement with ten (10) days’ written notice to Owner.

- 1.4. PGE will bear all costs associated with the delivery, installation, maintenance, repair, and commissioning of the Charging Stations. All right, title, and interest in the Charging Stations shall at all times remain the sole property of PGE.
- 1.5. PGE will be solely responsible for all necessary repair and maintenance of the Charging Stations and any associated equipment and infrastructure (including underground equipment). In the event of any Charging Station failure, damage, or other problem requiring repair, replacement, adjustment, or maintenance to the Charging Station, Owner shall notify PGE or its Representative within twenty-four (24) hours of first becoming aware of such failure or problem.
- 1.6. PGE, Owner, and their respective Representatives make no representations or warranties and assume no liability regarding the quality, safety, design, sizing, installation, construction, reliability, functionality, efficiency, performance, operation, maintenance, or use, or other aspect, of any Charging Station installed pursuant to this Agreement and expressly disclaim any such representation or warranty. The Charging Stations will be clearly marked with the following language: "Equipment is owned and operated by PGE, for questions call xxx-xxx-xxxx" which will include a contact phone number for inquiries related to the Stations.
- 1.7. Neither PGE nor its Representatives shall be responsible for costs of correction of conditions already existing at the Property that fail to comply with applicable laws and regulations.
- 1.8. Owner acknowledges and agrees that PGE will provide no additional security at the Property or Charging Station Area. PGE accepts all risk of loss to property associated with the Charging Stations and hereby releases all claims against Owner for any loss or damage to the Charging Stations, except as provided in **Section 6** below.

2. OWNER OBLIGATIONS.

- 2.1. Owner shall take all reasonable measures to ensure that the Property shall be kept operational, clean, and in good repair. During the Term, Owner shall not unreasonably restrict or obstruct access to the Charging Stations as is necessary for (i) charging of an electric vehicle by any electric vehicle owner or operator twenty-four (24) hours a days and seven days a week, and (ii) inspection, maintenance, and repair of the Charging Stations by PGE and its Representatives.
- 2.2. Owner accepts all risk of loss associated with the Property, including the Charging Area. Owner hereby releases all claims and subrogation against PGE for any loss or damage to the Property and Charging Area, unless the loss or damage is caused by the willful misconduct of PGE or its Representatives.
- 2.3. Owner acknowledges that PGE will be collecting Charging Station usage data, including but not limited to charge event information, such as when a charge event occurs, energy transferred during the charge event, duration of the plug-in event, and duration of the charging period. Charging Station users will be charged for their use of the Charging Station.
- 2.4. Owner represents and warrants that:
 - 2.4.1. Owner is the legal owner of the Property and is authorized to enter into this Agreement and permit PGE to perform the Charging Station installation and maintenance services anticipated under this Agreement;

2.4.2. The execution, delivery, and performance of this Agreement will not conflict with any agreement or require any written consent or approval of any other person or corporation; and

2.4.3. The Charging Stations will remain free of all levies, liens, and encumbrances will not be collateralized, and no security interest will be granted therein.

3. PUBLICITY. Each Party shall, at its option, have the right to publicly advertise the availability of the Charging Stations, including in print and on the website. Each Party shall further, at its option, have the right to install appropriate signage at the Property and Charging Station Area; provided that any and all such signage shall be approved by the other Party prior to use by such Party.

4. TERM.

4.1. This Agreement shall commence on the Effective Date and continue for ten (10) years (the "Initial Term"). This Agreement shall automatically renew on an annual basis for one-year periods (each such renewal a "Renewal Term") after the Initial Term and each Renewal Term unless either Party provides notice of its intent not to renew at least ninety (90) days prior to the expiration of the Term. The Initial Term and all Renewal Terms are, collectively, the "Term."

4.2. Either Party may terminate this Agreement, effective thirty (30) days after giving written notice of intent to terminate, upon the occurrence of a material breach of this Agreement, provided that such breach continues for thirty (30) days after notice of such breach.

4.3. Upon termination of this Agreement, PGE will remove the Charging Station from the Property, at PGE's expense, within ninety (90) days of termination, provided that PGE shall not be required to remove and may abandon underground equipment, underground cabling, or underground conduit associated with the Charging Station, as shown on the as-builts. PGE will provide Owner a complete set of as-built plans showing the underground elements that are to be abandoned. Upon termination of this Agreement, PGE shall restore the Charging Station Area to as nearly as practicable its condition immediately preceding PGE's entry, excepting normal wear and tear and changes in the condition caused by use thereof.

4.4. Owner shall not dispose of, remove, or move the Charging Stations from their place of installation prior to the conclusion of this Agreement without the prior written consent of PGE, except in the event of an emergency or after sixty (60) days from Owner's notice to PGE to respond to a material breach of this Agreement and PGE has failed to cure, or after ninety (90) days from expiration of this Agreement.

5. NO REPRESENTATIONS OR WARRANTIES. EXCEPT AS EXPRESSLY PROVIDED HEREIN, THE CHARGING STATION AND ALL SERVICES HEREUNDER ARE PROVIDED "AS IS" BY PGE AND ITS REPRESENTATIVES WITHOUT ANY WARRANTY OF ANY KIND. ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR POTENTIAL SAVINGS, ARE EXPRESSLY DISCLAIMED TO THE FULLEST EXTENT PERMISSIBLE UNDER APPLICABLE LAW. EXCEPT AS EXPRESSLY PROVIDED HEREIN, USE OF THE PROPERTY IS PROVIDED AS A PUBLIC SERVICE, WITHOUT CHARGE, AND IS PROVIDED IN "AS IS" CONDITION BY OWNER WITHOUT ANY WARRANTY OF ANY KIND, WHETHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE TO THE FULLEST EXTENT PERMISSIBLE UNDER APPLICABLE LAW.

OWNER ASSUMES NO LIABILITY OR RESPONSIBILITY FOR ANY CONDITION OR DEFECT ASSOCIATED WITH THE PROPERTY TO PGE WITH RESPECT TO ITS USABILITY FOR THE LOCATION OF THE CHARGING STATIONS AND ASSUMES NO MAINTENANCE OR SECURITY RESPONSIBILITIES FOR THE CHARGING STATION.

- 6. MAINTENANCE AND DAMAGE.** PGE is responsible for maintaining the Charging Stations and Owner shall have no responsibility for the Charging Stations, except as provided herein. Owner is responsible for maintaining the parking lot where the Charging Stations are located and PGE shall have no responsibility for maintaining the parking lot, except as provided herein. Subject to the Limitation of Liability in Section 7, PGE will be responsible to Owner for any damage PGE causes to the Property. Subject to the Limitation of Liability in Section 7, Owner will be responsible to PGE for any damage Owner causes to the Charging Stations.
- 7. LIMITATION OF LIABILITY.** IN NO EVENT SHALL EITHER PARTY, ITS PARENT, OFFICERS, DIRECTORS, PARTNERS, SHAREHOLDERS, EMPLOYEES OR AFFILIATES, OR ANY REPRESENTATIVES THEREOF, BE LIABLE TO THE OTHER PARTY FOR SPECIAL, INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE WHATSOEVER CONNECTED WITH OR RESULTING FROM PERFORMANCE OR NON-PERFORMANCE OF OBLIGATIONS UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, DAMAGES OR CLAIMS IN THE NATURE OF LOST REVENUE, INCOME, OR PROFITS, LOSS OF USE, OR COST OF CAPITAL, IRRESPECTIVE OF WHETHER SUCH DAMAGES ARE REASONABLY FORESEEABLE AND IRRESPECTIVE OF WHETHER SUCH CLAIMS ARE BASED UPON NEGLIGENCE, STRICT LIABILITY CONTRACT, OPERATION OF LAW, OR OTHERWISE.
- 8. ASSIGNMENT.** This Agreement shall be binding upon the Parties together with their successors and permitted assigns. In the event of a sale of the Property, this Agreement will automatically transfer to and will be binding on the new Property owner. Owner will promptly notify PGE in writing of any such changes occurring during the Term, including any updates to Owner address(es) or contact information set forth in this Agreement.
- 9. INSURANCE.**

 - 9.1. Prior to commencement of the Term, PGE shall provide to Owner proof of, and continuously maintain during the Term, comprehensive commercial general liability insurance, written on the current ISO occurrence form (or a substitute form providing equivalent coverage), and must cover claims for personal injury, death, or property damage arising from the use, occupancy, disuse, or condition of the Property, Charging Stations, or adjoining areas or ways, or from any other cause, with a minimum combined single limit of two millions dollars (\$2,000,000) to cover any claim or liability which may result from any obligation of PGE pursuant to or in any way associated with this Agreement. In addition, PGE and its Representatives shall maintain workers' compensation insurance in compliance with the laws of the State of Oregon.
 - 9.2. Prior to commencement of the Term, Owner shall provide to PGE proof of, and continuously maintain during the Term, comprehensive commercial general liability insurance, written on the current ISO occurrence form (or a substitute form providing equivalent coverage), and must cover claims for personal injury, death, or property damage arising from the use, occupancy, disuse, or condition of the Property, or adjoining areas or ways, or from any other cause, with a minimum combined single limit of two million dollars (\$2,000,000) to cover any claim or liability which may result from any obligation of Owner pursuant to or in any way associated with this

Agreement. In addition, Owner shall maintain workers' compensation insurance in compliance with the laws of the State of Oregon.

- 10. NOTICE.** All notices required under this Agreement shall be deemed properly served if hand delivered (including by reputable overnight courier) or sent by certified mail, return receipt requested, or overnight express mail delivery with signed receipt of delivery, to the last address previously furnished by the Parties hereto. Until hereafter changed by the Parties by notice in writing, notices shall be sent to the Parties at the addresses set forth below:

PGE:	Portland General Electric Company 121 SW Salmon St, 1WTC13 Portland, OR 97204 Attention: Legal Department
Owner:	City of Wilsonville 29799 SW Town Center Loop E Wilsonville, OR 97070 Attention: Legal Department

If sent by certified mail, the notice shall be deemed received three (3) days after the date such notice is deposited in a post office of the United States Postal Service, postage prepaid, return receipt requested, certified mail. If delivered by hand, the notice shall be deemed received as of the date of delivery or refusal of delivery. If delivered by overnight mail, notice will be deemed received on the next business day (Monday through Friday, excluding holidays observed by the Postal Service).

- 11. MISCELLANEOUS.** This Agreement, including all attachments, constitutes the entire agreement between Owner and PGE and may only be amended in writing signed by each of the Parties. If any of its provisions shall be held invalid or unenforceable, this Agreement shall be construed as if not containing those provisions and the rights and obligations of the Parties hereto shall be construed and enforced accordingly. Each Party shall be responsible for its Representatives' compliance with this Agreement. The failure to enforce any terms of this Agreement will not constitute a waiver. The provisions of this Agreement regarding Indemnification and Limitation of Liability will survive the termination or expiration of this Agreement.
- 12. FORCE MAJEURE.** The Parties to this Agreement shall be excused from any failure or delay in the performance of their obligations if such obligations are prevented from being fulfilled due to Force Majeure. A Party unable to fulfill any obligation hereunder (other than an obligation to pay money when due) by reason of Force Majeure, shall give notice and the full particulars of such Force Majeure to the other Party, in writing or by telephone, as soon as reasonably possible after the occurrence of the cause relied upon. A "Force Majeure" shall include any act, event, or occurrence beyond the Party's reasonable control, which the Party, despite its best efforts, is unable to prevent, avoid, overcome, delay, or mitigate, including but not limited to: floods, epidemics, earthquakes, quarantine, blockade, war, insurrection or civil strife, or terrorism.
- 13. GOVERNING LAW; ACTIONS.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon, excluding any conflicts of laws principles that would result in this Agreement being interpreted in accordance with any different law. Venue for any lawsuit

arising out of or in connection with this Agreement shall be exclusively in the Clackamas County Circuit Court or federal courts of the State of Oregon. This Agreement is intended for the benefit of the Parties herein only and does not grant any rights to any third parties unless otherwise specifically stated herein.

IN WITNESS WHEREOF, and intending to be legally bound, the Parties have duly executed this Agreement by their authorized representatives as of the Effective Date.

Owner:	City of Wilsonville
Signature:	
Date:	

PGE:	Portland General Electric Company
Signature:	
Date:	

EXHIBIT A – PROPERTY AND CHARGING STATION AREA

Exhibit A1 – Community Charging Hub Location



PGE proposes locating the Electric Avenue community charging hub in the northeast corner of the parking lot. The nine existing parking stalls in this area would be converted to six stalls (five conventional, one ADA compliant) capable of charging electric vehicles.

Exhibit A2- Preliminary Site Design



PORTLAND GENERAL ELECTRIC
EV CHARGING STATIONS

WILSONVILLE
PRELIMINARY SITE PLAN

DATE: 10/16/2018
DESIGN: SRJ
DRAWN: ACSN

SHEET NO.
EX01

PROJECT NO. TRIA00000018

The preliminary design shown above is for illustrative purposes only and does not reflect PGE's desire to include an ADA compliant parking stall and locate supporting infrastructure (conversion towers, transformer, switchgear, and meter) further to the west.

Electric Avenue community charging hubs

PGE is proud to announce the addition of six new community charging hubs to our electric vehicle charging network. There has never been a better time to host electric vehicle charging infrastructure. Electric vehicle adoption is expected to increase sharply in the next five years as vehicle prices decline, ranges increase and the number of new models expands.

Electric Avenue site profile

Ideal sites for PGE's community charging hubs will have room for six parking spaces and supporting infrastructure (see illustration). Other important criteria include that sites are:

- Safe, visible and accessible 24/7
- Near open amenities
- Close to electrical distribution infrastructure

Project timeline

PGE will finalize all new locations by mid-2018. The first sites are projected to be operational by the end of 2018, with all sites completed by the end of 2019.



Partner with PGE

We're excited to work with businesses, municipalities and other organizations interested in hosting the next Electric Avenue community charging hub. Sites are limited, and not all proposals will get accepted.

Site host benefits

- Pay no cost for site development, operation, energy use or maintenance
- Increase traffic to your location (average potential usage of 40 sessions per day)
- Demonstrate leadership in environmental stewardship

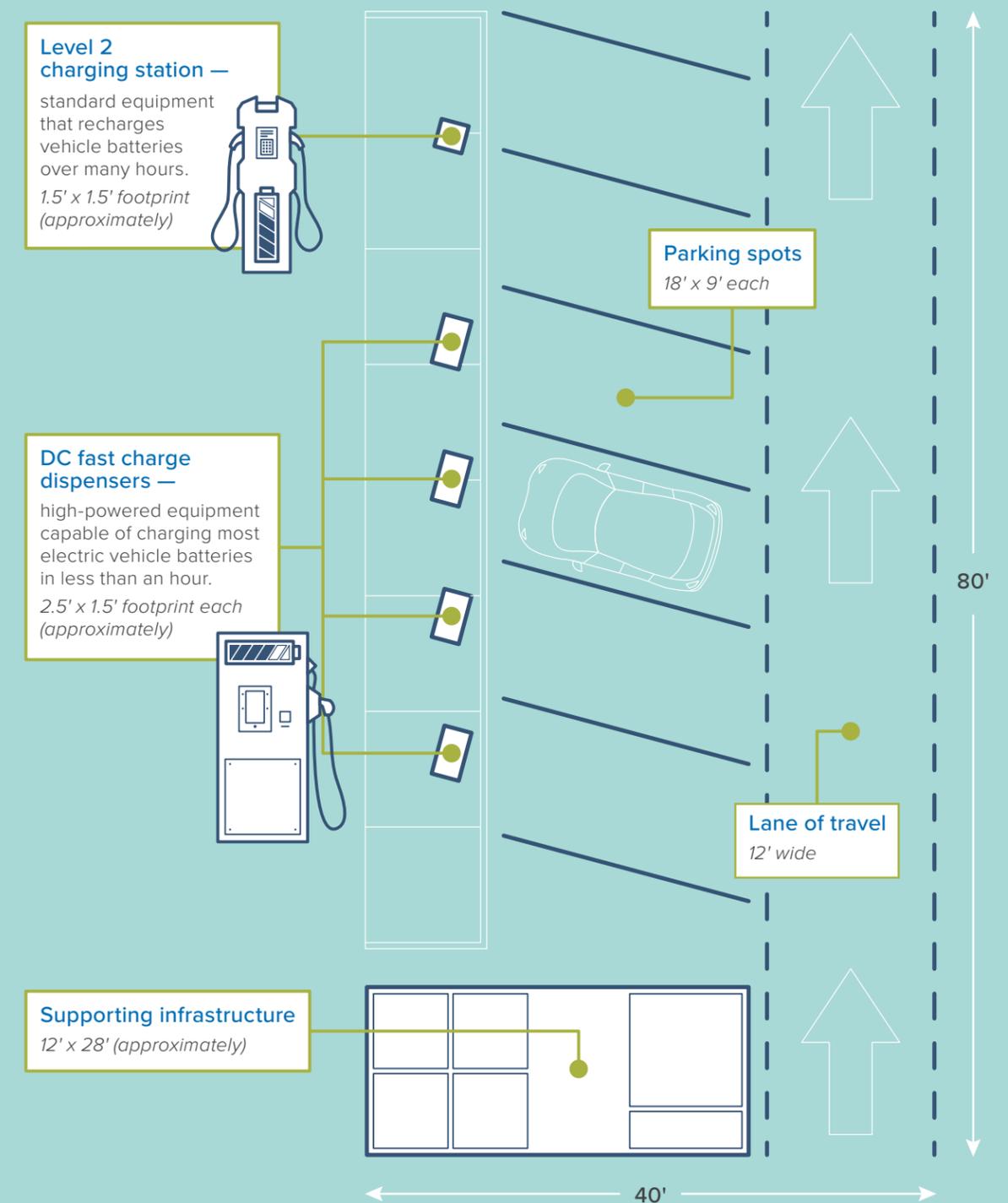
Interested in hosting?

Contact us at electricavenue@pgn.com or call 503-464-2148.

Electric Avenue snapshot

PGE's pilot location in downtown Portland hosts an average of 40 charging sessions per day with an average dwell time of 43 minutes per session. All electric vehicle charging is powered by 100% renewable energy, resulting in over 500,000 miles of electrified travel and 217 metric tons in carbon savings every year.

Example Electric Avenue site layout*



*Layout is for size/scale example. Other layouts will also work.



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: January 24, 2019</p>	<p>Subject: Ordinance No. 831 – 2nd Reading Amending WC 4.800-4.814</p> <p>Staff Member: Chris Neamtzu, Community Development Director & Amanda Guile-Hinman, Assistant City Attorney</p> <p>Department: Planning/ Legal</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: January 7, 2019</p> <p><input checked="" type="checkbox"/> Ordinance 1st Reading Date: January 7, 2019</p> <p><input checked="" type="checkbox"/> Ordinance 2nd Reading Date: January 24, 2019</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 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: Second reading of Ordinance No. 831 to approve revisions to Wilsonville Code 4.800-4.814 in response to Federal Communications Commission ruling regarding small wireless facilities.</p>	
<p>Staff Recommendation: Staff recommends that City Council adopt Ordinance No. 831 on second reading.</p>		
<p>Recommended Language for Motion: I move to approve Ordinance No. 831 on second reading.</p>		
<p>Project / Issue Relates To:</p>		
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input checked="" type="checkbox"/> Adopted Master Plan(s)</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL:

Council to consider revisions to Chapter 4 of the Wilsonville Code (“WC”) to address new rules promulgated by the Federal Communications Commission (“FCC”) governing small wireless facilities (“SWFs”) in the public right-of-way, which rules became effective on January 14, 2019.

Ordinance No. 831 amends WC 4.800-4.814. Ordinance No. 831 is attached hereto as **Attachment A**.

EXECUTIVE SUMMARY:

On September 26, 2018, the FCC adopted its Declaratory Ruling and Third Report and Order (“Declaratory Ruling”). The Declaratory Ruling interpreted existing federal law and created new federal regulations regarding SWFs. The Declaratory Ruling requires state and local jurisdictions to conform to the FCC’s interpretations of federal statutes and newly adopted federal regulations governing SWFs, which become effective on January 14, 2019. A review of the new regulations in the Declaratory Ruling are summarized in the December 17, 2018 staff report.

To ensure compliance with the Declaratory Ruling, staff recommend the Council review and approve on second reading Ordinance No. 831, which provides amendments to WC 4.800 through 4.814.

One minor change has been made to Exhibit 1 (revisions of WC 4.800-4.814) in response to comments from wireless providers. WC 4.801(.07)(b), which addresses the height standards for collocated SWF, has been modified to add “whichever is greater” at the end of the sentence to comply with the FCC regulations.

EXPECTED RESULTS:

The City will be in compliance with the FCC’s Declaratory Ruling and the new federal regulations.

TIMELINE:

Council adopted Resolution No. 2720 regarding design standards, application fees, and public right-of-way use fees for SWFs at its January 7, 2019 meeting and also approved, on first reading, Ordinance No. 831 adopting revisions to WC 4.800 through 4.814. The second reading of Ordinance No. 831 is scheduled for January 24, 2019. Staff recommend that Council declare an emergency so that Ordinance No. 831 becomes effective immediately upon approval at the second reading to ensure that the Wilsonville Code complies with applicable FCC regulations.

CURRENT YEAR BUDGET IMPACTS:

The budget impacts are not known at this time. Staff anticipate that the application review fees should cover the actual City costs for reviewing the applications, but further refinement of the application review fees and the right-of-way use fees may be necessary.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 12/31/2018

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 12/31/2018

COMMUNITY INVOLVEMENT PROCESS:

The City Council conducted a public hearing on the revisions to the City Code affording all interested parties an opportunity to participate. Information regarding SWFs was provided in the January 2019 Boones Ferry Messenger and the Planning Commission was briefed on the FCC Declaratory Ruling and planned City response at its November 2018 meeting.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The proposed fees and City regulations should ensure that the City is in compliance with the new FCC regulations and the Declaratory Ruling while also remaining dedicated to its adopted aesthetic policies and recovering all or most of its costs in implementing the new rules.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

A. Ordinance No. 831

1. Revised Wilsonville Code Chapter 4, Sections 800 through 814.

ATTACHMENT

ORDINANCE NO. 831

AN ORDINANCE OF THE CITY OF WILSONVILLE AMENDING WILSONVILLE CODE CHAPTER 4, SECTIONS 800 THROUGH 814 TO ADDRESS THE NEW RULES PROMULGATED BY THE FEDERAL COMMUNICATIONS COMMISSION; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Wilsonville is authorized, under existing State of Oregon (“State”) and federal law, to enact appropriate regulations and restrictions relative to small wireless facilities, distributed antenna systems, and other personal wireless telecommunication facility installations in the public right-of-way consistent with State and federal law; and

WHEREAS, the City of Wilsonville encourages wireless infrastructure investment and wishes to provide a fair and predictable process for the deployment of small wireless facilities while managing public rights-of-way in a manner that promotes the interests of the public health, safety and welfare; and

WHEREAS, the City of Wilsonville recognizes that the Federal Communications Commission (“FCC”) adopted its Declaratory Ruling and Third Report and Order (“Declaratory Ruling”) on September 26, 2018, interpreting the federal law and creating new federal regulations regarding small wireless facilities that become effective on January 14, 2019; and

WHEREAS, the City of Wilsonville finds it necessary to be in compliance with the FCC’s Declaratory Ruling and the new federal regulations; and

WHEREAS, the City of Wilsonville is aware that in order to be in compliance with the FCC’s Declaratory Ruling it must address conflicts between WC 4.800 through 4.814 and the new federal regulations; and

WHEREAS, the City of Wilsonville recognizes that the FCC’s review standards requires review of an application to collocate a small wireless facility on an existing structure to be completed within 60 days and review of an application for a small wireless facility on its own stand-alone pole to be completed in 90 days, which timeframes warrant a Class I Administrative Review process under the Wilsonville Development Code; and

WHEREAS, the City has provided the Oregon Department of Land Conservation and Development the required notice for amendments to the Development Code; and

WHEREAS, the effective date of the Declaratory Ruling and new regulations renders it impossible for the City to conduct a public hearing with the Planning Commission, but the City has advised the Planning Commission of the Declaratory Ruling and City response.

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

1. FINDINGS.

The above-recited findings, including the staff reports dated December 17, 2018 and January 7, 2019, are adopted and incorporated by reference herein. The City Council further finds and concludes that the adoption of the proposed Development Code amendments is necessary for the good of the public and to protect the health, safety, and welfare of the municipality.

2. DETERMINATION.

Based on such findings, the City Council hereby adopts the Development Code amendments attached hereto as Exhibit 1. The City Recorder is hereby directed to prepare final formatting to make sure such style and conforming changes match the format and style of the Wilsonville Development Code.

3. EFFECTIVE DATE OF ORDINANCE.

This Ordinance being necessary for the immediate preservation of the public peace, health, and safety, an emergency is declared to exist and this Ordinance shall be in full force and effect on January 24, 2019.

4. Except as set forth above, Chapter 4 of the Wilsonville Code remains in full force and effect as written.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 7th day of January, 2019, commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon, and scheduled for a second reading at a regular meeting of the Council on January 24, 2019 commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon..

Kimberly Veliz, City Recorder

ENACTED by the City Council on the ____ day of _____, 2019, by the following votes: Yes: _____ No: _____

Kimberly Veliz, City Recorder

DATED and signed by the Mayor the ____ day of _____, 2019.

TIM KNAPP, MAYOR

SUMMARY OF VOTES:

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

Attachments:

Exhibit 1 – Revised Wilsonville Code Chapter 4, Sections 800 through 814.

**WILSONVILLE CODE
PLANNING AND LAND DEVELOPMENT**

**CHAPTER 4 – SECTIONS 4.800 – ~~4.804~~814
WIRELESS COMMUNICATIONS FACILITIES**

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WIRELESS COMMUNICATIONS FACILITIES

Section 4.800. Wireless Communications Facilities – Permitted, Conditionally Permitted, And Prohibited Uses.

Purpose:

Wireless Communications Facilities (“WCF”) play an important role in meeting the communication needs of Wilsonville citizens. This Section aims to balance the proliferation of and need for WCF with the importance of keeping Wilsonville a livable and attractive City, consistent with City regulations for undergrounding utilities to the greatest extent possible.

In accordance with the guidelines and intent of Federal law and the Telecommunications Act of 1996, these regulations are intended to: 1) protect and promote the public health, safety, and welfare of Wilsonville citizens; 2) preserve neighborhood character and overall City-wide aesthetic quality; 3) encourage siting of WCF in locations and by means that minimize visible impact through careful site selection, design, configuration, screening, and camouflaging techniques.

As used herein, reference to Wireless Communications Facilities is broadly construed to mean any facility, along with all of its ancillary equipment, used to transmit and/or receive electromagnetic waves, radio or television signals including, but not limited to, antennas, dish antennas, microwave antennas, small cells, distributed antenna systems (“DAS”), 5G, small cell sites/DAS , and any other types of equipment for transmission or receipt of signals, including telecommunication towers, poles, and similar supporting structures, equipment cabinets or buildings, parking and storage areas, and all other accessory development.

Reference to Small Wireless Facilities (SWF) herein is construed to mean telecommunications facilities and associated equipment that meet the definition of small wireless facilities as stated in 47 C.F.R. § 1.6002(l).

This Section does not apply to (i) amateur radio stations defined by the Federal Communication Commission and regulated pursuant to 47 C.F.R. Part 97; or (ii) WCF owned by, or operated solely for, the City of Wilsonville.

If any provision of this Code directly conflicts with State or Federal law, where State or Federal law preempts local law, then that provision of this Code shall be deemed unenforceable, to the extent of the conflict, but the balance of the Code shall remain in full force and effect.

Nothing contained in this Section shall be construed in any way to waive or limit the City’s proprietary rights over its real and personal property, including without limitation any proprietary interest in the right-of-way. Thus, if it is determined the City has authority to exert greater rights or impose additional conditions or limitations beyond those set forth in this Section, the City reserves the absolute right to do so, as it determines appropriate or necessary.

(.01) Permitted Uses.

- A. Towers, poles, and structures for WCF and ancillary facilities thereto are permitted ~~subject to submission of a complete City developed and approved application, payment of all fees, and approval through the Class II Administrative~~

~~Review process listed in Section 4.030.B of the Wilsonville Code,~~ in all of the following locations:

1. Any property owned by the City of Wilsonville, including public right-of-way;
 2. Any property owned by the West Linn - Wilsonville School District;
 3. Any property owned by the Tualatin Valley Fire District;
 4. Any property within an electric utility substation.
- B. Co-locating WCF is encouraged on all existing, legally established, towers, poles, and structures in all zones and may be required on City property.
- C. Satellite communications antennas not exceeding one (1) meter in diameter shall be permitted in any zone without requiring Administrative Review. ~~All others are subject to Class II review~~
- D. Camouflaged WCF antennas attached to existing light, power, or telephone poles are permitted in all zones, subject to the development standards of Section 4.803; ~~and subject to City approval through the Class II Administrative Review process listed in Section 4.030 of the Wilsonville Code.~~
- F. The City of Wilsonville is an underground utility City (Undergrounding District) where mandatory aesthetic design standards do not unreasonably preclude WCF by requiring undergrounding of all equipment to the maximum extent possible. Therefore, no new vertical elements will be allowed on City property if there are existing facilities available to reasonably accommodate the WCF, and all equipment other than the antennas shall be placed underground to the maximum extent possible. The following shall be used to determine maximum extent possible:
1. Equipment functional underground;
 2. Location available to underground near associated antenna; and
 3. Conflicts with other underground uses as determined by the City
- (.02) Conditional Uses. Except as ~~provided above~~ indicated as permitted in (.01) above, WCF ~~shall be~~ can be allowed- conditionally permitted in all zones, ~~upon approval of a conditional use permit~~ pursuant to Section 4.184 of the Wilsonville Code, ~~subject to the following limitations:~~
- ~~A. In any commercial Master Planning Area, WCF attached to existing permitted structures shall be permitted as conditional uses if WCF design review and screening criteria, as described in Wilsonville Code Sections 4.176 and 4.400, are met. All other WCF are prohibited.~~
- (.03) Prohibited Uses. WCF are prohibited on all lands designated as Significant Resource Overlay Zone lands.

Section 4.801. Application Requirements.

Cable providers that occupy any portion of the City's right-of-way are required to enter into a Franchise Agreement with the City. Other utilities, including Competitive Local Exchange Competitor carriers are subject to the terms of the City's Privilege Tax Ordinance No. 616. In order to be permitted, an applicant must complete: 1) a Site Development Permit Application; 2) a Public Works Permit; 3) a Building Permit; and 4) enter into a Lease Agreement with the City for use of the public Right-of-Way. In preparing the Application, the applicant should review all provisions of this Code Section, particularly the portion attached to the Development Review Standards. The WCF Application process shall include all of the following:

- (.01) Speculation. No Application for a WCF shall be approved from an applicant that constructs WCF and leases tower space to service providers that is not itself a wireless service provider, unless the applicant submits a binding written commitment or executed lease from a service provider to utilize or lease space on the WCF.
- (.02) Geographical Survey. The applicant shall identify the geographic service area for the proposed WCF, including a map showing all of the applicant's existing sites in the local service network associated with the gap that the proposed WCF is proposed to close. The applicant shall describe how this service area fits into and is necessary for the service provider's service network. Prior to the issuance of any building permits, applicants for WCF shall provide a copy of the corresponding FCC Construction Permit or license for the facility being built or relocated, if required. The applicant shall include a vicinity map clearly depicting where, within a one-half (1/2) mile radius, any portion of the proposed WCF could be visible, and a graphic simulation showing the appearance of the proposed WCF and all accessory and ancillary structures from two separate points within the impacted vicinity, accompanied by an assessment of potential mitigation and screening measures. Such points are to be mutually agreed upon by the Planning Director or the Planning Director's designee and the applicant. This Section (.02) is not applicable to applications submitted subject to the provisions of 47 U.S.C. 1455(a).
- (.03) Visual Impact, Technological Design Options, and Alternative Site Analysis. The applicant shall provide a visual impact analysis showing the maximum silhouette, viewshed analysis, color and finish palette, and proposed screening for all components of the facility. The analysis shall include photo simulations and other information as necessary to determine visual impact of the facility as seen from multiple directions. The applicant shall include a map showing where the photos were taken. The applicant shall include an analysis of alternative sites and technological design options for the WCF within and outside of the City that are capable of meeting the same service objectives as the preferred site with an equivalent or lesser visual impact. If a new tower or pole is proposed as a part of the proposed WCF, the applicant must demonstrate the need for a new tower and pole and why existing locations or design alternatives, such as the use of microcell technology, cannot be used to meet the identified service objectives. Documentation and depiction of all steps that will be taken to screen or camouflage the WCF to minimize the visual impact of the proposed facility must be submitted.

- (.04) Number of WCF. The Application shall include a detailed narrative of all of the equipment and components to be included with the WCF, including, but not limited to, antennas and arrays; equipment cabinets; back-up generators; air conditioning units; poles; towers; lighting; fencing; wiring, housing; and screening. The applicant must provide the number of proposed WCF at each location and include renderings of what the WCF will look like when screened. The Application must contain a list of all equipment and cable systems to be installed, including the maximum and minimum dimensions of all proposed equipment. Wilsonville is an Undergrounding District, meaning that the City will require any utility that can be fully or partially located underground to the maximum extent possible to help preserve the aesthetic appearance of the right-of-way and community and to prevent aboveground safety hazards. Therefore, all components of the WCF must be undergrounded to the extent reasonably feasible. Those components of the WCF that must be above ground must be identified by type of facility, dimension of facility, with proposed screening to reduce to the maximum extent possible the visual impact of aboveground facilities and equipment. A written narrative of why any portion of the WCF must be above ground is required. ~~Cost savings is not a valid reason for placing facilities and equipment above ground except where the applicant conclusively shows that this requirement would result in an effective or actual prohibition of the telecommunications service.~~
- (.05) Safety Hazards. Any and all known or expected safety hazards for any of the WCF facilities must be identified and the applicant who must demonstrate how all such hazards will be addressed and minimized to comply with all applicable safety codes.
- (.06) Landscaping. The Application shall provide a landscape plan, drawn to scale, that is consistent with the need for screening at the site, showing all proposed landscaping, screening and proposed irrigation (if applicable), with a discussion of how proposed landscaping, at maturity, will screen the site. Existing vegetation that is proposed to be removed must be clearly indicated and provisions for mitigation included.
- (.07) Height. The Application shall provide an engineer's diagram, drawn to scale, showing the height of the WCF and all of its above-ground components. Applicants must provide sufficient evidence that establishes that the proposed WCF is designed to the minimum height required to meet the carrier's coverage objectives. If a tower or pole height will exceed the base height restrictions of the applicable zone, this narrative shall include a discussion of the physical constraints (topographical features, etc.) making the additional height necessary. The narrative shall include consideration of design alternatives, including the use of multiple sites or designs that would avoid the need for the new WCF or over zone height WCF. Except as noted in (a) and (b) below, the maximum height allowed in the right-of-way is fifty (50) feet.
- a. The maximum height for a freestanding SWF in the public right-of-way is no more than 10% taller than other adjacent structures in the right-of-way.
 - b. When collocated on an existing structure in the public right-of-way, the SWF and the existing structure (including the antenna and any equipment enclosures contained within the structure) shall not exceed 50 feet or more than 10% of the existing structure or nearby structures, whichever is greater.

- (.08) Construction. The Application shall describe the anticipated construction techniques and time frame for installation of the WCF.
- (.09) Maintenance. The Application shall describe the anticipated maintenance and monitoring program for the WCF, including antennas, back-up equipment, poles, paint, and landscaping.
- (.10) Noise/Acoustical Information. The Application shall provide manufacturer's specifications for all noise-generating equipment, such as air conditioning units and back-up generators, and a depiction of the equipment location in relation to adjoining properties. The applicant shall provide a noise study prepared and sealed by a qualified Oregon-license Professional Engineer that demonstrates that the WCF will comply with intent and goals of Section 6.204 et seq. of this Code.
- (.11) Parking. The Application shall provide a site plan showing the designated parking areas for maintenance vehicles and equipment, if any. No parking of maintenance vehicles and equipment parking shall be permitted in any red curb zone, handicap parking zone, or loading zone.
- (.12) Co-Location. In the case of new multi-user towers, poles, or similar support structures, the applicant shall submit engineering feasibility data and a letter stating the applicant's willingness to allow other carriers to co-locate on the proposed WCF.
- (.13) Lease. The site plan shall show the lease area of the proposed WCF.
- (.14) FCC License and Radio Frequency Safety Compliance. The Application shall provide a copy of the applicant's FCC license and/or construction permit, if an FCC license and/or construction permit is required for the proposed facility. The applicant shall provide documentation showing that the party responsible for radio frequency transmissions is in planned or actual compliance with all FCC RF emissions safety standards and guidelines at 47 C.F.R. § 1.1307 et seq. and FCC Office of Engineering Technology Bulletin 65.
- (.15) Lighting and Marking. The Application shall describe any proposed lighting and marking of the WCF, including any required by the FAA.
- (.16) Co-Location Feasibility. A feasibility study for the co-location of any WCF as an alternative to new structures must be presented and certified by an Oregon-licensed Professional Engineer. Co-location will be required when determined to be feasible. The feasibility study shall include:
- A. An inventory, including the location, ownership, height, and design of existing WCF within one-half (1/2) mile of the proposed location of a new WCF. The planning director may share such information with other applicants seeking permits for WCF, but shall not, by sharing such information, in any way represent or warrant that such sites are available or suitable.
 - B. Documentation of the efforts that have been made to co-locate on existing or previously approved towers, poles, or structures. The applicant shall make a good faith effort to contact the owner(s) of all existing or approved towers, poles, or

structures and shall provide a list of all owners contacted in the area, including the date, form, and content of such contact.

- C. Documentation as to why co-location on existing or proposed towers, poles, or commercial structures within one thousand (1,000) feet of the proposed site is not practical or feasible. Co-location shall not be precluded simply because a reasonable fee for shared use is charged or because of reasonable costs necessary to adapt the existing and proposed uses to a shared tower. The Planning Director and/or Development Review Board may consider expert testimony to determine whether the fee and costs are reasonable when balanced against the market and the important aesthetic considerations of the community.

(.17) Engineering Report for New Location.

- A. An Application for a new WCF, whether co-located or new, shall include, as applicable, a report from an Oregon licensed Professional Engineer documenting the following:
 - 1. A description of the proposed WCF height and design, including technical, engineering, and other pertinent factors governing selection of the proposed design. A cross-section of the proposed WCF structure shall be included. The engineer shall document whether the structure is at its maximum structural capacity and, if not, the additional weight the structure could support.
 - 2. Documentation that the proposed WCF will have sufficient structural integrity for the proposed uses at the proposed location, in conformance with the minimum safety requirements of the State Structural Specialty Code and EIA/TIA 222 (Structural Standards for Communication and Small Wind Turbine Support Structures), latest edition at the time of the application.
- B. A description of mitigation methods which will be employed to avoid ice hazards, including increased setbacks, and/or de-icing equipment, if required by any safety law, regulation, or code.
- C. Evidence that the proposed WCF will comply with all applicable requirements of the Federal Aviation Administration, the Aeronautics Section of the Oregon Department of Transportation, and the Federal Communications Commission.

(.18) Maintenance. The applicant shall provide a description of anticipated maintenance needs, including frequency of service, personnel needs, equipment needs and potential safety impacts of such maintenance.

(.19) Recordation Requirements. If a new WCF is approved, the owner shall be required, as a condition of approval, to:

- A. Record the conditions of approval specified by the City with the Deeds Records Office in the Office of the County Recorder of the county in which the WCF is located;
- B. Respond in a timely, comprehensive manner to a request for information from a potential shared use applicant;

- C. Negotiate in good faith for shared use by others; and
 - D. Such conditions shall run with the land and be binding on subsequent purchasers of the WCF.
- (.20) The Planning Director may request any other information deemed necessary to fully evaluate and review the information provided in the application.

Section 4.802. Co-Location.

In order to encourage shared use of towers, poles, or other facilities for the attachment of WCF, no conditional use permit shall be required for the addition of equipment, provided that:

- (.01) There is no change to the type of tower or pole.
- (.02) All co-located WCF shall be designed in such a way as to be visually compatible with the structures on which they are placed.
- (.03) All co-located WCF must comply with the conditions and concealment elements of the original tower, pole, or other facility upon which it is co-locating.
- (.04) Shall not disturb, or will mitigate any disturbed, existing landscaping elements.
- (.05) Does not entail excavation or deployment outside site of current facility where co-location is proposed.
- (.06) All co-located WCF, and additions to existing towers, poles, or other structures, shall meet all requirements of the State of Oregon Structural Specialty Code and EIA/TIA 222 (Structural Standards for Communication and Small Wind Turbine Support Structures), latest edition at the time of the application. A building permit shall be required for such alterations or additions. Documentation shall be provided by an Oregon-licensed Professional Engineer verifying that changes or additions to the tower structure will not adversely affect the structural integrity of the tower.
- (.07) Additional Application Requirements for Co-Location:
 - A. A copy of the site plan approved for the original tower, pole, or other base station facility to which the co-location is proposed.
 - B. A site survey delineating development on-the-ground is consistent with the approved site plan.

Section 4.803. Development Review Standards.

All WCF shall comply with the following Development Review standards, unless grandfathered under State or Federal law:

- (.01) Visual Impact.
 - A. Maximum Number of High Visibility Facilities Per Lot or Parcel. No more than one high visibility WCF is allowed on any one lot or parcel of five acres or less. The Development Review Board may approve exceeding the maximum number of high visibility WCF per lot or parcel if one of the following findings is made

through a Class III review process: (1) co-location of additional high visibility WCF is consistent with neighborhood character, (2) the provider has shown that denial of an application for additional high visibility WCF would prohibit or have the effect of prohibiting service because the WCF would fill a significant gap in coverage and no alternative locations are available and technologically feasible, or (3) the provider has shown that denial of an application for additional high visibility WCF would unreasonably discriminate among providers of functionally equivalent services. In such cases, the Development Review Board shall be the review authority for all related applications.

- B. Height. The tower or pole height of a freestanding WCF in R, PDR and RA-H zones shall not exceed fifty (50) feet, except the following:
1. ~~that the~~ RA-H zoned property occupied by the City Wastewater Treatment Plant and the PDR zoned property occupied by the Elligsen Road Water Reservoir shall be exempted from the height limitations of the subject zones, and subsection 4.803(.01)A, above, shall apply.
 2. Small Wireless Facilities in the public right-of-way. SWF in the public right-of-way shall not exceed the height permitted under WC 4.801(.07).
- C. WCF Adjacent to Residentially Designated Property. In order to ensure public safety, all WCF located adjacent to any property designated as residential in Wilsonville shall be set back from all residential property lines by a distance at least equal to the maximum height of the facility including any antennas or other appurtenances attached thereto. The setback shall be measured from that part of the WCF that is closest to the neighboring residentially designated property.
- D. Historical Buildings and Structures. No WCF shall be allowed on any building or structure, or in any district, that is listed on any Federal, State, or local historical register unless it is determined by the Development Review Board that the facility will have no adverse effect on the appearance of the building, structure, or district. No change in architecture and no high visibility facilities are permitted on any such building, any such site, or in any such district.
- E. Tower or Pole Heights. Towers or poles may exceed the height limits otherwise provided for in the Development Code with compelling justification only. Costs and cost efficiency are not compelling justifications.
- F. Accessory Building Size. Within the public right-of-way, no above-ground accessory buildings shall be permitted. Outside of the public right-of-way, all accessory buildings and structures permitted to contain equipment accessory to a WCF shall not exceed twelve (12) feet in height unless a greater height is necessary and required by a condition of approval to maximize architectural integration. Each accessory building or structure is limited to two hundred (200) square feet, unless approved through a Conditional Use Permit.
- G. Utility Vaults and Equipment Pedestals. Within the public right-of-way, utility vaults and equipment pedestals associated with WCF must be underground to the maximum extent possible.

- H. Visual Impact. All WCF shall be designed to minimize the visual impact to the maximum extent possible by means of placement, screening, landscaping, and camouflage. All WCF shall also be designed to be compatible with existing architectural elements, building materials, and other site characteristics. All WCF shall be sited in such a manner as to cause the least detriment to the viewshed from other properties. The use of radomes and/or other camouflage techniques acceptable to the City to conceal antennas, associated equipment and wiring, and antenna supports is required.
- I. Color Schemes. For the sake of visual impact, no wooden poles are allowed except Small Wireless Facilities on existing poles with high voltage power lines that would require thermal hydraulic cooling if undergrounded. Color schemes must be approved by the City to best camouflage with the surrounding landscape.
- J. Antennas. Façade-mounted antennas shall be architecturally integrated into the building design and otherwise made as unobtrusive as possible. As appropriate, antennas shall be located entirely within an existing or newly created architectural feature so as to be completely screened from view. Façade-mounted antennas shall not extend more than two (2) feet out from the building face. Roof-mounted antennas shall be constructed at the minimum height possible to serve the operator's service area and shall be set back as far from the building edge as possible or otherwise screened to minimize visibility from the public right-of-way and adjacent properties.
- K. Noise. Noise from any equipment supporting the WCF shall meet the requirements of City Code Section 6.204 – Noise.
- L. Signage. No signs, striping, graphics, or other attention-getting devices are permitted on any WCF except for warning and safety signage with a surface area of no more than three (3) square feet. Except as required by law, all signs are prohibited on WCF except for one non-illuminated sign, not to exceed two (2) square feet, which shall be provided at the main entrance to the WCF, stating the owner's name, the wireless operator(s) if different from the owner, and address and a contact name and phone number for emergency purposes. WCF may be placed entirely behind existing street or building signs as one method of camouflage.
- M. Traffic Obstruction. Maintenance vehicles servicing facilities located in the public right-of-way shall not park on the traveled way or in a manner that obstructs traffic. No maintenance vehicle parking shall be permitted in red curb zones, handicap zones, or loading zones.
- N. Parking. No net loss in minimum required parking spaces shall occur as a result of the installation of any WCF.
- O. Sidewalks and Pathways. Cabinets and other equipment shall not impair pedestrian use of sidewalks or other pedestrian paths or bikeways on public or private land and shall be screened from view. Cabinets shall be undergrounded, to the maximum extent possible.

P. Lighting. WCF shall not include any beacon lights or strobe lights, unless required by the Federal Aviation Administration (FAA) or other applicable authority. If beacon lights or strobe lights are required, the Development Review Board shall review the available alternatives and approve the design with the least visual impact. All other site lighting for security and maintenance purposes shall be shielded and directed downward, and shall comply with the City's outdoor lighting standards in City Code Section 4.199, unless otherwise required under Federal law.

Q. Paint and Finish.

Towers, poles, antennas, and associated equipment shall either maintain a galvanized steel finish or be painted a non-reflective, neutral color, as approved by the Planning Director or Development Review Board, to minimize visibility. Attached communication facilities shall be painted so as to be identical to or compatible with the existing structure. Towers more than two hundred (200) feet in height shall be painted in accordance with the Oregon State Aeronautics Division and Federal Aviation Administration rules. Applicants shall attempt to seek a waiver of OSAD and FAA marking requirements. When a waiver is granted, towers shall be painted and/or camouflaged in accordance with subsection (.01), above. All ancillary facilities shall be colored or surfaced so as to blend the facilities with the surrounding natural and built environment.

R. Use of Concealments. Concealments are customized structures engineered to cover cell towers, antennas, DAS equipment and beautify them and make them either less visible or more pleasing to have in the landscape. Applicant shall present a proposal for concealment intended to meet the foregoing goal.

S. Public Works Standards. Additional applicable construction and design standards are as set forth in the City's 2015 Public Works Standards.

T. Compliance With All Laws. Every WCF shall comply with all local, state, and federal laws, codes, and regulations including without limitation to the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.

(.02) Site Size.

The site on which a transmission tower/pole is located shall be of a sufficient shape and size to provide all required setbacks as specified in this Code Section. Towers or poles only as permitted herein may be located on sites containing other principal uses in the same buildable area as long as all of the other general requirements of this Code Section are met.

(.03) Separation and Setbacks.

A. WCF shall be set back from any other property line by a distance at least equal to the maximum height of the facility including any antennas or other appurtenances attached thereto unless this requirement is specifically waived by the Planning

Director or the Development Review Board for purposes of mitigating visual impacts or improving compatibility with other uses on the property.

- B. A guyed tower located on sites containing other principal uses must maintain a minimum distance between the tower and other principal uses of the greater of 100% breakpoint or twenty-five (25) feet, unless this requirement is specifically waived by the Planning Director or Development Review Board for purposes of mitigating visual impacts or improving compatibility with other uses on the property.
 - C. WCF mounted on rooftops or City-approved alternative tower structures shall be exempt from these minimum separation requirements. However, WCF and related equipment may be required to be set back from the edge of the roof line in order to minimize their visual impact on surrounding properties and must be screened.
 - D. WCF towers and poles are prohibited in the required front yard, back yard, or side yard setback of any lot in any zone, and no portion of any antenna array shall extend beyond the property lines. For guyed towers or poles, all guy anchors shall be located outside of the setback from all abutting properties.
- (.04) Security Fencing. WCF or towers shall be enclosed by decay-resistant security fencing not less than six (6) feet in height and shall be equipped with an appropriate anti-climbing device. Fencing shall be compatible with other nearby fencing. Such requirements may be waived for attached WCF.
- (.05) Landscaping. Landscaping shall be placed around the outside perimeter of the security fencing and shall consist of fast growing vegetation that can be expected to reach a minimum height of six (6) feet and form a continuous hedge within two (2) years of planting. Drought tolerant landscaping materials shall be required and otherwise meet the landscaping standards of City Code Section 4.176. Trees and shrubs in the vicinity of guy wires shall be of a kind that would not exceed twenty (20) feet in height and would not affect the stability of the guys should they be uprooted. Landscaping shall be compatible with other nearby landscaping.
- (.06) Conflict with Right-of-Way. No WCF shall be located within a planned or existing public right-of-way, unless it is specifically designed for the purpose in a way that will not impede pedestrian, bicycle, or vehicular traffic and the installation of any sidewalk or path that is a planned future improvement.
- (.07) Change to Approved WCF. Any change to or expansion of a WCF that will in any way change the physical appearance of the WCF will require a new application.

Section 4.804. Review Process and Approval Standards.

- (.01) Class I Process: The following WCF are allowed with the approval of a WCF Site Plan to be reviewed by the Planning Director pursuant to a Class I process under City Code Section 4.030 (.01) A:
 - A. Small Wireless Facilities in the public right-of-way.

B. Replacement of existing antennas on approved tower at same height.

(.02) Class II Process. The following WCF are allowed with the approval of a WCF Site Plan to be reviewed by the Planning Director pursuant to a Class II process under City Code Section 4.030(.01)B:

A. WCF proposed in the following locations excepted as noted in (.01) above:

1. Any property owned by the City of Wilsonville, including public right-of-way;
2. Any school property owned by any public school district;
3. Any fire station property owned by any fire district;
4. Any property within an electric utility substation.

B. WCF attached to existing light, power, or telephone poles in all zones, subject to the development standards of Section 4.803.

C. WCF Co-locations meeting the criteria outlined in Wilsonville Code 4.802.

D. Satellite dishes larger than one (1) meter.

(.0203) Conditional Use Permit Requirements. Applications for WCF in all other locations and situations, including moderate or high visibility facilities that exceed the height limit of the applicable zone, shall also require a Conditional Use Permit to be reviewed by the Development Review Board. In addition to the approval standards in City Code Section 4.030, the applicant shall demonstrate that the WCF Site Plan approval standards in this Section are met.

(.0304) Approval Criteria. The Development Review Board shall approve the use and WCF Site Plan for any of the WCF listed in subsections (.01) and (.0102) of this Section upon a determination that the following criteria are met:

A. The height of the proposed WCF does not exceed the height limit of the underlying zoning district, or does not increase the height of an existing facility.

B. The location is the least visible of other possible locations and technological design options that achieve approximately the same signal coverage objectives.

C. The location, size, design, and operating characteristics of the proposed WCF will be compatible with adjacent uses, residences, buildings, and structures, with consideration given to:

1. Scale, bulk, coverage, and density;
2. The suitability of the site for the type and intensity of the proposed WCF; and
3. Any other relevant impact of the proposed use in the setting where it is proposed.

D. All required public facilities have adequate capacity, as determined by the City, to serve the proposed WCF; and

E. The proposed WCF complies with all of the general regulations contained in this Section 4.800 – 4.812.

(.0405) Conditions of Approval. The City may impose any other reasonable condition(s) deemed necessary to achieve compliance with the approval standards, including designation of an alternate location. If compliance with all of the applicable criteria cannot be achieved through the imposition of reasonable conditions, the Application shall be denied.

Section 4.805. Exemptions.

The following shall be considered exempt structures or activities under this Code Chapter:

- (.01) Antennas (including direct-to-home satellite dishes, TV antennas, and wireless cable antennas) used by viewers to receive video programming signals from direct broadcast facilities, broadband radio service providers, and TV broadcast stations regardless of zone capacity.
- (.0302) Cell on Wheels (COW), which are permitted as temporary uses in nonresidential zones for a period not to exceed sixty (60) days, except that such time period may be extended by the City during a period of emergency as declared by the City, County, or State.
- (.0403) Replacement antennas or equipment, provided the replacement antennas and/or equipment have the same function, size, and design to the replaced antenna and/or equipment and do not exceed the overall size of the original approved antenna and/or equipment.

Section 4.806. Damage, Destruction, or Interference to Other Utilities.

In the installation of any WCF within the right-of-way, care must be taken to install in such a way that does not damage, interfere with, or disturb any of the several other utilities that may already be located in the area. Any damage done to such other utilities must be immediately reported to both the City and the owner of the damaged utility, and must be promptly repaired by the permittee or the utility owner, with the permittee being responsible for all costs of repair, including any extra charges that may be assessed for emergency repairs. Failure to notify the City and the damaged utility provider will result in revocation of the WCF. When approving the location for a WCF, the location of other utilities, or the need for the location of other utilities, within the right-of-way must be considered before approval to locate the WCF will be given in order to ensure those other services to the public are not disrupted.

Section 4.807. Maintenance.

The following maintenance requirements apply to WCF, as applicable:

- (.01) All landscaping shall be maintained at all times and shall be promptly replaced if not successful.
- (.02) If a flag pole is used for camouflaging a facility, flags must be flown and must be properly maintained at all times. If a United State Flag is flown, it shall be illuminated as required by the United States Flag Code.

- (.03) All WCF sites shall be kept clean, neat, and free of litter.
- (.04) A WCF shall be kept clean and painted in good condition at all times. Rusting, dirt, or peeling facilities are prohibited.
- (.05) All equipment cabinets shall display a legible operator's contact number for reporting maintenance problems.
- (.06) Any graffiti on a WCF must be promptly removed at Owner's expense.

Section 4.808. Permit Tracking.

The permittee of each permit issued to it by the City shall retain full and complete copies of all permits and other regulatory permits issued in connection with this facility. In the event that the City cannot locate any such full and complete permits or other regulatory approvals in its official records, and the permittee fails or refuses to retain or produce full and complete permits or other regulatory approvals in the permittee's files, any ambiguities or uncertainties that would be resolved through an examination of the missing documents will be resolved against the permittee.

Section 4.809. Inspections.

- (.01) The City or its agents shall have authority to enter onto the property upon which a WCF is located to inspect the facility for the purpose of determining whether it complies with the Building Code and all other construction standards provided by the City and Federal and State law.
- (.02) As a condition of approval and prior to final inspection of the WCF, the applicant shall submit evidence, such as photos, to the satisfaction of the City, sufficient to prove that the WCF is in substantial conformance with photo simulations provided with the application. Nonconformance shall require modification to compliance within thirty (30) days or the WCF, or nonconforming components, must be removed.
- (.03) The City reserves the right to conduct such inspections at any time, upon reasonable notice to the WCF owner. In the event such inspection results in a determination that violation of applicable construction and maintenance standards set forth by the City has occurred, remedy of the violation may include cost recovery for all costs incurred in conforming and processing the violation.

Section 4.810. Preexisting WCF.

WCF that lawfully existed prior to the adoption of this Chapter shall be allowed to continue their use as they presently exist. This Code does not make lawful any WCF that are not fully approved on the date the ordinance codified in this Code is adopted and those pending WCF will be required to meet the requirements of this Code. Routine maintenance shall be permitted on such lawful preexisting WCF. Lawfully existing WCF may be replaced as long as the replacement is in the exact location of the WCF being replaced and is of a construction type identical in height, width, weight, lighting, and painting. Any changes or modifications to a

replacement WCF shall not be considered routine maintenance, shall be treated as new construction, and shall comply with the requirements of this Chapter.

Section 4.811. Ancillary Facilities.

Unenclosed storage of materials is prohibited. Other building facilities, including offices, vehicle storage areas, or other similar uses not necessary for transmission or relay functions, are prohibited unless a separate land use application for such is submitted and approved.

Section 4.812. Abandoned Facilities; Discontinuation of Use.

The following requirements apply to the abandonment and/or discontinuation of use for all WCF:

- (.01) All WCF located on a utility pole shall be promptly removed at the operator's expense at any time a utility is scheduled to be placed underground or otherwise moved.
- (.02) All operators who intend to abandon or discontinue the use of any WCF shall notify the City of such intentions no less than sixty (60) days prior to the final day of use.
- (.03) WCF shall be considered abandoned ninety (90) days following the final day of use or operation.
- (.04) All abandoned WCF, including ancillary equipment, shall be physically removed by the facility owner no more than ninety (90) days following the final day of use or of determination that the facility has been abandoned, whichever occurs first.
- (.05) The City reserves the right to remove any WCF that are abandoned for more than ninety (90) days, at the expense of the facility owner.
- (.06) Any abandoned site shall be restored to its natural or former condition. Grading and landscaping in good condition may remain.

Section 4.813. Mandatory and Automatic Permit Conditions.

All WCF permits, whether issued by the City or approved by operation of law, shall be subject to the standard conditions of approval provided in this Section. The City may add, remove or modify any conditions of approval as necessary or appropriate to protect and promote the public health, safety and welfare.

- (.01) Permit Duration. The permit will automatically expire ten (10) years from the issuance date.
- (.02) Compliance with All Applicable Laws. Permittee shall at all times maintain compliance with all applicable federal, state and local laws, regulations, ordinance or other rules.
- (.03) Inspections; Emergencies. The City or its designee may enter onto the facility area to inspect the facility upon reasonable notice to the permittee. The permittee shall cooperate with all inspections. The City reserves the right to enter or direct its

designee the facility and support, repair, disable or remove any elements of the facility in emergencies or when the facility threatens imminent harm to persons or property.

- (.04) Contact Information for Responsible Parties. Permittee shall at all times maintain accurate contact information for all parties responsible for the facility, which shall include a phone number, street mailing address and email address for at least one natural person. All such contact information for responsible parties shall be provided to the Planning Director within one (1) business day of permittee's receipt of the Planning Director's written request.
- (.05) Indemnities. The permittee and, if applicable, the non-government owner of the private property upon which the tower, ~~and/or~~ base station, and/or SWF is installed shall defend, indemnify and hold harmless the City, its agents, officers, officials and employees (i) from any and all damages, liabilities, injuries, losses, costs and expenses and from any and all claims, demands, law suits, writs of mandamus and other actions or proceedings brought against the City or its agents, officers, officials or employees to challenge, attack, seek to modify, set aside, void or annul the City's approval of the permit, and (ii) from any and all damages, liabilities, injuries, losses, costs and expenses and any and all claims, demands, law suits or causes of action and other actions or proceedings of any kind or form, whether for personal injury, death or property damage, arising out of or in connection with the activities or performance of the permittee or, if applicable, the private property owner or any of each one's agents, employees, licensees, contractors, subcontractors or independent contractors. The permittee shall be responsible for costs of determining the source of the interference, all costs associated with eliminating the interference, and all costs arising from third party claims against the City attributable to the interference. In the event the City becomes aware of any such actions or claims the City shall promptly notify the permittee and the private property owner and shall reasonably cooperate in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and the property owner and/or permittee (as applicable) shall reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense.
- (.06) Adverse Impacts on Adjacent Properties. Permittee shall undertake all reasonable efforts to avoid undue adverse impacts to adjacent properties and/or uses that may arise from the construction, operation, maintenance, modification and removal of the facility.
- (.07) General Maintenance. Permittee must comply with Section 4.806 at all times.

Section 4.814. Mandatory and Automatic Permit Conditions of Approval for Section 6409(a).

Any Section 6409(a) Co-Location/Modification Permit approved or deemed-granted by the operation of federal law shall be automatically subject to the conditions of approval described in this Section.

- (.01) Permit Duration. The City's grant or grant by operation of law of a Section 6409(a) Co-Location/Modification Permit constitutes a federally-mandated modification to the underlying permit or approval for the subject tower or base station. The City's grant or grant by operation of law of a Section 6409(a) Co-Location/Modification Permit will not extend the permit term for any conditional use permit, land use permit or other underlying regulatory approval and its term shall be coterminous with the underlying permit or other regulatory approval for the subject tower or base station.
- (.02) Accelerated Permit Terms Due to Invalidation. In the event that any court of competent jurisdiction invalidates any portion of Section 6409(a) or any FCC rule that interprets Section 6409(a) such that federal law would not mandate approval for any Section 6409(a) Co-Location/Modification Permit(s), such permit(s) shall automatically expire one (1) year from the effective date of the judicial order, unless the decision would not authorize accelerated termination of previously approved Section 6409(a) Co-Location/Modification Permits. A permittee shall not be required to remove its improvements approved under the invalidated Section 6409(a) Co-Location/Modification Permit when it has submitted an application for either a Conditional Wireless Facilities Permit or an Administrative Wireless Facilities Permit for those improvements before the one (1) year period ends. The Planning Director may extend the expiration date on the accelerated permit upon a written request from the permittee that shows good cause for an extension.
- (.03) No Waiver of Standing. The City's grant or grant by operation of law of a Section 6409(a) Co-Location/Modification Permit does not waive, and shall not be construed to waive, any standing by the City to challenge Section 6409(a), any FCC rules that interpret Section 6409(a) or any Section 6409(a) Co-Location/Modification Permit.
- (.04) Compliance with All Applicable Laws. Permittee shall at all times maintain compliance with all applicable federal, state and local laws, regulations, ordinance or other rules.
- (.05) Inspections; Emergencies. The City or its designee may enter onto the facility area to inspect the facility upon reasonable notice to the permittee. The permittee shall cooperate with all inspections. The City reserves the right to enter or direct its designee the facility and support, repair, disable or remove any elements of the facility in emergencies or when the facility threatens imminent harm to persons or property.
- (.06) Contact Information for Responsible Parties. Permittee shall at all times maintain accurate contact information for all parties responsible for the facility, which shall include a phone number, street mailing address and email address for at least one natural person. All such contact information for responsible parties shall be provided to the Planning Director upon permittee's receipt of the Planning Director's written request.
- (.07) Indemnities. The permittee and, if applicable, the non-government owner of the private property upon which the tower/and or base station is installed shall defend, indemnify and hold harmless the City, its agents, officers, officials and employees (i)

from any and all damages, liabilities, injuries, losses, costs and expenses and from any and all claims, demands, law suits, writs of mandamus and other actions or proceedings brought against the City or its agents, officers, officials or employees to challenge, attack, seek to modify, set aside, void or annul the City's approval of the permit, and (ii) from any and all damages, liabilities, injuries, losses, costs and expenses and any and all claims, demands, law suits or causes of action and other actions or proceedings of any kind or form, whether for personal injury, death or property damage, arising out of or in connection with the activities or performance of the permittee or, if applicable, the private property owner or any of each one's agents, employees, licensees, contractors, subcontractors or independent contractors. The permittee shall be responsible for costs of determining the source of the interference, all costs associated with eliminating the interference, and all costs arising from third party claims against the City attributable to the interference. In the event the City becomes aware of any such actions or claims the City shall promptly notify the permittee and the private property owner and shall reasonably cooperate in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and the property owner and/or permittee (as applicable) shall reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense.

- (.08) Adverse Impacts on Adjacent Properties. Permittee shall undertake all reasonable efforts to avoid undue adverse impacts to adjacent properties and/or uses that may arise from the construction, operation, maintenance, modification and removal of the facility.
- (.09) General Maintenance. Permittee must comply with Section 4.806 at all times.

Work Plan Updates

Quarter 3 & 4 2018



January 24, 2019

Create a Safe, Livable Community, While Promoting an Active and Connected Way of Life.

Improve Wilsonville's Walkscore

Project Owner

Charlie Tso, Assistant Planner; tso@ci.wilsonville.or.us

In March, staff documented the complications of using a third party, private, website platform (“Walk Score”) in calculating a community’s walkability. Staff proposed looking at an alternative measure of walkability that would give staff direct control over the data sources. Staff is exploring reliable alternative methods that would allow us to better measure walkability.



Conduct a study of the Arrowhead Creek Area Considering River Access Options, Transportation, and Land Use Issues

Project Owner

Chris Neamtzu, neamtzu@ci.wilsonville.or.us

No activity to update.

Update the Parks Master Plan

Project Owner

Mike McCarty, Parks and Recreation Director; mccarty@ci.wilsonville.or.us

The Parks and Recreation Comprehensive Master Plan has gone through many revisions to ensure that the final document is what the residents deserve and one that staff is proud of and can use as a great plan moving forward. The plan was reviewed by the Parks and Recreation Advisory Board and the Planning Commission. The Parks and Recreation Comprehensive Master Plan was approved by City Council on October 10, 2018 .

Completed



Complete the Planning of Boones Ferry Park

Project Owner

Mike McCarty, Parks and Recreation Director; mccarty@ci.wilsonville.or.us

The Boones Ferry Park Master Plan has also gone through several drafts for the same reasons surrounding the overall Comprehensive Master Plan. After consideration by the Planning Commission and Parks & Recreation Advisory Committee. The plan was approved by City Council on Monday December 17, 2018.

Completed

Boones Ferry Park Proposed Master Plan



Complete the French Prairie Bridge Feasibility Study

Project Owner

Zach Weigel, Capital Projects Engineering Manager; weigel@ci.wilsonville.or.us

Clackamas Board of County Commissioners and Wilsonville City Council affirmed the Task Force recommendation by selecting Alignment W1 (between the Railroad Bridge and Boones Ferry Landing) as the preferred French Prairie Bridge Location. Public comment was received at an in person and online open house which took place in October. The Technical Advisory Committee and Task Force reviewed five options before recommending a cable stayed and suspension bridges be advanced for further consideration in the selection of the preferred bridge type.

The City Council will consider the Task Force bridge type recommendation at a work session on January 7, 2019.



Hold Educational Town Hall On Important Community Issues

Project Owner

Mark Ottenad, Director of Government and Public Affairs; ottenad@ci.wilsonville.or.us
Nancy Kraushaar, Community Development Director; kraushaar@ci.wilsonville.or.us

Staff is segmenting the objective of holding educational town halls into multiple project-specific open-house events and online public-surveys for various transportation, land-use and planning projects. Major projects for community engagement over the past two years include the French Prairie Bridge, Southbound I-5 Boone Bridge Congestion Study/I-5 Facility Plan, 5th Street to Kinsman Road Extension/aka "Old Town Escape," Coffee Creek Industrial Area, Year 2000 Urban Renewal Area Amendment – Boeckman Dip Bridge, Town Center Plan, Signage & Wayfinding Plan, Community Support for Arts and Culture, Parks & Recreation Master Plan, and the Boones Ferry Park Master Plan.

Evaluate the Results of the Housing Affordability Study and Begin Policy Development, Including Addressing Housing Mix

Project Owner

Miranda Bateschell, Planning Manager; bateschell@ci.wilsonville.or.us

Staff re-issued a Request for Proposals in September. Staff selected a consultant team, finalized a scope of work and contract in Quarter 4 of 2018. Due to staff vacancies and other major planning projects currently underway, the schedule for this project was modified. Data analysis will begin in Quarter 1 of 2019 with public outreach to begin in the spring after adoption and completion of two other planning projects with significant public involvement.

Secure Funding to Design the Pedestrian and Bikeway Bridge

Project Owner

Zach Weigel, Capital Projects Engineering Manager; weigel@ci.wilsonville.or.us

In July, Council approved an IGA with Metro approving the exchange of federal grant funds from the I-5 Pedestrian and Bikeway Bridge for Transportation System Development Charge overmatch from the Kinsman Road Extension project. This agreement allowed the City to retain funding equivalent to the federal grant funds without the added obligation associated with federal requirements on the bridge project.

On October 15, Council approved an amendment to the Kinsman Road Extension IGA with the Oregon Department of Transportation updating the Federal Funds available to the project and completing the exchange of funds through Resolution 2709. As a result, funding to design the I-5 Pedestrian & Bikeway Bridge project has been secured.



Design work is anticipated to begin in Spring 2019 upon adoption of the Town Center plan.

Completed

Enhance Tourism and Promote Arts and Culture

Explore the Establishment of an Arts and Culture Commission, Based on the Results of the Arts and Culture Commission Study, and Develop a Strategy to Reinstitute the Sculpture Program

Project Owner

Mark Ottenad, Director of Government and Public Affairs,
ottenad@ci.wilsonville.or.us

Mike McCarty, Parks and Recreation Director; mccarty@ci.wilsonville.or.us

The City is working with the Clackamas County Arts Alliance to advance the 2017-19 Community Enhancement Program Arts & Culture Survey and Strategic Plan. The Arts Alliance contracted with Taylor Consulting to undertake a survey of community support for a public investment strategy for develop capacity that improves nonprofit organizations that host Wilsonville's arts, culture and heritage programs and activities. After multiple public outreach efforts the findings and recommendations of the Arts, Culture, and Heritage study were presented to City Council on December 3.

More discussion is needed to determine staff capacity and next steps. The report outlines the communities support for enhanced arts, culture, and heritage in Wilsonville. The draft strategy makes several recommendations and has been released for public comment until January 28, 2019.

Staff intends to incorporate public comment, which will occur in February, into a final draft version for City Council consideration in Spring 2019.



Organize Library Archives; Capture History as it Happens and before it Changes, Including Coordinating Photography

Project Owner

Pat Duke, Library Director; duke@ci.wilsonville.or.us

Shasta Barnes, Library Operations Manager; barnes@wilsonvillelibrary.org

The Wilsonville – Boones Ferry Historical Society was awarded grants from the Clackamas County Cultural Coalition and the Wilsonville-Metro Community Enhancement Program for the 2018-19 Historical Society Collection Preservation Project. The Historical Society has retained a professional archivist to review and analyze historical artifacts in the Library and other collections and is creating a plan to adequately curate and store the collection. Several members of the historical society attended a training with an archivist at The World of Speed to determine next steps and begin to develop a collection development policy.

Staff has been working on creating a process to capture photographs of local historic buildings. The short term goal is identifying properties which need to be photographed and creating a timeline. This will allow staff to photograph the properties well in advance of demo and development.



Install Interpretive Signage for Beauty and the Bridge and on Murase Architectural Features; Inventory all Public art with Interpretive Recognition

Project Owner

Mike McCarty, Parks and Recreation Director; mccarty@ci.wilsonville.or.us

Mark Ottenad, Public/Government Affairs Director; ottenad@ci.wilsonville.or.us

The City awarded a contract paid by the 2017-19 Wilsonville-Metro Community Enhancement Program to SeaReach, a graphic design and interpretive display firm, for the Beauty and the Bridge Interpretive Signage project. The consultant completed a draft copy of all four planned panels are now being updated, along with photographic review as well as selection and display housing-frame options. Councilor Lehan, staff, and other key community members have provided feedback.

An issue that arose for consideration was how to incorporate the pending Wayfinding and Signage strategy into the final display product. Final edits and locating appropriate images are set to be submitted to SeaReach in January 2019.



Develop a Wayfinding Program

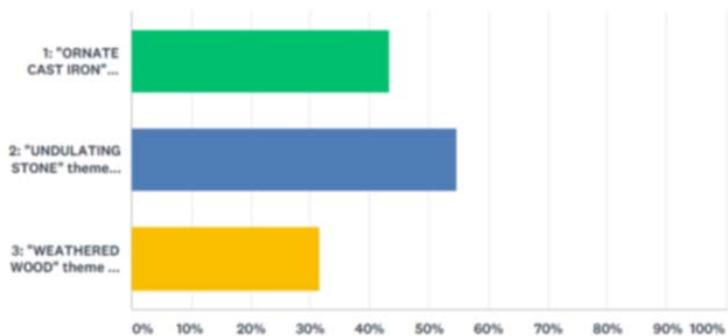
Project Owner

Chris Neamtzu, neamtzu@ci.wilsonville.or.us

The draft Citywide Signage and Wayfinding Plan is being reviewed for a public hearing before the Planning Commission on February 13, 2019, followed by City Council review. An online open house and public survey were conducted in July to gather public input. The project team is working on updates to the destinations, in addition to creating design intent drawings for each of the sign types. Also, Security Signs is going to review the existing I-5 monuments so that a design retrofit can be proposed to tie into the larger theme of the citywide signage and wayfinding plan.

Q1 Which themes do you like as a guiding principle for sign design?
(select as many as you like)

Answered: 187 Skipped: 7



Ensure Protection of our Environment and Natural Resources

Promote and Make Available Numerous Options for Convenient Sustainable Choices

Project Owner

Mark Ottenad, Director of Government and Public Affairs; ottenad@ci.wilsonville.or.us

The City worked with Republic Services to undertake a major overhaul of the solid-waste collection and disposal franchise agreement that City Council adopted in summer 2018. Updating of the solid-waste collection and disposal franchise agreement sets stage for implementing commercial and/or residential food-scrap recycling program.



The City, Clackamas County Sustainability Department, and Republic Services produced a 'How-To' Recycling Insert that appeared in the July-August issue of the Boones Ferry Messenger. Staff ran the annual Wilsonville Recycles Poster produced in conjunction with Clackamas County Sustainability Department and Republic Services in December.

Promote Farm and Forest Land Protection

Project Owner

Mark Ottenad, Director of Government and Public Affairs; ottenad@ci.wilsonville.or.us

City works with various partners—including Clackamas County, Metro, Friends of French Prairie, 1000 Friends of Oregon and others—to oppose attempts to end-run around Oregon's land-use and public-involvement laws that result in inappropriate urban-level activities outside of city and harm the long-term viability of the agricultural industry sector.

The City with Clackamas County has sought to protect local-government interests regarding transportation, land-use and environmental impacts of efforts to expand the Aurora State Airport without public engagement.

Staff will continue to monitor the issue during the 2019 legislative session.



Develop and Implement a Street Tree Replacement Program

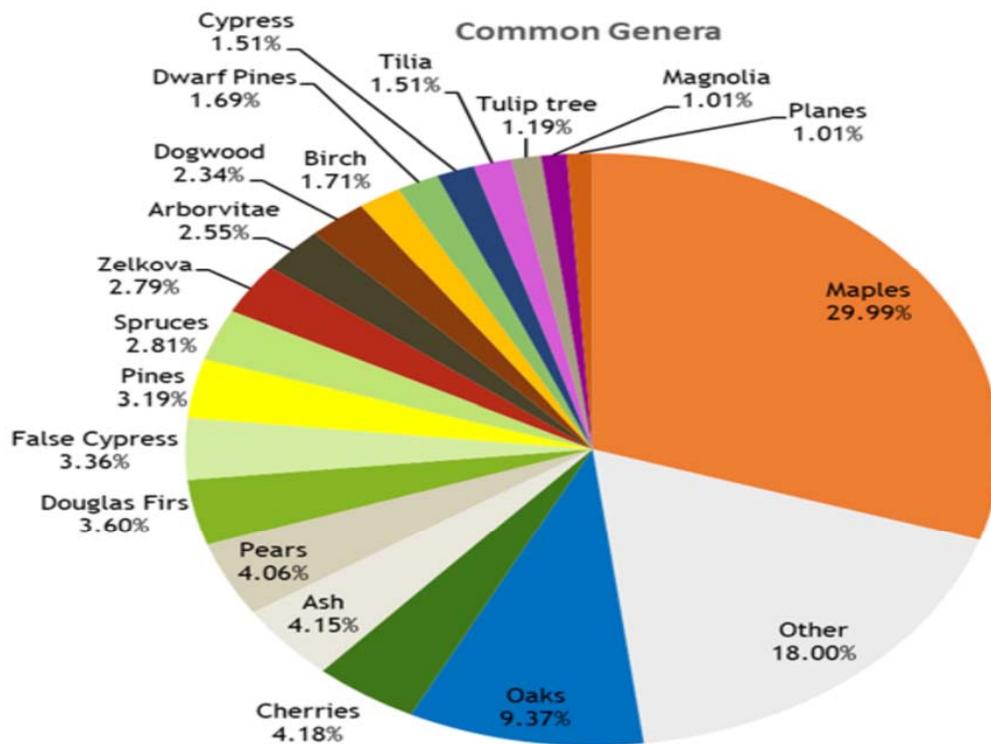
Project Owner

Delora Kerber, Public Works Director; kerber@ci.wilsonville.or.us

Kerry Rappold, Natural Resources Manager; rappold@ci.wilsonville.or.us

Staff has reviewed potential street tree infill sites and prepared a draft recommended street tree list in the first half of the year.

The City Council received a presentation on December 17 regarding the findings and discussion of next steps for the Street Tree Replacement/In-fill Program. Staff intends to submit an application for Community Enhancement Program funds in early 2019 in order to initiate a pilot street tree infill program.



Wilsonville's Street Tree Taxonomy

Invest in Infrastructure and Technology. Be a Hub for Economic Activity and Innovation

Complete Form-Based Code Work Currently Underway

Project Owner

Kim Rybold, Associate Planner; rybold@ci.wilsonville.or.us

Jordan Vance, Economic Development Manager; vance@ci.wilsonville.or.us

The City Council approved an ordinance adopting Coffee Creek Industrial Form-based Code in early 2018. The project adopted clear and objective development standards and a Pattern Book to guide industrial development in Coffee Creek. Applications meeting all of the clear and objective Code standards will be approved administratively by staff, providing applicants with greater outcome certainty. Applications requesting waivers to one or more of the clear and objective standards will continue to be reviewed by the Development Review Board.

Completed



Complete the Fiber Business Plan

Project Owner

Andy Stone, Information Systems Director; astone@ci.wilsonville.or.us

The Fiber Business Plan Draft was completed and brought to Council work session on August 7, 2017. Since that work session, staff worked to add conduit to projects such as the I-5 Under Crossing Trail and worked with Engineering to ensure that conduit is part of future projects like the 5th street to Kinsman extension. Several firms have contacted the City to explore working on projects that would be mutually beneficial. The City is currently investigating partnering with a telecommunications company to do a joint build under I-5 at Boeckman that could provide a significant cost savings.

Completed

Complete the Preliminary Work Necessary to Begin Soliciting Bids on Phase I of the Boones Ferry/Brown Road Project

Project Owner

Steve Adams, Engineering Manager; adams@ci.wilsonville.or.us

The project was on hold for 6 months due to lack of complete funding. Over the summer, staff negotiated a change order with the consultant to complete the design work, and Council approved this in October. The consultant has been directed to start appraisals for right-of-way and easement acquisitions needed for the project. Project 100% design plans should be completed by January 2019.

Complete the Town Center Master Plan, Including an International Square

Project Owner

Miranda Bateschell, Planning Manager; bateschell@ci.wilsonville.or.us

The Town Center Planning staff held multiple task force, small and large group discussions as well as a Pop-Up Main Street, as part of the Community Block Party, to demonstrate the community's ideas for their future Main Street and gather public input. This input was integrated into various components of the updated Draft Town Center Plan.

One important component is 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, was the topic of conversation for the **Town Center Plan Economic Summit Panel** which was co-sponsored by the Chamber of Commerce. The panel provided an update to the community on the Town Center Plan's development feasibility analysis and how the results can support the Town Center vision.



The project team drafted and updated various components of the Draft Town Center Plan, for further review and refinement by the Task Force (10/23), technical partners (10/16), Planning Commission (10/10), and City Council (11/5). Staff also attended the statewide American Planning Association (OAPA) conference, presenting on a panel about engaging youth in the Town Center Plan. Staff also accepted the 2018 OAPA Public Involvement and Participation Award on behalf of the City of Wilsonville for the Wilsonville Town Center Plan.

The project team conducted work sessions with the Planning Commission (11/14) and City Council (12/3) on final draft recommendations for implementation of the Plan. After which, the project team drafted the Town Center Plan document, which will be the topic of the January 9 Planning Commission work session. The team also pulled together an online version of the Plan, which the team will release for public review in January 2019.



Administrative Initiatives

Administrative Initiatives are Council-directed items that are tracked by the Office of City Manager and include such things as lobbying for additional funding for improvements to I-5, promoting preservation of farmland south of the Willamette River, and other initiatives of importance to Council and the community. Many of these initiatives tie into the City Council's Key Performance Areas, and several span multiple years in terms of monitoring and reporting back to Council.

Explore Sustainable Funding For SMART

Project Owner

Dwight Brashear, Transit Director,; brashear@ridesmart.com

With SMART scheduled to receive well over \$1M dollars annually, HB 2017 will serve as a sustainable funding source for years to come.

Completed



Complete Congestion Mitigation Projects Related to Interstate 5

Project Owner

Zach Weigel, Capital Projects Engineering Manager; weigel@ci.wilsonville.or.us

Construction of the Interstate 5 Exit 283 southbound entrance ramp is complete and the ramp meters are operating. Likewise, modifications to the Fred Meyer entrance on Boones Ferry Road is complete. As a result, the congestion mitigation projects are now complete .

Completed

Advocate for More Funding for all Transportation Facilities

Project Owner

Dwight Brashear , Transit Director, brashear@ridesmart.com

Mark Ottenad, Director of Government and Public Affairs;

ottenad@ci.wilsonville.or.us

SMART is on track to receive well over \$1M dollars annually, in perpetuity, through HB 2017. This new source of funding will fund transportation facilities in the long term.

Staff will continue to seek new state and federal funding sources for roadway and transit capacity improvements.

Completed

Advocate for Auxiliary Lane on Interstate 5 Southbound Over the Boone Bridge

Project Owner

Nancy Kraushaar, Community Development Director;
kraushaar@ci.wilsonville.or.us
Mark Ottenad, Director of Government and Public Affairs;
ottenad@ci.wilsonville.or.

City has partnered with ODOT on the Southbound I-5 Boone Bridge Congestion Study, technically called the I-5 Facility Plan. The City's Planning Commission and City Council selected Option C, ramp-to-ramp auxiliary lane over Boone Bridge past Charbonneau/Miley Rd exit to Canby/Hubbard Highway 551 off-ramp. The Oregon Transportation Commission accepted the I-5 Facility Plan as a component of the Oregon Highway Plan in July 2018.

City staff continues to advocate at Metro and with ODOT and legislators for a comprehensive South Metro I-5 Corridor Study for the stretch of I-5 from the Aurora/Donald Exit south of Wilsonville to the I-5 interchange with Highway 217 in Tigard.

City staff anticipates raising the issue of I-5/Boone Bridge area traffic congestion to state and federal legislators in an effort to secure a funding commitment sooner rather than later to advance the I-5 Facility Plan.

Advocate for Increased WES service

Project Owner

Dwight Brashear, Transit Director, brashear@ridessmart.com

The WES service has been identified by TriMet leadership as an underperformer. TriMet has expressed no interest in increasing its frequency, to the contrary, TriMet is evaluating its ongoing viability.

SMART will enhance service to mirror the WES service from Wilsonville to the Tigard Transit Center during off peak hours to provide a consistent connection for transit users. This service expansion is funded by HB 2017 and will likely begin in fall 2019. Additionally, a South Metro I-5 Corridor Study could provide additional impetus to look at a more integrated transit plan for the North Willamette Valley and greater Portland metro region.



Continue to Negotiate with TriMet to Adjust its Service Boundaries

Project Owner

Dwight Brashear, Transit Director, brashear@ridessmart.com
Mark Ottenad, Public Affairs Director; ottenad@ci.wilsonville.or.us

Mayor Knapp and SMART Director Dwight Brashear have met with TriMet leadership regarding the service boundary issue. SMART has worked extensively with new TriMet General Manager and staff on implementing HB 2017 transit improvement plans. The City has developed a set of issues and is

Continue to Monitor Volumes on Major Transportation Corridors Entering Wilsonville

Project Owner

Steve Adams, Engineering Manager; adams@ci.wilsonville.or.us

FY 18/19 Budget has approved funding to hire a consultant to complete a follow-up to the Transportation Performance Modeling report. Staff will pursue hiring a consultant, likely on the first or second quarter of 2019.

Recent traffic studies, completed with private development, have evaluated several of the City's major intersections, including Boones Ferry Road/95th Avenue, Wilsonville Road/Town Center Loop West, Wilsonville Road/Town Center Loop East, Advance/Stafford/Boeckman/Wilsonville Road, Boeckman/Parkway Avenue, and Boeckman/Canyon Creek Road.

Educate, Inform, and Monitor the Big Pipe Project

Project Owner

Zach Weigel, Capital Projects Engineering Manager; weigel@ci.wilsonville.or.us

The Willamette Water Supply Program (WWSP) provided City Council with an update on the project in September. The Raw Water Facilities (RWF) at the Wilsonville Water Treatment Plant is progressing toward 50% design, expected by the end of this year. WWSP has tentatively scheduled land use application submission for the RWF facilities in Spring 2019. Council provided staff with direction to add a river trail and river access as part of the RWF riverbank restoration work. Also, staff have reviewed and provided comment on 90% design plans for the first phase of 66" pipeline installation (PLM 1.1) between Arrowhead Creek Lane and Kinsman Road north of the TVF&R fire station, which includes the crossing of Wilsonville Road. Construction of this section of pipeline is scheduled to begin this Spring 2019.

Create a Database of City Plants with Recommendations of Hardy Plants Suited to the Area and Post on City Website

Project Owner

Delora Kerber, Public Works Director; kerber@ci.wilsonville.or.us

Kerry Rappold, Natural Resource Manager; rappold@ci.wilsonville.or.us

A website (<https://www.ci.wilsonville.or.us/natural/page/hardy-plants>) is now available. The website includes the following information:

- Links to hardy plant lists and websites.
- Maps that provide examples of hardy plants within Wilsonville. The plants are listed by species, and cultivar, if necessary, and color coded to aid in identifying.

Completed



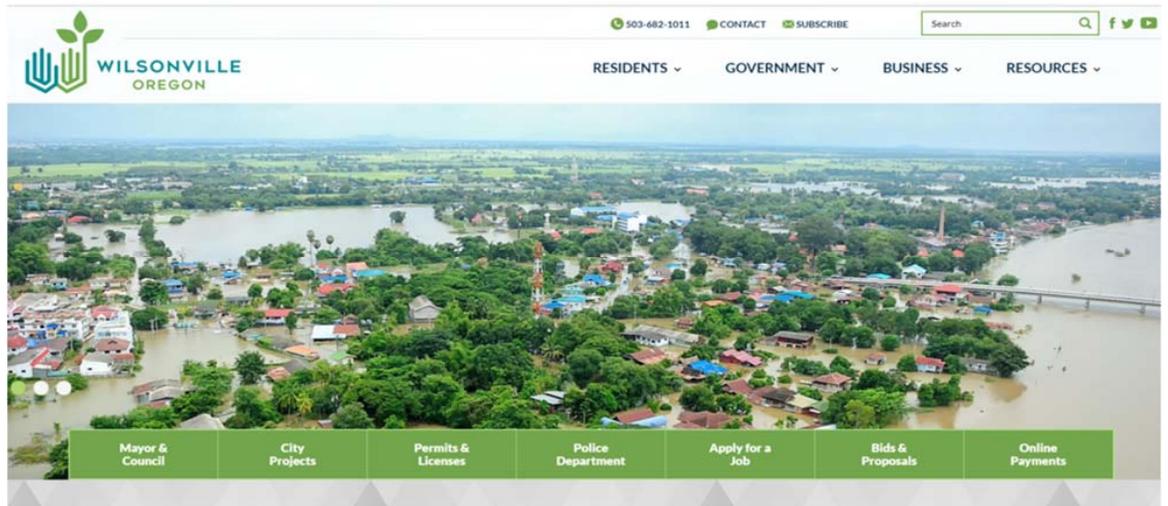
Update City Website, Including a Coordinated Calendar for Councilor Attended Events

Project Owner

Andy Stone, Information Systems Director; astone@ci.wilsonville.or.us

The Website Redesign project was completed in May of 2018. The new sites offers better use of screen space, whether you're accessing it on a smart phone, tablet, or a widescreen monitor, and key links to popular services such as online payments, bus routes, parks amenities, and Library Story time. The new sites features a backend integration that was missing in the previous sites, which provides users with a seamless experience when looking to see what City events are on the calendar, or searching for information. The new sites will continue to receive small tweaks in the future to ensure the City can continue to deliver timely information to the public.

Completed



Update the Solid Waste Franchise Agreement and Consider Curbside Composting Options

Project Owner

Mark Ottenad, Public Affairs Director; ottenad@ci.wilsonville.or.us

The City worked with Republic Services to undertake a major overhaul of the solid-waste collection and disposal franchise agreement that City Council adopted in summer 2018. The updated agreement provides for the implementation of administrative rules that allows implementing new recycling programs easier. The Metro Council adopted in 2018 a new commercial food-scrap recycling program that is to roll-out in phases over the next several years. City staff have held discussions with Republic Services on various recycling issues, including looking a residential curb-side composting options.



DECEMBER 2018 MONTHLY REPORT

From The Director's Office

Happy New Year! I sincerely hope that the holidays were filled with good times, family, and fun for all. As I write my first monthly report as the new Community Development Director, I am reminded how fortunate we all are to live in this beautiful state, and in particular this wonderful city! The new year will bring many good things, and the staff in CD are looking forward to another great year of quality customer service and project delivery.

I want to recognize Wilsonville employees for their kindness and generosity this holiday season. City staff donated many wonderful gifts as part of the Family Giving program. Candi Garrett has organized this with the school district for ten consecutive years. Everything on the families' wish lists were provided, including a vacuum, bed pillows, garbage bags, toilet paper, laundry detergent, skateboard and helmet, history books, guitar, gift cards and three boxes of food. We were also able to provide two months rent for them!

Delivering the gifts this year was the driver of the sleigh (SMART bus) Gregg Johansen (SMART), Santa (Greg Martin—Library), and the elves Candi Garrett (CD), Barbara (Candi's mom), Shelley White (CD), and Cherise White (Shelley's daughter). They were delivered to a family of a mom with a seventh grade son and another family of a dad with a sixth grade son.



A few Community Development highlights in 2018 included:

- 20 years being recognized as a Tree City USA
- Adoption of the Basalt Creek Concept Plan
- Adoption of the Coffee Creek Industrial Form Based Code
- Advancement of the Town Center Plan
- OAPA Award for Citizen Engagement on the Town Center Plan
- Initiation of Frog Pond West entitlements and construction
- Substantial Amendment to the Year 2000 Urban Renewal Plan to fund the Boeckman Dip Bridge
- I-5 Undercrossing Trail improvements
- Tooze Road/Grahams Ferry Road improvements
- Kinsman Road Extension
- Charbonneau High Priority Infrastructure Projects
- Celebration of Pollinator Day
- Thousands of inspections and hundreds of plan reviews for homes and businesses throughout the City

Cheers to a wonderful 2019! —Chris Neamtzu, AICP, Community Development Director

Building Division

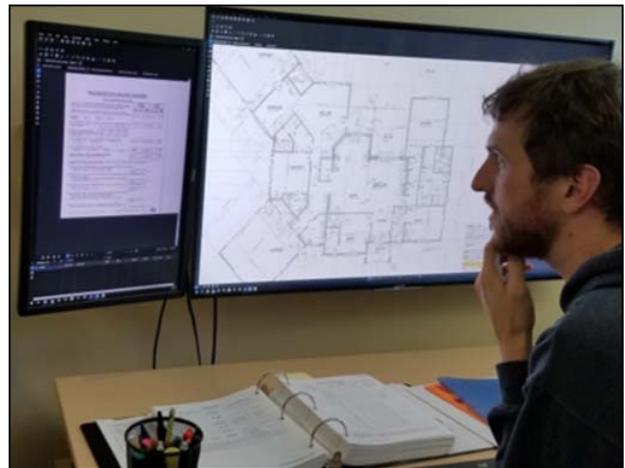
2019 Street of Dreams

The NW Natural Street of Dreams is coming to Wilsonville this summer in the new Stafford Meadows subdivision of the Frog Pond area. This aerial view on the right shows the location looking west along Boeckman Road.



There will be six to eight high-end, custom homes showcased by members of the Portland Metro Homebuilders Association (HBA). To facilitate this project, Building staff came up with an expedited permit process that will be timely and predictable.

How timely and how predictable? Well, it starts with scheduling the review. When the builder is planning to drop off their plans for review, they let us know the date in advance and that becomes our target date to complete the review. The plan review is completed by all plan review disciplines on day one. Then, on day two, we either provide an approved permit to start construction, or we provide plan review comments that note items that need to be corrected. It all hinges on scheduling the plan review in advance and locking the date into staff calendars.



The plans are submitted electronically so the process is paperless. The above photo shows Plans Examiner Carl Brown conducting an electronic plan review with Bluebeam, a robust PDF markup tool. This tool makes the job easier for the plans examiner, but most importantly, it makes it easier for the designer as it allows staff to easily markup plans and provide the designer with a comprehensive summary of all markups with the click of a button. The designer can then quickly modify plans by knowing exactly where the changes need to be made.

Recently, Building Official Dan Carlson presented this innovative concept to the homebuilders group as shown in the photo (below). After making the pitch and asking for questions there was a notable silence followed by, "Where have you been all this time?" Suffice it to say the concept was very well received. The presentation is available here: <https://www.ci.wilsonville.or.us/SOD>.

In addition, one of the major aspects of reviewing plans is making sure Wilsonville development standards are met. Planning staff created a comprehensive checklist (also available at the link above) that builders can use to ensure their project meets the Wilsonville Development Code when drafting plans. We want for projects to succeed, not to get bogged down.



Economic Development

- **Oregon Business Plan Summit**

- Mayor Knapp and Economic Development Manager Jordan Vance attended the Oregon Business Plan Summit on December 3, where elected state leaders unveiled legislative and business priorities for 2019. The summit focused on Oregon's fiscal crisis and discussions on reforms to slow the growth of pension and health care costs, reform our revenue system, and make new investments in education.

- **Oregon Business Plan Recaps**

- Read the fiscal policy document here: <https://oregonbusinessplan.org/wp-content/uploads/2018/11/OBP-2018-Fiscal-Policy-screen.pdf>
- Read the Oregon Business Plan overview here: <https://oregonbusinessplan.org/wp-content/uploads/2018/12/OBP-Overview.pdf>

- **Highlights**

- The Opportunity Atlas
 - The keynote address was delivered by a Harvard economist about a new tool, The Opportunity Atlas, which uses big data from the last 20 plus years to identify which factors aid or inhibit economic mobility across the nation. The tool allows you to trace the roots of today's affluence and poverty back to the neighborhoods where people grew up, and aims to provide insights to inform local solutions to tackle economic mobility. This tool can be found here: <https://www.opportunityatlas.org/>

Engineering Division, Capital Projects

5th to Kinsman Road Extension (4196)

Staff is working with our consultant (Otak) to finalize the 100% project plans and specifications for bidding the project in January/February 2019. Construction is anticipated to start in spring/summer 2019.

124th Avenue Extension

Washington County's contractor continues finishing up the last few items of work on the 124th Avenue Extension project. Grahams Ferry Road is open. Tonquin Road and the new section of 124th Avenue were just opened for the new year.

Charbonneau Utility Repairs – French Prairie Drive Phase II and Old Farm Road Phase I (1500/2500/4500/7500)

This project involves repair and replacement of deficient storm, sewer, and water pipe lines in the Charbonneau District, as identified in the Charbonneau Consolidated Improvement Plan. Preliminary utility investigatory work is completed. 60% design is currently underway. A public open house is scheduled for February 26, 2019 to present the proposed design and to hear resident input.

Coffee Creek Industrial Area Regional Stormwater Facility Project (7060)

This project involves modeling of current and buildout stormwater runoff conditions within portions of the Coffee Creek and Basalt Creek basins and will design and construct improvements to alleviate existing seasonal flooding to allow for future development within both the Coffee Creek Industrial Area and the Basalt Creek Concept Area. The kick-off meeting for Phase 1 Alternative Analysis and Preliminary Design work was on December 12. Topographic survey work will begin in January 2019 followed by hydraulic modeling of the drainage basin.

Coffee Creek Sewer Facilities (2101)

This project involves the preliminary design of sanitary sewer facilities required to support future development of the Coffee Creek and Basalt Creek development areas. Draft sewer facilities layout is under review. Planning work is anticipated to be completed by the end of February.

Elligsen Well Upgrade and Maintenance (1128)

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. Before addressing well deficiencies, the gravity stormwater system downstream of the well house is being studied to confirm that there is available capacity in this pipe system to carry pump-to-waste flows that are discharged on a monthly basis when the well pumps are exercised. Once this capacity is confirmed, work will commence on addressing well deficiencies.

Engineering Division, Capital Projects

French Prairie Bridge (9137)

This project will determine the final location, alignment, and design type. It 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. The project Task Force received an overview of the five bridge types under consideration and a summary of the feedback received from the Technical Advisory Committee (TAC) and public events on December 5. Afterwards, the Task Force recommended that the cable-stayed and suspension bridge designs proceed for further evaluation in the identification of the preferred bridge type. City Council will consider the Task Force recommendation at a work session on January 7.



Suspension Bridge



Cable-Stayed Bridge

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 underway. The consultant team is coordinating with Willamette Water Supply Program to incorporate the 66" water pipeline into the Garden Acres construction plans.

Gesellschaft Well Facility and Upgrade (1083)

This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. Design will be finalized in the first quarter of 2019 and will be bid in spring 2019.

Graham Oaks Pedestrian Enhancements (0012)

We have selected a preferred contractor and are getting the contract in place to begin construction in January.

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. Staff is working to lift covenants and restrictions on the east bridge landing property as part of a sale agreement approved by Council in November. Design of the bridge will begin after completion of the Town Center Plan.

Memorial Park Pump Station (2065)

We are working with our consultant team on 60% plans. Unforeseen soil conditions have resulted in additional geotechnical investigation and design requirements. A PSA amendment will be coming to Council in January to capture these additional items of work.

Engineering Division, Capital Projects

Street Maintenance (4014/4118)

We are on track to get the street maintenance work done in the spring on Wilsonville Road and Boones Ferry Road. Our consultant team has submitted 60% plans that staff will review and provide comments on to move towards 90% design plans.

Tooze Road to Grahams Ferry Road (4146)

The signal lights were activated on December 20. The roads have been striped and the streetlights are on. The project completion list has been issued to the contractor.

Water Telemetry (1114)

Brown and Caldwell is putting together the network and communication upgrade plan which will include a project list and estimates for future upgrades.

Willamette River Storm Outfalls (7053)

Staff is working with our consultant (AKS Engineering) to finalize the 100% project plans and specifications for bidding the project in January/February 2019. Construction is anticipated to start in spring/ summer 2019.

WTP Surge Tank (1111)

Contract has been awarded to R.L. Reimers Company. The Notice to Proceed will be issued in early January.

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. Staff expects to receive final review plans and specifications from WWSP for the 5th/Kinsman project and Kinsman/Wilsonville Road truck turning improvements within the next month. Staff is reviewing a draft IGA to incorporate the WWSP 66" water line into the Garden Acres project.

Engineering Division, Private Developments

Fir Commons

Plans are under review for this nine home condominium development near Fir Avenue/4th Street in Old Town.

Frog Pond—Morgan Farm Phase 1

Construction is ongoing on this 37-lot subdivision.

Frog Pond—Stafford Meadows

Public works construction is almost complete. The streets have been paved and homebuilding is expected to start in January.

Villebois Mont Blanc

Public Works construction is almost complete for this 68-lot subdivision near Villebois Drive and Orleans Avenue.

Natural Resources

Memorial Park Dog Run and Community Garden Parking Lot (9132)

Due to unexpected drier and warmer weather in December, the contractor was able to complete the concrete and asphalt paving for the project. In addition, stormwater management facilities, utilities, and landscaping were completed. Outstanding items include fabrication and construction of the Boeckman Creek bridge guardrails and approaches, installing light poles, and offsite transportation improvements to allow for future access on Kolbe Lane. The contractor is scheduled to finish the project by March 2019.



Planning Division, Current

Projects Being Prepared for DRB Hearings

- New Hotel Adjacent to Holiday Inn
- Frog Pond Meadows, 74-lot single-family development in Frog Pond West by West Hills Development

Administrative Land Use Decisions Issued

- 1 Class I Administrative Review
- 1 Final Plat Approval
- 12 Type A Tree Permits
- 2 Type B Tree Permits
- 1 Class I Sign Permits
- New Single-family building permits

Board and Commission Updates

Development Review Board (DRB)

Development Review Board Panels A and B did not meet in December.

Planning Commission

Miranda Bateschell and Kimberly Rybold presented the Basalt Creek Comprehensive Plan & Transportation System Plan Amendments at the December 12 Planning Commission work session.

The next regular Planning Commission meeting is scheduled for Wednesday, January 9, 2019.

Planning Division, Long Range



Basalt Creek Concept Plan

City staff drafted Comprehensive Plan Text and Map Amendments to reflect the City's adoption of the Basalt Creek Concept Plan. The City held a meeting on November 30 with the project team to discuss necessary amendments to the City's Transportation System Plan (TSP) for the same purpose. The project team presented the proposed Comprehensive Plan and TSP amendments at the Planning Commission work session on December 12. The team also provided DLCD notice of upcoming hearings on the adoption of the proposed amendments currently scheduled for February 13 at Planning Commission and April 1 at City Council. Finally, staff continued working with Washington County on draft amendments to the joint Urban Planning Area Agreement.

General project information is available on the City's project website <https://www.ci.wilsonville.or.us/planning/page/basalt-creek>.

Citywide Signage and Wayfinding Plan

The draft plan is being finalized in preparation for public review before the Planning Commission on February 13, 2019. The project team is working on the design intent drawings, and will be working with the sign sub-contractor to come up with designs to retrofit the existing monument signs at the I-5 Interchange. The draft plan will be available for review at the beginning of February.

For more information, please visit the project web page at www.ci.wilsonville.or.us/planning/page/citywide-signage-and-wayfinding-plan.

Equitable Housing Strategic Plan

Staff finalized a scope of work and contract with the consultant team, led by ECONorthwest. Work is expected to start in January with public outreach activities beginning in spring after the pending adoptions of several other planning projects.

Planning Division, Long Range



The project team presented Town Center Plan implementation recommendations to the City Council at the December 3 work session following the November 14 Planning Commission work session on the same topic. After which, the project team was busy drafting the Town Center Plan document, which will be the topic of the January 9, 2019 Planning Commission Work Session. The team is also busy putting together an online version of the Plan, which the team will release for public review in January 2019.

For additional information about the Town Center Plan project, visit the project website www.wilsonvilletowncenter.com.



Urban Growth Boundary Expansion (UGB)

On December 13, the Metro Council voted to expand the UGB, granting all four cities that requested expansion their full request. The four cities are Beaverton, Hillsboro, King City, and Wilsonville. Conditions of expansion were also adopted, and are being finalized by the Metro staff. Appeals may be pending. The cities have four years to complete master planning for these future urban areas.



DECEMBER
**MONTHLY
 REPORT**

From the Director:

Happy New Years!

It is hard to believe that we are half way through Fiscal Year 2019! The 2nd Quarter Financial Reports will be sent to the Budget Committee by January 31. The report is also published on our website.

At our last Manager's meeting, we had our official Budget Kick-Off for FY2019-20. In addition to preparing their requests for the new fiscal year and providing information for the five-year forecast, the management team must also provide the year end estimates for the current fiscal year.

The Budget Committee meeting dates have been set:

- March 13: Mid Year Review
- May 16: 1st Budget Committee Meeting
- May 28: 2nd Budget Committee Meeting
- May 29: 3rd Budget Committee Meeting, if needed

The Budget will be presented to Council at the June 3, 2019 meeting for adoption.

The Finance Department has welcomed a new member to our staff. Eleesa Aguilar is now one of the City's Accounting Specialists and has already completed her Law Enforcement Data Systems (LEDS) certification. This certification is needed for her work in the Municipal Court area. Welcome, Eleesa!

-Cathy Rodocker

By the Numbers:

Finance Statistics for FYTD: July 1st—November 30, 2018

Utility Billing:

Total Monthly Bills	33,737
New Customers	504
New Service Locations	76

Accounts Payable:

Invoices Processed	3,519
Payments Processed	1,870

Municipal Court:

Total Citations Issued	1,020,
Total Suspensions Issued	223
Ticket Revenue	\$ 139,513

Fund Updates:

Attached please find the Fund Summaries through December 31st. As expected, the Community Development Fund and the Building Fund operating expenses are exceeding the current operating revenue due to the timing of permit payment. All other funds are meeting their budgeted expectations.

Investment Updates:

The City's investment portfolio as of December 31 is approximately \$140 million dollars. This last month, the Local Government Investment Pool increased their interest rate to 2.75%. The City maintains a balance in the pool near the maximum allowed. For FY19, the maximum is set at \$49.5 million and is increased every August. The remaining investment portfolio is invested in corporate bonds and government sponsored enterprises.

Did you know?

Did you know that the City's Utility Billing customers have a number of different ways to pay their monthly utility bills?

- 1) Auto-Pay: Also known as ACH (automated clearing house), is an electronic funds-transfer system between the customers bank and the City. Each month, the amount due on the customer's account (or the limit that has been set by the customer) is directly deposited into the City's bank account.
- 2) By Mail: If the customer mails their payment to the address on their billing statement, the checks are handled by the US Bank Payment Processing Center located in Gresham. Each morning, City staff uploads a data file from US Bank into our utility billing system that records the amount paid to each account.
- 3) By Phone: The City offers a toll free 24-hour phone line that allows a customer to enter their payment information. This payment process provides real time account information directly from the Utility Billing System.
- 4) Website: A customer can establish an online account on the City's website to view their utility billing information and make payments. The customer can pay by month or set up a recurring payment that automatically charges their debit/credit card each month.
- 5) Bill Pay Services: Customers can also use bill pay services to pay their monthly bill. Most of these services are available through the customers own checking accounts. There can be a several day delay in the City receiving the bill-pay payments. For example, if an incorrect account number is entered, the customers bank will have to mail the City a check for payment. The customers utility account cannot be credited for the payment until that check has been received.
- 6) In Person: We accept payments at the 2nd Floor Counter at City Hall or a payment can be dropped into the utility payment box located in the roundabout in front of City Hall.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,213,487	7,738,687	69%
Intergovernmental	2,141,825	247,285	12%
Licenses and Permits	176,510	272,030	154%
Charges for Services	753,480	291,999	39%
Fines	315,000	187,863	60%
Investment Revenue	206,000	154,576	75%
Other Revenues	3,557,120	117,653	3%
Transfers	3,369,303	1,574,846	47%
Total Revenue	21,732,725	10,584,940	49%
Personal Services	8,347,532	3,852,247	46%
Materials and Services	12,483,715	1,969,444	16%
Capital Outlay	110,300	0	-%
Transfers	4,445,000	540,148	12%
Total Expense	25,386,547	6,361,838	25%
Fund 210 Fleet Fund:			
Charges for Services	1,343,601	671,796	50%
Investment Revenue	23,690	10,863	46%
Other Revenues	0	4,200	-%
Total Revenue	1,367,291	686,859	50%
Personal Services	750,366	295,617	39%
Materials and Services	616,708	315,091	51%
Capital Outlay	188,000	23,031	12%
Transfers	2,400	1,200	50%
Total Expense	1,557,474	634,939	41%
Fund 230 Building Fund:			
Licenses and Permits	588,000	264,387	45%
Licenses and Permits-Villebois	547,000	111,866	20%
Charges for Services	8,600	4,296	50%
Investment Revenue	56,650	34,554	61%
Transfers	37,701	1,459	4%
Total Revenue	1,237,951	416,562	34%
Personal Services	1,030,960	452,885	44%
Materials and Services	186,691	82,538	44%
Transfers	900,660	213,151	24%
Total Expense	2,118,311	748,573	35%
Fund 235 Community Development Fund:			
Intergovernmental	62,500	0	-%
Licenses and Permits	563,413	414,188	74%
Licenses and Permits-Villebois	45,567	65,352	143%
Charges for Services	909,732	405,318	45%
Investment Revenue	39,140	27,866	71%
Other Revenues	200	687	343%
Transfers	3,208,167	692,104	22%
Total Revenue	4,828,719	1,605,515	33%
Personal Services	3,177,336	1,294,011	41%
Materials and Services	713,323	185,327	26%
Capital Outlay	28,000	2,567	9%
Transfers	551,172	257,350	47%
Total Expense	4,469,831	1,739,255	39%
Fund 240 Road Operating Fund:			
Taxes	0	14,637	-%
Intergovernmental	1,642,800	780,012	47%
Investment Revenue	17,510	13,033	74%
Other Revenues	2,000	1,155	58%
Total Revenue	1,662,310	808,837	49%
Personal Services	412,651	175,311	42%
Materials and Services	490,632	197,711	40%
Capital Outlay	51,500	31,945	62%
Debt Service	82,000	0	-%
Transfers	696,851	125,637	18%
Total Expense	1,733,634	530,605	31%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,792,369	912,987	51%
Investment Revenue	27,268	26,730	98%
Total Revenue	1,819,637	939,717	52%
Transfers	2,946,935	44,894	2%
Total Expense	2,946,935	44,894	2%
Fund 260 Transit Fund:			
Taxes	5,232,266	2,523,431	48%
Intergovernmental	2,323,474	381,874	16%
Charges for Services	185,000	72,079	39%
Investment Revenue	41,050	28,827	70%
Other Revenues	14,000	12,374	88%
Total Revenue	7,795,790	3,018,584	39%
Personal Services	3,526,766	1,665,088	47%
Materials and Services	1,916,029	829,007	43%
Capital Outlay	2,157,569	100,783	5%
Transfers	669,002	272,284	41%
Total Expense	8,269,366	2,867,163	35%
Fund 310 Water Operating Fund:			
Charges for Services	8,384,355	6,709,162	80%
Fines	19,000	9,334	49%
Investment Revenue	100,000	111,238	111%
Other Revenues	195,550	7,530	4%
Transfers	350,000	0	-%
Total Revenue	9,048,905	6,837,264	76%
Personal Services	581,820	301,565	52%
Materials and Services	4,220,553	1,290,784	31%
Capital Outlay	690,644	47,400	7%
Debt Service	1,875,000	757,637	40%
Transfers	2,647,753	434,632	16%
Total Expense	10,015,770	2,832,018	28%
Fund 320 Sewer Operating Fund:			
Charges for Services	7,996,145	4,214,690	53%
Fines	0	42,840	-%
Investment Revenue	127,602	105,850	83%
Other Revenues	27,000	7,091	26%
Transfers	600,000	0	-%
Total Revenue	8,750,747	4,370,470	50%
Personal Services	383,530	146,673	38%
Materials and Services	3,392,646	1,297,808	38%
Capital Outlay	29,833	14,240	48%
Debt Service	3,030,000	546,131	18%
Transfers	2,714,974	638,029	24%
Total Expense	9,550,983	2,642,882	28%
Fund 350 Street Lighting Fund:			
Charges for Services	518,250	262,594	51%
Investment Revenue	16,789	12,628	75%
Total Revenue	535,039	275,221	51%
Materials and Services	359,651	152,474	42%
Transfers	442,270	208	-%
Total Expense	801,921	152,682	19%
Fund 370 Storm Water Operating Fund:			
Charges for Services	2,928,917	1,441,497	49%
Investment Revenue	30,900	26,039	84%
Total Revenue	2,959,817	1,467,536	50%
Personal Services	259,270	88,593	34%
Materials and Services	474,041	173,882	37%
Capital Outlay	161,964	0	-%
Debt Service	508,500	0	-%
Transfers	2,169,419	221,997	10%
Total Expense	3,573,194	484,472	14%



DECEMBER 2018 MONTHLY REPORT

From the IT Director:

The Wilsonville IT department is looking forward to the New Year! We have a lot of projects lined up that will help the City stay productive and efficient!

Before heading off into the New Year, I wanted to touch on everything we have accomplished in 2018. Last year was extremely busy, the IT department led the selection process for the new Enterprise Resource Planning (ERP for short) software. This software underpins all of the functions in the Community Development and Finance departments. Once fully implemented the new ERP will improve how citizens pay utility bills online and do business with the City. It is a massive software package and is anticipated to take approximately three years to implement.

An important project that we implemented in 2018 was installing software to analyze and filter email that comes into the City. On average, 85% of email sent to City addresses is categorized as spam or phishing attempts. This software not only keeps this junk out of staff inboxes and lets them focus on more important tasks but it also scans links within email for malicious content. Email is the number one way a system can become compromised. All of these features help keep the City and the data we maintain safe.



IT's biggest change in 2018 was becoming our own department. Up until this year, IT was part of the Finance department at the City. This worked well for many years but after careful consideration by the City Manager, it was decided that IT should be its own department. This change allows IT to more effectively support all departments within the City. Technology crosses all department boundaries and that has become increasingly apparent over the last decade. Aspects of IT now exist in everything from the giant ERP project to small lighting projects. We are excited by the opportunity to work even closer all the departments in the City!

Looking forward to 2019 we have a full slate. New projects include updating our IT Strategic plan, implementing a new phone system, and upgrading www.wilsonvillemaps.com (GIS mapping site).

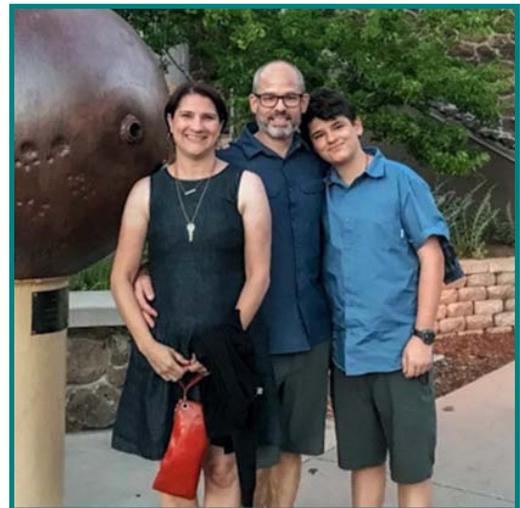
Speaking of our GIS mapping site, Dan Stark will be leading that project. Dan is the City's GIS (Geographic Information Systems) Manager. In this role he maintains both the GIS data and systems for WilsonvilleMaps.com, Cartegraph, and EDEN. He also maintains the back-end databases, software releases, and user permissions necessary in these "Enterprise Systems".

Dan also takes part in the regional GIS user groups where peers from agencies in the region and State coordinate their efforts to ensure the compatibility of GIS databases. Compatibility provides information for regional planning initiatives as well as emergency dispatch by police and fire agencies.

As part of implementation of these systems Dan has mentored more than 25 interns over the past 10 years. The intern projects have aided multiple City departments as additional computer systems utilize GIS based maps and databases.

In between maintaining these systems he makes well over 100 maps per year based up request from City staff in each and every department.

Dan has worked as the GIS Manager for the City since January 2005. His wife Courtney Duke is a transportation planner for the City of Portland and his son Owen is almost 14 and in the eight grade at Jackson Middle School in Portland.



Dan was born in Minneapolis, raised in Chicago, attended college in California, and spent his entire professional career in Oregon. Dan started as an assistant planner for Marion County in 1994 in Salem ,and spent several years as a consultant before joining the City of Wilsonville.

In his spare time Dan is an avid landscape photographer, woodworker, and triathlete.

Until next time,

Andy Stone

IT Director



DECEMBER 2018 MONTHLY REPORT



Library Director Pat Duke dressed as Santa for a special holiday SMART bus ride.

Manager's Report

Looking over the past year, I am thankful for the community we have here in Wilsonville.

For our citizens, who so generously donated to the Wilsonville Public Library Foundation and the Friends of the Wilsonville Library, generating over \$80,000 by the end of 2018.

For our staff, who survived and even thrived during our building renovation.

For our 150 volunteers, who gave over 11,000 hours of their time and service to make the library a better place for everyone.

-Pat Duke, Library Director

Children's Services

Santa at the library

For the last week of fall programs, Santa Claus made special appearances at Storytime, Toddler Time, Play Group, and Baby Time.

Mexican Folk Dance performance

On December 11, our series of Mexican Folk Dance classes culminated with a wonderful performance that drew around 130 people, many of them proud parents. At least four schools were represented by the performers.

UPCOMING:

- Youth programs return January 7.
- "Science Zone" will be held on the West Linn-Wilsonville School District early release day (Wednesday, Jan. 16) at 1:30 pm.
- K-2 Book Adventures features mystery and adventure books on Thursday, Jan. 17, at 3:30 p.m.



Mexican Folk Dance class students at their performance on December 11.

**WVLibrary Teens
Lounge Night**

Dec. 14, 6:30-8:30
6-12 grades

MORE INFO: wilsonvillelibrary.org 503-682-2744 teens@wilsonvillelibrary.org

Flyer for the Teen After-Hours Event on December 14.

Teen Services

December Teen After-Hours Event

On Friday, December 14, teens in grades 6-12 sang karaoke and competed in quiz tournaments at this popular event.

UPCOMING:

- Teen After-School Activities: a Fortnite tournament for teens on early release day. Wednesday, Jan. 16, 4:00-6:00 pm.
- "Game Night": Board games and video games of all types will be available for teens to enjoy. Friday, Jan. 18, 6:30-8:30pm.

Adult Services

Redistricting Forum on Dec. 6

The League of Women Voters held a forum on the upcoming 2021 redistricting process and shared information on how redistricting may impact Oregon elections.

Fall programs come to an end

Our summer ESL conversation group that extended into fall concluded December 18. We are looking at options for providing a similar opportunity in the future.

“The Marriage of Art and Fiction” class ended December 12. Participants praised the book selections, class discussion, and learning about the art in the books.

UPCOMING:

- Adult Winter Reading Program begins Wednesday, January 2.
- Book Notes Concert on Saturday, January 12, features Radio Stranger.
- “A Taste of Spanish” class starts Wednesday, January 23.



*Library holiday decorations at the library:
“Wilsonville Library: Your ‘Gnome’ for the Holidays”*



A sampling of Dolly Parton's Imagination Library (DPIL) books mailed to children.

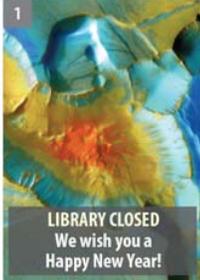
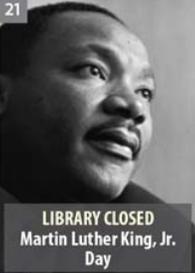
Around the Library

Blood drive at the library

The American Red Cross held a blood drive at the library on December 26. Despite the busy holiday season, over 30 people signed up and donated blood.

DPIL reached 50,000 milestone

As of December 2018, Dolly Parton's Imagination Library has given over 50,000 free classic children's books to Wilsonville and Stafford children under the age of five.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1  LIBRARY CLOSED We wish you a Happy New Year!	2	3	4 ● First Friday Films 6-8 pm Christopher Robin (PG) 2018	5
PROGRAM TYPE ● Children ● Teen ● Adult						
6	7 ● Playgroup 10:30 am-12 pm	8 ● Toddler Time 10 am 11 am ● Great Books Discussion Group 6-8 pm <i>A Simple Heart</i> by Gustave Flaubert ● Family Storytime 6:30 pm	9 ● Family Storytime 10:30 am	10 ● Family Storytime 10:30 am ● Baby Time 11:30 am ● Book Club <i>The Tiniest God</i> by Marcy Phillips 6-8 pm	11	12 ● Booknotes Concert Series 2-3 pm Radio Stranger
13	14 ● Playgroup 10:30 am-12 pm	15 ● Toddler Time 10 am 11 am ● Family Storytime 6:30 pm	16 ● Family Storytime 10:30 am ● Science Zone 1:30-2:30 pm ● Teen Activity Fortnite Tournament 4-6 pm	17 ● Family Storytime 10:30 am ● Baby Time 11:30 am ● K-2 Adventures 3:30-4:15 pm	18 ● Teen Advisory Board 4:30-6:30 pm ● Teen Game Night 6:30-8:30 pm	19
20	21  LIBRARY CLOSED Martin Luther King, Jr. Day	22 ● Toddler Time 10 am 11 am ● Family Storytime 6:30 pm	23 ● Family Storytime 10:30 am ● Lego Night 6:30 - 7:30 pm ● A Taste of Spanish 4-week class with Carlos Iturrino 6:30-7:30 pm	24 ● Family Storytime 10:30 am ● Baby Time 11:30 am	25	26
27	28 ● Playgroup 10:30 am-12 pm ● Genealogy Club with Malia Laughton 1-2:30 pm	29 ● Toddler Time 10 am 11 am ● Family Storytime 6:30 pm ● History Pub The Ice Age Oregon Trail 6:30 pm Doors open at 5 pm	30 ● Family Storytime 10:30 am ● A Taste of Spanish 4-week class with Carlos Iturrino 6:30-7:30 pm	31 ● Family Storytime 10:30 am ● Baby Time 11:30 am	<i>Injustice anywhere is a threat to justice everywhere.</i> <i>Martin Luther King, Jr.</i>	

JANUARY





DECEMBER MONTHLY REPORT

From the Director:

Dear Friends and Patrons,

As your Parks and Recreation Director, it is a privilege to serve our community as a member of the Wilsonville Family. The Parks and Recreation Department, City Council and our dedicated City employees, work hard together as a team to enhance the quality of life for all who live, work, visit, and play in our amazing community.

This past year Wilsonville celebrated the City's 50th anniversary and had the opportunity to share this historic day with delegates from our Sister City - Kitakata, Japan. With the New Year comes new Recreational opportunities which can be found in The Parks and Recreation Activity Guide.

This year will feature the opening of our new dog run in Memorial Park as well as activities, programs, and Special Events for all ages to enjoy. The always popular Daddy - Daughter Dance will take place on February 22, the Community Egg Hunt on April 20, and W.E.R.K. Day on April 27.

Numerous Adult Recreation opportunities are offered including Yoga, Line and Ballroom Dancing and Tai Chi. For the 55 and better community; crafts, walk and fit as well as support groups and clinics are available.

The Parks and Recreation Department is committed to ensuring Wilsonville provides safe, enjoyable facilities and programs and we will continue our tradition of providing excellent, high level customer service to our residents, businesses and visitors.



Board Updates:

Parks and Recreation Board: The Parks and Recreation board has two open positions which will be filled by City Council appointment in January.

The board will meet on Thursday, December 13.

WCSI: The Wilsonville Community Seniors Inc. is working with staff to create a survey to gather information on nutrition program menu preferences.

Upcoming Events:

Dog Run Public Input Meeting- February 12

Daddy Daughter Dance- February 22

Community Egg Hunt- April 20





Recreation Updates:

December brought a wealth of joy to the Parks and Recreation department. The department hosted the annual Wilsonville Toy Drive and collected an astonishing 650 toys from businesses and generous members of the community. The donations were loaded up and brought to Clackamas County Compassion in Action, an organization that collects donations from all over Clackamas County and then distributes them to families in need during the holiday season.

December also brought the completion of the 2018 Mini Hoopers season. In total, 132 kids participated in the basketball program, which was held at Boones Ferry Primary School. The program relies heavily on parent volunteers to coach the teams, and we could not have done it without them!

The new Winter/Spring activity guide has been sent to Wilsonville mailboxes. New programs include several yoga and meditation workshops, couples ballroom dancing, several Spring Break camps for youth including, “Moving with Science”, “Survival and Bushcraft Camp”, and “Brixology LEGO Engineering”.



Community Center Updates:



A total of 53 individuals attended the Community Center’s Holiday meal this month with many staying after to take part in the first annual Senior Holiday Fest. The afternoon included cookie decorating, holiday crafts and festive holiday treats.



This holiday season the Parks and Recreation Department partnered with the Clackamas County Energy Assistance Program to provide application assistance to those in need. Eligible seniors received a credit towards their PGE bill. The Community Center also provided 20 filled stockings to Home Delivered Meal Clients with gifts donated by Fill a Stocking, Fill a Heart as well as Fred Meyer gift cards to seniors in need of groceries.



Parks Maintenance Updates:

- Incident response and Pager Call(s)
- Continued to monitor Japanese Knotweed at Tivoli Park
- Continued to monitor (overseed, roll, mow) athletic fields
- Cleaned up storm damage



- Continued Tetherball improvements at Palermo Park
- Continued Community Garden Dog Run parking lot construction
- Completed “Leafagedon” 2018
- Began winter pruning



- Attended Pest Management Annual Conference (Reeder, Burdick, Moeller, Spence, Skipper, Morse, Blankenship)

Parks Maintenance Updates:

- Inspected Cable Trees



- Installed accessible path at River Daydream



- Improved landing to embankment slide
- Planted pollinator sites with Friends of Trees and volunteers



Wilsonville December 2018



City of Wilsonville Police Department

30000 SW Town Center Loop E
Wilsonville, OR 97070

In Partnership with

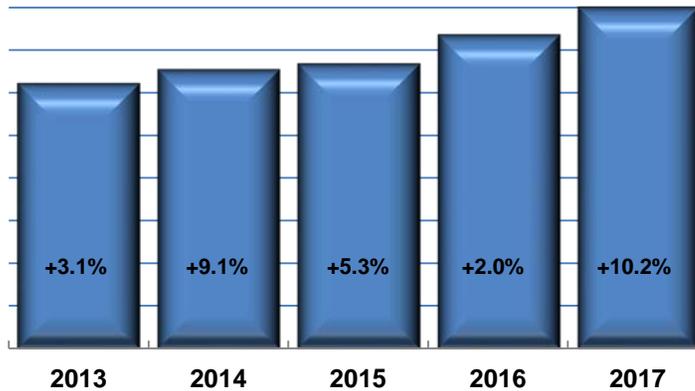


Monthly Summary

During December 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 773 calls for service, which was an average of 24.9 calls a day.

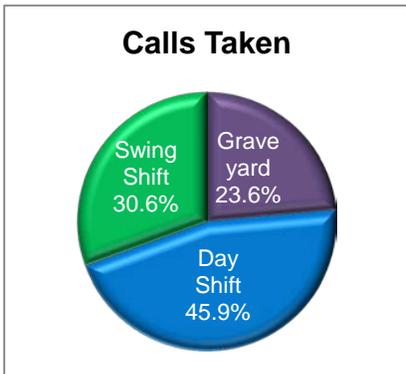
Below is a chart showing the number of calls for service in the City during the last 5 years.

<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



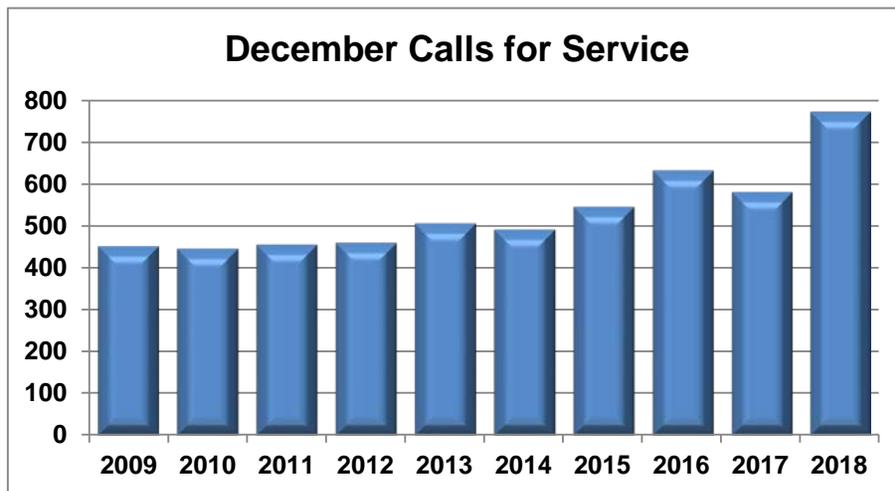
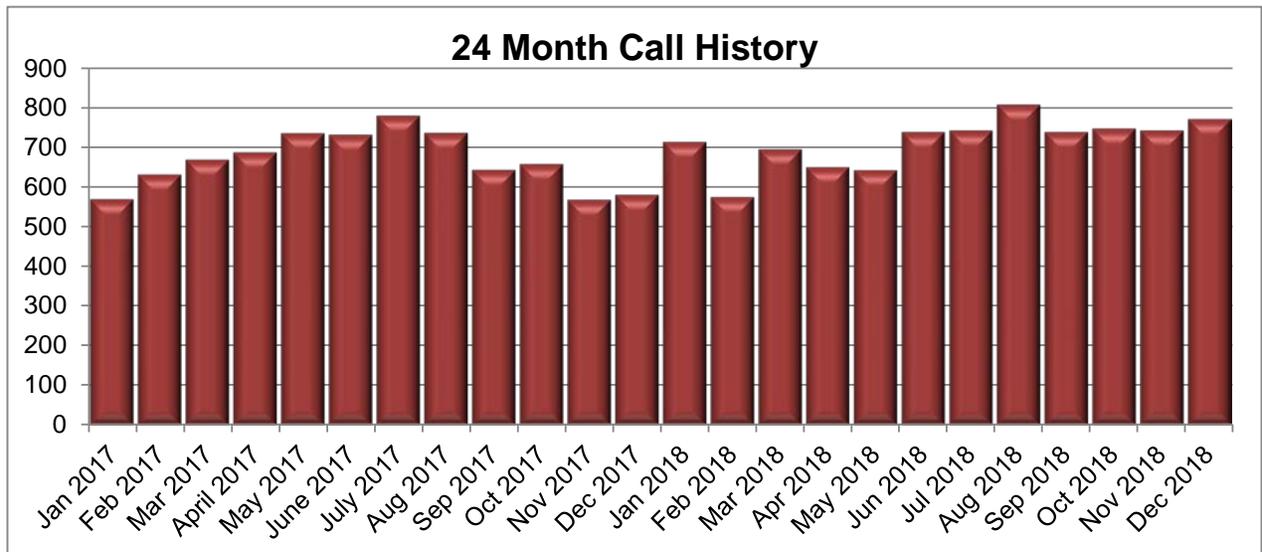
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for December.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	23.6%	25.0%	20.0%
Day Shift	45.9%	35.8%	51.9%
Swing Shift	30.6%	39.2%	28.1%



Calls for Service

Number of Calls Per Shift	December 2018	December 2017	Monthly Average 2017
Graveyard (2100-0700)	182	121	131.4
Day Shift (0700-1700)	354	260	320.3
Swing Shift (1100-0300)	236	200	216.7
Monthly Total	772	581	668.4
Daily Average	24.9	18.7	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	December 2018	December 2017	2017 Monthly Avg.
Theft	95	50	42.0
Alarm	79	69	66.8
Assist Public	52	30	42.8
Parking Complaint	44	26	51.6
Suspicious Person	36	24	33.2
Disturbance	32	34	34.5
Traffic Complaint	32	25	35.0
Assist Agency	28	31	30.5
Welfare Check	28	27	27.9
Suspicious Vehicle	26	15	16.2
Threat / Harassment	26	25	20.0
Fraud	25	26	18.6
Juvenile Problem	24	17	17.0
Suspicious Circumstances	20	16	13.8
Traffic Crash	22	14	27.8
Open Door / Window	19	2	1.2
Noise Complaint	14	5	7.7
Suicide Attempt / Threat	13	8	8.2
Fire Services	12	13	9.7
Unknown / Incomplete	10	9	9.0
Unwanted / Trespass	10	11	20.5
Mental	9	4	6.1
Property Investigation	9	20	16.2
Stolen Vehicle	8	5	5.7
Burglary	5	3	5.0
Criminal Mischief	5	12	12.1
Recovered Stolen Vehicle	5	4	1.9
Vice Complaint	5	3	8.7
Extra Patrol Request	4	1	2.1
Hazard	4	6	10.3
Minor in Possession	4		1.9
Missing Person	4	2	3.9
Animal Complaint	3	12	12.4
Assault	3	4	5.3
Promiscuous Shooting	2		1.1
Viol. Restraining Order	2	2	2.3
Abandoned Vehicle	1	1	3.5
Death Investigation	1		1.8
Prowler	1		0.5
Robbery	1	3	0.8
Sex Crimes	1	1	2.7
Provide Information		12	13.5
Runaway		2	5.3
Shooting			0.1
Other	48	7	11.2
Total Calls:	772	581	668.4

Median Response Times to Dispatched Calls

	All Calls	Priority 1 & 2 Calls
Input to Dispatch (Time call was on hold)	1:40 Minutes	0:57 Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	6:29 Minutes	5:23 Minutes

Other / Self-Initiated Activity

Type of Call	December 2018	December 2017	2017 Monthly Avg.
Traffic Stop	388	311	339.8
Follow-Up Contact	121	76	92.3
Suspicious Veh. Stop	111	40	53.4
Premise Check	37	8	8.8
Subject Stop	31	17	28.2
Detail	18	18	32.7
Warrant Service	11	12	7.7
Suspect Contact	2	4	4.6
Court		5	4.8
Foot Patrol			4.2
Meeting		1	10.6
Training		20	15.5
Total Calls:	719	512	602.6

Reports Written

During December, 185 reports were written. 20.0% were written by the graveyard shift, 51.9% by the dayshift units and 28.1% were written by the swing shift units.

Type of Report	December 2018	December 2017	2017 Monthly Avg.
Theft	54	44	31.1
Traffic Crash	9	5	10.9
Burglary	9	2	3.2
Criminal Mischief	7	7	9.0
Stolen Vehicle	6	4	3.6
Drug Crimes	6	1	6.3
Identity Theft	3	3	2.5
Assault	1	4	4.9
Other Reports	90	99	114.4
Total Calls:	185	169	185.9

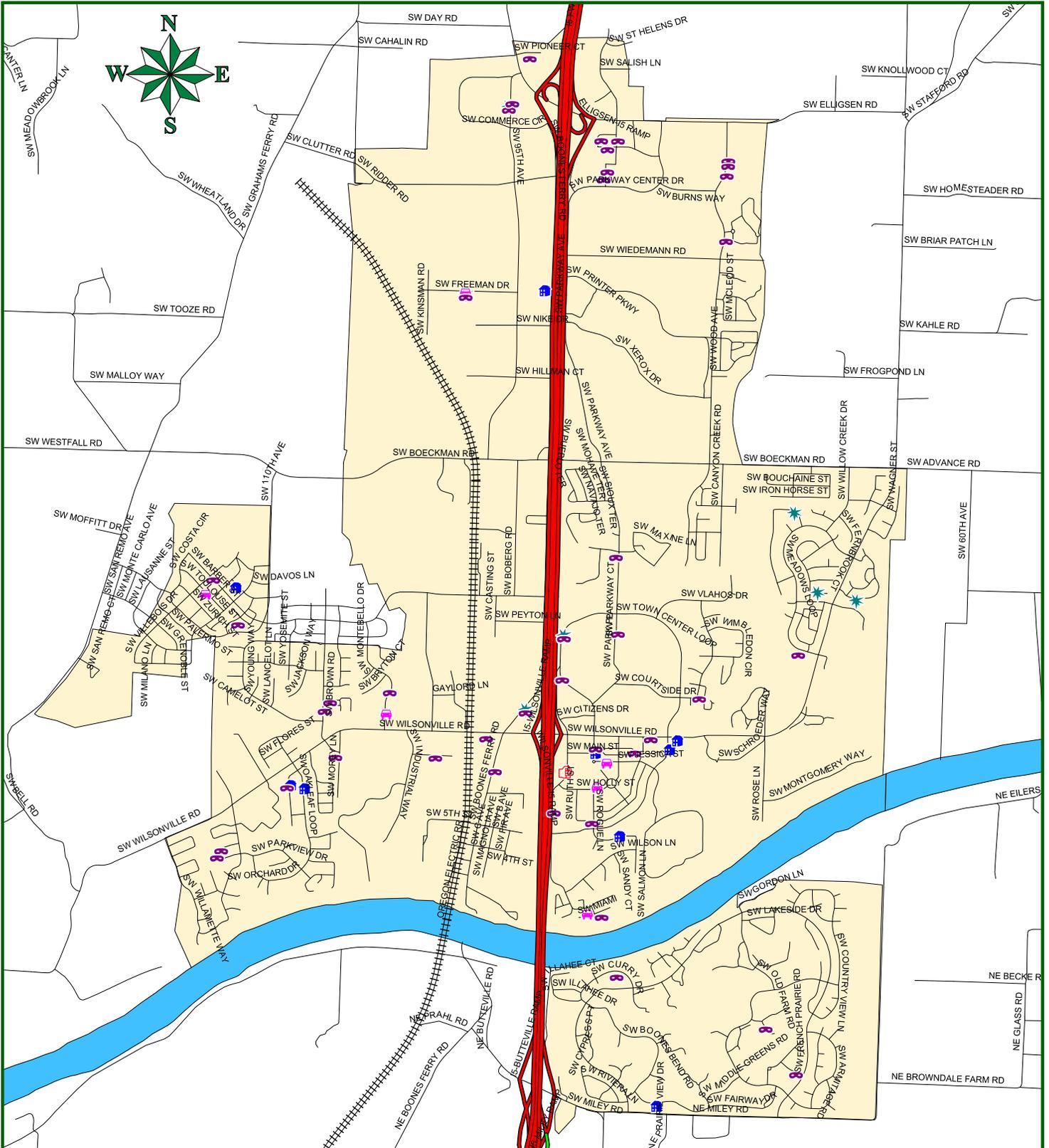
Shift Totals	December 2018	December 2017	2017 Monthly Avg.
Graveyard	37	16	38.2
Day Shift	96	85	86.0
Swing Shift	52	68	61.7



Wilsonville December 2018



- Assault
- Burglary
- Criminal Mischief
- Stolen Vehicle
- Theft

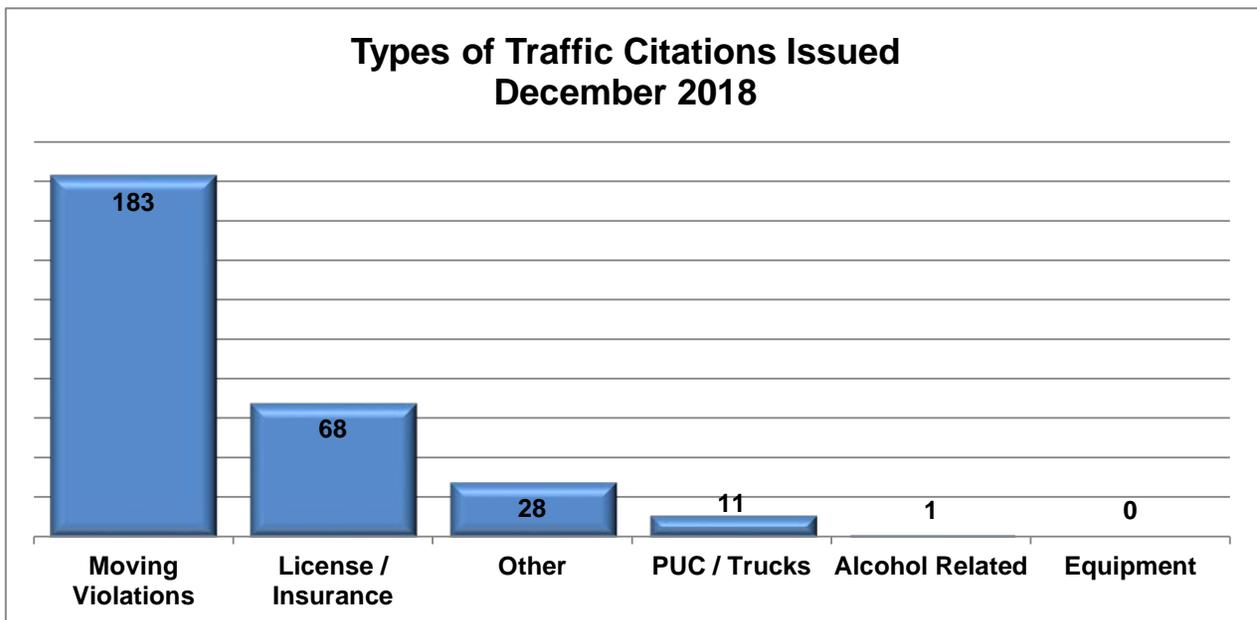
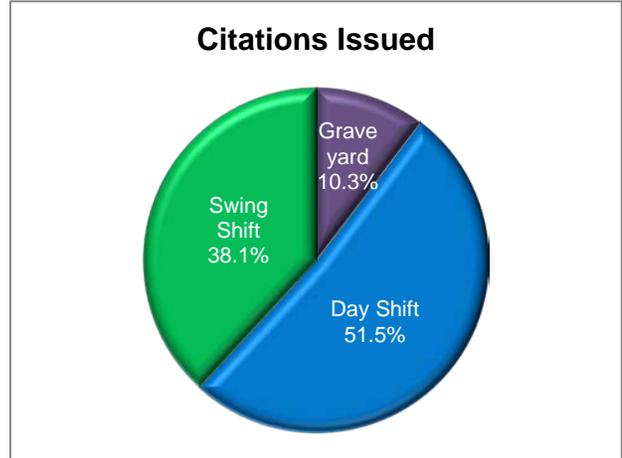


Traffic

During December 2018, 388 traffic stops were made in the City and 291 traffic citations were issued. Included in these totals are 178 traffic stops (45.9%) and 233 (80.1%) citations issued by the traffic deputies.

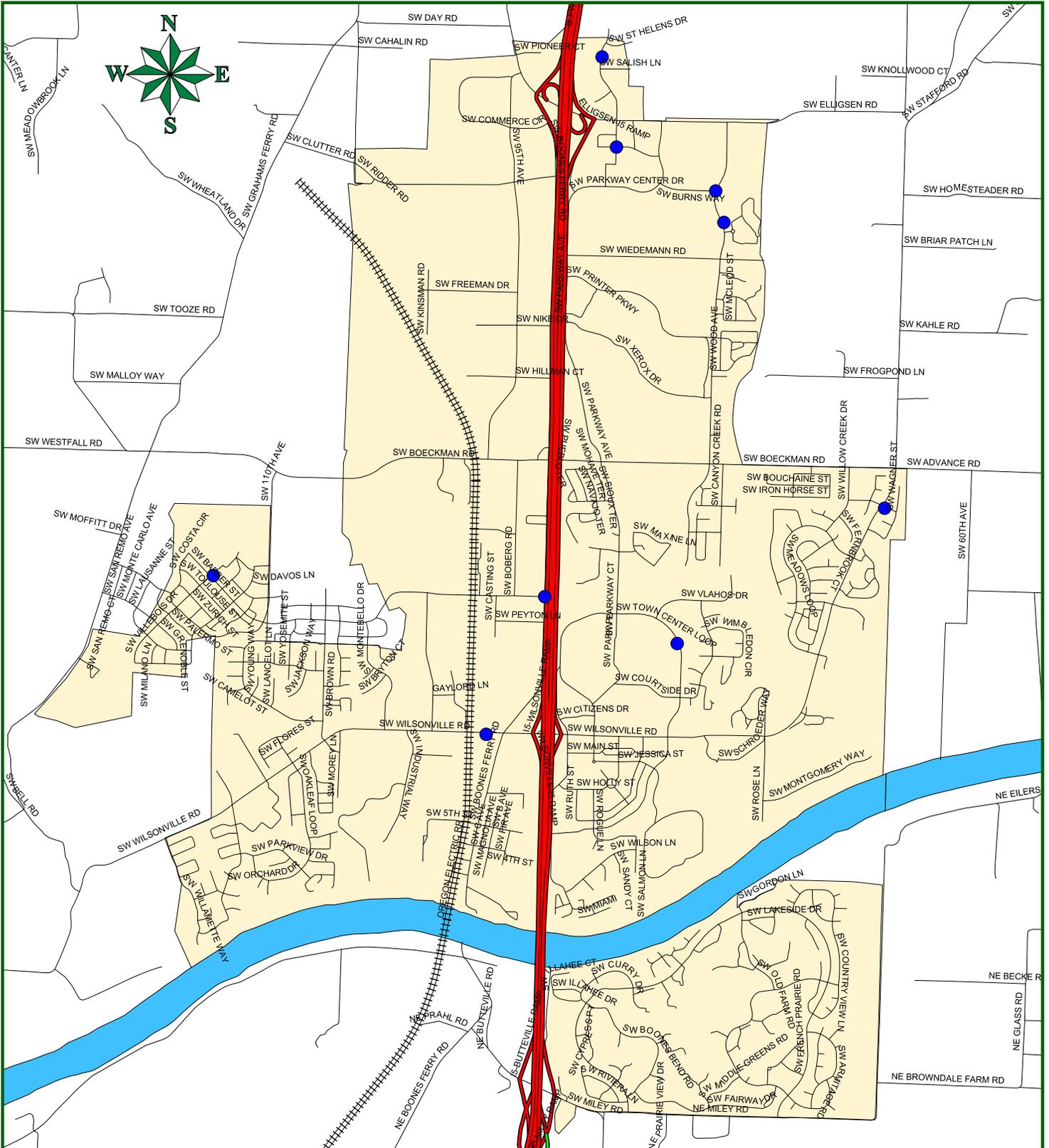
There were 6 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
Graveyard	97	30
Day Shift	139	150
Swing Shift	152	111
Total:	388	291





Wilsonville Traffic Crashes December 2018

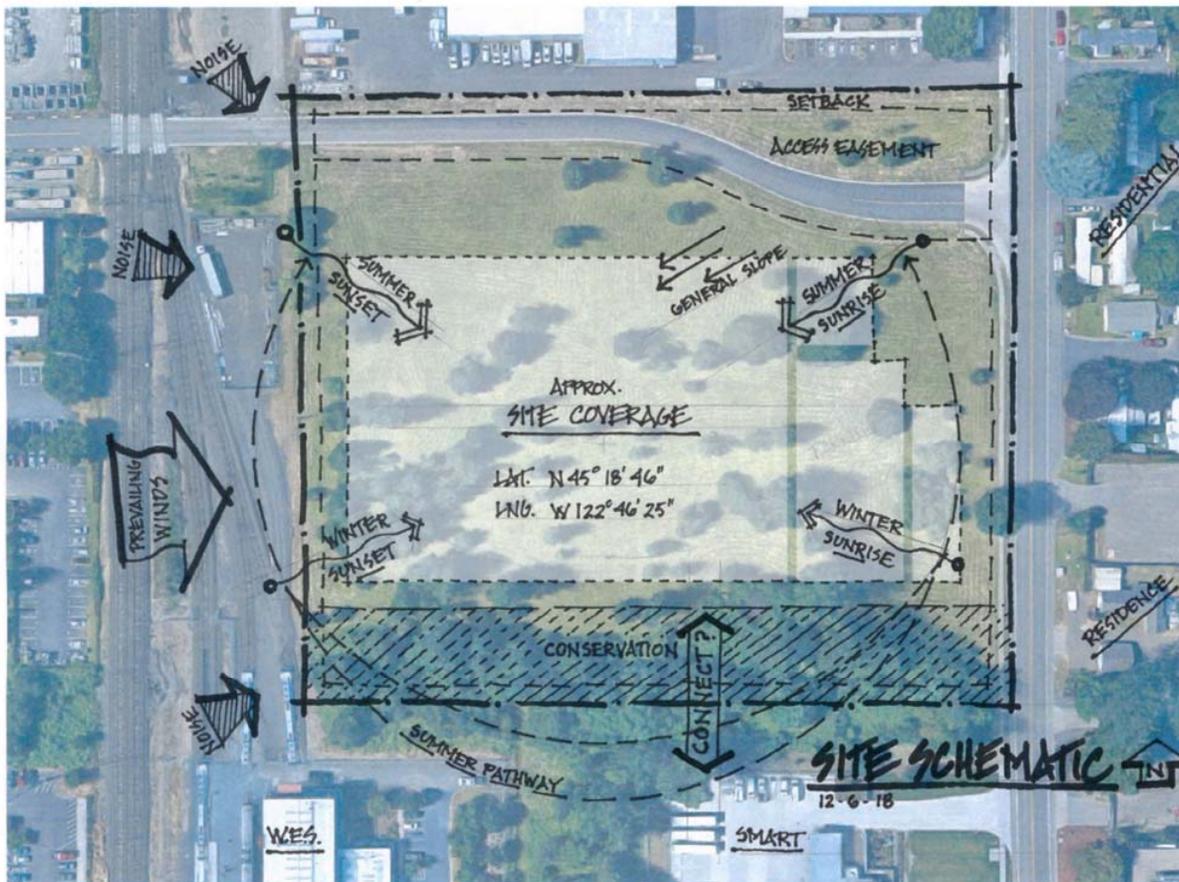




DECEMBER 2018 MONTHLY REPORT

From The Director's Office:

Public Works Complex— The City received six submittals from the Request for Proposal for the Public Works Complex project. Two finalists were invited to make oral presentations to the Facilities Project Team comprised of staff from legal, finance, building division, information services and public works. Once the interviews and reference checks were completed, staff selected Scott Edwards Architecture (SEA) Team (including Harper Houf Peterson Righellis Inc. civil engineers and WDY structural engineers) for this project. City staff and SEA team are finalizing the scope of work and project kick-off will occur in February.



Utilities Division

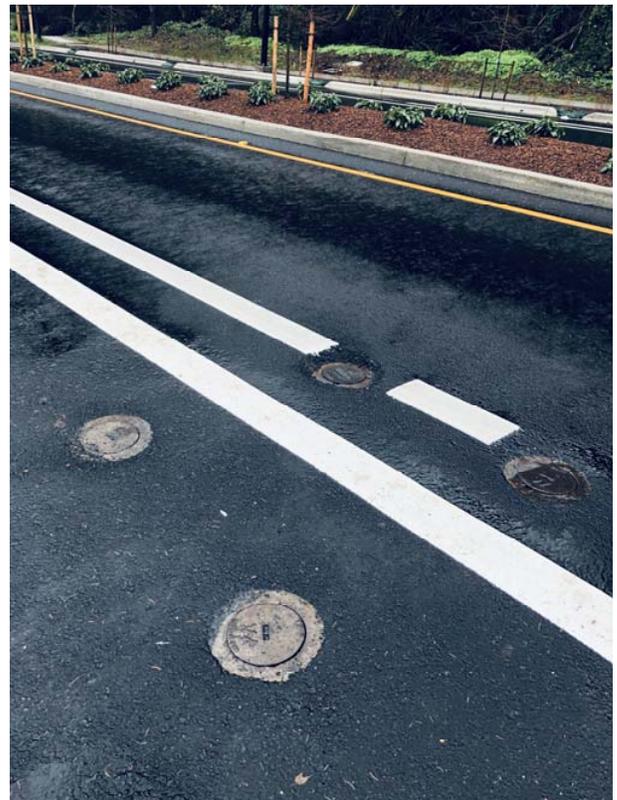
Manhole Raising

Utilities Maintenance Technician Sam Kinnaman and Utilities Maintenance Specialist Jay Herber raise covered manholes in Charbonneau in support of an Engineering project to smoke test the sewer lines. During the field work, engineering staff determined that several manholes within that area were buried or covered and needed to be exposed to effectively complete the project.



Tooze Road Final Walk-Through

During the course of the Tooze Road project final walk-through, staff determined several water valve cans and other utilities were not constructed according to our Public Works Standards. The contractor was informed that these items need to be repaired prior to acceptance of the project.



Facilities Division

Roof and Gutter Maintenance

Santa wasn't the only one on the Wilsonville rooftops this December. 'Tis the season for roof and gutter cleaning as well as moss control for the Facilities Division. The Facilities department typically clean gutters three times a year. December and January are the months in which crews blow off the entire roof in addition to the gutter cleaning. Once debris and the heavy moss build-up has been removed from the roofs the crew applies moss remover in accordance with the City's Integrated Pest Management Plan. The Library Roof alone is the same size as 2/3 of a football field or 7 ½ basketball courts. Facility Maintenance Technician Ivan Crumrine battles heavy moss build up on the North side of the Public Library (pictured below).



Before



After

Chainsaw Safety Training

The crews have accomplished an array of training over the winter months. Facility Maintenance Specialists, Robb Rollins and Robert Todd conducted a comprehensive chainsaw safety class for the Public Works Department. The class consisted of hands-on training in the field where there was a live demonstration focusing on identifying whether a tree is under tension or compression and how to safely handle unforeseen hazards.

Robb Rollins performing a live demo on safely cutting a loaded tree (pictured below).



Facilities Division

Chainsaw Safety Training (cont'd)

Once field training was complete, crews returned to the Public Works Conference Room where Robert Todd showed a safety video and covered proper use and maintenance of the City's chainsaw equipment.



Nationally Accredited Building Operator Certifications

Facility Supervisor Matt Baker, Maintenance Technicians Ivan Crumrine, and Javid Yamin attended the Efficient Lighting Fundamentals class as a part of the Building Operators Certification (BOC) course. The class covered both energy saving opportunities and concepts on how to properly illuminate spaces to improve safety, comfort, and production.



Javid Yamin assisting the BOC instructor during the efficient lighting class.

Road and Stormwater Division

New Sign Installation

The Storm Water crew teamed-up with the Roads crew to hydro excavate many holes for new sign installations. Picture shown is near Meridian Middle School.



Street Light Pole Vegetation Maintenance

Roads crew went around to many lights and removed the vegetation from the light poles around the city. Picture shown is on Wilsonville Road near Brown Road.



Weather Response Training

The Roads crew put on the Winter Weather Response training for the equipment and routes. This annual training involves the Roads, Stormwater, and Parks Divisions. It encompasses the proper use and maintenance of the equipment. The training also involved reviewing the City's Winter Weather Response Plan and assuring all staff are up to speed on the City's prepared course of action. They also went over how to properly respond to pager calls from the police or the fire department involving frozen roads or other poor road conditions.



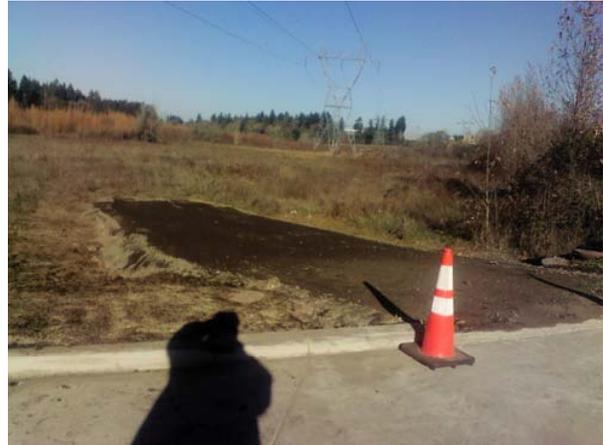
Road and Stormwater Division

Metro Access to Wetlands Created on Boeckman Road

The Roads staff teamed with Engineering staff to provide Metro access to the wetlands on the north side of Boeckman Road at Kinsman Road by building a gravel access road.



Before



After

Retroreflective Pavement Marking Installation and Object Marker Repairs

The Roads crew installed Retroreflective Pavement Markers also known as RPMs on the median curb to better delineate the median curb. Picture shown is Wilsonville Road near 7-11 and Boones Ferry Road.





Happy New Year

As I look back on our year, several milestones stand out: the ordering of two electric buses, the premiere of our first cinema ad, and the successful submission of our House Bill 2017 projects – to name a few.

Today, I think about all these things and the good fortune in my life that brought me to SMART and the City of Wilsonville. I hope you too feel blessed by the friends, family, and co-workers in your life.

With the New Year upon us, and believing John Donne when he famously wrote, “no man is an island,” I’d like to take this opportunity to acknowledge and thank all who have supported SMART/Fleet this past year.

On behalf of all the professionals here at SMART/Fleet, I would like to also wish the local businesses, all our customers, the City Council, and all other City Departments a happy, most prosperous, and productive New Year.



*Dwight Brashear
Transit Director*

Events and Marketing - Michelle Marston
Marketing and Outreach Coordinator

Each year SMART hosts the Holiday Light Drives for three evenings. Residents can board a SMART bus to the Portland International Raceway to see, "Winter Wonderland", a spectacular light show featuring thousands of colorful displays. Three dates were offered with limited seating. Reservations were required however the rides were free. We asked each participant to bring a pair of new socks to be donated to Wilsonville Community Sharing.

In an effort to engage Facebook followers, Santa was spotted using transportation options through Wilsonville this year! He was welcomed warmly on social media.



Our excitement over the approval of the electric bus design is felt throughout the office. We look forward to moving ahead with the project. This image is the final rendering that art students from Wilsonville High School and Arts and Technology High School created.

Operations - Eric Loomis
Operations Manager

Route	1X Salem	2X Barbur	2X Sat Barbur	3X Canby	4 Wilsonville	4 Sat Wilsonville	5 95th Commerce	6 Argyle Square	C Charb Shuttle	7 Villebois	Villebois Shuttle	Total
December 1-27 2017	2621	4673	191	461	5460	388	851	1171	N/A	120	1266	17202
December 1-27 2018	2715	4659	190	533	7320	450	724	1102	90	139	1367	19289
% Change	+3.59%	-0.3%	-0.52%	+15.62%	+34.07%	+15.98%	-14.92%	-5.89%	N/A	+15.83%	+7.98%	+12.13%

