

AGENDA

**WILSONVILLE CITY COUNCIL MEETING
SEPTEMBER 18, 2017
7:00 P.M.**

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

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

Councilor Kristin Akervall
Councilor Charlotte Lehan

CITY COUNCIL MISSION STATEMENT

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

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

- | | | |
|------------------|---|-----------|
| 5:00 P.M. | EXECUTIVE SESSION | [60 min.] |
| A. | Pursuant to:
ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Litigation | |
| 6:00 P.M. | REVIEW OF AGENDA | [5 min.] |
| 6:05 P.M. | COUNCILORS' CONCERNS | [5 min.] |
| 6:10 P.M. | PRE-COUNCIL WORK SESSION | |
| A. | CIP 4196 – 5th to Kinsman Extension Update (Adams) | [15 min.] |
| B. | Understanding the SMART Rider (Brashear/Hendrix) | [10 min.] |
| C. | URA - Tooze Road Professional Services Contract (Ward) | [10 min.] |
| 6:35 P.M. | ADJOURN | |
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CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, September 18, 2017 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on September 6, 2017. 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 therewith except where a time limit for filing has been fixed.

7:00 P.M. CALL TO ORDER

9/13/2017 4:36 PM Last Updated

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

7:05 P.M. COMMUNICATIONS

- A. TVF&R: State of the District (Chief Mike Duyck)
- B. Oregon Building Inspector of the Year Award (Carlson/Gitt)

7:20 P.M. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

7:25 P.M. MAYOR'S BUSINESS

- A. Upcoming Meetings **Page 1**

7:35 P.M. COUNCILOR COMMENTS

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

7:45 P.M. PUBLIC HEARING

- A. **Resolution No. 2654** **Page 2**
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2017-18.

8:00 P.M. CONTINUING BUSINESS

- A. **Ordinance No. 808** - 2nd Reading **Page 14**
An Ordinance Of The City Of Wilsonville Regarding Street Lighting: Types; Infill; Rates; Billing; And Fund; Amending Wilsonville Code Sections 3.200 Through 3.204; And Repealing Ordinance Nos. 41 And 304
- B. **Ordinance No. 809** - 2nd Reading **Page 25**
An Ordinance Of The City Of Wilsonville Revising Section 201.9.01 - Roadway And Intersection Lighting Of The City Of Wilsonville Public Works Standards – 2015 And Adding Drawings To The Public Works Standard Detail Drawing - 2014

8:20 P.M. CITY MANAGER'S BUSINESS

8:30 P.M. LEGAL BUSINESS

8:40 P.M. ADJOURN

INFORMATION ITEMS – No Council Action Necessary. **Page 47**

City Council

Page 2 of 3

AN URBAN RENEWAL AGENCY MEETING WILL IMMEDIATELY FOLLOW

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 veliz@ci.wilsonville.or.us

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2017

Items known as of 09/13/17

September

DATE	DAY	TIME	EVENT	LOCATION
9/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers
9/27	Wednesday	6:30 p.m.	Library Board	Library

October

DATE	DAY	TIME	EVENT	LOCATION
10/2	Monday	7 p.m.	City Council Meeting	Council Chambers
10/9	Monday	6:30 p.m.	DRB Panel A	Council Chambers
10/11	Wednesday	6 p.m.	Planning Commission	Council Chambers
10/12	Thursday	4:30 p.m.	Park and Recreation Advisory Board	Park and Recreation Administrative Offices
10/16	Monday	7 p.m.	City Council Meeting	Council Chambers
10/23	Monday	6:30 p.m.	DRB Panel B	Council Chambers
10/25	Wednesday	6:30 p.m.	Library Board	Library

Community Events:

9/19 - WEA Economic Development Bike Tour



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 18, 2017	Subject: Resolution No. 2654 Supplemental Budget Adjustment Staff Member: Cathy Rodocker Department: Finance	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: September 18, 2017 <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:	
Staff Recommendation: Staff recommends that Council adopt Resolution No. 2654.		
Recommended Language for Motion: I move to approve Resolution No. 2654.		
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

A supplemental budget resolution for the FY2017/18 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 adjustment will 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.

At the time that the FY2017/18 budget was prepared, labor negotiations were underway and the contracts had not been ratified by City Council. As noted in the budget document, no changes in the Salaries and Wages scales were include in the adopted budget. As the labor agreements have now been approved by City Council, this supplemental budget adjustment will acknowledge the increase to personnel services for wages and wage-based benefits as a result of the new contracts.

In total, an increase to the budget in the amount of \$485,850 is required for the new salary and wage scales. The impact by Fund is noted below. Please refer to Attachment A for the impact by program.

General Fund	\$232,190
Community Development Fund	94,080
Transit Fund	87,510
Building Fund	17,610
Fleet Fund	16,720
Water Operating Fund	12,750
Road Operating Fund	10,310
Sewer Operating Fund	8,450
Stormwater Operating Fund	6,230

The supplemental also includes the following adjustments to materials and services:

- An additional \$100,000 will be needed to complete the Intake Pipe Cleaning Project. The funding source will be the Water Operating Fund.
- \$45,000 is needed to repair/replace the Therma-Flyte Dryer at the Wastewater Treatment Plant. The funding source will be the Sewer Operating Fund.
- \$27,193 will be rolled over from FY2017 for the Planning Department’s form-based code project. This multi-year projected is slated to be completed this fiscal year.

Also covered in the supplemental adjustment are requests to roll-over unspent budgets from FY2016-17 capital improvement budgets. A detailed list of the 34 projects that require a roll-over adjustment is attached. The list attached also notes the funding source for each project.

The supplemental also includes funding for new projects as follows:

- CIP 4204-Facilities Plan for I-5, ODOT has been added in the amount of \$50,000. Funding will be transferred from CIP 4202-I-5 Pedestrian Bridge.
- CIP 8127-Annual Network Upgrades. This annual project was inadvertently left off the CIP program at the time the budget was created. Funding Source: General Fund
- CIP 9149-Citywide Parks Master Plan Update will require an additional \$78,250 to complete this fiscal year. Funding will be transferred from CIP 9144-Boones Ferry Park Master Plan.
- CIP 8093-Fiber Connectivity will require an additional \$40,000 to fund the fiber installation in conjunction with CIP 9146-I-5 Undercrossing Trail and CIP 1114-Water System Telemetry projects.
- CIP 8111-HVAC Replacements will require an additional \$100,000 to be funded by Transit for the major repair/replacement of the HVAC system.

Lastly, a restatement of the Beginning Fund Balance in the Stormwater CIP Fund is required. The actual fund balance is higher than anticipated due to work not completed by the year end on the Stormwater Ops Allocation to Charbonneau project. The offset to the beginning fund balance restatement is an increase to the contingency line item. Once recorded in contingency, the funds can be reallocated to the project for FY2017-18.

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, September 13, 2017. Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2018.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: S Cole Date: 9/5/17

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 9/12/17

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 (businesses, neighborhoods, protected and other groups):

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:

ATTACHMENTS:

- A. Attachment #1-Supplemental Budget Adjustments

Attachment #1-Supplemental Budget Adjustments

Budget Requests - Personnel Services	Total Personnel Services	Funding Sources
Administration		
Administration	\$ 39,819	General Fund
Finance	36,020	General Fund
IS/GIS	4,860	General Fund
Legal	13,000	General Fund
Human Resource/Risk Management	12,280	General Fund
Community Development		
Administration	26,440	Community Development Fund
Engineering	35,000	Community Development Fund
Building Inspections	17,610	Building Fund
Planning	32,640	Community Development Fund
Public Works		
Administration	9,770	General Fund
Facilities	15,400	General Fund
Roads	10,310	Road Operating Fund
Water Distribution	12,750	Water Operating Fund
Industrial Pretreatment	1,920	Sewer Operating Fund
Wastewater Collection	6,530	Sewer Operating Fund
Stormwater Maintenance	6,230	Stormwater Operating Fund
Parks & Recreations		
General Services	27,360	General Fund
Parks Maintenance	24,310	General Fund
Library Services		
Library	45,891	General Fund
Transportation		
SMART Transit	87,510	Transit Fund
Fleet	16,720	Fleet Fund
Public Safety		
Municipal Court	3,480	General Fund
Total Personnel Services Requests	<u>\$ 485,850</u>	Total City Requests
Budget Requests - Material and Services		
Public Works		
Additional Cost for Intake Pipe Cleaning Project	\$ 100,000	Water Treatment Plant
Major Repair/Replace: Therna-Flyte Dryer	45,000	Wastewater Treatment Plant
Planning		
Rollover unused funding from FY2017 Form-Based Code	27,193	Community Development Fund
Total Material and Services Requests	<u>\$ 172,193</u>	
Budget Request - Restatement of Beginning Fund Balance		
Restate beginning fund balance to actual to make unspent funds available for Stormwater Alloc to Charbonneau project	\$ 821,205	Stormwater Capital Fund
Total Miscellaneous Requests	<u>\$ 821,205</u>	

Attachment #1-Supplemental Budget Adjustments

Budget Requests - Capital Projects

Rollover Available Budget From FY2017		
1083-Annual Well Facility Rehab	\$ 214,383	Water Operating Fund
1111-Water Treatment Plant Surge Tank	39,877	Water SDC Fund
1114-Water System Telemetry	34,550	Water Operating Fund
1131-Tooze Rd Waterline	53,750	Water SDC Fund
2060-Annual Misc Small Sewer Projects	31,050	Sewer Operating Fund
2065-Memorial Park Pump Station	56,750	15%-Sewer Operating Fund/85%-Sewer SDC Fund
2095-WWTP Outfall Repair/Replacement	28,713	43%-Sewer Operating Fund/57%-Sewer SDC Fund
2097-Annual Collection System Rehab	62,500	Sewer Operating Fund
2500-Sewer OPS Allocation to Charbonneau	385,900	Sewer Operating Fund
3001-Frog Pond Master Plan	26,835	General Fund
3002-Coffee Creek Planning Area	2,067	General Fund
4002-Wilsonville Rd Interchange Final Disbursement	5,000	Streets SDC Fund
4004-Kinsman Rd Ext-Barber to Boeckman	1,564,066	Streets SDC Fund
4118-Signal Improvements	23,162	30%-Road Operating/70% Streets SDC Fund
4138-5 yr Monitoring - Boeckman Wetlands	9,590	Streets SDC Fund
4146-Tooze Rd - 110th to Grahams Ferr	183,027	Streets SDC Fund
4194-5 yr Monitoring - Barber Rd	2,350	Streets SDC Fund
4199-Exit 283 Congestion Improvements	67,714	50%-Road Operating/50% Streets SDC Fund
4200-Boones Ferry Rd ROW Acquisition	39,200	Streets SDC Fund
4722-LED Streetlight Conversion	403,359	Streetlight Fund
7030-Rivergreen Wetland Mitigation Monitoring	1,092	Stormwater Operating
7053-Willamette River Outfalls	165,496	75%-Stormwater Operating/25%-Stormwater SDC Fund
7056-LID Design Standards/Implementation	8,184	50%-Stormwater Operating/50%-Stormwater SDC Fund
7500-Stormwater OPS Allocation	917,549	Stormwater Operating/Stormwater CIP Fund
8093-Fiber Connectivity Project	12,968	General Fund
8106-Annual City Facility Repairs	19,083	General Fund
8111-HVAC Replacements	22,030	General Fund
8112-Flooring Replacement - City Hall	85,000	General Fund
8117-PWPO Building Seismic Upgrades	18,067	General Fund
9132-Memorial Park Master Plan Implementation	77,999	Parks SDC Fund
9137-French Prairie Bridge	33,612	Parks SDC Fund
9144-Boones Ferry Park Master Plan	78,250	Parks SDC Fund
9146-I-5 Undercrossing Trail	80,000	Parks SDC Fund
9148-Boeckman Creek Stabilization	30,994	General Fund
New CIP Requests for FY2018		
4204-Facilities Plan for I-5, ODOT	50,000	Streets SDC Fund
4202-I-5 Pedestrian Bridge	(50,000)	Streets SDC Fund
8127-Annual Network Upgrades	45,000	General Fund
8093-Fiber Connectivity Project	40,000	General Fund
8111-HVAC Replacements	100,000	Transit Fund
9149-Citywide Parks Master Plan Update	78,250	Parks SDC Fund
9144-Boones Ferry Park Master Plan	(78,250)	Parks SDC Fund
Total CIP Requests	<u>\$ 4,969,167</u>	

RESOLUTION NO. 2654

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2017-18.

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2017-18 by Resolution 2641; 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; and,

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 18th day of September and filed with Wilsonville City Recorder this same date.

TIM KNAPP, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

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			
Interfund Transfers	\$ (2,938,612)	\$ (116,296)	\$ (3,054,908)
All other resources	(31,851,370)	-	(31,851,370)
total increase in resources	(34,789,982)	(116,296)	(34,906,278)
Administration	\$ 1,600,620	\$ 39,819	\$ 1,640,439
Finance	1,431,961	36,020	1,467,981
Information systems/GIS	1,292,510	4,860	1,297,370
Legal	559,560	13,000	572,560
Human Resources	763,583	12,280	775,863
Public Works Administrations	502,100	9,770	511,870
Facilities	983,566	15,400	998,966
Parks & Recreation General Services	1,286,490	27,360	1,313,850
Parks Maintenance	1,548,228	24,310	1,572,538
Library	1,938,586	45,891	1,984,477
Municipal Court	209,274	3,480	212,754
Interfund transfers	4,889,863	271,050	5,160,913
Contingency	10,310,626	(386,944)	9,923,682
All other requirements	7,473,015	-	7,473,015
Net change in requirements	\$ 34,789,982	\$ 116,296	\$ 34,906,278
Interfund transfers revenue increase recognizes additional resources for the overhead charges on capital improvement projects. Increases to various programs reflects personnel services changes due to labor agreements ratified after budget preparations. The interfund requirements reflect funding for the following capital improvement projects: Frog Pond/Advance Road Planning, Coffee Creek Planning Area, Fiber Connectivity, Annual-City Facilities Repairs, HVAC Replacements, Flooring Replacement City Hall, PWPO Building Seismic Upgrade			
Fleet Fund			
Fleet	\$ 1,413,059	\$ 16,720	\$ 1,429,779
Contingency	933,598	-	933,598
All other requirements	65,500	(16,720)	48,780
Net change in requirements	\$ 2,412,157	\$ -	\$ 2,412,157
Increases to the Fleet Program reflects personnel services changes due to labor agreements ratified after budget preparations.			
Building Fund			
Building	\$ 1,313,743	\$ 17,610	\$ 1,331,353
Contingency	3,250,145	(17,610)	3,232,535
All other requirements	657,540	-	657,540
Net change in requirements	\$ 5,221,428	\$ -	\$ 5,221,428
Increases to the Building Program reflects personnel services changes due to labor agreements ratified after budget preparations.			
Community Development Fund			
Interfund Transfers	\$ (2,519,152)	\$ (122,226)	\$ (2,641,378)
All other resources	(3,669,407)	-	(3,669,407)
total increase in resources	(6,188,559)	(122,226)	(6,310,785)
Community Development Administration	\$ 933,698	\$ 26,440	\$ 960,138
Engineering	1,490,268	62,193	1,552,461
Planning	958,539	32,640	991,179
Contingency	1,570,657	953	1,571,610
All other requirements	1,235,397	-	1,235,397
Net change in requirements	\$ 6,188,559	\$ 122,226	\$ 6,310,785
Interfund transfers revenue increase reflects additional resources for project management fees on capital improvement projects. Increases to various programs reflects personnel services changes due to labor agreements ratified after budget preparations. Also included is the funding for the completion of the form based code project.			
Road Operating Fund			
Road Operating	\$ 879,091	\$ 10,310	\$ 889,401
Interfund transfers	801,610	40,806	842,416
Contingency	772,722	(51,116)	721,606
All other requirements	255,350	-	255,350
Net change in requirements	\$ 2,708,773	\$ -	\$ 2,708,773
Increases to the Road Operating Program reflects personnel services changes due to labor agreements ratified after budget preparations. Interfund transfer requirements reflect funding of the following capital improvement projects: Signal Improvements, Exit 283 Congestion Imp.			

ATTACHMENT A
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
Transit Fund			
Transit	\$ 5,724,162	\$ 87,510	\$ 5,811,672
Interfund transfers	549,560	100,000	649,560
Contingency	1,059,640	(187,510)	872,130
All other requirements	1,044,500	-	1,044,500
Net change in requirements	\$ 8,377,862	\$ -	\$ 8,377,862
Increases to the Transit Program reflects personnel services changes due to labor agreements ratified after budget preparations.			
Water Operating Fund			
Water Distribution and Sales	\$ 1,436,547	\$ 12,750	\$ 1,449,297
Water Treatment	3,356,418	100,000	3,456,418
Interfund transfers	1,294,648	248,933	1,543,581
Contingency	10,260,795	(361,683)	9,899,112
All other requirements	2,743,000	-	2,743,000
Net change in requirements	\$ 19,091,408	\$ -	\$ 19,091,408
Increases to the Water Distribution and Sales program reflects personnel services changes due to labor agreements ratified after budget preparations. Increase in interfund transfer requirements reflect funding for the following capital improvement projects: Annual-Well Facility Rehab and Upgrade, Water System Telemetry			
Sewer Operating Fund			
Sewer Collection	\$ 890,389	\$ 6,530	\$ 896,919
Sewer Treatment	2,575,313	45,000	2,620,313
Sewer Pretreatment	128,149	1,920	130,069
Interfund Transfers	2,270,100	500,310	2,770,410
Contingency	11,332,492	(553,760)	10,778,732
All other requirements	3,826,549	-	3,826,549
Net change in requirements	\$ 21,022,992	\$ -	\$ 21,022,992
Increases to various programs reflects personnel services changes due to labor agreements ratified after budget preparations. Increase to Sewer Treatment reflects the repair/replacement of equipment. The increase to interfund transfer requirements reflect funding of the following capital improvement projects: Annual-Misc. Small Sewer Projects, Memorial Park Pump Station, WWTP Outfall, Annual-Collection System Rehab, Sewer Ops Allocation to Charbonneau.			
Street Lighting Fund			
Interfund Transfers	\$ 107,750	\$ 403,359	\$ 511,109
Contingency	689,349	(403,359)	285,990
All other requirements	427,390	-	427,390
Net change in requirements	\$ 1,224,489	\$ -	\$ 1,224,489
Increase to interfund transfer requirements reflect funding of the following capital improvement project: LED Streetlight Conversion.			
Stormwater Operating Fund			
Stormwater Maintenance	\$ 683,544	\$ 6,230	\$ 689,774
Interfund transfers	1,714,079	225,650	1,939,729
Contingency	1,143,965	(231,880)	912,085
All other requirements	644,800	-	644,800
Net change in requirements	\$ 4,186,388	\$ -	\$ 4,186,388
Increases to the Stormwater Operating Program reflects personnel services changes due to labor agreements ratified after budget preparations. Increase in interfund transfer requirements reflect funding for the following capital improvement projects: Rivergreen Wetland Monitoring, Willamette River Outfalls, LID Design Standards/Implementation, Stormwater Ops Allocation to Charbonneau.			
Water Capital Projects Fund			
Interfund transfers	\$ (1,563,076)	\$ (342,560)	\$ (1,181,792)
All other resources	(299,875)	-	(66,121)
Total increase in resources	\$ (1,862,951)	\$ (342,560)	\$ (1,247,913)
Water capital projects	1,589,183	330,541	1,919,724
Interfund Transfers	197,939	12,019	209,958
Contingency	75,829	-	75,829
Net change in requirements	\$ 1,862,951	\$ 342,560	\$ 2,205,511
The interfund transfers and the corresponding requirements for parks capital projects and transfers to other funds is for the following projects: Annual Well Facility Rehab, Water System Telemetry, Water Treatment Plant Surge Tank, Tooze Rd Waterline.			

ATTACHMENT A

NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
Sewer Capital Projects Fund			
Interfund transfers	\$ (4,077,568)	\$ (564,913)	\$ (4,033,579)
All other resources	(15,858)	-	(16,578)
Total increase in resources	<u>\$ (4,093,426)</u>	<u>\$ (564,913)</u>	\$ (4,050,157)
Sewer capital projects	3,619,884	513,930	4,133,814
Interfund Transfers	385,077	50,983	436,060
Contingency	88,465	-	88,465
Net change in requirements	<u>\$ 4,093,426</u>	<u>\$ 564,913</u>	\$ 4,658,339
The interfund transfers and the corresponding requirements for sewer capital projects and transfer requirements are for the following capital projects: Annual Misc. Small Sewer Projects, Memorial Park Station, Wastewater Treatment Plant Outfall Repair, Annual-Collection System Rehab projects, Sewer Ops Allocation to Charbonneau.			
Streets Capital Projects Fund			
Interfund transfers	\$ (8,183,439)	\$ (2,326,370)	\$ (5,539,405)
All other resources	(1,271,979)	-	(1,266,459)
Total increase in resources	<u>\$ (9,455,418)</u>	<u>\$ (2,326,370)</u>	\$ (6,805,864)
Streets capital projects	7,471,008	2,244,415	9,715,423
Interfund Transfers	873,944	81,955	955,899
Contingency	1,110,466	-	1,110,466
Net change in requirements	<u>\$ 9,455,418</u>	<u>\$ 2,326,370</u>	\$ 11,781,788
The interfund transfers and the corresponding requirements for street capital projects and transfers to other funds is for the following projects: Frog Pond Master Plan, Coffee Creek Planning Area, Wilsonville Rd Interchange Final Disbursement, Kinsman Rd Ext Barber to Boeckman, Signal Improvements, 5 yr monitoring-Boeckman Wetlands, Tooze Rd - 110th Grahams Ferry Rd, 5 yr monitoring Barber Rd, Exit 283 Congestion Improvements, Boones Ferry Rd Right of Way Acquisitions, LED Streetlight Conversion. A net zero dollar adjustment will move excess funding from I-5 Pedestrian Bridge to the Facilities Plan for I-5.			
Stormwater Capital Projects Fund			
Interfund transfers	\$ (1,412,978)	\$ (271,116)	\$ (5,539,405)
Beginning fund balance	(347,847)	(821,205)	(1,169,052)
All other resources	(10,000)	-	(1,266,459)
Total increase in resources	<u>\$ (1,770,825)</u>	<u>\$ (1,092,321)</u>	\$ (7,974,916)
Stormwater capital projects	\$ 1,495,684	\$ 998,756	\$ 2,494,440
Interfund Transfers	229,048	93,565	322,613
Contingency	46,093	-	46,093
Net change in requirements	<u>\$ 1,770,825</u>	<u>\$ 1,092,321</u>	\$ 2,863,146
The Beginning fund balance is being restated from budget to actual to allow for the funding of approved capital projects. The interfund transfers and the corresponding requirements for stormwater capital projects and transfers to other funds is for the following project: Rivergreen Wetland Mitigation Monitoring, Willamette River Outfalls, LID Design Standards/Implementation, Stormwater Ops Allocation to Charbonneau.			
Facilities/Information Services Capital Projects Fund			
Interfund transfers	\$ (1,353,300)	\$ (342,148)	(1,695,448)
All other resources	(1,428,550)	-	(1,428,550)
Total increase in resources	<u>\$ (2,781,850)</u>	<u>\$ (342,148)</u>	(3,123,998)
Facilities/Information Services capital projects	\$ 2,562,075	\$ 342,148	\$ 2,904,223
Interfund Transfers	30,600	-	30,600
Contingency	189,175	-	189,175
Net change in requirements	<u>\$ 2,781,850</u>	<u>\$ 342,148</u>	\$ 3,123,998
The interfund transfers and the corresponding requirements for sewer capital projects and transfer requirements are for the following capital projects: Fiber Connectivity Project, Annual City Facility Repairs, HVAC Replacements, Flooring Replacement-City Hall, Public Works-Police Building Seismic Upgrades.			

ATTACHMENT A
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
Parks Capital Projects Fund			
Interfund transfers	\$ (4,736,913)	\$ (300,855)	\$ (4,033,579)
All other resources	(62,211)	-	(16,578)
Total increase in resources	<u>\$ (4,799,124)</u>	<u>\$ (300,855)</u>	<u>\$ (4,050,157)</u>
Parks capital projects	\$ 4,167,516	\$ 300,855	\$ 4,468,371
Interfund Transfers	495,543	-	495,543
Contingency	136,065	-	136,065
Net change in requirements	<u>\$ 4,799,124</u>	<u>\$ 300,855</u>	<u>\$ 5,099,979</u>
The interfund transfers and the corresponding requirements for sewer capital projects and transfer requirements are for the following capital projects: Memorial Park Master Plan Implementation, French Prairie Bridge, Boones Ferry Park Master Plan, Boeckman Creek Stabilization and I-5 Undercrossing Trail. A net zero dollar adjustments will move excess funding from the Boones Ferry Rd Master Plan to the Citywide Master Plan Update.			
Water SDC Fund			
Interfund Transfers	\$ 1,258,224	\$ 93,627	\$ 1,351,851
Contingency	6,774,695	(93,627)	6,681,068
Materials and Services	9,793	-	9,793
Net change in requirements	<u>\$ 8,042,712</u>	<u>\$ -</u>	<u>\$ 8,042,712</u>
The transfer to other funds is for the following projects: Water Treatment Plant Surge Tank, Tooze Rd Waterline.			
Sewer SDC Fund			
Interfund Transfers	\$ 2,945,464	\$ 64,603	\$ 3,010,067
Contingency	7,694,189	(64,603)	7,629,586
Materials and Services	6,325	-	6,325
Net change in requirements	<u>\$ 10,645,978</u>	<u>\$ -</u>	<u>\$ 10,645,978</u>
The transfer to other funds is for the following projects: Memorial Park Pump Station and Wastewater Treatment Plant Outfall Repair.			
Street SDC Fund			
Interfund Transfers	\$ 6,055,319	\$ 1,853,303	\$ 7,908,622
Contingency	3,940,848	(1,853,303)	2,087,545
Materials and Services	16,220	-	16,220
Net change in requirements	<u>\$ 10,012,387</u>	<u>\$ -</u>	<u>\$ 10,012,387</u>
The transfer to other funds is for the following projects: I-5 Interchange Final Payment, Kinsman Rd Ext-Barber to Boeckman, Signal Improvements, 5 Yr Monitoring-Boeckman Wetlands, Tooze Rd 110th to Grahams Ferry Rd, 5 Yr Monitoring Barber Rd, Exit 283 Congestion Improvements, Boones Ferry Rd Right of Way Acquisition. A net zero adjustment will move excess funding from the I-5 Pedestrian Bridge Project to the Facilities Plan for I-5.			
Stormwater SDC			
Interfund Transfers	\$ 198,272	\$ 45,466	\$ 243,738
Contingency	3,080,877	(45,466)	3,035,411
Materials and Services	2,652	-	2,652
Net change in requirements	<u>\$ 3,281,801</u>	<u>\$ -</u>	<u>\$ 3,281,801</u>
The transfer to other funds is for the following projects: Willamette River Outfalls, LID Design Standards/Implementation, Sewer Ops Allocation to Charbonneau.			
Parks SDC Fund			
Interfund Transfers	\$ 4,370,838	\$ 300,855	\$ 4,671,693
Contingency	3,953,666	(300,855)	3,652,811
Materials and Services	3,928	-	3,928
Net change in requirements	<u>\$ 8,328,432</u>	<u>\$ -</u>	<u>\$ 8,328,432</u>
The transfer to other funds is for the following projects: Memorial Park Master Plan Implementation, French Prairie Bridge, Boones Ferry Master Plan Update, Boeckman Creek Stabilization and I-5 Undercrossing Trail. A net zero adjustment will move excess funding from Boones Ferry Master Plan Update and the Citywide Master Plan Update.			



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 18, 2017	Subject: Ordinance No. 808 – 2nd Reading Ordinance Amending City Code Chapter 3 - City Property, Public Improvements (Street Lights) Staff Member: Delora Kerber, Public Works Director Department: Public Works	
Action Required <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input checked="" type="checkbox"/> Ordinance 2 nd Reading Date: September 18, 2017 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments:	
Staff Recommendation: Staff recommends that Council adopt Ordinance No. 808.		
Recommended Language for Motion: I move to approve Ordinance No. 808 on second reading.		
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input checked="" type="checkbox"/> Council Goals/Priorities Safe, Health, and Aesthetically Pleasing Community	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

City of Wilsonville Ordinance updating City Code Chapter 3 - City Property - Public Improvements Regarding Street Lights.

EXECUTIVE SUMMARY:

In 1974 through [Ordinance No. 41](#), the City created street light improvement districts for the installation, maintenance, and invoicing of costs for street lights.

Via [Ordinance No. 304](#), adopted in 1986, the street light districts were reorganized into street light types, with the requirement that luminaries be only Sodium Vapor and provided under the Portland General Electric (PGE) Option A maintenance plan.

Since the last update to this Section of the Code, both technology and processes related to street lights have changed.

The City desires to install light emitting diode (LED) lights for new street light installations and the Code must, therefore, be updated to provide flexibility in the kind of luminaries to be used.

In 2000, the City bought street lights and poles from PGE and moved to PGE's Option B maintenance plan, where the City owns the street lights and PGE maintains and energizes them.

With the installation of new LED lights, maintenance will move to PGE's Option C plan, where the City owns and maintains the street lights and PGE only provides energy. Thus, the City Code should be updated to reflect current and anticipated future practices related to maintenance of street lights.

For consolidation and clarity, it is recommended the new Code reference the Public Works Standards for the various Street Light Types and Lighting Districts.

The Street Light Billing section of the proposed updated Code has been changed to reflect the current City practice related to utility billing.

The sections of the Code related to Street Light Infill and Street Lighting Fund both need to be modified to follow existing processes.

Suggested Code modifications are complementary to the proposed revisions of the Public Works Standards, Section 201.9.00, and amendments to Resolution Nos. 881 and 1473.

EXPECTED RESULTS:

Adoption of this Ordinance will support the installation of dark-sky friendly LED street lights on new public capital improvement and private development projects within the City.

TIMELINE:

An Ordinance adopting the updated City Code Chapter 3.200 through 3.204 will be presented to City Council for consideration at the September 7, 2017 meeting. If approved, the City Council will hear the second reading at its September 18, 2017 meeting.

Thirty days after adoption, the updated Chapter 3 will be enacted for new capital and private development projects within the City.

CURRENT YEAR BUDGET IMPACTS:

There are no budget impacts related to this Ordinance. The idea is to save costs over time in the future.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 8/28/17

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 8/25/17

COMMUNITY INVOLVEMENT PROCESS:

Public review and comment will occur as part of the public hearing process associated with City Council consideration of the Ordinance adopting the updated Standards.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Adoption of the updated City Code Sections 3.200 through 3.204 will support the installation of dark-sky friendly LED street lights as part of the City's public infrastructure.

Advantages of using LED lights are that they have a longer life span than traditional lights and thus require less maintenance, and LED lights are more energy efficient and consume less electricity. On the other side, there are some who believe LED lights are more detrimental to wildlife but, for that reason, the City has elected to use the 3,000 Kelvin Color Lights, which are similar to the high pressure sodium currently in use.

ALTERNATIVES:

Do not amend the Wilsonville Code, leaving Sections 3.200 – 3.204 as is, and/or do not repeal Ordinance Nos. 41 and 304.

CITY MANAGER COMMENT:

ATTACHMENTS:

- A. Redline changes to Code Sections 3.200 – 3.204
- B. Ordinance No. 808, with attachment

EXHIBIT A
WILSONVILLE CODE

PUBLIC IMPROVEMENTS

3.200 Street Lighting Types-

(1) Each property in the City shall be included in a Street Light Type and Lighting District as defined by the Public Works Standards or Neighborhood Design Standards, if approved by City Council to deviate from the Public Works Standards-adopting Resolution.

(2) New street lights to be installed within the eCity shall be dark-sky friendly and as specified in the City's current Public Works Standards and Detail Drawings, as amended, from time to time. ~~only Sodium Vapor or equivalent luminaries as approved by Council and as provided under Option A of the Portland General Electric Tariff Schedule 91. Any modifications from Option A lighting must first be approved by the City Council.~~

~~(3) Application for street lighting service shall be defined in the adopting resolution for rates and installation procedures.~~

3.201 Street Light – Infill

The City will install street lighting in any area of the city where the City deems it appropriate for safety and visibility. Monthly street lighting costs shall be paid by the adjacent property owners or homeowners association, unless the City determines, in its sole discretion, that the City will pay for it.

3.202 Street Light – Rates

~~(4) The City Council shall, by resolution, adopt the rate structure for each Street Lighting Type and Lighting District. The rate shall be based on the total street lighting costs, including but not limited to energy, installation, maintenance, repair, replacement, administration, and billing of the program and shall follow standard utility rate-making practices. ~~as billed by the Company, including any maintenance costs incurred by the city, plus fifteen percent (15%) for the city's administrative costs, shall be added to the proportionate rate for each Street Lighting Type. The billing frequency shall be stated as part of the resolution. The property owner's share of street lighting costs shall be stated separately and included as a part of the city's bill for sewer and/or water utilities. If the owner is not billed for sewer and/or water, a separate bill shall be sent.~~~~

3.203 Street Light – Billing

(1) Billing frequency shall correspond to the City's overall utility billing schedule or other such accounts receivable schedule as the Finance Director or designee deems appropriate.

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EXHIBIT A

WILSONVILLE CODE

- (2) The property owner's share of street lighting costs shall be stated separately but will be included as a part of the City's combined utility bill. If a property owner is not billed for sewer and/or water, a separate bill for street lighting costs will be generated.
- (3) For customers that pay a combined City utility bill, in the event the bill is not paid in full and funds received by the City for utility billings are therefore inadequate to satisfy all of the water, sewer, stormwater, streetlight, roads maintenance fees and other fees or utility charges that may be included, credit shall be given first to the road maintenance fee, second to the sewer service charges, third to the stormwater charges, fourth to the street light charges, fifth to the other fees or utility charges, and lastly the charges for water service.
- (4) A bill is delinquent if payment in full is not received within 15 business days of the billing date or as otherwise may be specified on the utility bill. Delinquent bills are subject to additional fees and penalties, plus all remedies outlined in Subsection (5).
- (5) The City may institute any necessary legal proceedings to enforce the provisions of the Ordinance, including but not limited to water shut-off, collection of charges owing, plus interest and/or late charges on any delinquent amount as provided on the utility bill. The City may also lien the property for amounts owing. The City's enforcement remedies are cumulative.

~~(5) — Any street lighting billing which is 30 days delinquent shall receive a notice of delinquency. If said billing is not paid within fifteen (15) days of said notice, the City Recorder shall enter in the Docket of the City Liens a statement of the amounts billed upon each particular lot, parcel of land or portion thereof, the name of the owners and the date of entry. Upon such entry in the Lien Docket, the amount so entered shall become a lien and charge upon the respective lots, parcels of land, or portions thereof, against which such billing has been entered as a lien for such street lighting. All such liens of the City shall be superior and prior to all other liens or encumbrances on property insofar as the laws of the State of Oregon permit except other City of Wilsonville liens. Interest shall be charged at such rate per annum as shall be determined by the City Council on all amounts not paid within fifteen (15) days from the date of the notice of delinquency. After expiration of thirty (30) days from the date of such entry of lien on the Docket of Liens, the City may proceed to foreclose or enforce collection of the billing in the manner provided by the general law of the State of Oregon. (Modified by Ordinance #304 — October 7, 1986).~~

~~3.202 — Street Lighting — Contract by Council.~~

~~The Council may, on its own motion, request of and make a contract with the Company for street lighting service for any area of the City and notwithstanding the fact that the property owners or residents of that area have not requested such service. In such cases, the City's street lighting costs for those areas shall be paid as a general expense of the City with funds which are allocated for that purpose.~~ [dk1: Revised and moved to Section 3.201 Street Light – Infill]

EXHIBIT A

WILSONVILLE CODE

3.204 Street Lighting - Fund

A street light fund has been established. Revenues collected for street lighting are dedicated to the City's street light fund and are used exclusively to fund the street light program. In the event that street light fees collected are insufficient to fund the street light program, a street light rate review will commence to ensure rates are sufficient to fund the program. The City Recorder shall establish and maintain a "Street Lighting Fund" for deposit of the City's receipts from street lighting bills and for payment of the City's bills to the Company. The City's administrative costs for all street lighting projects shall be calculated and an accounting made before the close of each fiscal year and more often if required by the Council; and after each accounting, the City Recorder shall transfer from the "Street Lighting Fund" to the City's General fund the City's administrative costs incurred during such accounting period for all street lighting projects. Any surplus remaining in the "Street Lighting Fund" at the close of each fiscal year shall be transferred to any City fund or account as determined by the Council and to be used at such times and for such purposes as the Council may direct.

ORDINANCE NO. 808

AN ORDINANCE OF THE CITY OF WILSONVILLE REGARDING STREET LIGHTING: TYPES; INFILL; RATES; BILLING; AND FUND; AMENDING WILSONVILLE CODE SECTIONS 3.200 THROUGH 3.204; AND REPEALING ORDINANCE NOS. 41 AND 304.

WHEREAS, the City Council has concluded the installation of light emitting diode (LED) street lights would be beneficial for the City; and

WHEREAS, Ordinance No. 41, an Ordinance creating a street lighting improvement district for the City of Wilsonville; authorizing contracts with Portland General Electric Company for purchase of street lighting service and providing for the division and billing of costs to benefited property owners, was adopted by City Council on February 25, 1974; and

WHEREAS, Ordinance No. 304, an Ordinance modifying Section 3.200 of the Wilsonville Code for establishing street lighting in the City of Wilsonville to adjust the street lighting program to accommodate the reorganization of the street lighting sub-districts into street light type groups, was adopted by City Council on October 6, 1986; and

WHEREAS, Resolution No. 1645, a Resolution authorizing the purchase of street lighting equipment (from Portland General Electric) and adopting standards for type and funding of street light equipment, was approved by City Council on June 5, 2000; and

WHEREAS, Ordinance Nos. 41 and 304 require new street lights installed within the city to be only Sodium Vapor and maintenance provided by Portland General Electric (PGE) to be Option A - where PGE owns and maintains the street lights; and

WHEREAS, to provide flexibility in the type of street lights to be used, including LED lights, Chapters 3.200 through 3.204 - Street Light are in need of update; and

WHEREAS, PGE no longer provides maintenance under Option A, and the City should have flexibility for the maintenance of street lights under the appropriate PGE Tariff Schedule, Chapters 3.200 through 3.204 - Street Light must be modified; and

WHEREAS, after providing due public notice, as required by City Code and State Law, a public hearing was held before the City Council on September 7, 2017, at which time the City Council gathered additional evidence and afforded all interested parties an opportunity to present oral and written testimony concerning Chapters 3.200 through 3.204; and

WHEREAS, the City Council has carefully considered the public record, including all recommendations and testimony, and being fully advised;

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

1. The above-recited findings are hereby adopted as Findings of Fact and Conclusions of Law.
2. Based upon such findings, the revised Wilsonville Code Sections 3.200, 3.202, 3.203, and 3.204, attached hereto as Exhibit A and incorporated by reference as if fully set forth herein, are adopted and made part of the Wilsonville Code.
3. The City Recorder is directed to amend Wilsonville Code Sections 3.200, 3.202, 3.203, and 3.204, as approved above, and to make such format, style, and conforming changes to match the format and style of the Public Improvements Section of the Wilsonville Code.
4. Except as set forth above, Chapter 3 of the Wilsonville Code remains in full force and effect, as written.
5. Ordinance No. 41 is hereby repealed.
6. Ordinance No. 304 is hereby repealed.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 7th day of September, 2017, and scheduled for a second reading at a regular meeting of the Council on the 18th day of September, 2017, commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

Kimberly Veliz, City Recorder

ENACTED by the City Council on the 18th day of September, 2017, by the following votes: Yes: _____ No: _____

Kimberly Veliz, City Recorder

DATED and signed by the Mayor the _____ day of September, 2017.

TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

Attachments:

Exhibit A – Revised Code Sections 3.200 through 3.204

WILSONVILLE CODE

PUBLIC IMPROVEMENTS**3.200 Street Lighting Types**

(1) Each property in the City shall be included in a Street Light Type and Lighting District as defined by the Public Works Standards or Neighborhood Design Standards, if approved by City Council to deviate from the Public Works Standards.

(2) New street lights to be installed within the City shall be dark-sky friendly and as specified in the City's current Public Works Standards and Detail Drawings, as amended, from time to time.

3.201 Street Light – Infill

The City will install street lighting in any area of the city where the City deems it appropriate for safety and visibility. Monthly street lighting costs shall be paid by the adjacent property owners or homeowners association, unless the City determines, in its sole discretion, that the City will pay for it.

3.202 Street Light – Rates

The City Council shall, by resolution, adopt the rate structure for each Street Lighting Type and Lighting District. The rate shall be based on the total street lighting costs, including but not limited to energy, installation, maintenance, repair, replacement, administration, and billing of the program and shall follow standard utility rate-making practices.

3.203 Street Light – Billing

- (1) Billing frequency shall correspond to the City's overall utility billing schedule or other such accounts receivable schedule as the Finance Director or designee deems appropriate.
- (2) The property owner's share of street lighting costs shall be stated separately but will be included as a part of the City's combined utility bill. If a property owner is not billed for sewer and/or water, a separate bill for street lighting costs will be generated.
- (3) For customers that pay a combined City utility bill, in the event the bill is not paid in full and funds received by the City for utility billings are therefore inadequate to satisfy all of the water, sewer, stormwater, streetlight, roads maintenance fees and other fees or utility charges that may be included, credit shall be given first to the road maintenance fee, second to the sewer service charges, third to the stormwater charges, fourth to the street light charges, fifth to the other fees or utility charges, and lastly the charges for water service.
- (4) A bill is delinquent if payment in full is not received within 15 business days of the billing date or as otherwise may be specified on the utility bill. Delinquent bills are subject to additional fees and penalties, plus all remedies outlined in Subsection (5).
- (5) The City may institute any necessary legal proceedings to enforce the provisions of the Ordinance, including but not limited to water shut-off, collection of charges

WILSONVILLE CODE

owing, plus interest and/or late charges on any delinquent amount as provided on the utility bill. The City may also lien the property for amounts owing. The City's enforcement remedies are cumulative.

3.204 Street Lighting - Fund

A street light fund has been established. Revenues collected for street lighting are dedicated to the City's street light fund and are used exclusively to fund the street light program. In the event that street light fees collected are insufficient to fund the street light program, a street light rate review will commence to ensure rates are sufficient to fund the program.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 18, 2017	Subject: Ordinance No. 809 - 2nd Reading Ordinance Revising Public Works Standards – 2015 and Public Works Standard Detail Drawings – 2014 (Street Lights) Staff Member: Delora Kerber, Public Works Director Department: Public Works	
Action Required <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input checked="" type="checkbox"/> Ordinance 2 nd Reading Date: September 18, 2017 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments:	
Staff Recommendation: Staff recommends that Council adopt Ordinance No. 809.		
Recommended Language for Motion: I move to approve Ordinance No. 809 on second reading.		
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input checked="" type="checkbox"/> Council Goals/Priorities Safe, Healthy, and Aesthetically Pleasing Community	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

A City of Wilsonville Ordinance updating the City of Wilsonville Public Works Standards – 2015 and Public Works Standard Detail Drawings – 2014 to require installation of dark-sky friendly light emitting diode (LED) street lights.

EXECUTIVE SUMMARY:

The City of Wilsonville Public Works Standards (“Standards”) provide design requirements, material specifications, construction procedures, testing standards, and acceptance and maintenance requirements for construction of public infrastructure. The Standards are a technical engineering document used to present the City’s required design and construction information to developers, design engineers, contractors, and the general public.

The current Standards were last updated in 2015. Periodic updates to the Standards are needed to reflect changes in industry practice and technological advances.

High Pressure Sodium lamps are currently used for street lights in the City. To implement the use of dark-sky friendly light emitting diode lamps for new installation of street lights, the Standards and Detail Drawings contained therein must be updated.

This Standards update modifies Section 201.9.01 - Roadway and Intersection Lighting and the Standard Detailed Drawings for the use of LED street lights.

This Standards modification is complementary to proposed revisions to City Code Chapter 3 and amendments to Resolution Nos. 881 and 1473.

EXPECTED RESULTS:

Adoption of this Ordinance will allow the updated Public Works Standards to be implemented on new public capital improvement and private development projects within the City.

TIMELINE:

An Ordinance adopting the updated Public Works Standards and Detail Drawings will be presented to City Council for consideration at the September 7, 2017 meeting. If approved, the City Council will hear the second reading at its September 18, 2017 meeting.

CURRENT YEAR BUDGET IMPACTS:

There are no budget impacts related to this Ordinance.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 8/28/17

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 8/25/17

COMMUNITY INVOLVEMENT PROCESS:

Public review and comment will occur as part of the public hearing process associated with City Council consideration of the Ordinance adopting the updated Standards and Detail Drawings.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Adoption of the updated Public Works Standards will ensure that the City's public infrastructure is designed and constructed in accordance with current industry practice, regulatory requirements, State and Federal laws, and City ordinances.

ALTERNATIVES:

Do not update the Public Works Standards and/or Detail Drawings.

CITY MANAGER COMMENT:

ATTACHMENTS:

- A. Redline changes to Section 201.9.01
- B. Ordinance No. 809, with attachments

EXHIBIT A

CITY OF WILSONVILLE

PUBLIC WORKS STANDARDS – 2015

201.9.00 LIGHTING

201.9.01 Roadway and Intersection Lighting

- a. Street lighting shall be designed in accordance with the most current American National Standard Practice for Roadway Lighting (RP-8-~~1400~~) prepared by the Illuminating Engineering Society (IES).
- b. Installation of streetlights shall be in accordance with the City’s most current policies/agreements regarding the installation and maintenance of street lights.
- c. Street lighting luminaires shall be in conformance with the City’s current “Dark Sky” policies.
- d. Street light installation shall be categorized into specific styles for each designated street section into which the street light is installed. Refer to the Standard Detail Drawings.
- e. As lighting technology evolves, the Standard Detail Drawings may be modified as needed.
- ~~e. In addition to these requirements the air gap between the top of pedestal and bottom of light pole shall be grouted with a high strength, non-shrinking grout meeting ODOT SSC Section 02440.50(b), “Non-Shrink Grout,” such as Alerete Twenty Minute Fast Setting Grout[®], or approved equal.~~[dk1: moved to Standard Detail Drawings]
- ~~d. Selection and installation of street lighting luminaires shall be in conformance with the City’s most current “Dark Sky” policies.~~
- e.f. The warranty for public works projects shall include streetlights.

(updated September 2017)

ORDINANCE NO. 809

AN ORDINANCE OF THE CITY OF WILSONVILLE REVISING SECTION 201.9.01 - ROADWAY AND INTERSECTION LIGHTING OF THE CITY OF WILSONVILLE PUBLIC WORKS STANDARDS – 2015 AND ADDING DRAWINGS TO THE PUBLIC WORKS STANDARD DETAIL DRAWING – 2014.

WHEREAS, the City's current Public Works Standards were last updated in 2015 and adopted by Ordinance No. 782 on January 21, 2016; and

WHEREAS, standard engineering practice is to review, revise, and update design and construction standards to maintain compliance with the periodic changes to national and state design requirements, guidelines, and specifications; and

WHEREAS, updating the Public Works Standards and being in conformance with national and state guidelines is critical in producing high quality construction and limiting maintenance costs for the City and exposure to legal liability; and

WHEREAS, the Public Works Standards provide design requirements, material specifications, construction procedures and specifications, testing standards, and acceptance and maintenance requirements for construction of all publicly maintained roadways and pathways, and stormwater, sanitary, and water systems to be used by developers, design engineers, and contractors; and

WHEREAS, the City desires to install dark-sky friendly light emitting diode (LED) street lights for which best practices and standards have been identified for incorporation into Section 2 of the Public Works Standards and the Public Works Standard Detail Drawings; and

WHEREAS, the Public Works Standards for designing and constructing public facilities are intended to protect public health, safety, and welfare; and

WHEREAS, it is to the benefit of the City of Wilsonville, developers, design engineers, and contractors to have all specifications and design requirements relating to publicly maintained infrastructure located within a single source of information; and

WHEREAS, after providing due public notice, as required by City Code and State Law, a public hearing was held before the City Council on September 7, 2017, at which time the City Council gathered additional evidence and afforded all interested parties an opportunity to present oral and written testimony concerning the Public Works Standards; and

WHEREAS, the City Council has carefully considered the public record, including all recommendations and testimony, and being fully advised;

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

1. The above-recited findings are hereby adopted as Findings of Fact and Conclusions of Law.
2. Based upon such findings, the City Council hereby adopts the revised Section 201.9.00 – Roadway and Intersection Lighting of the Public Works Standards – 2015, a copy of which is made part of the record hereof and attached hereto as Exhibit A, and the Additional Drawings to the Public Works Standard Detail Drawings – 2014, a copy of which is made part of the record hereof and attached hereto as Exhibit B.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 7th day of September, 2017, and scheduled for a second reading at a regular meeting of the Council on the 18th day of September, 2017, commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

Kimberly Veliz, City Recorder

ENACTED by the City Council on the ____ day of _____, 2017, by the following votes: Yes: ____ No: ____

Kimberly Veliz, City Recorder

DATED and signed by the Mayor the ____ day of _____, 2017.

TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

Attachments:

Exhibit A – City of Wilsonville Public Works Standards Section 201.9.00

Exhibit B – Standard Detail Drawings RD-1300, RD-1305, RD-1310, RD-1315, RD-1325, RD-1330, RD-1335, RD-1340, and RD-1345

EXHIBIT A

CITY OF WILSONVILLE

PUBLIC WORKS STANDARDS – 2015

201.9.00 LIGHTING

201.9.01 Roadway and Intersection Lighting

- a. Street lighting shall be designed in accordance with the most current American National Standard Practice for Roadway Lighting (RP-8-14) prepared by the Illuminating Engineering Society (IES).
- b. Installation of streetlights shall be in accordance with the City’s most current policies/agreements regarding the installation and maintenance of street lights.
- c. Street lighting luminaires shall be in conformance with the City’s current “Dark Sky” policies.
- d. Street light installation shall be categorized into specific styles for each designated street section into which the street light is installed. Refer to the Standard Detail Drawings.
- e. As lighting technology evolves, the Standard Detail Drawings may be modified as needed.
- f. The warranty for public works projects shall include streetlights.

(updated September 2017)

This Detail Drawing may not be altered or changed in any manner except by the City Engineer. It is the responsibility of the user to acquire the most current version.

STREET LIGHT STYLE ON DESIGNATED STREETS

Street light installation is categorized into a specific style for each designated street section in which the street light is installed. Luminaires shall be at a minimum Light Emitting Diode (LED) lights in 3000K color with a 7 pin adapter.

The following street light styles shall be utilized on these designated street sections.

- A. Residential Streets - Residential Collectors (49-56 foot right-of-way) LID Local Streets (41-52 foot right-of-way)
 Type 5 or Type 6
 Style: Rectangular (Type 5) or Westbrooke (Type 6)
 Pole: Rectangular - Minimum Thirty (30) foot bronze composite (25 foot mounting height) OR Westbrooke - Eighteen (18) foot black aluminum with four 4 foot mast arm

- B. Collector (69-77 foot right-of-way without on-street parking, 79-93 foot right-of-way with on-street parking)
 Type 1
 Style: Cobrahead
 Pole: Thirty (30) foot aluminum with 6 foot davit

- C. Commercial/Industrial Street (62 foot right-of-way)
 Type 1
 Style: Cobrahead
 Pole: Thirty five (35) foot aluminum with 8 foot davit

- D. Minor Arterial Street (73-81 foot right-of-way,) Major Arterial (95-107 foot right-of-way)
 Type 1
 Style: Cobrahead
 Pole: Thirty (30) foot aluminum with 6 foot davit

- E. Grahams Ferry and Tooze Road adjacent to the Villebois Village development
 Type 1
 Style: Cobrahead
 Pole: 35 foot black fiberglass direct bury pole (30 foot mounting height) with 6 foot arm

Any deviation of street light style for a designated street requires approval of the City Engineer.

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Street Light Style, Types and Districts PG 1			CITY OF WILSONVILLE 
DRAWING NUMBER: RD-1300	DRAWN BY:	SCALE: N.T.S.	
FILE NAME: RD-1300.dwg	APPROVED BY:	DATE: 08/28/17	PUBLIC WORKS STANDARDS

This Detail Drawing may not be altered or changed in any manner except by the City Engineer. It is the responsibility of the user to acquire the most current version.

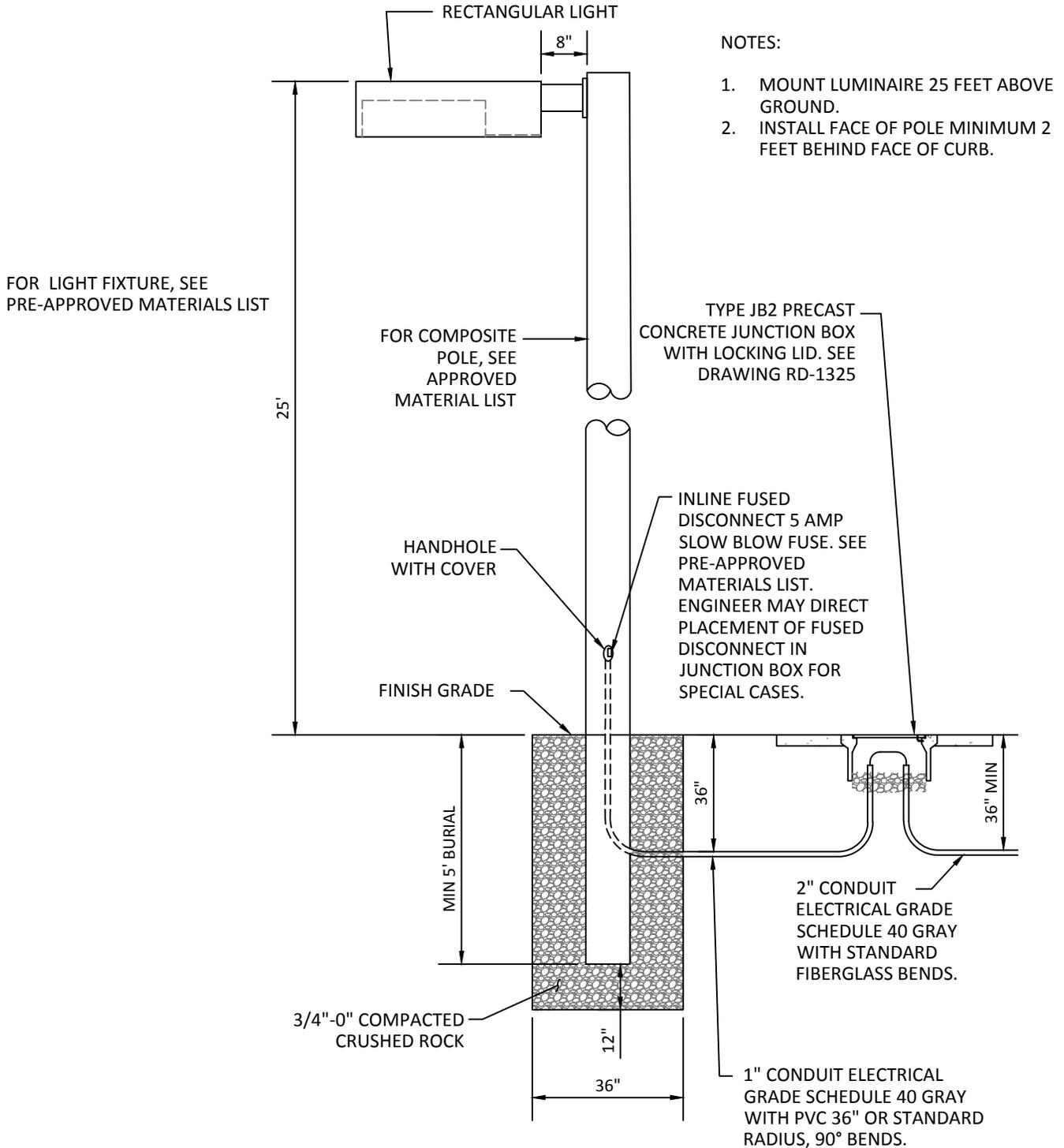
STREET LIGHT TYPES AND LIGHTING DISTRICTS

Street Light Type	Lighting District
Type 1: Cobrahead	Arterials, Collectors, Commercial and Industrial
Type 2: Acorn	Meadows, Daybreak, Coffee Lake, Villebois
Type 3: Town and Country	Fox Chase, Courtside, Day Dream, Rivergreen, Parkwood, Park at Merryfield, Bouchaine, Roanoke, Murray, Renaissance Boat Club
Type 4: Mast Arm & Head	Old Town
Type 5: Rectangular (aka Shoebox)	Charbonneau
Type 6: Westbrook	Villebois

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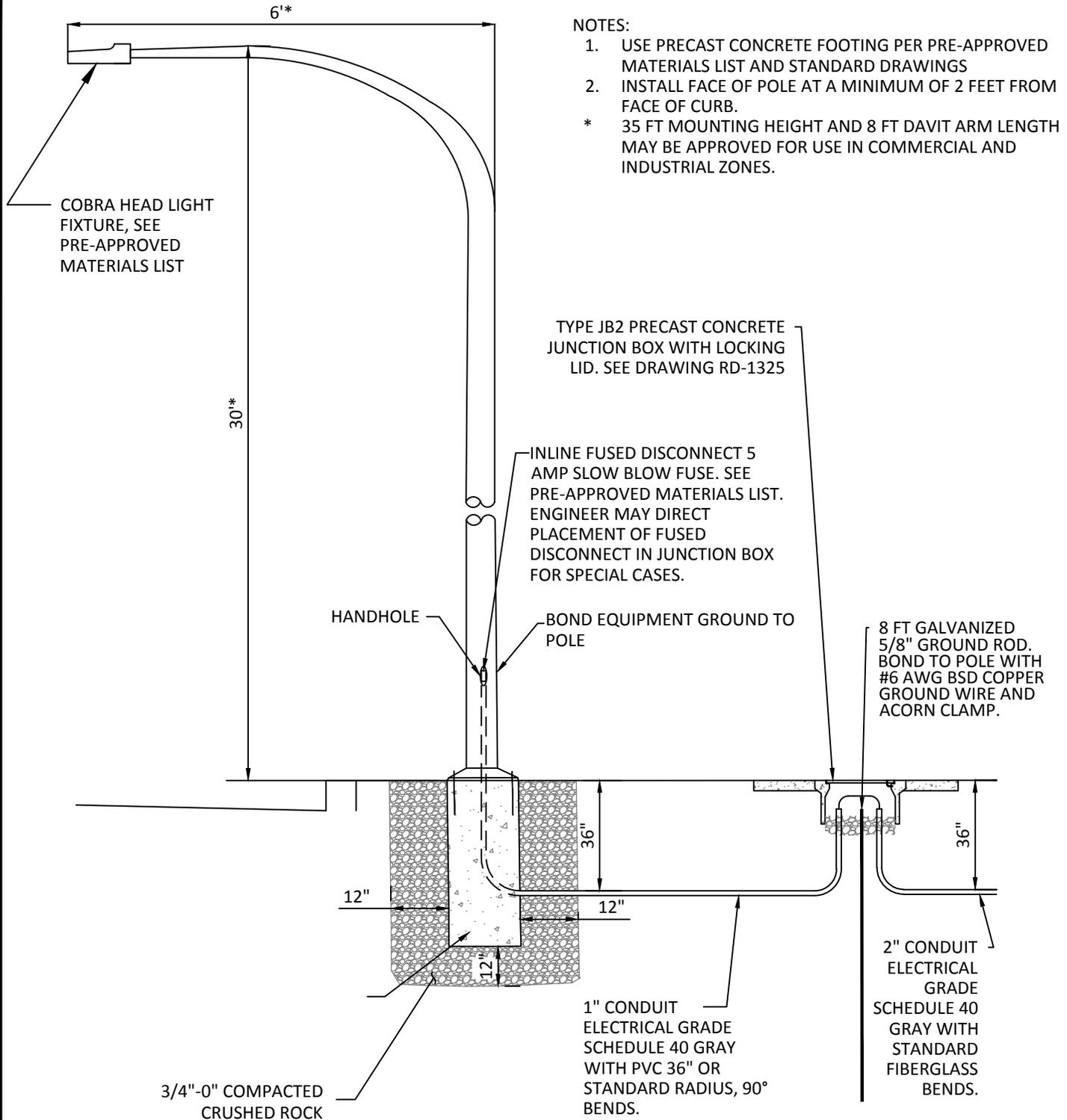
Street Light Style, Types and Districts PG2			CITY OF WILSONVILLE 
DRAWING NUMBER: RD-1300	DRAWN BY:	SCALE: N.T.S.	
FILE NAME: RD-1300.dwg	APPROVED BY:	DATE: 08/28/17	PUBLIC WORKS STANDARDS

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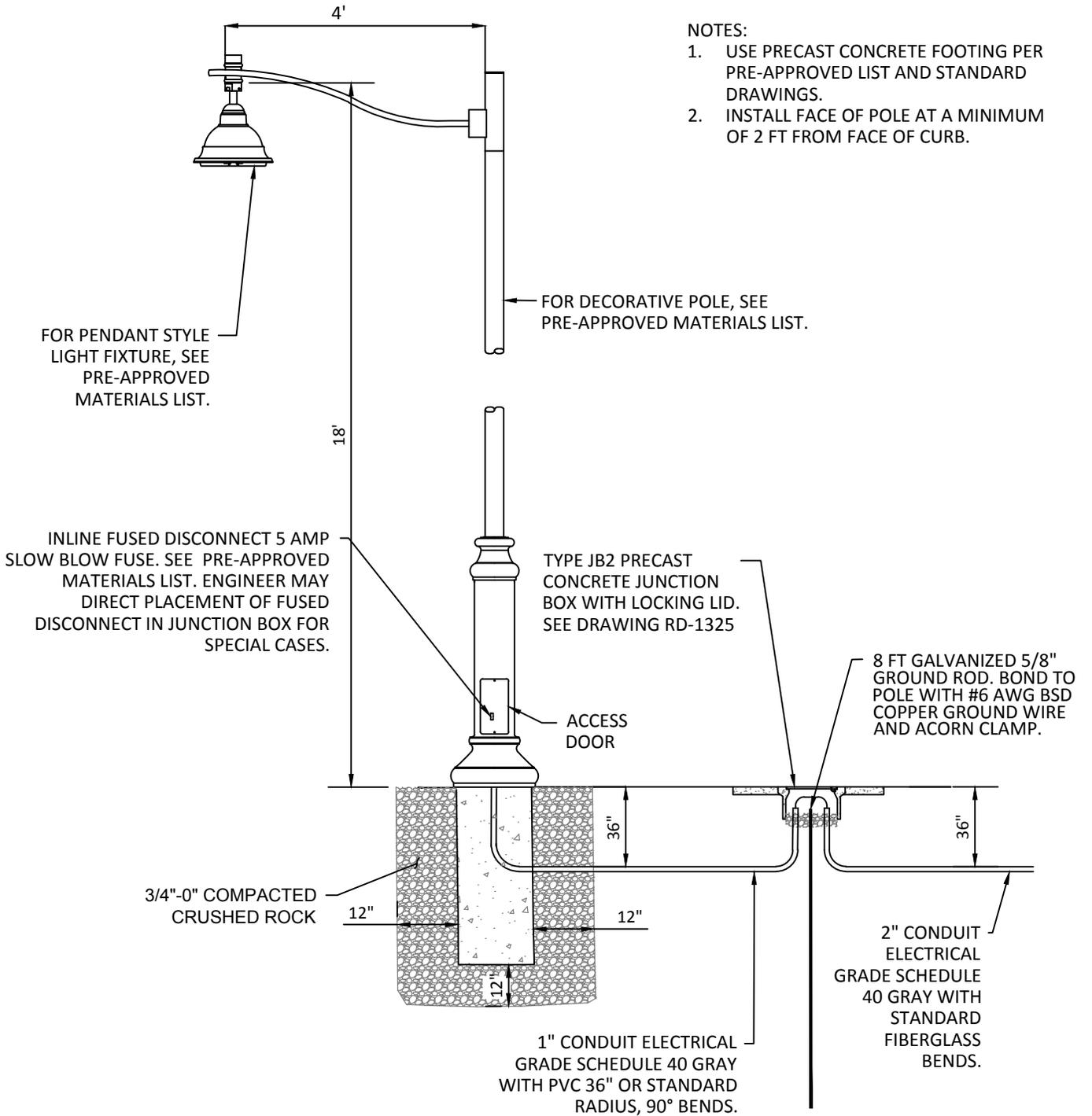
Type 5- Rectangular Streetlight/Bronze Composite Pole			<p>CITY OF WILSONVILLE</p>  <p>PUBLIC WORKS STANDARDS</p>
DRAWING NUMBER: RD-1305	DRAWN BY: SR	SCALE: N.T.S.	
FILE NAME: RD1305.dwg	APPROVED BY: NK	DATE: 09/08/17	

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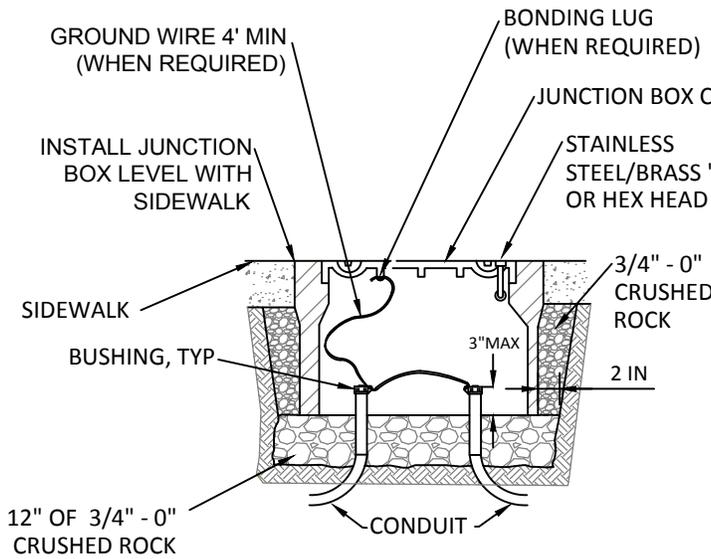
Type 1- Cobrahead Streetlight/Aluminum Pole			CITY OF WILSONVILLE 
DRAWING NUMBER: RD-1310	DRAWN BY: SR	SCALE: N.T.S.	
FILE NAME: RD1310.dwg	APPROVED BY: NK	DATE: 09/08/17	PUBLIC WORKS STANDARDS

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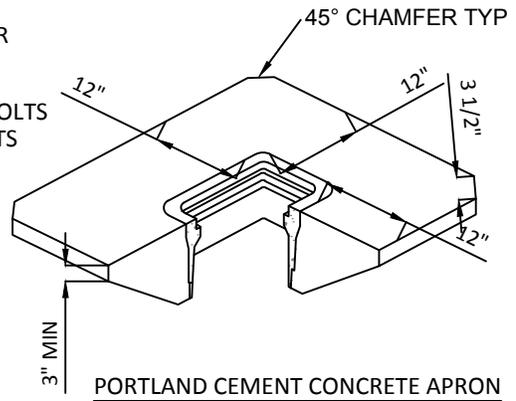


Type 6- Pendant (Westbrook) Streetlight/Black Decorative Pole			CITY OF WILSONVILLE	
DRAWING NUMBER: RD-1315	DRAWN BY: SR	SCALE: N.T.S.		
FILE NAME: RD1315.dwg	APPROVED BY: NK	DATE: 09/08/17	PUBLIC WORKS STANDARDS	

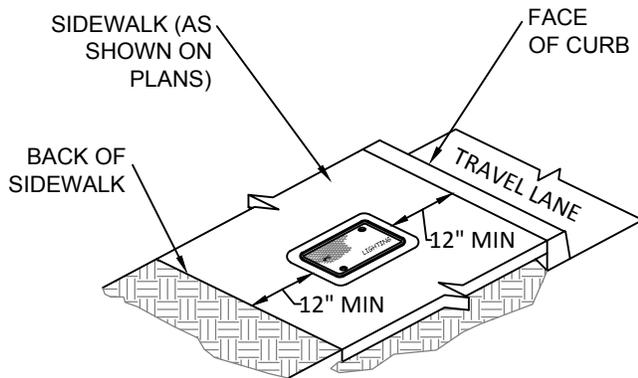
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INSTALLATION IN SIDEWALK OR AT BACK OF CURB

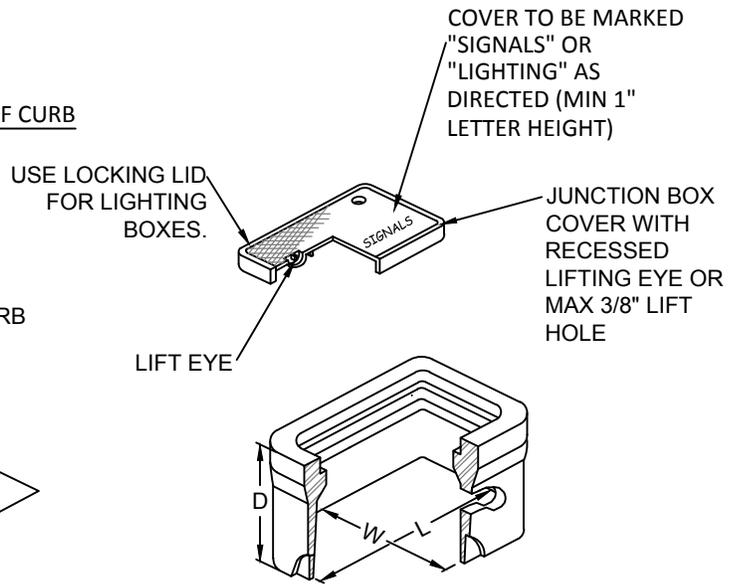


PORTLAND CEMENT CONCRETE APRON



JUNCTION BOX PLACEMENT WITHIN SIDEWALKS

SHOULD AVOID INSTALLING JUNCTION BOXES IN SIDEWALKS WHENEVER POSSIBLE.
 (JUNCTION BOXES TO BE LOCATED ONLY IN FLAT AREAS OF SIDEWALKS CONCRETE JUNCTION BOXES ARE NOT TO BE INSTALLED IN SLOPES OF RAMPS OR DRIVEWAYS)
 JUNCTION BOXES PLACED WITHIN SIDEWALKS SHALL INCLUDE A FULL PANEL REMOVAL AND REINSTALL



JUNCTION BOX

NOT TO BE USED IN TRAVEL LANES, SHOULDERS OR AREAS EXPOSED TO TRAFFIC. SEE PRE-APPROVED MATERIALS LIST.

TYPE	L	W	D
JB1	17"	10"	12"
JB2	22"	12"	12"
JB3	30"	17"	12"

JUNCTION BOX DIMENSION TABLE

Electrical Junction Boxes

DRAWING NUMBER: RD-1325

DRAWN BY: SR

SCALE: N.T.S.

FILE NAME: RD1325.dwg

APPROVED BY: NK

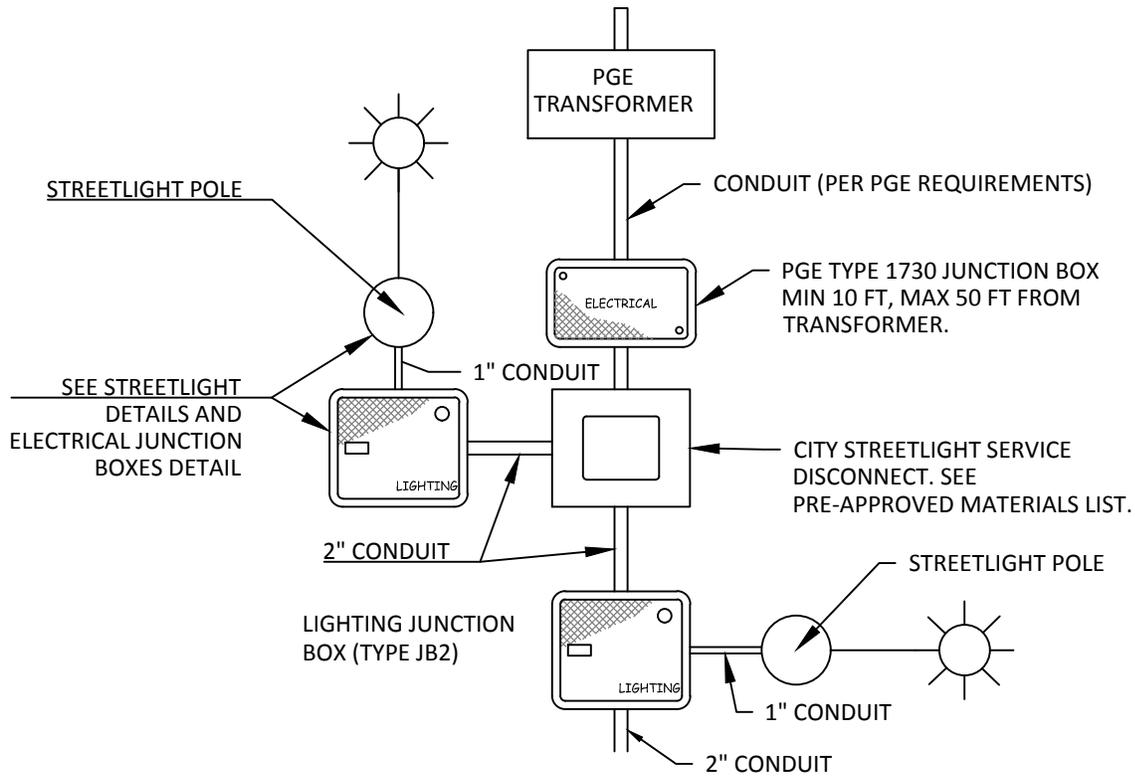
DATE: 08/08/17

CITY OF WILSONVILLE



PUBLIC WORKS STANDARDS

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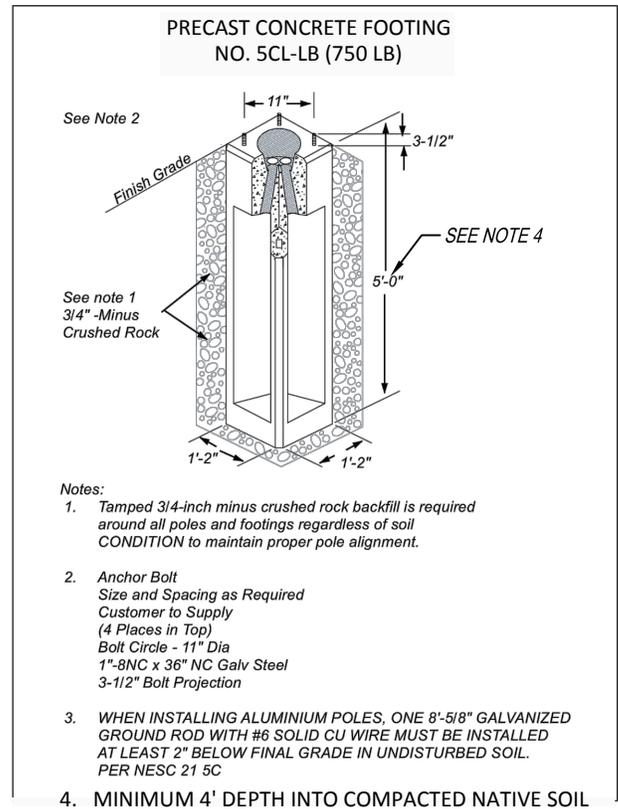
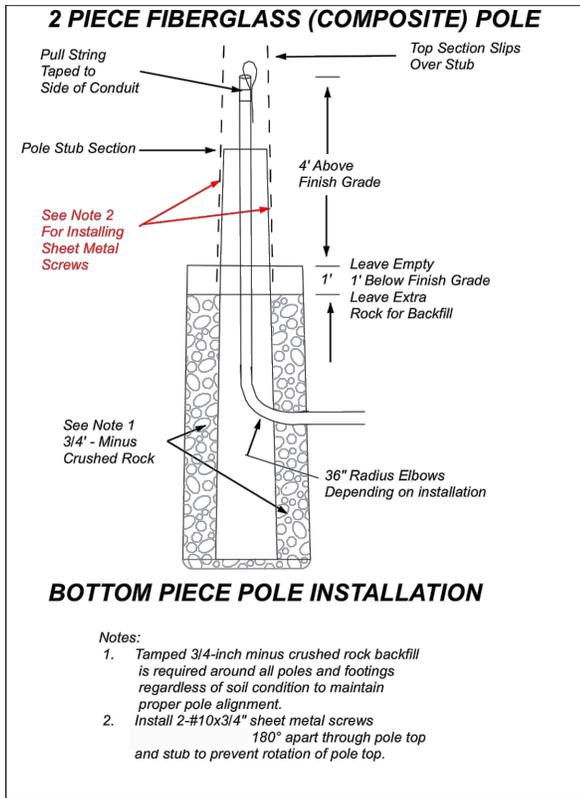


NOTES:

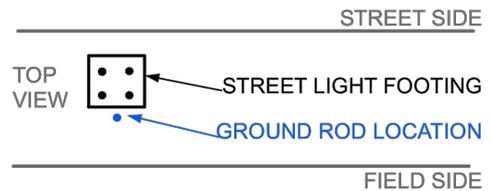
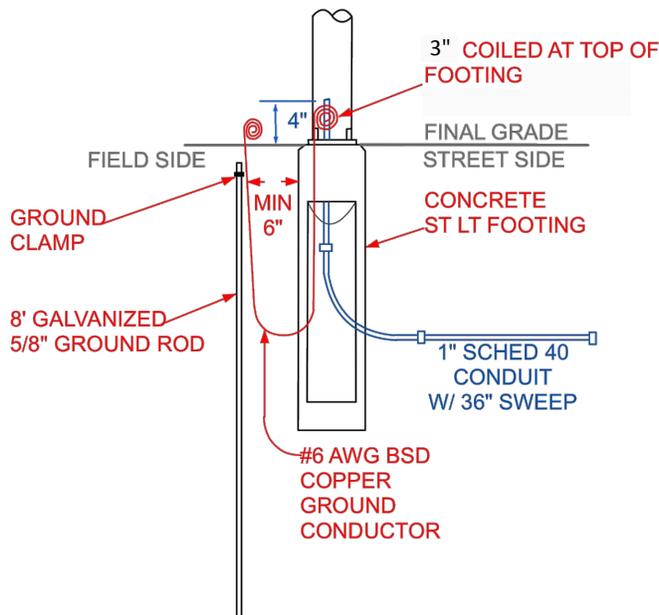
1. MINIMUM CONDUCTOR SIZE SHALL BE 10 GA. CONDUCTORS SHALL BE UPSIZED IF REQUIRED TO KEEP VOLTAGE DROP TO LESS THAN 3%. 3-CONDUCTOR 7-STRAND COPPER WIRE WITH .030" XLPE INSULATION, FILLERS, AND CLEAR MYLAR WRAP TAPE NON-SHIELDED OVERALL .045" BLACK PVC JACKET (UL) TC-ER XHHW-2/VW-1 600V 90C DRY/WET, SUN RESISTANT, DIRECT BURY, CC: BLACK/RED/GREEN FOR 220 VOLT AND BLACK/WHITE/GREEN FOR 120 VOLT.
2. ALL EMPTY CONDUITS MUST HAVE A #14 LOCATE WIRE AND A NONCONDUCTIVE PULL LINE, 500 POUND RATED, WITH 6 FEET OF LINE EXTENDING FROM EACH END OF THE CONDUIT.
3. INSTALL ELECTRICAL GRADE SCHEDULE 40 GRAY PVC CONDUIT WITH FIBERGLASS BENDS. ALL PVC JOINTS SHALL BE GLUED. ALL FACTORY OR FIELD CUT CONDUITS SHALL BE CHAMFERED TO PREVENT DAMAGE TO CABLES. A WOODEN, PLASTIC, OR HARD RUBBER MANDREL CONFIGURED FOR THE CONDUIT INSIDE DIAMETER SHALL BE PULLED THROUGH TO TEST FOR OBSTRUCTIONS AND OUT-OF-ROUND CONDUIT.
4. ELECTRICAL BUILDING PERMIT REQUIRED.

Streetlight Disconnect			CITY OF WILSONVILLE PUBLIC WORKS STANDARDS	
DRAWING NUMBER: RD-1330	DRAWN BY: SR	SCALE: N.T.S.		
FILE NAME: RD1330.dwg	APPROVED BY: NK	DATE: 08/08/17		

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GROUND ROD INSTALLATION FOR STREET LIGHT METAL POLES



- NOTES:** CONTRACTOR TO PROVIDE AND INSTALL GROUND ROD & COPPER WIRE.
1. THE GROUND ROD & #6 AWG CU BSD MUST BE INSTALLED DURING STREET LIGHT FOOTING INSTALLATION.
 2. THE GROUND ROD MUST BE INSTALLED IN UNDISTURBED SOIL AT LEAST 2" BELOW FINAL GRADE, PER NESC 215C.
 3. CONTRACTOR TO COIL 3" OF COPPER WIRE AROUND TOP OF GROUND ROD, AND MAKE FINAL CONNECTIONS.
 4. GONDING IS ACCOMPLISHED BY CONNECTING THE NEUTRAL CONDUCTOR (GREEN CONDUCTOR) TO THE GROUNDING CONDUCTOR NEAR THE POLE GROUNDING TAB.

Streetlight Footing Requirements

DRAWING NUMBER: RD-1335	DRAWN BY: SR	SCALE: N.T.S.
FILE NAME: RD-1335.dwg	APPROVED BY: NK	DATE: 08/08/17

CITY OF WILSONVILLE



PUBLIC WORKS STANDARDS

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1. ALL CONCRETE FOOTINGS NEED TO BE INSTALLED WITH TOP OF BASE FLUSH TO CURB/SIDEWALK.
2. ALL CROSSINGS MUST EXTEND FROM PROPERTY LINE TO PROPERTY LINE. CROSSINGS TO BE 48 INCHES DEEP, MEASURED FROM FINAL GRADE.
3. DIRECTIONAL BORING REQUIREMENTS: BLACK HDPE (HIGH DENSITY POLYETHELINE) DUCT OR SCHEDULE 40 PVC WITH A MECHANICAL CONNECTION (CERTA-LOK OR LIKE MECHANICAL CONNECTION PRODUCT) PROJECT EXTRUDED RED STRIPES (WHICH IS A SPECIFICATION REQUIREMENT) MANDREL TEST OF HDPE PIPE IS REQUIRED AFTER INSTALLATION WITH CITY INSPECTOR PRESENT.
4. TRENCH AND ELBOW CONFIGURATIONS, ALL CONDUIT, VAULT AND PAD INSTALLATIONS MUST BE INSPECTED PRIOR TO BACKFILLING.
5. ALL CONDUCTORS TO BE INSTALLED IN GRAY, SCHEDULE 40, ELECTRICAL GRADE, PVC CONDUIT WITH NYLON PULL STRINGS (MIN 500 LBS. TEST). PGE TO DETERMINE THE SIZE AND NUMBER OF CONDUITS REQUIRED. MAINTAIN 12 VERTICAL INCHES AND 24 HORIZONTAL INCHES CLEARANCE BETWEEN GAS AND OTHER UTILITIES. ALL ELBOWS 4 INCH & SMALLER TO BE 36 INCH RADIUS. ALL BENDS MUST BE FACTORY MADE. ALL ELBOWS LARGER THAN 4 INCH TO BE 60 INCH RADIUS. RIGID STEEL OR PGE APPROVED. FIBERGLASS BENDS ARE REQUIRED FOR RUNS OF 151 FEET OR LONGER, OR FOR ANY LENGTH RUN WITH MORE THAN 180 DEGREES IN BENDS. PVC SCHEDULE 40 BENDS ARE ACCEPTABLE FOR RUNS OF 150 FEET OR LESS. THE MAXIMUM TOTAL BENDS IN ANY CONDUIT RUN IS 270 DEGREES.
6. THE AIR GAP, IF ANY BETWEEN THE TOP OF THE FOOTING/PEDESTAL AND THE BOTTOM OF THE POLE SHALL BE GROUTED WITH HIGH STRENGTH, NON-SHRINK GROUT.

STREETLIGHT FOOTING REQUIREMENTS			CITY OF WILSONVILLE  PUBLIC WORKS STANDARDS
DRAWING NUMBER: RD-1340	DRAWN BY: SR	SCALE: N.T.S.	
FILE NAME: RD-1340.dwg	APPROVED BY: NK	DATE: 08/08/17	

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APPROVED STREET LIGHTING EQUIPMENT FOR NEW INSTALLATIONS

LED LIGHTS

At a minimum lights shall be 3000K color; have 7-pin receptacle per ANSI C136.41 and external wattage label per ANSI C136.15.

LUMINAIRE: CREE XSP2 LED, ALUMINUM - COBRAHEAD

Product: **BXSP**

Version: **C**

Mounting: **HT** - horizontal tendon

Optic*: **2ME** - Type II medium; **2LG** - Type II long; **3ME** - Type III medium; **4ME** - Type IV medium

Input power designator: **F** - 139W

CCT: **30K** - 3000K

Voltage: **UL**- Universal 120-277V

Color options: **SV** - silver

Options: **N-Q9** - Utility Label and NEMA Photocell Receptacle

- external wattage label per ANSI C136.15
- 7 - pin receptacle per ANSI C136.41
- Factory connected 0-10V dim lights
- Photocell and shorting cap by others
- Includes Q9 option - Field adjustable output
- Refer to manufacturers Field Adjustable Output Spec sheer for details

* to be determined by designer - see manufacture specifications

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Approved Street Lighting Equipment for New Installations Pg 1			CITY OF WILSONVILLE	
DRAWING NUMBER: RD-1345	DRAWN BY:	SCALE: N.T.S.		
FILE NAME: RD-1345.dwg	APPROVED BY:	DATE: 08/28/17	PUBLIC WORKS STANDARDS	

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LUMINAIRE: PHILIPS HADCO URBAN WESTBROOK NON-FLARED (CXF14) OR FLARED (CXF15)

Series: **CXF14** or **CXF15**

LEDs*: **32; 48; 64; 80**

Generation: **G2**

Finish: **A** Black

Optics*: **2** - Type II; **3** - Type 3; **4** - Type 4; **5** - Type 5

CCT: **W** 3000K

Voltage: **A** 120-277 VAC

Drive Current*: **3** - 350mA; **5** - 530mA; **7**- 700mA

Optional Dimming*:

DA 4 Hrs 25% reduction; **DB** 4 Hrs 50% reduction; **DC** 4 Hrs 75% reduction;

DD 6 Hrs 25% reduction; **DE** 6 Hrs 50% reduction; **DF** 6 Hrs 75% reduction;

DG 8 Hrs 25% reduction; **DH** 8 Hrs 50% reduction; **DJ** 8 Hrs 75% reduction;

DALI Compatible with DALI; **N** No Dimming

Optional Programs:

1st Option: **N** No 1st Option

2nd Option: **CLO** Constant light output

3rd Option: **OTL** Over the life

Surge Protection: **SP2** 20Vk/20kA

*to be determined by designer - see manufacture specifications

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Approved Street Lighting Equipment for New Installations Pg 2			CITY OF WILSONVILLE	
DRAWING NUMBER: RD-1345	DRAWN BY:	SCALE: N.T.S.		
FILE NAME: RD-1345.dwg	APPROVED BY:	DATE: 08/28/17	PUBLIC WORKS STANDARDS	

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LUMINAIRE: AMERICAN ELECTRIC LIGHTING AUTOBAHN ATBO, BRONZE

Series: **ATBO** - Autobahn LED Roadway

Performance packages*:

10BLEDE70 - 10B chips, 700mA Driver; **10BLEDE10** - 10B chips, 1050mA driver; **10BLEDE15** - 10B chips, 1500mA driver

20BLEDE53 - 20B chips, 525mA driver; **20BLEDE70**- 20B chips, 700mA Driver; **20BLEDE10** -20B chips, 1050mA driver; **20BLEDE13** -20B chips, 1300mA driver; **20BLEDE15** - 20B chips, 1500mA driver;

30BLEDE70 - 30B chips, 700mA driver; **30BLEDE85**- 30B chips, 850mA Driver; **30BLEDE10** - 30B chips, 1050mA driver; **30BLEDE13** -30B chips, 1300mA driver; **30BLEDE15** - 30B chips, 1500mA driver

Voltage: **MVOLT** - multi-volt, 120 - 227V

Optics*: **R2** - Roadway Type II; **R3** - Roadway Type 3; **R4** - Roadway Type 4; **R5** - Roadway Type 5

Options:

Color Temperature (CCT): **3K** 3000K CCT, 70 CRI Min.

Paint: **BZ** - Bronze

Surge Protection: **20** - 20kV/10KA SPD

Terminal Block - standard

Misc. :

NL - Nema Label

UMR-XX - 8 " horizontal arm for round pole, painted to match fixture

Controls:

P7 - 7 Pin Photocontrol receptacle (dimmable driver included)

AO - Field Adjustable Output

PCLL - Solid State Long Life Photocontrol

* to be determined by designer - see manufacturer recommendations

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Approved Street Lighting Equipment for New Installations Pg 3			CITY OF WILSONVILLE	
DRAWING NUMBER: RD-1345	DRAWN BY:	SCALE: N.T.S.		
FILE NAME: RD-1345.dwg	APPROVED BY:	DATE: 08/28/17	PUBLIC WORKS STANDARDS	

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POLES AND MAST ARMS

Length & Type	Valmont	Hadco	P&K Poles (Flagpole Inc)	Union Metal
30 foot, Davit 6' Mast Arm (1952) (CU 279)	3000-85106D4	41-176PGE	RTA8L30AAD1632D	920-B179-Y1
30 foot, Double Davit 2-6' Mast	3000-856206D4Z	42-158XPGE	NONE	920-B180-Y1
35 foot, Davit 8' Mast	3500-8108D4	41-231PGE	RTA8M35AAD1832D	920-B179-Y2

POLE: DECORATIVE BLACK ALUMINUM (Use with Hadco Westbrook Fixture)

Length	Hadco
18 Foot, Black, Smooth Anchor Base (11" B.C.)	CP2871C (40034)
4 Foot Pole Extension w/Arm Bracket, Pole Cap, and 18 Foot Smooth Westbrooke Pole (CU 1437)	CA7897-HFP710-P5A (90002579)
4 Foot Pole Extension w/Double Mast Arm, Pole Cap, and 18 Foot Smooth Westbrooke Pole (CU 1438)	CA2871L-HFP720-P5A (90003564)

POLES: COMPOSITE, 2-PIECE, SMOOTH FINISH, DIRECT-BURIED, TOP PIECE ONLY

Length & Type	Mounting Height & Color	Shakespeare	CMT
30 Foot, Direct Buried	25 Feet, Bronze	BHT3099S5BL9901 (39358) (CU 1111)	MDS30-F-100-S2-HS-PC-NP-1B-22 (39372) (CU 1112)

POLE FOOTINGS: CONCRETE

Precast Concrete Base	Bolt Circle	Bolt Projection	Bolt Type	Base Dimensions	Utility Vault Company
For all decorative and post-top anchor base poles 14 to 25 feet. (39083)	11 inch	3-1/2 inch	1"- 8 NC Galv Steel	20" Round by 48" High	20R-LB-4- PGE
For 25 to 35 Foot Aluminum Anchor Base Poles (00147)				14" Square by 60" High	5CL-LB- PGE
For 40 Foot Aluminum Anchor Base Poles (39094)				18" Top 24" Bottom 84" High	7-LB- PGE

Approved Street Lighting Equipment for New Installations Pg 4			CITY OF WILSONVILLE PUBLIC WORKS STANDARDS	
DRAWING NUMBER: RD-1345	DRAWN BY:	SCALE: N.T.S.		
FILE NAME: RD-1345.dwg	APPROVED BY:	DATE: 08/28/17		

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MISCELLANEOUS

GROUT

Non-Shrink Grout, such as Alcrete Twenty Minute Fast Setting Grout, or approved equal The air gap between the top of pedestal and bottom of light pole shall be grouted with a high-strength, non-shrinking grout meeting ODOT SSC Section 02440.50(b).

MANHOLE COVER: GRAY, PLASTIC, STEEL CORE, UNIVERSAL

Quantum Engineering
TL-S (90004595)

STREETLIGHT WIRE: UNDERGROUND OR IN POLE

Streetlight Wire	Description
#10 CU 3-Conductor (00036) (CU 635)	#10 AWG, 600 Volt, 3-Conductor, Class B Stranding, Type TC, with Sunlight-Resistant 45-mil PVC Jacket. Suitable for direct burial installations. Insulation to be black, red, and green per NEMA WC-7 for NEC applications (TFN, THWN, THHN), with fillers or binding tape added to produce round outer jacket, rated 90DC dry and 75DC wet, 1,000 ft NR reels. Jacket to display sequential footage markings. 2 reel labels, one attached to the outside flange surface, one attached to the drum wrapping; each to detail total footage, inside or starting footage.

JUNCTION BOX: FOR UNDERGROUND CONDUCTORS & CONNECTIONS

Junction Box Description	Junction Box, Concrete Polymer Lid, Fiberglass Reinforced Polymer flared sides, 18" Deep, No Floor, With Skid Resistant Cover Attached by Two Captive stainless steel 3/8-inch Penta-head Bolts, Gray Color, per Material Specification L26107 Note: 12"x12"x12" is 12 inches deep with straight sides. Covers must be marked ELECTRIC or POWER.
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Manufacturer	13" x 24"x 18" (90003478)	17" x 30" x 18" (90003480)	12" x 12" x 12" (39031)
Newbasis	FCA132418T-00043	FCA173018T-90026	PCA1212-90005 (Box: PMB121212SN20 Lid: SMC1212B1A20)
Quazite (Hubbell)	A42132418A017	A42173018A017	N/A
Oldcastle /Carson Industries	13241617	17301620	HLW1212-12-PC
CDR (Electrimold)	N/A	N/A	PA-13-1212-12
Highline	CHA132418HE1	CHA173018HE1	PHA121212SE1
Armorcast	A6001946TAX18-PGE	A6001640TAX18-PGE	A6001423TA (Box: A6001423) (Cover: A6001422)

Approved Street Lighting Equipment for New Installations Pg 5			CITY OF WILSONVILLE	
DRAWING NUMBER: RD-1345	DRAWN BY:	SCALE: N.T.S.		
FILE NAME: RD-1345.dwg	APPROVED BY:	DATE: 08/28/17	PUBLIC WORKS STANDARDS	



JULY 2017

MONTHLY REPORT

From The Director's Office

Congratulations to our own Melissa Gitt for receiving the prestigious 2017 Building Inspector of the Year award from the Oregon Building Officials Association (OBOA)! Nominated by her peers, Melissa highly deserves this achievement, which is only awarded to individuals who are known for their outstanding service to the public and dedication to building safety. Please read



about the details in the Building Division's section of this monthly report. In the five years I have served as the Community Development Director, I have consistently observed top notch quality and reliability in Melissa's genuine dedication to her profession, customer service, and her always cheerful personality. We are incredibly fortunate to have her on our team.

While less exciting than Melissa's award, here are some milestone activities for the department:

The Frog Pond Master Plan was adopted! Chris Neamtzu and his whole team accomplished some awesome work and a solid plan that has interested developers already knocking on our door.

Steve Adams, with his OTAK/ALTA project team, led a walking tour and Old Town neighborhood workshop to hear from the residents about what design details they would like to see in the upcoming improvements to Boones Ferry Road and its intersection with the new 5th Street extension. The turnout was good, and the neighbors were engaged and provided valuable input.

BOECKMAN ROAD—REOPENED! Yay to Zach Weigel for delivering an on-time completion of the new roundabout at the new Kinsman Road extension!

Also newsworthy is that Mayor Knapp, Miranda Bateschell, and I attended the Tualatin City Council Work Session and meeting to present Wilsonville's perspective on the proposal to replace about 35 acres of employment land with residential to the northwest of Grahams Ferry Road and the Basalt Creek Parkway. We provided them with clarity on Wilsonville's position as we move to the next steps in that important planning area.

I hope you enjoy the rest of your summer! -Nancy Kraushaar, PE

Building Division

Melissa Gitt Named Oregon's 2017 Building Inspector of the Year by OBOA

Melissa Gitt serves as a multi-certified Building Inspector for the City of Wilsonville. Melissa was nominated by her peers and received the prestigious award from the Oregon Building Officials Association (OBOA) at the OBOA Annual Meeting on July 27, 2017. OBOA President Eric Schmidt presented the award to Melissa.

The award is given annually from OBOA to recognize an individual with outstanding service to the public and dedication to building safety. Some of Melissa's noteworthy accomplishments include:

- Continuing her fourth year of service as a Governor appointee to the Oregon Plumbing Board.
- Serving as a multi-certified Building, Mechanical, and Plumbing Inspector with a background as a Licensed Plumber. She is also a certified Building Official.
- Dedicating numerous hours of her own time as a member of the Oregon Plumbing Board, as well as serving as Chair of the Plumbing Code Committee and working on approving the upcoming 2017 Oregon Plumbing Specialty Code slated for adoption this October.
- Studying on her own and passing the International Code Council (ICC) Fire Plans Examiner Certification and ICC Commercial Building Inspector Certification.
- Receiving a promotion with the City of Wilsonville to the Building Inspector/Plans Examiner 4 Lead-Worker Position.
- Organizing and taking 10 middle school girls to the 2017 Women in Trades Fair to promote opportunities for careers in the trades, which is similar to Melissa's inspection career path, which she began as a Licensed Plumber.
- Completed over 4,000 building safety inspections

This award is well deserved as Melissa goes above and beyond in her service to others. Here are some comments about Melissa:

"Melissa—what an "Outstanding Professional." The way she approaches and addresses other trade technicians is completely unbiased and with mutual respect. She is always completely fair and understanding of existing conditions while still enforcing the intent of the plumbing code. If we need help with any plumbing related questions she has always returned our phone calls both on duty and off duty. Melissa is truly an asset to any organization and a pleasure to work with in both office and field environments."

-Darren Placek, President, Columbia Construction Inc.



Building Division, Cont.



"Congratulations on an award well deserved... it could not have gone to better person."

-James Wadley, Superintendent, Polygon Homes NW

"Melissa is very knowledgeable in the codes and the code process. She is very polite and compassionate about answering any questions that we may have. Her integrity puts her at the top of her field. She is underrated as one of the most influential leaders in the community and City of Wilsonville. It is a pleasure to work with her, and I wish her only the best in her career. Well earned by many years of dedicated service to the community."

-Rex Alexander, Superintendent, Polygon Homes NW

I have known Melissa about ten years. We have worked together on code committees, the State plumbing board, and at the Plumbing Chiefs meetings. She is always professional, thoughtful, and willing to listen to others. When I talk with contractors or other inspectors, if Melissa's name is mentioned, there are always positive comments. She is well respected and we are lucky to have her in our industry.

-Matt Rozzell, Deputy Building Official, City of Happy Valley

"Melissa is truly an asset to the City. When I need her eyes on an issue she's right there. Melissa's innate ability to communicate clearly and solve problems with a variety of stakeholders is something I've witnessed many times."

-Jason LaBrie, Utilities Supervisor, City of Wilsonville Public Works



Economic Development

Wilsonville Business Updates

- **Microsoft Plant Closure**
 - Microsoft announced on July 10 that they expect to lay-off 124 workers in two phases (61 positions in September 2017 and 63 positions in November 2017) that are expected to lead to the closure of the Microsoft manufacturing plant in Wilsonville in January 2018.
 - The Wilsonville plant closure by Microsoft appears to be a reflection of the company's reorientation to cloud-based computing and software subscriptions and other cost-reduction measures. Media reports are anticipating 3,000 to 5,000 workers worldwide will be let go by Microsoft.
 - We have notified regional economic development partners and will be coordinating tours of the facility and business outreach to secure a new tenant for the 165,000 sq. ft. facility.
- **Pacific Foods Acquisition**
 - Campbell's acquired Pacific Foods for \$700,000,000 cash. Pacific Foods employs 500 people in Wilsonville and Tualatin.
 - The Tualatin and Wilsonville economic development teams will be coordinating business outreach efforts to establish contact with Campbell executives in order to understand local impact of the acquisition.
- **Battery Manufacturer potentially moving to Building 83**
 - An iron battery manufacturer/energy storage company that employs 50 people and has plans to triple that headcount in the next three years is potentially moving into the western side of Building 83 (former Xerox site).
 - Clackamas County and Economic Development Manager Jordan Vance met with the organization to learn about their business, talk about regional resources to support their growth, and get a tour of their manufacturing facility.
- **Better Bean acquisition**
 - A New York-based natural foods company, Hain Celestial, bought Wilsonville's Better Bean company on June 29. Hain Celestial invests in smaller portfolio brands, lifestyle brands, so the Better Bean purchase will give more health food-minded consumers access to Better Bean's inventory of non-GMO, vegan, and gluten-free bean products.
 - The acquisition is not expected to change much about how the business is run. The company and manufacturing is expected to stay in Wilsonville.



Economic Development teams from the City of Wilsonville and Clackamas County received a tour of battery manufacturer's facility and corporate offices.

Engineering Division, Capital Projects

5th Street / Kinsman Road Extension (4196)

The consultant is working towards 50% design plans due in late October. Our first public meeting was held on July 18 in Old Town. Invitees were residents and businesses in Old Town as well as everyone on the stakeholders list developed with the Corridor Plan last year. Approximately 25 people attended and about 20 people walked along Boones Ferry Road with the consultant and city staff and provided comments, ideas, and insight on what the issues are that they would like to see addressed.

2017 Water Treatment Plant Master Plan Update (1122)

The project kickoff meeting was held on June 23. Facility condition and seismic/life safety assessments are in progress.

Charbonneau High Priority Utility Repair Phase II (2500/7500)

This project continues the replacement and repair of the most deficient sewer and storm pipes within Charbonneau. This project represents the second of three planned phases to construction over three years. Construction is underway with storm pipe replacement work on Fairway Drive. Construction will be completed in October 2017. Weekly project



updates can be found at the Charbonneau Country Club Facebook page and the project website <http://www.ci.wilsonville.or.us/651/Charbonneau-High-Priority-Utility-Repair>.

French Prairie Bridge (9137)

This project will determine the final location, alignment, and design type, as well as including the 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. Permit for the additional archaeological work at the request of the Confederated Tribes of the Grand Ronde has been submitted. The next TAC meeting is scheduled for September 13 with the next Task Force meeting to be held on September 26. At these meetings the evaluation criteria will be used to assess the three bridge alignments and a final bridge location recommendation made to City Council. Project completion is anticipated in July 2018.

Engineering Division, Capital Projects Cont.

Garden Acres Road (4201)

A design kickoff meeting for this first major street project in the Coffee Creek Urban Renewal Area was held on July 26. The first task for the design team is annexing the existing Garden Acres Road and acquiring road authority from Washington County.

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. Preparation of project prospectus and draft project scoping is underway to begin IGA process with ODOT for expenditure of federal grant funds.

Kinsman Road Extension (4004)

This project involves construction of a new section of Kinsman Road between Barber Street and Boeckman Road and includes upsizing and relocation of 30" sanitary sewer pipe (Coffee Creek Interceptor Upsizing (CIP 2079) and installation of 66" water line for the Willamette Water Supply Program (CIP 1127)). The new Boeckman Road/Kinsman Road roundabout is complete and Boeckman Road is reopened to traffic a week ahead of schedule (pictured below). Kinsman Road concrete paving is underway. The Willamette Water Supply Program (WWSP) 66" pipeline has been installed and is undergoing testing. Construction is anticipated to be complete in June 2018.



Library Improvement (8098)

Final design drawings and specifications are in review by City staff. A bid date in late August or early September is targeted.

Willamette River Stormwater Outfalls (7053)

No change. Reconstruction of the outfalls is anticipated to occur in summer 2018.

WWSP Coordination (1127)

Coordination protocols and assignments are in place and ongoing coordination efforts are occurring for the Garden Acres Road project (4201), the 5th/Kinsman project (4196), the 2017 WTP Master Plan effort (1122) and WWSPs Raw Water Facility projects.

Engineering Division, Private Development

Ash Park

A Public Works permit has been issued for this 12-lot subdivision just north of the Ash Meadows Condominiums and construction is underway.

Charbonneau Subdivision

A Public Works Permit has been issued for this 40-lot subdivision being constructed where the former golf driving range was located and construction is underway.

Meridian Creek Middle School

Off-site construction work on Boeckman, Stafford, and Advance is mostly complete. School is starting earlier than usual this year on August 28. Signalized intersection will be activated by August 24 at the latest.

Villebois

VB East—Tonquin Meadows 4 (57 lots located north of Lowrie Primary) is under construction. VB Central—Berkshire No. 2 (17 row homes located on north side of Barber near Costa Circle West) is under construction. VB Central—Siena (10 row homes and 82 condominiums) and VB Central—Royal Crescent (39 row homes) have had Public Works permits issued and construction is underway.

Villebois Parks

Construction of the oval shaped neighborhood park just north of Lowrie Primary School was completed in June. Construction is ongoing in Trocadero Park (Regional Park 5) located just east of Edelweiss Park and north of Berlin Avenue. Plans are under review for Regional Parks 7 and 8, located north and east of Tonquin Meadows on the east side of Villebois.



Villebois Central Camden Square—Montague Park (background)



Villebois neighborhood park, across the street from Lowrie Primary School. On the far side of the park, homes in Tonquin Meadows 3 are under construction.

Natural Resources

NPDES Stormwater Permit – Industrial Inspections

Wilsonville is home to a wide array of industrial businesses. Some of these industrial facilities use hazardous substances to manufacture products. To ensure these hazardous substances do not enter the stormwater system, annual inspections are conducted at facilities throughout Wilsonville. These inspections focus on “high potential pollutant generating facilities” that have been identified based on the City’s business license inventory.

Sarah Sand, the City’s Stormwater Management Coordinator, conducts the annual inspections, which are a combination of windshield surveys and a formal site inspection. Annually, all of the high potential pollutant generating facilities are surveyed, and based on professional judgment and the knowledge of current activities and facilities at each site, a facility is selected for formal inspection.

During the formal inspection, Sarah walks the site, both indoors and outdoors, to evaluate whether the facility has the potential to contribute significant pollutant loads to the stormwater system. A facility inspection form is completed, noting any findings of concern indicating the appropriate follow-up action(s). At the conclusion of the inspection, Sarah discusses any findings of concern with the business owner/operator.

The results of the industrial inspections are included in the NPDES Stormwater Annual Report, which is submitted to the Oregon Department of Environmental Quality.



Grease in manhole



Improperly stored process water

Planning Division, Current

Projects Being Prepared for DRB Hearings

- Marion's Carpet, Boones Ferry Road north of Barber Street
- Parking and site modifications for DW Fritz, 9600 SW Boeckman Road
- Hilton Garden Inn, SW Parkway Avenue and SW Memorial Drive (tear down and replace current hotel)
- Additional parking, Coca-Cola
- Temporary Use Permit for Temporary Mail Kiosks and Coffee/Food Carts at the Piazza in Villebois

Administrative Land Use Decisions Issued

- New Freestanding Sign along Wilsonville Road for Carriage Estates Apartments
- 1 Class I Administrative Reviews
- 18 Type A Tree Permits
- 1 Temporary Sign Permit
- 1 Class I Sign Permits
- New Single-family permits
- Approval and single-family additions

Board & Commission Updates

Development Review Board (DRB)

DRB Panel A – July 10, 2017

DRB Panel B – July 24, 2017

DRB Panel A & B Joint Work session – July 24, 2017

At their July 10 meeting DRB Panel A held a public hearing regarding a Final Development Plan for Regional Park 7 and 8 on the east side of Villebois. After taking public testimony, board members voted unanimously to continue the hearing to September 11 to allow the applicant additional time to work with neighbors of the parks. DRB Panel A also attended a July 24 work session with DRB Panel B regarding the Coffee Creek Industrial Form Based Code project.

At their July 24 meeting DRB Panel B held a public hearing regarding annexation of an approximately 2,206 sliver of street right-of-way associated with the new 63rd Avenue access to Meridian Creek Middle School. The board unanimously recommended City Council approve the requested annexation. Prior to the public hearing DRB Panel B attended a work session with DRB Panel A regarding the Coffee Creek Industrial Form Based Code project.

Planning Commission

On July 12, 2017, the Planning Commission held a work session regarding the Old Town Development Code and Architectural Pattern Book as well as the Coffee Creek Industrial Form-based Code. As a result of public comment regarding the Old Town Development Code presentation, staff will provide changes and additional details at the September work session. The Planning Commission asked questions and provided feedback to staff regarding the Coffee Creek Industrial Form-based Code presentation and information. The August 9, 2017 Planning Commission Meeting has been cancelled and the next regular meeting is scheduled for Wednesday, September 13, 2017.

Planning Division, Long Range



Basalt Creek Concept Plan

Staff and the consulting firm KPFF finalized the employment feasibility study and presented findings to the Tualatin City Council Meeting on Monday, July 24, 2017. The study confirmed an early report by Washington County that business park development would be feasible in the Basalt Creek subarea. Wilsonville City Council remains committed to the area developing as employment lands. Tualatin City Council asked a number of questions to better understand the Wilsonville City Council's concerns and the results of the feasibility study. At the meeting, no discussion ensued about their previous designation shift to residential uses in the "central subarea." Wilsonville Staff continue to reach out to IGA partners Metro, City of Tualatin, and Washington County to determine next steps. The Tualatin City Council Meeting Minutes will be made available at <https://www.tualatinoregon.gov/meetings>.

General project information is available on the project website <http://www.basaltcreek.com/>.

Coffee Creek Industrial Form-Based Code

The Coffee Creek Industrial Form-Based Code (FBC) is intended to provide a regulatory framework to create an industrial area featuring high design standards, functionality for industrial operations, and a greater degree of pedestrian, bicycle, and transit accessibility.

During July, staff held work sessions with the Planning Commission (July 12) and Development Review Board Panels A and B (July 24) to gather feedback on outstanding policy and process considerations identified in July 2015. These policy and process considerations, along with the feedback from the Planning Commission and Development Review Board work sessions, will be presented to the City Council at a work session on August 7.

Information on the status and timing of the Coffee Creek Industrial FBC is available on the project website at <http://www.ci.wilsonville.or.us/665/Coffee-Creek-Industrial-Area-Form-Based->.

Old Town Single-Family Design Standards

On July 12, the Planning Commission held a successful work session to provide guidance on the project to develop an Old Town Single-Family Design Standards. The work session featured an informative presentation and question session with Zoe Anton, project manager with The Urban Collaborative, and Steve Coyle, architect and planner with Town Green. Following the consultants' presentation and brief comments from City staff, the Planning Commission heard helpful comments and guidance from Old Town residents. With the feedback received the consultant team is now working on developing a draft of the Old Town Single-Family Design Standards. The Planning Commission has an additional work session scheduled for September 13 to review the draft standards.

Planning Division, Long Range Cont.



Town Center Plan

The Wilsonville Town Center Plan focuses on creating a community-driven vision for the Town Center and a plan that will guide future development.

During July, the Town Center Project Team has been preparing materials and activities to share with the community during our many summer outreach events to get input on the future design, look and feel of Town Center (see below). It is important for us to get feedback from anyone who works, plays, or lives in the Wilsonville community, which is why we will be at so many city events, hosting trivia nights at local pubs, and promoting an online Wilsonville Town Center Design Survey. Please visit www.wilsonvilletowncenter.com to participate in the Design Survey (available until August 20), answer the Question of the Month, and read about other recent news. You can also participate and help promote the Instagram Photo Contest by posting what you like about Town Center to Instagram with #mywilsonville. *(Please know that City Staff are not eligible to win prizes.)*

The Town Center Design Survey is available online as of July 26 www.wilsonvilletowncenter.com.

UPCOMING EVENTS

ROTARY CONCERTS	FUN IN THE PARK	WILSONVILLE BREWFEST
AUG 10	AUG 5	AUG 12

COMMUNITY BLOCK PARTY: TOWN CENTER PARK
FIESTA DE BARRIO EN EL PARQUE "TOWN CENTER"
 August 16 -- 5-8 PM



**Wilsonville Public Library
Monthly Report to Council
September 2017**

Headlines:

RFID

RFID installation is complete. All libraries in Clackamas County are now implementing RFID technology in order to speed transactions for patrons and to realize efficiencies in the our item handling. The Library Network Office is sorting all material that is being transferred between libraries centrally, and this week will begin implanting batch courier check-in at each library. The percentage of items checked out by patrons using our new self-check machines in just shy of 70%. As we settle into the new environment, we should be able to increasingly free staff to focus on other important services to serve the community.

Historical Society

The Wilsonville/Boonesferry Historical Society continues to meeting and find its footing. The Society recently met to listen to a local consultant talk about handling archival collections and give some ideas about how to push forward to appropriately house the collections that are stored in the Library.

Library Renovation

The design phase of the library renovation is nearly over, with final documents being currently reviewed. Council should see the plans soon as we seek approval to bid the project. If all goes according to plan, the selection of a qualified contractor and then construction should take place over this fall and into winter.

Summer Reading Program

The Summer Reading Program was a great success. Over 2,300 kids and teens signed up for the program and nearly 50% completed their reading logs. Additionally over 500 kids completed science logs as part of the Science Adventure Program.

Foundation Wine Tasting

You are all invited to the Foundation's *A Toast to Imagination* wine tasting event on November 4th at 7pm. Mark your calendars.

Next Library Board meeting: September 27 at 6:30pm in the library

Parks and Recreation July 2017 Report



WILSONVILLE
PARKS & RECREATION

Recreation News



650 individuals attended the first two Movies in the Park at the River Shelter in Memorial Park



Park rental season was in full swing. Overall, shelter rentals are at an all-time high.

- River Shelter – 9 weekend rentals
- Forest Shelter– 6 weekend rentals
- Stein Boozier Barn – 9 total rentals (including all weekends)
- Grove Shelter – 15 total rentals
- Splash Shelter – 20 total rentals

Summer camps ramped up in July with a wide range of offerings ranging from sport to science. Approximately 204 kids participated in July camps.

Board Updates

* Parks and Recreation Advisory Board

The Board met with consultant Greg McKenzie in an effort to clarify roles and responsibilities and to create Board goals for the next 12-18 months.

* Wilsonville Community Seniors, Inc.

The Board continues to explore opportunities for fundraising including City grants, a potential partnership with Xerox, and increased community outreach.

Parks Maintenance Update



Repaired lightning protection in historic RV Short Fir



Removed hazard tree at Water Treatment Plant Park



Pruned landscaping at Memorial Park



Applied dust abatement to all Memorial Park gravel parking lots and striped all gravel parking lots



Prepared for and hosted (2) Concerts in the Park at Town Center Park



Replaced Park and Rec Admin Building Logo Placard

Upcoming Events

- * Movies in the Park
August 11 and August 25
River Shelter at Memorial Park - starts at dusk
- * Rotary Concerts in the Park
Thursdays - August 10 and August 24
Town Center Park - 6:30 pm
- * Wilsonville Relay for Life
Thursday, August 17
Town Center Park - 6:00 pm



PUBLIC WORKS

AUGUST 2017

CONFINED SPACE NON-ENTRY HANDS-ON RESCUE TRAINING

Facilities Maintenance

Public Works along with Park Maintenance Crews completed the OSHA required Confined Space training. This month staff reconvened for the required hands on non-entry rescue. Earlier this year, crews attended a half day course covering the OSHA Confined Space rules and regulations. The training consisted of establishing a safe work zone, proper set up and utilization of the retrieval equipment, job assignments and responsibilities, and filling out the proper paper work. The highlight of the training is the actual hoisting up of one of the crew members utilizing their safety harness to lift them out of a vault with the davit arm and winch system.



Crews patiently observe as Parks Maintenance Specialist Courtney Burdick warms up the gas detector.



Parks Maintenance Specialist Zack Morse waits to be retrieved from the vault

CITY BLOCK PARTY – RUBBER DUCKY RACES

Facilities Maintenance

During the highly successful City Block Party, the fun didn't stop as the Facilities Division hosted the rubber duck races at the Town Center Park Water Feature. Crews worked on the proper pump settings a couple of days before the race in order to assure the best water flow conditions for the races. Then a starting gate was constructed from a couple of cedar boards, 15 distinct rubber ducks were acquired, a couple of test runs and it was off to the races.



Javid Yamin announces the photo finish of each race, while Ivan Crumrine laughs at such chaos!

CAR ACCIDENTS vs. TREES AND STREET LIGHTS

Roads

The City of Wilsonville has all types of wildlife living inside the city limits, and drivers need to pay attention when driving. Just last week a squirrel ran out into the road causing a driver to swerve and hit two trees and a street light pole.

On another note, not animal related, there were four street trees and a bus stop sign hit by a car on two separate occasions on Canyon Creek Road, and a tree plus a street light pole run over on Boeckman Road. Not to be out done by the two street light poles in Charbonneau needing realignments from a mystery car accident.

Here's the Score for August:

Cars: 4 Trees: 6 Street Lights: 4 Squirrels: 1 Bus Stop Signs: 1

ANNUAL VALVE ACTUATION

Utilities

The water crew made good progress during August on the City's annual valve actuation program. The program includes verifying location, valve position and smooth operation by exercising them through their full range of motion. Water Distribution Intern Rick Mapes uses the Valve Boss™ valve actuator to turn valves at the Wilsonville Senior Living Community (left) and Hathaway Apartments (right).



The valve actuation program also verifies valve location and accessibility. A buried branch valve is relocated during valve actuation in Charbonneau (below, left). Since the valve lids are small and at grade, it's not uncommon for the water crew to find them buried by private landscaping. An isolation valve for a large irrigation meter is relocated in the Ash Meadows subdivision (below, right). This valve had been buried accidentally under a new sidewalk panel, which had to be removed and replaced by the contractor. This image shows the valve can raised to the proper height before pouring the replacement panel.



DRYWALL TEXTURE COMPOUND SPILL ON ELLIGSEN ROAD

Roads & Utilities

The Roads and Utilities crews teamed up to respond to a drywall texture compound spill in the westbound lanes of Elligsen Road at Parkway Avenue. Crews responded quickly and were able to isolate the spill from the storm drain and cleaned up much of the roadway and crosswalk. A split, 55 gallon drum was recovered on site which identified the material as non-hazardous and recommending soap and water cleanup. Workers pictured below are Vactor Operator Paul Havens, Utilities Maintenance Specialists Ian Eglitis and Paul Walker, and Road Maintenance Specialists Sean Byrne and Manny Ghiselline.



September 2017

Director's Report

from

Dwight Brashear

Transit Director

An August to Remember

As summer marches faithfully towards fall, we find ourselves left with an August to remember. August brought us three days of near record-breaking heat, two important intergovernmental agreements, a financial windfall from one of the City's largest employers and a host of other events worthy of honorable mention.

August 9th, 10th and 11th delivered temperatures seldom seen in the great Pacific Northwest. Triple digits relentlessly plagued the region and left Wilsonville residents sheltering in place in an effort to beat the heat. In response to this unwanted phenomenon, SMART strategically staged a cooling bus and hydration station at SMART Central. We happily provided our customers with chilled water and a cool spot to wait while in transition to their next bus and/or the WES train.

On August 8th and 10th, respectively, SMART executed two intergovernmental agreements. On the 8th, we entered into an agreement with Metro for unrestricted use of the Graham Oaks Park parking lot as both the terminus and route turnaround for our crosstown service. On August 10th, we renewed an agreement with Clackamas County for the provision of dial-a-ride service in the community of Villebois. The agreement provides up to \$72K annually of direct funding to help supplement the cost associated with operating the Villebois Shuttle.

In late July/early August we learned that Mentor Graphics, in remitting their quarterly payroll tax to the City of Wilsonville, paid an amount that was approximately 275% greater than their typical quarterly payment, a result of their recent acquisition by the international firm Siemens. This unbudgeted windfall all but eliminates any near term projected shortfall. Additionally, with the transportation bill expected to result in yet to be defined funding amounts, SMART's financial future appears to be secure.

Honorable Mention: SMART recently began the process of gathering onboard customer demographic surveys. The goal was to collect surveys from nearly 100% of the ridership over a four day period. The survey was written in both English and Spanish and early results seem to indicate that we should end the process with nearly 450 completed surveys. SMART recently submitted an application for a 5339 federal formula grant. If successful, SMART hopes to use the lion's share of the 80/20 formula funding for fleet replacement, including the purchase of a new all-weather trolley. Also, I am honored to have been selected to deliver the Keynote Speech at the annual Oregon Public Transportation Conference being held in Pendleton in early October. Finally, I was given the opportunity to present the highlights of the Transit Master Plan Update before the Washington County Coordinating Committee - Technical Advisory Committee. SMART's plan for enhanced intercity services was very well received.

AUGUST Operations Report

by *Eric Loomis*

SMART Operations Update

"I can't change the direction of the wind, but I can adjust my sails to always reach my destination." Jimmy Dean

SMART may not have sails, or a boat for that matter, but buses we do have, and adjusting to the public's needs are what SMART is good at. In the month of September, we are making some major adjustments to our route 4 that will improve the very nature of our customers movement throughout Wilsonville. Stemming from SMART's Transit Master Plan is a high frequency and easy-to-read schedule that streamlines the route from Graham Oaks Nature Park to Meridian Creek Middle School and back. While still making important connections to departing WES trains, improvements are strongly focused on customers moving about Wilsonville with no mid-route layovers and less travel on local neighborhood roadways. During the middle of the day, route 4 will bypass the quieted transit center to create an express route primarily along Wilsonville Road. Route 4 reconfigurations, along with other minor route changes, will be implemented and reflected in a newly printed schedule booklet beginning September 21st.

Many other major route changes introduced in SMART's Transit Master Plan will be implemented in 2018 as we focus on intercity travel and commuter routes to improve transportation options for our employer base. While SMART uses the Transit Master Plan as a guiding document, we will continue working closely with businesses and offer flexibility in our planning to accommodate any future need.

Fixed Route	August 2017
1X	3,592
2X	5,542
3	837
4	8,566
5	1,212
6	1,756
7	155
7Shopper Shuttle	1,678
Total	23,338

Dial-a-Ride	August 2017
ADA Paratransit	371
In-Town 60+	461
In-Town General Public	272
Out-of-Town	271
Senior Trips	51
Farmer's Market	103
Total	1,529

August Grant Report

by *Elli Work*

Federal Grants pending at this time are:

The Low or No Emission Bus Program 5339(c) for three electric buses for \$2,567,735 in federal funds and a local match of \$376,765 for a total of \$2,944,500. We anticipate the award notifications to come out some time in October.

Bus and Bus Facilities 5339(b) for five vehicles (two vans, two cutaways, and one trolley) for \$361,600 in federal funds and a local match of \$90,400 for a total of \$452,000. We anticipate the award notifications to come out some time in October.

FTA Grants in Pre-Award Review:

5339 ADA Improvements for \$45,636 in federal funds and a local match of \$11,409 for a total of \$57,045.

5307 30' Bus Purchase for \$381,353 in federal funds and a local match of \$43,648 for a total of \$425,001.

Pending Budget Amendment for marketing and outreach is for \$40,000 in federal funds and a \$10,000 local match for a total of \$50,000. We anticipate being able to use these funds to provide E&D marketing and outreach to inform riders of changes made as a result of the TMP updates.

Pending Apportionment from Tri-Met:

August to December 2017 is for approximately \$200,000.

January to December 2018 is for approximately \$479,238.

Special Transportation Fund (STF) from July 2017 – June 2019 is for \$196,256. These funds are used exclusively for the Dial-A-Ride Program.

Metro

Regional Travel Options (RTO) is for \$76,599 annually and is used exclusively for the SMART Options Program. In the near future, Metro may make these funds competitive.

Metro also has approximately \$138,229 in unobligated RTO funding for SMART. Once obligated, those funds can be used for special projects such as outreach to low-income residents, Spanish-speaking commuters, and school-aged youth.

There are no state grants pending at this time.



NEWCOMERS
WELCOME TONIGHT
CHARBONNEAU
COUNTRY CLUB
AUG 22 5-7 PM



Community Appreciation Event
Join us for food, fun and smiles.
Fred Meyer Center
Wilsonville Smiles
Dentistry smile
August 24th
4pm - 6pm
Hosted from Gadoob, Subways, and Spectator Pizza. Vendor prizes from Smart, Orange Theory, Perfect Look, and more!



FREE BIKE REPAIRS
FUN IN THE PARK // SATURDAY 10-4PM



With extreme heat, expect delays.

SMART SURVEY
This survey will help improve SMART routes and services for riders.
How often do you ride the SMART bus?
 Infrequently, less than once a month
 Occasionally, a couple times a month
 Regularly, several times a week
 Frequently, almost everyday
Reason for riding the SMART bus today? (check all that apply)
 I don't own a vehicle
 Saves money
 Convenient
 Helps environment
 Safe
 Other: _____
How did you get to the stop where you boarded this bus?
 Walked
 Biked
 Other bus/train
 Dropped off
 Drove and parked
 Other: _____
Where and when did you get picked up for this ride?
Street name: _____
Nearest cross street/landmark: _____
Time of pickup: _____ PM (circle one)
Coming from:
 Home
 School
 Visit friends
 Work
 Shopping
 Medical appointment
 Other: _____
Where will you be dropped off for this ride?
Street name: _____
Nearest cross street/landmark: _____
Do you have public transit for this trip, how do you get to your destination?
 Drive alone
 Carpool
 Dial-A-Ride
 Walk
 Bike
 Taxi
 Get a ride from someone
 I would not make it
 Other: _____
Do you often ride other transit, if so what provider? Yes, I also ride _____ (Example: TriMet bus, Cherriots, etc.)
Including yourself, how many people live in your household? _____ person(s)
How many work vehicles do you own? _____
How many cars do you own? _____
What is your gender?
 Female
 Male
 Other
To which racial or ethnic group(s) do you most identify?
 Asian/Pacific Islander
 African American
 Caucasian
 Multi-racial
 Other
 Latino/Hispanic
 Native American

Complete for a Visa Cash Card



COMMUNITY BLOCK PARTY
Please join us
Aug. 16, 5-8 pm
Town Center Park

DON'T MISS THIS!
FOOD TRUCKS AND FUN!
WED 8/16 5-8 PM TOWN CENTER PARK





Outreach & Marketing Report:

SMART continues its Walk Wednesday series during August with only one group walk. August is typically a low turn out for walkers due to summer heat and many folks with vacation plans. We walked from the Fred Meyer Garden Center down to Tauchmen House, around the park and followed the trail under the freeway to the neighborhood at the base of the freeway on the East side. We returned by the same path. It was a rather warm humid walk. We learned about Fred Meyer from our guest speaker, Bruce Adler.

Other events included Charbonneau New Resident Welcome, Rotary Concerts, a Community Appreciation event hosted by Fred Meyer, Wilsonville Smiles, Qdoba and Subway. Our Scenic Trolley Tours were in action two of the Thursdays during August, receiving on average of \$40-75 dollars per tour in donations for the Wilsonville Community Sharing Food Bank.

A big event for the entire city was the Community Block Party. SMART had a steady flow of folks checking out our bus and learning about the different services we offer. At 200 viewers we stopped counting and simply answered questions and provided information. It was a great outreach event. One notable quote was **"I have never been on a SMART bus before, this is really nice, I might even give it a try!"**

SMART staff have been attending RTO workshops in August and will continue through September and October. August topics were:

Suburban Communities: What strategies and messaging to make travel options more attractive where driving is relatively easy and inexpensive?

Technology: How can technology support RTO program goals and fill gaps in public sector services, collaborate on public-private partnerships, and support or expand travel options and SRTS efforts?

In August, SMART worked to increase our social media outreach, as a pilot marketing project with minimal expense. Thanks to our summer intern Justin Hanes, our Facebook page went from 300 followers to over 1000.

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Sign up at [RideSmart.com/enotify](https://www.RideSmart.com/enotify)