

AGENDA

**WILSONVILLE CITY COUNCIL MEETING
JUNE 5, 2017**

7:30 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. REVIEW OF AGENDA** [5 min.]
- 5:05 P.M. COUNCILORS’ CONCERNS** [5 min.]
- 5:10 P.M. PRE-COUNCIL WORK SESSION**
 - A. Willamette River Water Treatment Plant Operations and Maintenance Contract (Kerber) Res. 2629 [5 min.] Page 49
 - B. Transit Master Plan (Brashear/Loomis) Ord. 805 [60 min.] Page 113
 - C. Transportation SDC Methodology (Ward) Res. 2634 [15 min.] Page 285
 - D. SDC Code Revisions (Ward/Guile-Hinman) [10 min.] Page 4
 - E. Year 2000 URA Update (Kraushaar) [5 min.] Page 40
- 6:40 P.M. EXECUTIVE SESSION** [40 min.]
 - A. Pursuant to ORS 192.660(2)(d) Labor Negotiator Consultations
 - ORS 192.660 (2)(e) Real Property Transactions
 - ORS 192.660(2)(f) Exempt Public Records
 - ORS 192.660(2)(h) Litigation

Note the Executive Session may be reconvened after the adjournment of the Council meeting.

7:25 P.M. ADJOURN

THE REGULAR MEETING WILL BEGIN AT 7:30 P.M.

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, June 5, 2017 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on May 16, 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.

7:30 P.M. CALL TO ORDER

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

7:35 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.

7:45 P.M. MAYOR'S BUSINESS

- A. Historical Society decision to name the "Three Sister Oaks" as Heritage Trees – Councilor Lehan
- B. Recognition of Wilsonville High School's State Champion Girls Golf Team
- C. Upcoming Meetings Page 48

7:55 P.M. COUNCILOR COMMENTS

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

8:00 P.M. CONSENT AGENDA

- A. **Resolution No. 2629** Page 49
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute First Amendment Of Operations And Maintenance Contract Between The City Of Wilsonville, Tualatin Valley Water District, And Veolia Water North America – West, LLC. (staff – Kerber)
- B. **Resolution No. 2631** Page 56
A Resolution Of The City Of Wilsonville Amending The 2013 Official Zoning Map To Incorporate Previously Approved Quasi-Judicial Zoning Map Amendments And Editorial Corrections And Adopting A New 2017 Official Zoning Map. (staff – Pauly)
- C. **Resolution No.2635** Page 90
A Resolution Of The City Of Wilsonville To Accept Transfer Of Roadway Authority On Portions Of Stafford Road And Advance Road From Clackamas County To The City Of Wilsonville. (staff – Adams)
- D. Minutes of the May 5, and May 15, 2017, Council Meetings. (staff – King) Page 97

8:05 P.M. PUBLIC HEARINGS

- A. **Ordinance No. 805** – 1st reading Page 113
An Ordinance Of The City Of Wilsonville Adopting An Updated Transit Master Plan As A Sub-Element Of The Transportation System Plan, Replacing All Prior Transit Master Plans, And Repealing Ordinance No. 653. (staff – Brashear)

Note: The Transit Master Plan and supporting documents are large and may be found at this link:

<http://www.ci.wilsonville.or.us/DocumentCenter/View/11861>



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: June 5, 2017		Subject: Revising WC 11.040 Relating to System Development Charges	
		Staff Member: Amanda Guile-Hinman	
		Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: This is a work session item to inform the Council of needed revisions to WC 11.040 regarding system development charges.	
Staff Recommendation: Information only.			
Recommended Language for Motion: N/A			
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 checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The City is currently preparing an updated Transportation System Development Charge methodology. While updating the Transportation System Development Charge methodology, City staff determined that Wilsonville Code, particularly WC 11.040, is outdated and in need of revision. In July 2017, staff will bring a revised WC Chapter 11 for Council to review and adopt.

EXECUTIVE SUMMARY:

Oregon Revised Statutes (ORS) 223.297 through 223.314 govern the establishment, collection, and expenditure of system development charges (SDCs) by local governments. Wilsonville Code (WC) 11.040 also regulates SDCs. WC 11.040 has not been updated since August 1994.

During the process of updating the Transportation SDC methodology, City staff determined WC 11.040 needed revising. WC 11.040 uses definitions and procedures that are either inconsistent with ORS 223.297 - 223.314 or are unwieldy and unclear. City staff revised WC 11.040 to conform to ORS 223.297 - 223.314. City staff also relied on code from Oregon City and the model code from the League of Oregon Cities to further revise and clarify WC 11.040.

Exhibit A to this Staff Report is a clean draft of the revised SDC code provisions; Exhibit B is the redline version; and Exhibit C identifies from where the new code language came.

Below are the overarching changes to the Code in the current draft:

- Update definitions to current meaning in ORS.
- Take out specific citations to ORS and instead state what the ORS states – this eliminates the need to go to another source to find the information. When the Code is adopted the then-current version of ORS is the applicable ORS for purposes of interpreting and enforcing the Code. If the ORS is updated, that update does not apply to the Code. This makes it difficult years later to find out the language in the ORS when the Code was adopted.
- Clarify the process for establishing SDC methodologies.
- Remove the Exemptions Subsection as it is no longer applicable.
- Clarify the application and distribution of SDC credits.
- Clarify the time frame to apply for SDC credits (180 days after completion of qualified public improvement) and also shorten the time frame to use SDC credits (within 5 years of issuance of credit).

City staff is also working on revising Chapter 11 in its entirety. City staff will seek adoption of an ordinance to replace all of Chapter 11 in July 2017 and will hold a work session on all of Chapter 11 at that time.

As an overview of the need to revise Chapter 11, none of the sections in Chapter 11 have been updated since, at the latest, August of 1994, but most have not been updated since 1992. Some of the sections, particularly WC 11.010 and WC 11.030, are no longer needed or the processes are provided for elsewhere. WC 11.050 regarding Park Development Fees should not be separate from the SDC process outline in WC 11.040 and so will be incorporated into that fee structure.

Staff will also seek to add a reimbursement district section to Chapter 11. Currently the section governing reimbursement districts is found in WC 3.116, “Reimbursement for Extensions of Streets, Water, Storm Drainage and Sewer Lines or Other Utility Services.” WC 3.116 does not

address parks nor does it provide for a City-initiated reimbursement district. WC 3.116 also is unwieldy and confusing in its application. Moreover, since Chapter 11 covers fees such as boundary changes and annexation and system development charges, reimbursement districts are more appropriate in Chapter 11 than Chapter 3.

EXPECTED RESULTS:

Clearer approach to City fees related to development, particularly system development charges and reimbursement districts.

TIMELINE:

Staff intends to bring to Council an ordinance revising Wilsonville Code Chapter 11 for a first reading at the July 17, 2017 Council meeting, with a work session prior to the Council meeting.

CURRENT YEAR BUDGET IMPACTS:

N/A

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The proposed changes to the SDC Code, and Chapter 11 more generally, will provide clearer instruction to developers, owners, and City staff regarding how City fees are created, applied, and challenged.

ALTERNATIVES:

Retain current Code, which has not been updated since the early to mid-1990s or use other cities' SDC code provisions as the basis for updating Wilsonville Code.

CITY MANAGER COMMENT:

ATTACHMENTS:

Exhibit A – Wilsonville Code Chapter 11, clean draft of revised SDC code provisions

Exhibit B – Wilsonville Code Chapter 11, redline version

Exhibit C — Sources for new code language for Wilsonville Code Chapter 11

11.040 System Development Charges.

(1) Purpose. The purpose of system development charges (SDCs) is to impose an equitable share of the public costs of capital improvements upon those developments that create the need for or increase the demands on the City's sewer, water, stormwater drainage, parks, and transportation systems. SDCs are intended to pay for the cost of constructing or providing capacity in these City systems sufficient to accommodate new development.

(2) Scope. The SDCs as imposed by this Section are separate from and in addition to any applicable tax, assessment, charge, fee in lieu of assessment, exaction, dedication, or fee otherwise provided by law or imposed as a condition of development approval application, and shall be due and payable at the time of issuance of a building permit. Building permits include new connection or increased size water and sanitary sewer connection permits for an already existing structure or use.

(3) The City Manager or designee is authorized to make interpretations of this Section subject to appeal to the City Council.

(4) Definitions.

The following words and phrases, as used within this Section have the following definitions and meanings:

(a) Applicant. The party who applies for a building permit that is subject to a system development charge.

(b) Capital Improvements. Public Facilities or assets used for any of the following:

- 1) Water supply, treatment, or distribution;
- 2) Sanitary sewers, including wastewater collection, transmission, and treatment;
- 3) Transportation, including but not limited to streets, sidewalks, bike lanes, multi-use paths, street lights, traffic signs and signals, pavement markings, street trees, swales, public transportation, vehicle parking, and bridges;
- 4) Parks and recreation, including but not limited to community parks, public open space and trail systems, buildings, courts, fields, and other like facilities; or
- 5) Stormwater management, including but not limited to conveyance, flow control, water quality, and flood control.

(c) Capital Improvement Plan and Facility Master Plan. Any plan adopted by the City that includes a list of the Capital Improvements that the local government

intends to fund, in whole or in part, with revenues from an Improvement Fee and the estimated cost, timing, and percentage of costs eligible to be funded with revenues from the Improvement Fee for each improvement.

(d) Connection. Making a new connection or an increased size connection to an existing structure for use for City water, sanitary sewer, or stormwater.

(e) Contiguous. The part of a public way which abuts the development parcel.

(f) Development. Any land use, limited land use, expedited land division, planning unit development, redevelopment, or permit approved pursuant to W.C. 4.004. It also means any building permit resulting in increased usage of Capital Improvements and any new connection or increased size connection for a Capital Improvement. For purposes of this Section, Capital Improvements include the City's transportation system, water system, sanitary sewer system, parks system, or stormwater drainage system.

(g) Director. Community Development Director of the City of Wilsonville.

(h) Improvement Fee. A fee for costs associated with Capital Improvements yet to be constructed.

(i) Qualified Public Improvements. A Capital Improvement that is required by the City as a condition of development approval, is identified in a Capital Improvement Plan or Facility Master Plan, and either:

- 1) Is not located on or contiguous to the property that is the subject of development approval; or
- 2) Is located in whole or in part on or contiguous to the property that is the subject of development approval and, in the opinion of the Director, is required to be built larger or with greater capacity than is necessary for the development. There is a rebuttable presumption that improvements built to the City's minimum adopted standards are required to serve the Applicant's development and to mitigate for system impacts attributable to the Applicant's development.

(j) Reimbursement Fee. A fee for costs associated with Capital Improvements already constructed or under construction on the date the fee is adopted and for which the City determines capacity to exist.

(k) System Development Charge (SDC). A Reimbursement Fee, an Improvement Fee, or a combination thereof assessed or collected at any of the times specified in Section 11.040(8). The SDC includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the City for its average cost of inspecting and installing connections with water and sewer facilities.

(5) System Development Charge Established.

(a) The City Council may establish and modify SDCs from time to time by resolution.

(b) SDCs shall be imposed upon all new development within the City and upon all new development outside the boundary of the City that connects to or otherwise uses the sanitary sewer system, storm drainage system, water system, or park and recreation system of the City, unless otherwise exempted by the provisions of this Chapter or other applicable law. The SDC shall be calculated and assessed in accordance with Section 11.040(8).

(c) SDCs for each type of Capital Improvement may be created through application of the methodologies described in Section 11.040(6). The amounts of each SDC shall be adopted initially by Council resolution. Changes in the amounts shall also be adopted by resolution, excepting those changes resulting solely from inflationary cost impacts. Inflationary cost impacts shall be measured and calculated each March 1st by the Director and charged accordingly. Such calculations will be based upon Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index (ENR Index) as represented by the City of Seattle, Washington. Notwithstanding the foregoing, the inflationary amount of each SDC may be calculated as stated in the SDC methodology approved by City Council.

(6) Methodology.

(a) Reimbursement Fee Methodology. The methodology used to establish a Reimbursement Fee shall consider:

- 1) The ratemaking principles employed to finance publicly owned Capital Improvements;
- 2) Prior contributions by existing users;
- 3) Gifts or grants from federal or state government or private persons;
- 4) The value of unused capacity available to future system users or the cost of the existing facilities; and
- 5) Other relevant factors identified by the City.

The methodology shall be available for public inspection and shall promote the objective that future systems users contribute an equitable share of the cost of then-existing facilities.

(b) Improvement Fee Methodology. The methodology used to establish the Improvement Fee shall consider:

- 1) The cost of projected Capital Improvements identified in the Capital Improvement Plan or Facility Master Plan that are needed to increase the capacity of the system to which the fee is related; and
- 2) The need for increased capacity in the system to which the fee is related to serve the demands placed on the system by future users.

The methodology shall be available for public inspection and shall be calculated to obtain the cost of Capital Improvements needed for available system capacity for future users.

(c) The City's adoption or modification of an SDC shall provide for a credit against such fee for the construction of a Qualified Public Improvement. Such credit is only for the Improvement Fee charged for the type of improvement being constructed, and credit may be granted only for the cost of that portion of such improvement that exceeds the City's minimum standard facility size or capacity needed to serve that particular development project or property. The Applicant has the burden of demonstrating that a particular improvement qualifies for credit. Any such decision by the City shall not be a land use or limited land use decision.

(d) Except when authorized in the methodology adopted under Section 11.040(6)(a) or (b), the fees required by this Section which are assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed by a land use decision, are separate from and in addition to the systems development charge and shall not be used as a credit against such charge. SDCs shall not include connection or hook-up fees for sewer, storm, or water service lines. Such fees are designed by the City only to reimburse the City for actual or average costs for such connections.

(7) Authorized Expenditures.

(a) In General. SDC proceeds may only be expended on Capital Improvements included on a list of Capital Improvements that the City intends to fund, in whole or in part, with SDC revenues, including the cost of compliance with this Section, development of Capital Improvement Plans or Facility Master Plans, development of methodologies, annual accounting of SDC expenditures, debt repayment, engineering, design and construction, and related expenses.

(b) Reimbursement Fees. Reimbursement Fees shall be applied only to Capital Improvements associated with the system for which the fees are assessed, including expenditures relating to repayment of indebtedness.

(c) Improvement Fees. Improvement Fees shall be spent only on capacity increasing Capital Improvements. An increase in system capacity is presumed to exist if a Capital Improvement increases the capacity or level of performance or service provided by the existing facilities or provides new facilities to meet increased demand. The

portion of the Capital Improvements funded by Improvement Fees must be related to the need for increased capacity to provide service for future users.

(d) Limitations. SDC proceeds shall not be used to pay the costs of, or associated with, the construction of administrative office facilities that are more than an incidental part of other Capital Improvements nor for operation or routine maintenance of Capital Improvements.

(8) Collection of Charge.

(a) The SDC shall be due and payable at the time the City issues:

- 1) A building permit;
- 2) A development permit for development not requiring a building permit; or
- 3) A permit to connect to the water, sanitary sewer, or storm drainage system.

(b) If development is commenced or connection is made to the water system, sanitary sewer system, or storm sewer system without an appropriate permit, the SDC is immediately payable upon the earliest date that a permit was required, and it will be unlawful for anyone to continue with the construction or associated use until the SDC has been paid or payment secured to the satisfaction of the Director.

(c) Any and all persons causing, constructing, conducting, occupying, or using the development or making application for the needed permit, or otherwise reasonable for the development, are jointly and severally obligated to pay the SDC. The Director or designee will not issue any permit or allow connections until the charge has been paid in full or until an adequate secured arrangement for its payment has been made within the limits prescribed by resolution of the City Council as provided in Section 11.040(8)(d).

(d) The person paying the SDC may apply for deferral of the payments or for payment in installments as provided by resolution of the City Council.

(9) Credits.

(a) The City will grant to an Applicant a credit against any Improvement Fee assessed when the Applicant, or the developer from whom the Applicant purchased a lot, constructs or dedicates a Qualified Public Improvement as part of the development. The initial determination on all credit requests shall be a decision by the Director, and the Applicant bears the burden of evidence and persuasion in establishing entitlement to an SDC credit and the amount of SDC credit in accordance with the requirements of this Section.

(b) To obtain an SDC credit, the Applicant must make the request in writing prior to the City's issuance of the first building permit for the development in question. In the request, the Applicant must state the following:

- 1) Identify the improvement for which the credit is sought;
- 2) Explain how the improvement is a Qualified Public Improvement; and
- 3) Document, with credible evidence, the value of the improvement for which credit is sought.

(c) The SDC credit shall be an amount equal to the fair market value of the improvement. Fair market value shall be determined by the Director based on credible evidence of the following:

- 1) For dedicated lands, value shall be based upon a written appraisal of fair market value by a qualified, professional appraiser based upon comparable sales of similar property between unrelated parties in an arms-length transaction;
- 2) For a Qualified Public Improvement yet to be constructed, value shall be based upon the anticipated cost of construction. Any such cost estimates shall be certified by a registered professional architect or engineer or based on a fixed price bid from a contractor ready and able to construct the improvement(s) for which SDC credit is sought;
- 3) For a Qualified Public Improvement already constructed, value shall be based on the actual cost of construction as verified by receipts submitted by the Applicant;
- 4) For a Qualified Public Improvement located on, or contiguous to, the site of the development, only the over-capacity portion as described in the definition of Qualified Public Improvement is eligible for SDC credit. There is a rebuttable presumption that the over-capacity portion of such a Qualified Public Improvement is limited to the portion constructed larger, or of greater capacity, than the City's minimum standard facility capacity or size needed to serve the particular development.

(d) Form of Credit and Limitation on Use. When given, SDC credits will be for a particular dollar value as a credit against an SDC assessed on a development. Credits may only be used to defray or pay the SDC for the particular Capital Improvement system to which the Qualified Public Improvement related, e.g., credit from a Qualified Public Improvement for sewer may only be used to pay or defray a sewer SDC.

(e) SDC Credit Carry-Forward. Where the amount of an SDC credit approved under this Section exceeds the amount of an SDC assessed on a development for a particular Capital Improvement system, the excess credit may be carried forward pursuant to the following rules:

- 1) An SDC credit carry-forward will be issued by the Director for a particular dollar value to the developer who earned the SDC credit and may be used by the developer to satisfy SDC requirements for any other development applied for by the developer within the City. SDC credit carry-forwards are not negotiable or transferable to any party other than the one to whom they are issued.
- 2) The City will accept an SDC credit carry-forward presented by a developer as full or partial payment for the SDC due on any of the developer's developments.
- 3) SDC credit carry-forwards are void and of no value if not redeemed with the City for payment of an SDC of the same type of Capital Improvement system for which the credit was issued within ten (10) years of the date of issuance.

(f) SDC Credit Deadline. For all other SDC credits not carried forward, the Applicant must formally request the SDC credit to the Director no later than one hundred eighty (180) days after the later of the following two conditions occurring:

- 1) Acceptance of the applicable improvement by the City; and
- 2) The Applicant paying sufficient SDCs for the development to cover the approved SDC credit.

(g) SDC Reduction. In the event development involves the redevelopment of property, the Applicant may be eligible for a reduced SDC, and the amount of the SDC assessed upon the development shall be calculated by the Director as follows:

- 1) For redevelopment occurring within five (5) years of the most recent structure or use, it is the SDC required under the current methodology minus the SDC that would be attributable to the already existing structure or use.
- 2) If the SDC attributable to the most recent structure or use exceeds the SDC assessed upon the Applicant's development, then no SDC shall be owed and no refund or reimbursement shall be granted.

(10) Notice.

(a) The City shall maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for any SDC. Written notice shall be mailed to persons on the list at least ninety (90) days prior to the

first hearing to establish or modify a SDC. The methodology supporting the SDC shall be available at least sixty (60) days prior to the first hearing to adopt or amend an SDC. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the City.

(b) The City may periodically delete names from the list, but at least thirty (30) days prior to removing a name from the list, the City must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.

(11) Appeal Procedures.

(a) As used in this Section “working day” means a day when the general offices of the City are open to transact business with the public.

(b) Any party aggrieved by a decision rendered by the City pursuant to WC Section 11.040 may appeal that decision according to this Subsection. An appeal under this Subsection is a mandatory administrative step required before any aggrieved party may seek redress through the court system.

(c) An appeal of the Director’s decision as to the amount of an SDC, SDC credit, SDC reduction, or SDC expenditure to the City Council shall be made by filing a written petition with the City Recorder. Such petition shall describe the specific decision or the expenditure from which the person appeals and shall comply with Paragraph (d) of this Subsection.

(d) An appeal of expenditure must be filed within two (2) years of the date of alleged improper expenditure. Appeals of any other decision must be filed within ten (10) working days of the date of the decision. An appellant who fails to file such a statement within the time permitted waives his/her objections, and his/her appeal shall be dismissed.

(e) The petition shall state with particularity the basis for the appeal and include:

- 1) The name and address of the appellant;
- 2) The nature of the determination being appealed;
- 3) The reason, with detailed analysis, that the determination is incorrect; and
- 4) What the correct determination should be.

(f) The Council shall order an investigation and direct that within sixty (60) days of receipt of the petition a written report be filed by the Director recommending appropriate action. Within thirty (30) days of receipt of said report, the Council shall conduct a hearing to determine whether the expenditure was proper. At least ten (10)

working days' advance notice of the hearing, including a copy of the report, shall be mailed to the appellant. The appellant shall have a reasonable opportunity to present his/her position at the hearing.

(g) The appellant shall have the burden of proof. Evidence and argument shall be limited to grounds specified in the petition. The Council shall issue a written decision stating the basis for its conclusion and directing appropriate action to be taken.

(h) If the Council determines there was an improper expenditure of SDC funds, the Council shall direct that a sum equal to the misspent amount be deposited within one (1) year of the date of the decision to the account of the fund from which it was spent.

(i) The City shall withhold the issuance of building and other permits relating to the development for which the appeal has been filed until all such appeals are conclusively resolved.

(j) The City Council shall render its decision within fifteen (15) days after the hearing date, and the decision of the Council shall be final. The decision shall be in writing but written findings shall not be made or required unless the Council, in its discretion, elects to make findings for precedential purposes. Any legal action contesting the Council's decision on the appeal shall be filed within sixty (60) days of the Council's decision.

(k) Review of the Council decision shall be by writ of review.

WILSONVILLE CODE

11.040 Definitions.

(1) The following words and phrases, as used within this chapter have the following definitions and meanings:

(a) Capital Improvements. Public Facilities or assets used for any of the following

System

1) Water supply, treatment and distribution;

2) Sanitary sewers, including collection transmission and treatment;

3) Transportation, including but not limited to streets, sidewalks, bike lanes, and paths, street lights, traffic signs and signals, street trees, public transportation, vehicle parking, and bridges; or

4) Parks and other like

(b) Development. As used in Section 11.040(4) and Section 11.040(9) means conducting a building or mining operation, or making a physical change in the use or appearance of a structure or land, which increases the usage of any capital improvements or which will contribute to the need for additional or enlarged capital improvements Charges.

(c) Public Improvement Charge. A fee for costs associated with capital improvements to be constructed after the effective date of Ordinance No. 386. This term shall have the same meaning as the term "improvement fee" used in ORS 223.207 through 223.314.

(1)

(d) Qualified Public Improvements. A capital improvement that is:

1) Required as a condition of development approval;

2) Identified in an adopted capital improvement plan; and

3) a measurable provision for extra

(e) Reimbursement Fee. A fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted, pursuant to Section 11.040(4).

(f) Systems Development Charge. A reimbursement fee, a public improvement charge or a combination thereof assessed or collected at any of the times specified in Section 11.040(7). It shall not include connection or hood up fees for sewer, storm or water lines. Such fees are designed by the City only to reimburse the City for actual or average costs for such connections. Nor shall the Systems Development Charge

Formatted: Indent: Left: 0.5", Tab stops: 6.5", Left

Formatted: Right: 0", Tab stops: 6.5", Left

Formatted: Font: Not Bold

Formatted: Indent: Left: 0", Line spacing: Exactly 12 pt, Tab stops: 0.75", Left + Not at 1.25" + 1.63" + 6.5"

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Not Bold, No underline

Formatted: Tab stops: 0.75", Left + Not at 1.63" + 6.5"

Formatted: Tab stops: 6.5", Left

Formatted: Indent: Left: 0.5", Tab stops: 6.5", Left + Not at 0.75"

WILSONVILLE CODE

~~(SDC) include costs for capital improvements which by City policy and State statute are paid for by assessment (or fees in lieu of assessments) for projects of special benefit to the property)~~

~~(2) Purpose. The purpose of the SDC system development charges (SDCs) is to impose an equitable share of the public costs of capital improvements upon those developments that create the need for or increase the demands on capital improvements the City's sewer, water, stormwater drainage, parks, and transportation systems. SDCs are intended to pay for the cost of constructing or providing capacity in these City systems sufficient to accommodate new development.~~

Formatted: No underline

~~(3) Scope. The systems development charge SDCs as imposed by this Section are separate from and in addition to any applicable tax, assessment, charge, fee in lieu of assessment, exaction, dedication, or fee otherwise provided by law or imposed as a condition of development. A systems development charge is to approval application, and shall be considered due and payable at the nature time of issuance of a charge building permit. Building permits include new connection or increased size water and sanitary sewer connection permits for service rendered or facilities made available, an already existing structure or a charge for future services to be rendered on facilities to be made available in the future use.~~

~~(3) The City Manager or designee is authorized to make interpretations of this Section subject to appeal to the City Council.~~

~~(4) Definitions.~~

~~The following words and phrases, as used within this Section have the following definitions and meanings:~~

~~(a) Applicant. The party who applies for a building permit that is subject to a system development charge.~~

Formatted: Indent: Left: 0.5", Tab stops: 6.5", Left

~~(b) Capital Improvements. Public Facilities or assets used for any of the following:~~

Formatted: Right: 0", Tab stops: 6.5", Left

Formatted: Font: Not Bold

~~1) Water supply, treatment, or distribution;~~

~~2) Sanitary sewers, including wastewater collection, transmission, and treatment;~~

~~3) Transportation, including but not limited to streets, sidewalks, bike lanes, multi-use paths, street lights, traffic signs and signals, pavement markings, street trees, swales, public transportation, vehicle parking, and bridges;~~

~~4) Parks and recreation, including but not limited to community parks, public open space and trail systems, buildings, courts, fields, and other like facilities; or~~

WILSONVILLE CODE

5) Stormwater management, including but not limited to conveyance, flow control, water quality, and flood control.

(c) Capital Improvement Plan and Facility Master Plan. Any plan adopted by the City that includes a list of the Capital Improvements that the local government intends to fund, in whole or in part, with revenues from an Improvement Fee and the estimated cost, timing, and percentage of costs eligible to be funded with revenues from the Improvement Fee for each improvement.

(d) Connection. Making a new connection or an increased size connection to an existing structure for use for City water, sanitary sewer, or stormwater.

(e) Contiguous. The part of a public way which abuts the development parcel.

(f) Development. Any land use, limited land use, expedited land division, planning unit development, redevelopment, or permit approved pursuant to W.C. 4.004. It also means any building permit resulting in increased usage of Capital Improvements and any new connection or increased size connection for a Capital Improvement. For purposes of this Section, Capital Improvements include the City's transportation system, water system, sanitary sewer system, parks system, or stormwater drainage system.

(g) Director. Community Development Director of the City of Wilsonville.

(h) Improvement Fee. A fee for costs associated with Capital Improvements yet to be constructed.

(i) Qualified Public Improvements. A Capital Improvement that is required by the City as a condition of development approval, is identified in a Capital Improvement Plan or Facility Master Plan, and either:

1) Is not located on or contiguous to the property that is the subject of development approval; or

2) Is located in whole or in part on or contiguous to the property that is the subject of development approval and, in the opinion of the Director, is required to be built larger or with greater capacity than is necessary for the development. There is a rebuttable presumption that improvements built to the City's minimum adopted standards are required to serve the Applicant's development and to mitigate for system impacts attributable to the Applicant's development.

(j) Reimbursement Fee. A fee for costs associated with Capital Improvements already constructed or under construction on the date the fee is adopted and for which the City determines capacity to exist.

Formatted: Tab stops: 6.5", Left

Formatted: Indent: Left: 0.5", Tab stops: 6.5", Left + Not at 0.75"

Formatted: Indent: Left: 0", Right: 0.5", Tab stops: Not at 1.63" + 6.5"

Formatted: Font: Bold

Formatted: Indent: Left: 0"

Formatted: Tab stops: Not at 6.5"

WILSONVILLE CODE

(k) System Development Charge (SDC). A Reimbursement Fee, an Improvement Fee, or a combination thereof assessed or collected at any of the times specified in Section 11.040(8). The SDC includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the City for its average cost of inspecting and installing connections with water and sewer facilities.

Formatted: Indent: Left: 0", Tab stops: 0.75", Left

(5) ~~Systems~~System Development Charge Established.-

~~(a) Unless otherwise exempted by the provisions of this Chapter or other local or state law, a systems development charge is hereby~~

(a) The City Council may establish and modify SDCs from time to time by resolution.

(b) SDCs shall be imposed upon all new development within the City, and upon all new development outside the boundary of the City that connects to or otherwise uses the sanitary sewer system, storm drainage system, water system, or park and recreation system of the City. ~~The City Manager is authorized to make interpretations, unless otherwise exempted by the provisions of this Chapter or other applicable law. The SDC shall be calculated and assessed in accordance with Section subject to appeal to the City Council. 11.040(8).~~

Formatted: Font: Times

~~(b) Systems development charges~~ (c) SDCs for each type of ~~capital improvement~~ Capital Improvement may be created through application of the methodologies described in Section ~~11.040(56)~~. The amounts of each ~~system development charge~~ SDC shall be adopted initially by Council resolution. Changes in the amounts shall also be adopted by resolution, excepting those changes resulting solely from inflationary cost impacts. Inflationary cost impacts shall be measured and calculated each March 1st by the ~~City Manager~~ Director and charged accordingly. Such calculations will be based upon Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index (ENR Index) as represented by the City of Seattle, Washington. ~~All calculations shall be carried out to the hundredths place. A final product ending in 49¢ or less shall be rounded down to the nearest dollar, 50¢ or more up to the next dollar. Notwithstanding the foregoing, the inflationary amount of each SDC may be calculated as stated in the SDC methodology approved by City Council.~~

Formatted: Indent: Left: 0"

~~(c) In addition to the street systems development charge as established and imposed by Resolution No. 842, a supplemental street systems development charge is hereby imposed upon developments in the City based on the City's sole determination of their actual impact on the Boones Ferry Road and Wilsonville Road intersection and/or the Town Center Loop West and Wilsonville Road intersection. This section applies to costs that are additional and above those currently included in the Street Systems Development Charge Capital Improvements Plan. (Added by Ordinance No. 430, August 1, 1994)~~

~~(6)~~

(5) Methodology.-

Formatted: Indent: Left: 0", Tab stops: 0.75", Left

Formatted: Indent: Left: 0"

WILSONVILLE CODE

(a) Reimbursement Fee Methodology. The methodology used to establish a reimbursement fee shall consider the cost of then-existing facilities, prior contributions by then-existing users, the value of unused capacity, rate making;

- 1) The ratemaking principles employed to finance publicly owned Capital Improvements;
- 2) Prior contributions by existing users;
- 3) Gifts or grants from federal or state government or private persons;
- 4) The value of unused capacity available to future system users or the cost of the existing facilities; and
- 5) capital improvements, and other ~~Other~~ relevant factors— identified by the City.

Formatted: Indent: Left: 1.63", Hanging: 0.38", Tab stops: Not at 2"

The methodology shall be available for public inspection and shall promote the objective that future systems users ~~shall~~ contribute an equitable share of the cost of then-existing facilities.

Formatted: Font: Times

(b) Improvement Fee Methodology. The methodology used to establish the ~~public improvement charge~~ Improvement Fee shall consider ~~the~~:

- 1) The cost of projected ~~capital improvements~~ Capital Improvements identified in the Capital Improvement Plan or Facility Master Plan that are needed to increase the capacity of the ~~systems~~ system to which the fee is related; and
- 2) The need for increased capacity in the system to which the fee is related to serve the demands placed on the system by future users.

The methodology shall be available for public inspection and shall be calculated to obtain the cost of Capital Improvements needed for available system capacity for future users.

Formatted: Indent: Left: 0"

~~(c and)~~ The City's adoption or modification of an SDC shall provide for a credit against the public improvement charges such fee for the construction of any qualified public ~~Qualified Public Improvement.~~ Such credit is only for the Improvement Fee charged for the type of improvement being constructed, and credit may be granted only for the cost of that portion of such improvement that exceeds the City's minimum standard facility size or capacity needed to serve that particular development project or property. The Applicant has the burden of demonstrating that a particular improvement qualifies for credit. Any such decision by the City shall not be a land use or limited land use decision.

Formatted: Font: Times

Formatted: Font: Times

Formatted: Font: Times

Formatted: Font: Times

Formatted: Indent: Left: 0", Right: 0"

Formatted: Indent: Left: 0"

(d)

WILSONVILLE CODE

~~_____ (e)~~ Except when authorized in the methodology adopted under Section ~~+ 11.040(7)(+6)(a) or (b)~~, the fees required by this Section which are assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed by a land use decision, are separate from and in addition to the systems development charge and shall not be used as a credit against such charge. SDCs shall not include connection or hook-up fees for sewer, storm, or water service lines. Such fees are designed by the City only to reimburse the City for actual or average costs for such connections.

(7) Authorized Expenditures.

(a) In General. SDC proceeds may only be expended on Capital Improvements included on a list of Capital Improvements that the City intends to fund, in whole or in part, with SDC revenues, including the cost of compliance with this Section, development of Capital Improvement Plans or Facility Master Plans, development of methodologies, annual accounting of SDC expenditures, debt repayment, engineering, design and construction, and related expenses.

(b) Reimbursement Fees. Reimbursement Fees shall be applied only to Capital Improvements associated with the system for which the fees are assessed, including expenditures relating to repayment of indebtedness.

~~_____ (c) —~~ Improvement Fees. Improvement Fees shall be spent only on capacity increasing Capital Improvements. An increase in system capacity is presumed to exist if a Capital Improvement increases the capacity or level of performance or service provided by the existing facilities or provides new facilities to meet increased demand. The portion of the Capital Improvements funded by Improvement Fees must be related to the need for increased capacity to provide service for future users.

(d) Limitations. SDC proceeds shall not be used to pay the costs of, or associated with, the construction of administrative office facilities that are more than an incidental part of other Capital Improvements nor for operation or routine maintenance of Capital Improvements.

(8)

~~_____ (d) —~~ The methodologies used to establish the systems development charge shall be adopted by resolution of Council. The specific systems development charge may be adopted and amended concurrent with the establishment or revision of the systems development charge methodology. The City Manager shall review the methodologies established under this section periodically and shall recommend amendments, if and as needed, to the Council for its action. (Amended by Ordinance No. 430, August 1, 1995)

~~_____ (e) —~~ The formulas and calculations used to compute specific SCD's are based upon averages and typical conditions. Whenever the impact of individual developments present special or unique situation such that the calculated fee is grossly disproportionate to the actual impact of the development, alternative fee calculations may be approved or required by the Community Development Director

Formatted: Indent: Left: 0", Tab stops: 0.75", Left

Formatted: Indent: Left: 0", Right: 0"

WILSONVILLE CODE

~~under prescribed administrative procedures. All data submitted to support alternate calculations under this provision shall be specific to the site and development under consideration. Major or unique developments may require special analyses to determine alternatives to the standard methodology.~~

~~(6) Compliance With State Law~~

~~(a) The revenues received from the systems development charges shall be budgeted and expended as provided by state law. Such revenues and expenditures shall be accounted for as required by state law. Their reporting shall be included in the City's comprehensive Annual Financial Report required by ORS Chapter 294.~~

~~(b) The capital plan for capital improvements required by state law as the basis for expending the public improvement charge component of systems development charge revenues shall be the Wilsonville Capital Improvements Plan (CIP), adopted facilities plans, the capital improvement plan of any other governmental entity with which the City has cooperative agreement for the financing of commonly used public improvements by the collection of system charges, provided such plans conform with state law and are consistent with the City's CIP and the City's Comprehensive Plan.~~

~~(7) Collection of Charge.~~

~~(a) The systems development charge is SDC shall be due and payable upon, and at the time the City issues: condition of, issuance of:~~

- ~~1) A building permit;~~
- ~~2) A development permit for development not requiring the issuance of a building permit; or~~
- ~~3) A permit to connect to the water, sanitary sewer, or storm drainage system.~~

~~4) In addition to the above, in supplementary street systems development charges, any trips reserved or banked under provisions of the Traffic Management Ordinance shall be paid for in the year reserved or paid by January 1st of each succeeding year of reservation or banking. (Added by Ordinance No. 430, August 1, 1994)~~

~~(b) If development is commenced or connection is made to the water system, sanitary sewer system, or storm sewer system without an appropriate permit, the systems development charge SDC is immediately payable upon the earliest date that a permit was required, and it will be unlawful for anyone to continue with the construction or associated use constituting a development until the charge SDC has been paid or payment secured to the satisfaction of the City Manager ~~Director~~.~~

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0.5", Hanging: 1.5"

Formatted: Indent: Left: 0.5", Hanging: 1.5"

WILSONVILLE CODE

(c) Any and all persons causing, constructing, conducting, occupying, or using the development or making application for the needed permit, or otherwise reasonable for the development, are jointly and severally obligated to pay the charge, and the City Manager may collect the said charge from any of them. SDC. The City Manager/Director or his/her designee shall/will not issue any permit or allow connections described in Section 11.040(7)(a), until the charge has been paid in full or until an adequate secured arrangement for its payment has been made, within the limits prescribed by resolution of the City Council: as provided in Section 11.040(8)(d).

Formatted: Indent: Left: 0"

(d) A systems development charge shall be paid in cash when due, or in lieu hereof, the City Manager may accept the delivery of a written agreement to pay if the written agreement is secured by collateral satisfactory to the City Manager or his/her designee. The collateral may consist of mortgage or trust deeds of real property, or an agreement secured by surety bond issued by a corporation licensed by a state law to give such under takings, or by cash deposit, letter of credit, or other like security acceptable to the City Manager.

Formatted: Indent: Left: 0"

(e) The person paying the systems development charge in installments SDC may apply for deferral of the payments or for payment in installments as provided by resolution of the City Council.

(8) Exemptions

Formatted: Indent: Left: 0"

(a) The following are exempt from the systems development charge imposed in Section 11.040(4):

1) Except for the systems development charge attributable to the sanitary sewer system, water system, storm sewer system and park and recreation system, development which existed on the effective date of Ordinance No. 386 or for which a building permit plan check fee was paid and received by the City or for which a building permit was issued before the effective date.

2) An alteration, addition, replacement or change in use that does not increase the use of capital improvements.

3) Upon good cause shown that a firm financial commitment has been made as a condition prerequisite to development which is to occur within one year from the effective date of Ordinance No. 386, and that the financial commitment was based on the prior level of street and road system development fees imposed under Section 11 of the Wilsonville Code, then that portion of the street and road system development fee greater than prior level of fee imposed shall be exempted.

WILSONVILLE CODE

~~4) Any exemption greater than \$15,000 shall be determined by the City Council.~~

~~5) Approved Stage II projects for which a Building Permit has been issued by the effective date of this Ordinance or for which a complete building permit application with plans and plan check fee has been received prior to July 18, 1994, shall be exempt from the supplementary street SDC. Approved Stage II projects that have not received building permits and including those projects for which completed Stage II applications for approval had been submitted and received prior to April 19, 1994 shall have one half (1/2) of the supplementary street systems development charge set forth in Article IV, Section 3, exempted for a period of six months after the effective date of this ordinance and, one fourth (1/4) of the supplementary systems development charge exempted for a period between seven and twelve months after the effective date of this ordinance. (Added by Ordinance No. 430, August 1, 1994)~~

(9) Credits.

(a) The City will grant to an Applicant a credit against any Improvement Fee assessed when the Applicant, or the developer from whom the Applicant purchased a lot, constructs or dedicates a Qualified Public Improvement as part of the development. The initial determination on all credit requests shall be a decision by the Director, and the Applicant bears the burden of evidence and persuasion in establishing entitlement to an SDC credit and the amount of SDC credit in accordance with the requirements of this Section.

(b) To obtain an SDC credit, the Applicant must make the request in writing prior to the City's issuance of the first building permit for the development in question. In the request, the Applicant must state the following:

- 1) Identify the improvement for which the credit is sought;
- 2) Explain how the improvement is a Qualified Public Improvement; and
- 3) Document, with credible evidence, the value of the improvement for which credit is sought.

(c) The SDC credit shall be an amount equal to the fair market value of the improvement. Fair market value shall be determined by the Director based on credible evidence of the following:

- 1) For dedicated lands, value shall be based upon a written appraisal of fair market value by a qualified, professional appraiser based upon comparable sales of similar property between unrelated parties in an arms-length transaction;

Formatted: Indent: Left: 1.63", Hanging: 0.38", Tab stops: Not at 2"

Formatted: Indent: Left: 0", Tab stops: 0.75", Left + Not at 2"

Formatted: Indent: Left: 0"

WILSONVILLE CODE

- 2) For a Qualified Public Improvement yet to be constructed, value shall be based upon the anticipated cost of construction. Any such cost estimates shall be certified by a registered professional architect or engineer or based on a fixed price bid from a contractor ready and able to construct the improvement(s) for which SDC credit is sought;
- 3) For a Qualified Public Improvement already constructed, value shall be based on the actual cost of construction as verified by receipts submitted by the Applicant;
- 4) For a Qualified Public Improvement located on, or contiguous to, the site of the development, only the over-capacity portion as described in the definition of Qualified Public Improvement is eligible for SDC credit. There is a rebuttable presumption that the over-capacity portion of such a Qualified Public Improvement is limited to the portion constructed larger, or of greater capacity, than the City's minimum standard facility capacity or size needed to serve the particular development.

(d) Form of Credit and Limitation on Use. When given, SDC credits will be for a particular dollar value as a credit against an SDC assessed on a development. Credits may only be used to defray or pay the SDC for the particular Capital Improvement system to which the Qualified Public Improvement related, e.g., credit from a Qualified Public Improvement for sewer may only be used to pay or defray a sewer SDC.

(e) SDC Credit Carry-Forward. Where the amount of an SDC credit approved under this Section exceeds the amount of an SDC assessed on a development for a particular Capital Improvement system, the excess credit may be carried forward pursuant to the following rules:

- 1) An SDC credit carry-forward will be issued by the Director for a particular dollar value to the developer who earned the SDC credit and may be used by the developer to satisfy SDC requirements for any other development applied for by the developer within the City. SDC credit carry-forwards are not negotiable or transferable to any party other than the one to whom they are issued.
- 2) The City will accept an SDC credit carry-forward presented by a developer as full or partial payment for the SDC due on any of the developer's developments.
- 3) SDC credit carry-forwards are void and of no value if not redeemed with the City for payment of an SDC of the same type of Capital Improvement system for which the credit was issued within ten (10) years of the date of issuance.

Formatted: Indent: Left: 0"

Formatted: Font: Times

Formatted: Indent: Left: 0"

WILSONVILLE CODE

~~(f)~~

~~(a) As used in this section and in the definition of "Qualified public improvements" in Section 11.040(1)(d), the word "contiguous" means that SDC Credit Deadline. For all other SDC credits not carried forward, the Applicant must formally request the SDC credit to the Director no later than one hundred eighty (180) days after the later of the following two conditions occurring:~~

- ~~1) Acceptance of the applicable improvement by the City; and~~
- ~~2) The Applicant paying sufficient SDCs for the development to cover the approved SDC credit.~~

~~(g) SDC Reduction. In the event development involves the redevelopment of property, the Applicant may be eligible for a reduced SDC, and the amount of the SDC assessed upon the development shall be calculated by the Director as follows:~~

- ~~1) For redevelopment occurring within five (5) years of the most recent structure or use, it is the SDC required under the current methodology minus the SDC that would be attributable to the already existing structure or use.~~
- ~~2) If the SDC attributable to the most recent structure or use exceeds the SDC assessed upon the Applicant's development, then no SDC shall be owed and no refund or reimbursement shall be granted.~~

~~part of a public way which abuts the development parcel.~~

~~(b) An applicant for a building permit is eligible for credit against the SCD for constructing a qualified capital improvement. A qualified public improvement means one that meets all of the following criteria:~~

- ~~1) Required as a condition of development approval by the Planning Commission or City Council; and~~
- ~~2) Identified in an Adopted Capital Improvement Plan; and~~

~~3) Not located within or contiguous to the property or parcel that is subject to development approval, except to the extent that the capital improvement(s) represent(s) a measurable provision for extra service capacity beyond the actual public facility requirements of the property or parcel approved for development.~~

~~Applying the adopted methodology, the City Manager may grant a credit against the public improvement charge for a capital improvement provided as part of the development that reduces the development's demand upon existing capital improvements or the need for further capital improvements or that would otherwise have to be constructed at City expense under the then-existing Council policies.~~

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0", Right: 0.5", Tab stops: Not at 1.63" + 6.5"

Formatted: Font: Bold

Formatted: Indent: Left: 0"

Formatted: Font: Times

WILSONVILLE CODE

~~(e) The credit provided for by this Section shall be only for SDC charged for the type of improvement being constructed and shall not exceed such SDC even if the cost of the capital improvement exceeds the SDC. However, this section shall not prohibit the City from providing a greater credit or from providing a share of the cost of such improvement by other means, if the City so chooses.~~

Formatted: Indent: Left: 0", Tab stops: 0.75", Left

~~(d) Where it is determined a credit is applicable, the City Council may also provide reimbursement of the credit from the appropriate SDC's collected in accordance with the payback provisions for extension of services under Wilsonville Code 3.116. In connection with transportation SDC credits, the extension of provision of streets and roads and attendant facilities shall be included as being subject to credit reimbursement from transportation systems development charges under the reimbursement provisions set forth in Wilsonville Code 3.116.~~

~~(e) All credit requests must be in writing and filed with the City Manager not less than ninety (90) days after acceptance of the improvement.~~

~~Improvement acceptance shall be in accordance with the usual and customary practices, procedures and standards of the City of Wilsonville. The amount of any credit shall be determined by the City Manager and based upon the subject improvement construction contract documents, or other appropriate information, provided by the applicant for the credit. Upon a finding by the City Manager that the contract amounts exceed prevailing market rate for a similar project, the credit shall be based upon market rates. The City Manager shall provide the applicant with a credit on a form provided by the City. The credit shall state the actual dollar amount that may be applied against any SDC imposed against the subject property.~~

Formatted: Indent: Left: 0"

~~(f) Credits shall be apportioned against the property which was subject to the requirement to construct an improvement eligible for credit. Unless otherwise requested, apportionment against lots or parcels constituting the property shall be proportionate to the anticipated public facility service requirements generated by the respective lots or parcels. Upon written application to the City Manager, however, credits shall be reapportioned from any lot or parcel to any other lot or parcel within the confines of the property originally eligible for the credit. Reapportionment shall be noted on the original credit form retained by the department and a copy shall be forwarded to the Finance Director.~~

Formatted: Indent: Left: 0"

~~(g) Any credits as provided in this Section are assignable; however, they shall apply only to that property subject to the original condition for land use approval upon which the credit is based or any partitioned or subdivided parcel or lots of such property to which the credit has been apportioned. Credits shall only apply against SDCs, are limited to the amount of the fee attributable to the development of the specific lot or parcel for which the credit is sought and shall not be a basis for any refund.~~

~~(h) Any credit must be submitted before the issuance of a building permit or, if deferral was permitted, issuance of the final occupancy permit. The applicant is~~

WILSONVILLE CODE

~~responsible for presentation of any credit and no credit shall be considered after issuance of a building permit or, if deferral was granted, issuance of the final occupancy permit.~~

~~(i) Credits shall not be allowed more than ten (10) years after the acceptance of the applicable improvement by the appropriate jurisdiction. No extension of this deadline shall be granted or authorized.~~

Formatted: Tab stops: Not at 6.5"

(10) Notice.

(a) The City shall maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for any SDC. Written notice shall be mailed to persons on the list at least ninety (90) days prior to the first hearing to establish or modify a SDC. The methodology supporting the SDC shall be available at least sixty (60) days prior to the first hearing to adopt or amend an SDC. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the City.

(b) The City may periodically delete names from the list, but at least thirty (30) days prior to removing a name from the list, the City must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.

(11) Appeal Procedures.

(a) As used in this ~~section~~Section "working day" means a day when the general offices of the City are open to transact business with the public.

Formatted: Indent: Left: 0"

~~(b) A person~~Any party aggrieved by a decision ~~required or permitted to be made by rendered by the City Manager or his/her designee under pursuant to WC Section 11.040(1) through (11) or a person challenging the propriety of an expenditure of systems development charge revenues may appeal the~~that decision or the expenditure by according to this Subsection. An appeal under this Subsection is a mandatory administrative step required before any aggrieved party may seek redress through the court system.

Formatted: Indent: Left: 0"

(c) An appeal of the Director's decision as to the amount of an SDC, SDC credit, SDC reduction, or SDC expenditure to the City Council shall be made by filing a written ~~request~~petition with the City Recorder ~~for consideration by the City Council.~~ Such ~~appeal~~petition shall describe ~~with particularity~~ the specific decision or the expenditure from which the person appeals and shall comply with ~~Section Paragraph~~ (d) of this ~~section~~Subsection.

(ed) An appeal of expenditure must be filed within two (2) years of the date of alleged improper expenditure. Appeals of any other decision must be filed within ten (10) working days of the date of the decision. An appellant who fails to file such a statement within the time permitted waives his/her objections, and his/her appeal shall be dismissed.

WILSONVILLE CODE

~~(d)~~

~~(e)~~ The ~~appeal~~petition shall state with particularity the basis for the appeal and include:

Formatted: Indent: Left: 0.5"

- 1) The name and address of the appellant;
- 2) The nature of the determination being appealed;
- 3) The reason, with detailed analysis, that the determination is incorrect; and
- 4) What the correct determination should be.

Formatted: Indent: Left: 1.63", Hanging: 0.38"

Formatted: Indent: Left: 0"

~~(f)~~

~~An appellant who fails to file such a statement within the time permitted waives his/her objections, and his/her appeal shall be dismissed.~~

~~(e)~~

The Council shall order an investigation and direct that within sixty (60) days of receipt of the petition ~~that~~ a written report ~~by~~be filed by the ~~director~~Director recommending appropriate action. Within thirty (30) days of receipt of said report, the Council shall conduct a hearing to determine whether the expenditure was proper. At least ten (10) working ~~days~~days' advance notice of the hearing, including a copy of the report, shall be mailed to the ~~petitioner~~. ~~Petitioner~~appellant. The appellant shall have a reasonable opportunity to present ~~their~~his/her position at the hearing.

Formatted: Indent: Left: 0"

~~(g)~~

~~(f)~~ The ~~petitioner~~appellant shall have the burden of proof. Evidence and argument shall be limited to grounds specified in the petition. The Council shall issue a written decision stating the basis for its conclusion and directing appropriate action to be taken.

~~(g)~~

~~Review of the Council decision shall be provided as in ORS 34.010 to 34.100.~~

~~(h)~~

(h) If the Council determines there was an improper expenditure of SDC funds, the Council shall direct that a sum equal to the misspent amount be deposited within one (1) year of the date of the decision to the account of the fund from which it was spent.

~~(i)~~

The City shall withhold the issuance of building and other permits relating to the development for which the appeal has been filed until all such appeals are conclusively resolved.

~~(j)~~

The City Council shall render its decision within fifteen (15) days after the hearing date, and the decision of the Council shall be final. The decision shall be in writing but written findings shall not be made or required unless the Council, in its

WILSONVILLE CODE

discretion, elects to make findings for precedential purposes. Any legal action contesting the Council's decision on the appeal shall be filed within sixty (60) days of the Council's decision.

~~(11) Prohibited Connection. After the effective date of this chapter, no person may connect any premises for service, or cause the same to be connected, to any sanitary sewer, water system, or storm sewer system of the City unless the appropriate systems development charge has been paid or payment has been secured as provided in Ordinance No. 386.~~

~~(k) Review of the Council decision shall be by writ of review.~~

Formatted: Tab stops: 6.5", Left + Not at 0.75"

WILSONVILLE CODE

11.040 System Development Charges.

(1) Purpose. The purpose of system development charges (SDCs) is to impose an equitable share of the public costs of capital improvements upon those developments that create the need for or increase the demands on the City’s sewer, water, stormwater drainage, parks, and transportation systems. SDCs are intended to pay for the cost of constructing or providing capacity in these City systems sufficient to accommodate new development.

Comment [GA1]: WC 11.040(2) (modified)

Comment [GA2]: Oregon City Code (OCC) 13.20.010

(2) Scope. The SDCs as imposed by this Section are separate from and in addition to any applicable tax, assessment, charge, fee in lieu of assessment, exaction, dedication, or fee otherwise provided by law or imposed as a condition of development approval application, and shall be due and payable at the time of issuance of a building permit. Building permits include new connection or increased size water and sanitary sewer connection permits for an already existing structure or use.

Comment [GA3]: OCC 13.20.010

(3) The City Manager or designee is authorized to make interpretations of this Section subject to appeal to the City Council.

(4) Definitions.

The following words and phrases, as used within this Section have the following definitions and meanings:

(a) Applicant. The party who applies for a building permit that is subject to a system development charge.

Comment [GA4]: OCC 13.20.020

(b) Capital Improvements. Public Facilities or assets used for any of the following:

- 1) Water supply, treatment, or distribution;
- 2) Sanitary sewers, including wastewater collection, transmission, and treatment;
- 3) Transportation, including but not limited to streets, sidewalks, bike lanes, multi-use paths, street lights, traffic signs and signals, pavement markings, street trees, swales, public transportation, vehicle parking, and bridges;
- 4) Parks and recreation, including but not limited to community parks, public open space and trail systems, buildings, courts, fields, and other like facilities; or
- 5) Stormwater management, including but not limited to conveyance, flow control, water quality, and flood control.

Comment [GA5]: ORS 223.299(1) & WC 11.040(1)(a) (modified)

(c) Capital Improvement Plan and Facility Master Plan. Any plan adopted by the City that includes a list of the Capital Improvements that the local government

WILSONVILLE CODE

intends to fund, in whole or in part, with revenues from an Improvement Fee and the estimated cost, timing, and percentage of costs eligible to be funded with revenues from the Improvement Fee for each improvement.

Comment [GA6]: ORS 223.309(1)

(d) **Connection.** Making a new connection or an increased size connection to an existing structure for use for City water, sanitary sewer, or stormwater.

Comment [GA7]: OCC 13.20.020

(e) **Contiguous.** The part of a public way which abuts the development parcel.

Comment [GA8]: WC 11.040(9)(a)

(f) **Development.** Any land use, limited land use, expedited land division, planning unit development, redevelopment, or permit approved pursuant to W.C. 4.004. It also means any building permit resulting in increased usage of Capital Improvements and any new connection or increased size connection for a Capital Improvement. For purposes of this Section, Capital Improvements include the City's transportation system, water system, sanitary sewer system, parks system, or stormwater drainage system.

Comment [GA9]: OCC 13.20.020

(g) **Director.** Community Development Director of the City of Wilsonville.

(h) **Improvement Fee.** A fee for costs associated with Capital Improvements yet to be constructed.

Comment [GA10]: ORS 223.299(2)

(i) **Qualified Public Improvements.** A Capital Improvement that is required by the City as a condition of development approval, is identified in a Capital Improvement Plan or Facility Master Plan, and either:

- 1) Is not located on or contiguous to the property that is the subject of development approval; or
- 2) Is located in whole or in part on or contiguous to the property that is the subject of development approval and, in the opinion of the Director, is required to be built larger or with greater capacity than is necessary for the development. There is a rebuttable presumption that improvements built to the City's minimum adopted standards are required to serve the Applicant's development and to mitigate for system impacts attributable to the Applicant's development.

Comment [GA11]: ORS 223.304(4)

(j) **Reimbursement Fee.** A fee for costs associated with Capital Improvements already constructed or under construction on the date the fee is adopted and for which the City determines capacity to exist.

Comment [GA12]: ORS 223.299(3) & WC 11.040(1)(e)

(k) **System Development Charge (SDC).** A Reimbursement Fee, an Improvement Fee, or a combination thereof assessed or collected at any of the times specified in Section 11.040(8). The SDC includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the City for its average cost of inspecting and installing connections with water and sewer facilities.

Comment [GA13]: ORS 223.299(4) & WC 11.040(1)

WILSONVILLE CODE

(5) System Development Charge Established.

(a) The City Council may establish and modify SDCs from time to time by resolution.

Comment [GA14]: OCC 13.20.030(A)

(b) SDCs shall be imposed upon all new development within the City and upon all new development outside the boundary of the City that connects to or otherwise uses the sanitary sewer system, storm drainage system, water system, or park and recreation system of the City, unless otherwise exempted by the provisions of this Chapter or other applicable law. The SDC shall be calculated and assessed in accordance with Section 11.040(8).

Comment [GA15]: OCC 13.20.030(B) (modified)

(c) SDCs for each type of Capital Improvement may be created through application of the methodologies described in Section 11.040(6). The amounts of each SDC shall be adopted initially by Council resolution. Changes in the amounts shall also be adopted by resolution, excepting those changes resulting solely from inflationary cost impacts. Inflationary cost impacts shall be measured and calculated each March 1st by the Director and charged accordingly. Such calculations will be based upon Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index (ENR Index) as represented by the City of Seattle, Washington. Notwithstanding the foregoing, the inflationary amount of each SDC may be calculated as stated in the SDC methodology approved by City Council.

Comment [GA16]: WC 11.040(4)(b) (modified)

(6) Methodology.

(a) Reimbursement Fee Methodology. The methodology used to establish a Reimbursement Fee shall consider:

- 1) The ratemaking principles employed to finance publicly owned Capital Improvements;
- 2) Prior contributions by existing users;
- 3) Gifts or grants from federal or state government or private persons;
- 4) The value of unused capacity available to future system users or the cost of the existing facilities; and
- 5) Other relevant factors identified by the City.

The methodology shall be available for public inspection and shall promote the objective that future systems users contribute an equitable share of the cost of then-existing facilities.

Comment [GA17]: OCC 13.020.030(B) (modified in accordance with ORS 223.304(1))

(b) Improvement Fee Methodology. The methodology used to establish the Improvement Fee shall consider:

WILSONVILLE CODE

- 1) The cost of projected Capital Improvements identified in the Capital Improvement Plan or Facility Master Plan that are needed to increase the capacity of the system to which the fee is related; and
- 2) The need for increased capacity in the system to which the fee is related to serve the demands placed on the system by future users.

The methodology shall be available for public inspection and shall be calculated to obtain the cost of Capital Improvements needed for available system capacity for future users.

Comment [GA18]: OCC 13.020.030(C) (modified in accordance with ORS 223.304(2))

(c) The City's adoption or modification of an SDC shall provide for a credit against such fee for the construction of a Qualified Public Improvement. Such credit is only for the Improvement Fee charged for the type of improvement being constructed, and credit may be granted only for the cost of that portion of such improvement that exceeds the City's minimum standard facility size or capacity needed to serve that particular development project or property. The Applicant has the burden of demonstrating that a particular improvement qualifies for credit. Any such decision by the City shall not be a land use or limited land use decision.

Comment [GA19]: ORS 223.304(5)(a)

Comment [GA20]: ORS 223.314

(d) Except when authorized in the methodology adopted under Section 11.040(6)(a) or (b), the fees required by this Section which are assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed by a land use decision, are separate from and in addition to the systems development charge and shall not be used as a credit against such charge. SDCs shall not include connection or hook-up fees for sewer, storm, or water service lines. Such fees are designed by the City only to reimburse the City for actual or average costs for such connections.

Comment [GA21]: WC 11.040(5)(c); WC 11.040(1)(f); and ORS 223.299(4)

(7) Authorized Expenditures.

(a) In General. SDC proceeds may only be expended on Capital Improvements included on a list of Capital Improvements that the City intends to fund, in whole or in part, with SDC revenues, including the cost of compliance with this Section, development of Capital Improvement Plans or Facility Master Plans, development of methodologies, annual accounting of SDC expenditures, debt repayment, engineering, design and construction, and related expenses.

Comment [GA22]: ORS 223.302(1)

(b) Reimbursement Fees. Reimbursement Fees shall be applied only to Capital Improvements associated with the system for which the fees are assessed, including expenditures relating to repayment of indebtedness.

Comment [GA23]: ORS 223.307(1); League of Oregon Cities Model Code (LOC MC) §6(1)

(c) Improvement Fees. Improvement Fees shall be spent only on capacity increasing Capital Improvements. An increase in system capacity is presumed to exist if a Capital Improvement increases the capacity or level of performance or service provided by the existing facilities or provides new facilities to meet increased demand. The

WILSONVILLE CODE

portion of the Capital Improvements funded by Improvement Fees must be related to the need for increased capacity to provide service for future users.

Comment [GA24]: ORS 223.307(2)

(d) Limitations. SDC proceeds shall not be used to pay the costs of, or associated with, the construction of administrative office facilities that are more than an incidental part of other Capital Improvements nor for operation or routine maintenance of Capital Improvements.

Comment [GA25]: ORS 223.307(3)

(8) Collection of Charge.

(a) The SDC shall be due and payable at the time the City issues:

- 1) A building permit;
- 2) A development permit for development not requiring a building permit; or
- 3) A permit to connect to the water, sanitary sewer, or storm drainage system.

(b) If development is commenced or connection is made to the water system, sanitary sewer system, or storm sewer system without an appropriate permit, the SDC is immediately payable upon the earliest date that a permit was required, and it will be unlawful for anyone to continue with the construction or associated use until the SDC has been paid or payment secured to the satisfaction of the Director.

(c) Any and all persons causing, constructing, conducting, occupying, or using the development or making application for the needed permit, or otherwise reasonable for the development, are jointly and severally obligated to pay the SDC. The Director or designee will not issue any permit or allow connections until the charge has been paid in full or until an adequate secured arrangement for its payment has been made within the limits prescribed by resolution of the City Council as provided in Section 11.040(8)(d).

(d) The person paying the SDC may apply for deferral of the payments or for payment in installments as provided by resolution of the City Council.

Comment [GA26]: WC 11.040(7) (modified)

(9) Credits.

(a) The City will grant to an Applicant a credit against any Improvement Fee assessed when the Applicant, or the developer from whom the Applicant purchased a lot, constructs or dedicates a Qualified Public Improvement as part of the development. The initial determination on all credit requests shall be a decision by the Director, and the Applicant bears the burden of evidence and persuasion in establishing entitlement to an SDC credit and the amount of SDC credit in accordance with the requirements of this Section.

Comment [GA27]: OCC 13.20.040

WILSONVILLE CODE

(b) To obtain an SDC credit, the Applicant must make the request in writing prior to the City's issuance of the first building permit for the development in question. In the request, the Applicant must state the following:

- 1) Identify the improvement for which the credit is sought;
- 2) Explain how the improvement is a Qualified Public Improvement; and
- 3) Document, with credible evidence, the value of the improvement for which credit is sought.

Comment [GA28]: OCC 13.20.040(A)

(c) The SDC credit shall be an amount equal to the fair market value of the improvement. Fair market value shall be determined by the Director based on credible evidence of the following:

- 1) For dedicated lands, value shall be based upon a written appraisal of fair market value by a qualified, professional appraiser based upon comparable sales of similar property between unrelated parties in an arms-length transaction;
- 2) For a Qualified Public Improvement yet to be constructed, value shall be based upon the anticipated cost of construction. Any such cost estimates shall be certified by a registered professional architect or engineer or based on a fixed price bid from a contractor ready and able to construct the improvement(s) for which SDC credit is sought;
- 3) For a Qualified Public Improvement already constructed, value shall be based on the actual cost of construction as verified by receipts submitted by the Applicant;
- 4) For a Qualified Public Improvement located on, or contiguous to, the site of the development, only the over-capacity portion as described in the definition of Qualified Public Improvement is eligible for SDC credit. There is a rebuttable presumption that the over-capacity portion of such a Qualified Public Improvement is limited to the portion constructed larger, or of greater capacity, than the City's minimum standard facility capacity or size needed to serve the particular development.

Comment [GA29]: OCC 13.20.040(A)

(d) Form of Credit and Limitation on Use. When given, SDC credits will be for a particular dollar value as a credit against an SDC assessed on a development. Credits may only be used to defray or pay the SDC for the particular Capital Improvement system to which the Qualified Public Improvement related, e.g., credit from a Qualified Public Improvement for sewer may only be used to pay or defray a sewer SDC.

Comment [GA30]: OCC 13.20.040(B)

WILSONVILLE CODE

(e) SDC Credit Carry-Forward. Where the amount of an SDC credit approved under this Section exceeds the amount of an SDC assessed on a development for a particular Capital Improvement system, the excess credit may be carried forward pursuant to the following rules:

- 1) An SDC credit carry-forward will be issued by the Director for a particular dollar value to the developer who earned the SDC credit and may be used by the developer to satisfy SDC requirements for any other development applied for by the developer within the City. SDC credit carry-forwards are not negotiable or transferable to any party other than the one to whom they are issued.
- 2) The City will accept an SDC credit carry-forward presented by a developer as full or partial payment for the SDC due on any of the developer's developments.
- 3) SDC credit carry-forwards are void and of no value if not redeemed with the City for payment of an SDC of the same type of Capital Improvement system for which the credit was issued within ten (10) years of the date of issuance.

Comment [GA31]: OCC 13.20.040(C)

(f) SDC Credit Deadline. For all other SDC credits not carried forward, the Applicant must formally request the SDC credit to the Director no later than one hundred eighty (180) days after the later of the following two conditions occurring:

- 1) Acceptance of the applicable improvement by the City; and
- 2) The Applicant paying sufficient SDCs for the development to cover the approved SDC credit.

Comment [GA32]: This is designed to address developers seeking credits long after they completed a qualified public improvement and also to address when developers have not yet paid enough SDCs to cover the credit for the qualified public improvement.

(g) SDC Reduction. In the event development involves the redevelopment of property, the Applicant may be eligible for a reduced SDC, and the amount of the SDC assessed upon the development shall be calculated by the Director as follows:

- 1) For redevelopment occurring within five (5) years of the most recent structure or use, it is the SDC required under the current methodology minus the SDC that would be attributable to the already existing structure or use.
- 2) If the SDC attributable to the most recent structure or use exceeds the SDC assessed upon the Applicant's development, then no SDC shall be owed and no refund or reimbursement shall be granted.

Comment [GA33]: OCC 13.20.050

(10) Notice.

(a) The City shall maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for any SDC. Written notice shall be mailed to persons on the list at least ninety (90) days prior to the

WILSONVILLE CODE

first hearing to establish or modify a SDC. The methodology supporting the SDC shall be available at least sixty (60) days prior to the first hearing to adopt or amend an SDC. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the City.

(b) The City may periodically delete names from the list, but at least thirty (30) days prior to removing a name from the list, the City must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.

Comment [GA34]: LOC MC §13; ORS 223.304(7)(a)

(11) Appeal Procedures.

(a) As used in this Section “working day” means a day when the general offices of the City are open to transact business with the public.

Comment [GA35]: WC 11.040(10)(a)

(b) Any party aggrieved by a decision rendered by the City pursuant to WC Section 11.040 may appeal that decision according to this Subsection. An appeal under this Subsection is a mandatory administrative step required before any aggrieved party may seek redress through the court system.

Comment [GA36]: OCC 13.20.070

(c) An appeal of the Director’s decision as to the amount of an SDC, SDC credit, SDC reduction, or SDC expenditure to the City Council shall be made by filing a written petition with the City Recorder. Such petition shall describe the specific decision or the expenditure from which the person appeals and shall comply with Paragraph (d) of this Subsection.

Comment [GA37]: WC 11.040(10)(b) (modified)

(d) An appeal of expenditure must be filed within two (2) years of the date of alleged improper expenditure. Appeals of any other decision must be filed within ten (10) working days of the date of the decision. An appellant who fails to file such a statement within the time permitted waives his/her objections, and his/her appeal shall be dismissed.

Comment [GA38]: WC 11.040(10)(c)

(e) The petition shall state with particularity the basis for the appeal and include:

- 1) The name and address of the appellant;
- 2) The nature of the determination being appealed;
- 3) The reason, with detailed analysis, that the determination is incorrect; and
- 4) What the correct determination should be.

Comment [GA39]: WC 11.040(10)(d) (modified)

(f) The Council shall order an investigation and direct that within sixty (60) days of receipt of the petition a written report be filed by the Director recommending appropriate action. Within thirty (30) days of receipt of said report, the Council shall conduct a hearing to determine whether the expenditure was proper. At least ten (10)

WILSONVILLE CODE

working days' advance notice of the hearing, including a copy of the report, shall be mailed to the appellant. The appellant shall have a reasonable opportunity to present his/her position at the hearing.

Comment [GA40]: WC 11.040(10)(e)

(g) The appellant shall have the burden of proof. Evidence and argument shall be limited to grounds specified in the petition. The Council shall issue a written decision stating the basis for its conclusion and directing appropriate action to be taken.

Comment [GA41]: WC 11.040(10)(f)

(h) If the Council determines there was an improper expenditure of SDC funds, the Council shall direct that a sum equal to the misspent amount be deposited within one (1) year of the date of the decision to the account of the fund from which it was spent.

Comment [GA42]: LOC MC §17(3)

(i) The City shall withhold the issuance of building and other permits relating to the development for which the appeal has been filed until all such appeals are conclusively resolved.

Comment [GA43]: OCC 13.20.070(B)

(j) The City Council shall render its decision within fifteen (15) days after the hearing date, and the decision of the Council shall be final. The decision shall be in writing but written findings shall not be made or required unless the Council, in its discretion, elects to make findings for precedential purposes. Any legal action contesting the Council's decision on the appeal shall be filed within sixty (60) days of the Council's decision.

Comment [GA44]: WC 11.040(10)(h)

(k) Review of the Council decision shall be by writ of review.

Comment [GA45]: WC 11.040(10)(g) (modified)



**CITY COUNCIL WORK SESSION
STAFF REPORT**

Meeting Date: June 5, 2017		Subject: Year 2000 Urban Renewal Plan Update Staff Member: Nancy Kraushaar, PE, Community Development Director Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments:	
Staff Recommendation: Provide direction to staff on pursuing amendment of the Year 2000 Urban Renewal Plan.			
Recommended Language for Motion: N/A			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Transportation System Plan UU-01 Boeckman Road Dip Improvements	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Provide direction to staff on a proposed Year 2000 Urban Renewal Plan (Year 2000) amendment to add the Boeckman Dip Bridge project and increase the maximum indebtedness.

EXECUTIVE SUMMARY:

Per City Council direction, staff convened the Urban Renewal Task Force on April 24, 2017. One of the agenda items asked them to consider, discuss, and provide direction on a proposal to

add the Boeckman Dip Bridge to the West Side Urban Renewal Plan and increase the maximum indebtedness to include the project cost. The meeting summary is provided as **Attachment 1**.

The task force voted unanimously for Staff to proceed with a substantial amendment process to fund the Boeckman Dip Bridge, first analyzing the feasibility of a West Side Urban Renewal District (West Side) amendment vs. a Year 2000 amendment and providing a recommendation for City Council consideration.

Staff has reviewed the feasibility of a West Side amendment vs. a Year 2000 amendment as summarized below:

Concurrency

The increase in maximum indebtedness requires a substantial plan amendment. In reviewing the maximum indebtedness history in each district, we learned that an amendment in either district will require concurrence from taxing districts that represent 75% of the total current, permanent tax levies in the district (for example, this could be achieved by receiving concurrence from the City of Wilsonville, Clackamas County, and the West Linn-Wilsonville School District.

Boundaries

The area of the Boeckman Dip Bridge project is located within the Year 2000 Urban Renewal boundary and is not contiguous so the West Side. To amend the West Side Plan to include this area would be most prudently achieved using a “cherry stem” from the West Side – either out Boeckman Road from Villebois or through the Town Center area from Old Town (see **Attachment 2** – Urban Renewal Areas Map).

Cherry stems to non-contiguous projects are discussed in “Best Practices for Urban Renewal Agencies in Oregon” dated April 2012 prepared by the Association of Oregon Redevelopment Agencies. Two key pages are attached (see **Attachment 3**) that discuss area boundary. Please note that while non-contiguous areas can be added if there is a relationship between the areas, the document states, “A boundary including non-contiguous areas should be established only after legal counsel review and approval. A cherry stem is the most conservative method to address this situation and should be the first method explored.”

Legal staff reported that this language suggests that non-contiguous areas without “cherry stems” is unresolved under Oregon law and leaves us open to challenge. A safer bet would be to have each of the areas connected through roadways for each of the urban renewal plans.

Either of these cherry stems would cut off portions of the Year 2000 area, reducing annual tax increment revenues. The City would be unable to make the upcoming balloon payment or meet debt service requirements. Existing bond covenants would need to be modified.

Alternatively, if it is undesirable to extend the life of the Year 2000 district for three to four years, we could wait until it closes down and then cherry-stem the West Side District over to the Boeckman Dip in FY 2021.

Staff anticipates the time to design and construct a bridge at this location will take 5+/- years. It is desirable to have the bridge in place sooner to more safely serve cross-town traffic. Given the circumstances, staff recommends pursuing a Year 2000 rather than a West Side amendment.

CITY MANAGER COMMENT:

ATTACHMENTS:

Attachment 1 – Meeting Summary - April 24, 2017 Urban Renewal Task Force Meeting

Attachment 2 – Wilsonville Urban Renewal Areas Map

Attachment 3 – Excerpt from “Best Practices for Urban Renewal Agencies in Oregon”

**Urban Renewal Task Force Meeting
April 24, 2017**

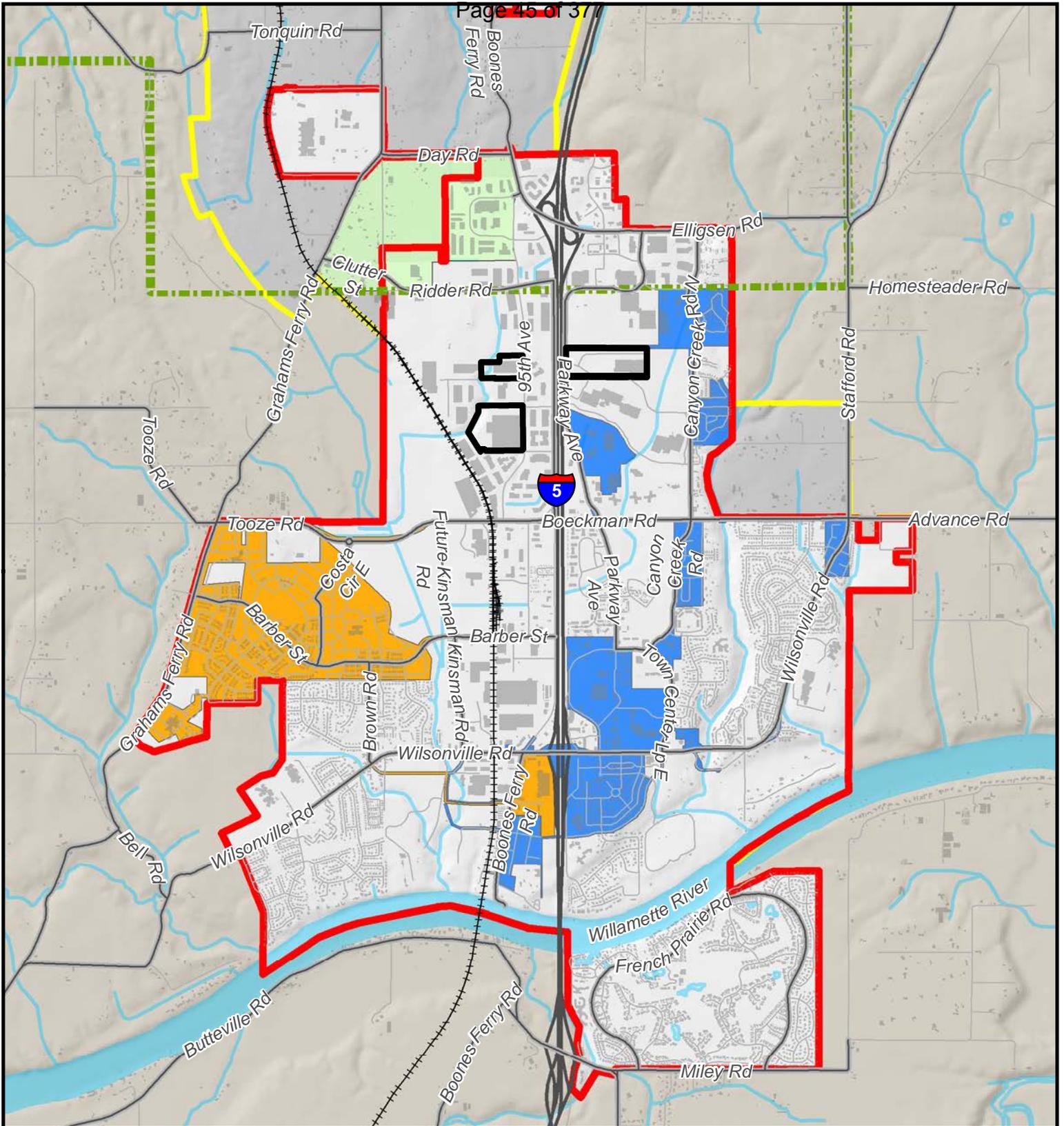
Attendees:

Councilors	Staff	Non-Staff
Councilor Starr	Bryan Cosgrove	Al Steiger
	Susan Cole	Brian Sherrard
	Nancy Kraushaar	Jessica Pelz
	Kim Rybold	Cindy Dolezel
	Jordan Vance	Scott Vanden Bos
		Bill Bach
		Elaine Howard
		Nick Popenuk

Summary

Agenda Item	Actions
Year 2000 URA Maximum Indebtedness / Project List	<ul style="list-style-type: none"> • Staff reviewed options around keeping the Year 2000 URA open for three or four additional years to fund the Boeckman Dip Bridge project, a major transportation project located on Boeckman Road just east of Canyon Creek Road. • Councilor Starr asked if the project could potentially be funded by another URA, such as the West Side URA. Councilor Starr noted the importance of closing the Year 2000 URA on time to maintain public trust. Staff agreed to assess the West Side URA Plan's capacity for acreage and ability to increase maximum indebtedness. • Brian Sherrard said TVFR is generally supportive of urban renewal projects that promote economic development or better city transportation, and that he could see the value in funding the Boeckman Dip Bridget project through URA dollars. • Bill Bach motioned to allow Staff to proceed with a substantial amendment process to fund the Boeckman

	<p>Dip Bridge, first analyzing the feasibility of a West Side District amendment vs. a Year 2000 amendment and providing a recommendation for City Council consideration. Motion was seconded by Cindy Dolezel. Motion passes 5-0.</p>
<p>TIF Zone Program Evaluation</p>	<ul style="list-style-type: none"> • Elaine Howard reviewed the performance of the TIF Zone Program, which was established in 2011 to stimulate development on vacant, underutilized industrial buildings in Wilsonville. She noted that 3 of the 6 properties have developed without utilizing City incentives. • Staff requested added flexibility in TIF program criteria to negotiate with developers – particularly for Building 83 which is challenging for developers due to the high cost of improvements needed and general development limitations due to BPA easement on the north and SROZ (Significant Resource Overlay Zone) on the east. • Al Steiger motioned to allow Staff to pursue modifications to the TIF Zone Program. Motion was seconded by Jessica Pelz. Motion passed 5-0. • Staff will check expiration dates of TIF Zones, draft letter with amended resolution for taxing districts to pass, and prepare notice and presentation materials for an Open House to discuss need for flexibility.
<p>Coffee Creek URA Update</p>	<ul style="list-style-type: none"> • Staff provided an informational update on status of the Coffee Creek Urban Renewal Area, financing of the first capital project (Garden Acres Road), and the project plan to adopt form-based code in this district. No recommendations were sought by Staff from the Task Force for these topics. • Several task force members noted that the intersection of Ridder and 95th is problematic for turning trucks, and will likely get worse as Coffee Creek develops. Nick Popenuk suggested potentially conducting a traffic study on this intersection to determine if project could be funded through a Coffee Creek URA amendment.



The City of Wilsonville, Oregon
 Clackamas and Washington Counties

**Urban Renewal Areas &
 Tax Increment
 Finance Zones**

- Coffee Creek URA
- Year 2000 URA
- West Side URA
- TIF Taxlots
- UGB
- City Limits
- County Boundary



4/20/2017



EXCERPT FROM

BEST PRACTICES FOR URBAN RENEWAL AGENCIES IN OREGON

April 2012



DRAFT



Association of
Oregon
Redevelopment Agencies

2.2 AREA BOUNDARY

A. Background

An urban renewal feasibility study must be predicated on specific boundaries and, if desired, specific alternative boundaries.

B. Statutory Provisions

ORS 457.420 limits the amount of acreage and assessed value that may be in urban renewal for cities with a population of more than 50,000 (15%) and less than 50,000 (25%). The area must also be blighted in accordance with ORS 457.010.

C. Discussion

Area boundaries are meant to include the entire blighted area where the jurisdiction intends to undertake its projects and programs. For example, if a jurisdiction is considering a commercial district in the downtown, it makes sense to include all of the commercially-zoned properties in that district. There are a few special circumstances to consider when establishing boundaries:

- **Cherry stems:** There may be development opportunities or blighting conditions that are not directly adjacent to the area being studied, but which have a direct relationship to the main area. Those areas can be added to the study area through a “cherry stem,” a small section that connects one area to the other.
- **Donuts:** There may be an area within the potential boundary of an URA that is not included in the URA. This may be because it is a different land use, no projects are planned in that area, or because it may not relate to the URA in some other way. It is acceptable to establish a boundary and exclude that area, making a “donut.”
- **Non-contiguous areas:** If a jurisdiction is considering adding an area to an urban renewal boundary that is non-contiguous to the majority of the URA, there should be a direct relationship between the two areas. A direct relationship could be that the districts support each other in their activities, or that they are both commercial districts, so are like in nature.

Jurisdictions sometimes study the possibility of adding more acreage to an URA than the specific area where projects will be considered. This is done because the larger area typically benefits from the improvements and can use the overall growth to help establish the URA.

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2017

Items known as of 05/23/17

JUNE

DATE	DAY	TIME	EVENT	LOCATION
6/1	Thursday	6 P.M.	Budget Committee Meeting	Council Chambers
6/5	Monday	7 p.m.	City Council Meeting	Council Chambers
6/8	Thursday	4:30 p.m.	Parks and Recreation Advisory Board Meeting	Parks and Rec Admin Building
6/8	Thursday	6 p.m.	Budget Committee Meeting	Council Chambers
6/12	Monday	6:30 p.m.	DRB Panel A	Council Chambers
6/14	Wednesday	1 p.m.	Wilsonville Community Seniors Inc.	Community Center
6/14	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
6/19	Monday	7 p.m.	City Council Meeting	Council Chambers
6/19	Monday	7 p.m.	Citizens Academy Graduation	Council Chambers
6/26	Monday	6:30 p.m.	DRB Panel B	Council Chambers
6/28	Wednesday	6:30 p.m.	Library Board	Wilsonville Public Library

Community Events

- 6/1 Water Features Activated
- 6/3 Wilsonville Arts Festival Town Center Park
- 6/4 Wilsonville Arts Festival Town Center Park
- 6/10 Hazardous Waste Collection Event 9 a.m. – 1 p.m. City Hall Parking Lot
- 6/24 Korean War Memorial Remembrance Ceremony
10 a.m. Town Center Park





**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: June 5, 2017</p>	<p>Subject: Resolution No. 2629 Operations and Maintenance Contract for the Willamette River Water Treatment Plant</p> <p>Staff Member: Delora Kerber Department: Public Works</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable</p> <p>Comments:</p>	
<p>Staff Recommendation: Staff recommends that Council approve Resolution No. 2629 on Consent.</p>		
<p>Recommended Language for Motion: I move to approve the Consent Agenda.</p>		
<p>Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>		
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL: Whether to extend the current operations and maintenance contract for the Willamette River Water Treatment Plant for an additional five years.

EXECUTIVE SUMMARY: Veolia Water North America - West, LLC has performed Operations and Maintenance of the Willamette River Water Treatment Plant since commissioning in April 2002. A private operator was hired due to the complexity of the

treatment plant and the lack of experience in running a water treatment plant for both the City and TVWD. Veolia Water North America- West, LLC who runs treatment plants worldwide has expansive resources that they bring to the project and have done an excellent job operating the plant for the past fifteen years.

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

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

This is a five year contract that allows for annual adjustments on fixed labor and not-to-exceed costs (utilities, licenses, lab services, etc.) per the employee cost index (ECI) and Portland-Salem consumer price index (CPI), respectively.

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

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

CURRENT YEAR BUDGET IMPACTS: Funding for the Operations and Maintenance Contract has been included in the FY 2017/2018 budget under the Water Treatment Fund and are estimated to be approximately \$2,151,200.

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

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 5/18/17

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS: No formal public outreach was implemented for this contract renewal. Numerous public tours of the Treatment Plant are given each month with positive feedback from attendees on the operations of the facility.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): With the renewal of the Water Treatment Plant Operations and Maintenance Contract, citizens and businesses will continue to receive cost-effective, safe, high quality water.

ALTERNATIVES: N/A

CITY MANAGER COMMENT:

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

ATTACHMENTS:

- A. Resolution No. 2629
- B. First Amendment to Operations and Maintenance Contract

RESOLUTION NO. 2629

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE FIRST AMENDMENT OF OPERATIONS AND MAINTENANCE CONTRACT BETWEEN THE CITY OF WILSONVILLE, TUALATIN VALLEY WATER DISTRICT, AND VEOLIA WATER NORTH AMERICA - WEST, LLC

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

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

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

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

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

WHEREAS, said contract calls for the continuing services of Veolia Water North America - West, LLC to operate the Willamette River Water Treatment Plant at an estimated annual cost for Fiscal Year 2017/2018 of approximately \$2,151,300 as adjusted annually based on the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Items, Urban Consumers, Portland-Salem OR-WA for Not-to Exceed costs or Employment Cost Index for civilian works, all workers category, total compensation (not seasonally adjusted) for fixed labor costs ; and

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

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

NOW, THEREFORE THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Wilsonville City Council hereby approves and authorizes the City Manager to execute on behalf of the City of Wilsonville the First Amendment to Operation and Maintenance Contract, a copy of which is attached as Exhibit 1 and by this reference included herein as if fully set forth, for services to be provided by Veolia Water North America - West, LLC., for operation of the Willamette River Water Treatment Plant.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 5th day of June 2017, and filed with the Wilsonville City Recorder this same date.

TIM KNAPP, MAYOR

ATTEST:

SANDRA C. KING, CMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

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

This First Amendment to Operation and Maintenance Contract (“First Amendment”) is entered into between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“the City”), **Tualatin Valley Water District**, an Oregon domestic water supply district pursuant to ORS Chapter 264 (“the District”), and **Veolia Water North America–West, LLC**, a Delaware limited liability company (“Veolia”), effective the _____ day of June, 2017. The City, the District, and Veolia may be referred to individually herein as a “Party” or collectively as the “Parties.”

RECITALS

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

WHEREAS, the Contract Term expires on July 1, 2017, but the Contract allows the Owners to renew the Contract for an additional five (5) year term; and

WHEREAS, the Owners desire to exercise their option to renew the Contract for an additional five (5) year term; and

WHEREAS, Operator is prepared to continue to provide such services as are required by the Contract for an additional five (5) year term;

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

AGREEMENT

The Contract is amended as follows:

Section 1. Term of Contract

The Term of the Contract shall be extended to expire on July 1, 2022, unless earlier terminated in accordance with the Contract terms.

Section 2. Compensation

Compensation for the renewal term will be calculated in accordance with Section 4 of Exhibit A to the Contract.

Section 3. Counterparts

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

Section 4. All Other Terms

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

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

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

OWNER:

CITY OF WILSONVILLE

By: _____
Bryan Cosgrove
Title: City Manager

OPERATOR:

VEOLIA WATER NORTH AMERICA–WEST, LLC

By: _____
Lanita McCauley Bates
Title: Senior Vice President, West Region

APPROVED AS TO FORM:

Barbara A. Jacobson, City Attorney

OWNER:

TUALATIN VALLEY WATER DISTRICT

By: _____
Mark Knudson, P.E.
Title: Chief Executive Officer

APPROVED AS TO FORM:

Clark Balfour, District Counsel



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: June 5, 2017		Subject: Resolution No. 2631 Staff Members: Daniel Pauly, AICP, Kimberly Rybold, AICP Department: Community Development	
Action Required		Advisory Board / Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" 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 approve Resolution No. 2631 on Consent.			
Recommended Language for Motion: This item is scheduled as a consent agenda item, no separate motion is necessary.			
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 checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL: On a regular basis, the Planning Director brings the Official Zoning Map (Attachment A) of the City of Wilsonville forward for City Council approval. The adoption of the City of Wilsonville Official Zoning Map incorporates all of the quasi-judicial map changes that City Council has approved since the last Official Zoning Map adoption in November 2013. Oregon land use law requires that cities maintain an Official Zoning Map signed by the Mayor as the legal representation of the zoning of each piece of property within the City.

EXECUTIVE SUMMARY: Cartographic production of the Official Zoning Map moved to a Geographic Information System (GIS) System with the previous adoption in 2013. The move to GIS allowed for greater data compatibility with the City's regional partners, provided an opportunity for the data to be queried and displayed interactively on WilsonvilleMaps.com, and enabled the use of tools within the GIS software to produce a more visually appealing and detailed map for public and staff use. Adoption of the updated Official Zoning Map will ensure all of the quasi-judicial map changes adopted since November 2013 are accurately represented. Information on each of the approved zone map amendments since the last official adoption in November 2013 is included as Attachment B.

In addition to incorporating these changes, the updated Official Zoning Map also includes mapping cleanup adjustments to the zoning layer, ensuring consistency with Tax Lot boundaries and prior zone map amendment approvals. Information on adjustments related to prior zone map amendments is included in Attachment C.

To maintain legibility, overlay zones are not included on the Official Zoning Map. An updated series of maps illustrating each of the City's overlay zones will be created subsequent to the adoption of the Official Zoning Map.

EXPECTED RESULTS: City Council adoption of the Official Zoning Map will provide customers with a resource that is clear to read and easy for staff to administer. The map currently posted on the City's web site will be updated, providing citizens, real estate agents and appraisers with an accurate and important information tool. Subsequent quasi-judicial map changes will be integrated into WilsonvilleMaps.com on a quarterly basis.

TIMELINE: The Official Zoning Map will be effective immediately upon signing by the Mayor and attesting to by the City Recorder. A series of overlay district maps will be revised and made available during the second half of 2017.

CURRENT YEAR BUDGET IMPACTS: N/A

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 5/17/17

LEGAL REVIEW / COMMENT:

Reviewed by: BJacobson Date: 5/18/17

COMMUNITY INVOLVEMENT PROCESS: Substantial community involvement processes accompanied each zone map amendment and development proposal. The processes included public hearings with both the City's Development Review Board and City Council. This action incorporates all of the previous changes into the Official Zoning Map of the City of Wilsonville.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): A current Official Zoning Map provides benefits to the community by accurately depicting the zoning of each property in the city.

ALTERNATIVES: N/A

CITY MANAGER COMMENT:

ATTACHMENTS:
Resolution No. 2631

RESOLUTION NO. 2631

A RESOLUTION OF THE CITY OF WILSONVILLE AMENDING THE 2013 OFFICIAL ZONING MAP TO INCORPORATE PREVIOUSLY APPROVED QUASI-JUDICIAL ZONING MAP AMENDMENTS AND CORRECTIONS AND ADOPTING A NEW 2017 OFFICIAL ZONING MAP

WHEREAS, the current City of Wilsonville Official Zoning Map signed by the Mayor and attested by the City Recorder is dated November 12, 2013; and

WHEREAS, since November 12, 2013, pursuant to Wilsonville Code Section 4.197(.02), the City Council has approved, by zoning orders, sixteen amendments to the Official Zoning Map, identified in **Attachment B**; and

WHEREAS, thorough review of the previously adopted Official Zoning Map has identified changes necessary to ensure consistency with tax lot boundaries and prior zone map amendment approvals, such changes are identified in **Attachment C**; and

WHEREAS, it is important that periodically the City's Official Zoning Map be updated to reflect Council zoning map amendment action(s) and discovered information in order to track the changes and provide accurate maps; and

WHEREAS, since the land use review process in Wilsonville utilizes a two map system (Comprehensive Plan Map and Zoning Map) that requires periodic amendments to conform the Zoning Map with the Comprehensive Plan Map as part of development review, the City establishes a procedure to readopt an updated Official Zoning Map; and

WHEREAS, according to 51 Or LUBA 107 (2006), a proposal to amend the Official Zoning Map to accurately reflect previously adopted zone map amendments is not a zone change within the meaning of ORS 215.223(3) and does not require public notice; and

WHEREAS, Wilsonville Code sections 4.025(.02) and 4.102(.01-.05) require all current approved amendments to the Official Zoning Map to be included on a new Official Zoning Map and be approved by the Mayor, attested by the City Recorder, and filed in the office of the City Recorder; and

WHEREAS, needed amendments are incorporated into the 2017 City of Wilsonville Official Zoning Map (see **Attachment A**).

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

Section 1. Findings. The City Council adopts as findings and conclusions the foregoing recitals and information sheets in **Attachments B** and **C** attached hereto and incorporated herein.

Section 2. Order. Based upon the foregoing recitals, a new Official City of Wilsonville Zoning Map, **Attachment A**, incorporating the sixteen zoning map amendments identified in **Attachment B** and the mapping cleanup adjustments identified in **Attachment C**, is hereby adopted and the Mayor is authorized to approve, sign, and date the Official City of Wilsonville Zoning Map, and the City Recorder shall attest and cause the Official City of Wilsonville Zoning Map to be filed in the Office of the City Recorder. The Official City of Wilsonville Zoning Map, having been duly approved, attested to, and filed, will be the correct and binding zoning in all areas, unless otherwise duly amended. A duplicate original of the new Official Zoning Map, approved, signed, and dated by the Mayor, and attested by the City Recorder, may also be located in the office of the City’s Planning Director.

Section 3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof on the 5th day of June, 2017, commencing at the hour of 7:30 PM, at Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

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

Attachments:

Attachment A:	City of Wilsonville Official Zoning Map – June 5, 2017
Attachment B:	Zone Map Amendments since November 2013
Attachment C:	Mapping Cleanup Adjustments

Resolution No. 2631

ATTACHMENT A

2017 City of Wilsonville Official Zoning Map

Washington Co.
Clackamas Co.

Washington Co.
Clackamas Co.

Willamette River

Zoning Map



0 0.5 Mile

June 5, 2017

Zoning Designations

- Residential Agricultural Holding (RA-H)
- Residential (R)
- Planned Development Residential (PDR)
- Village (V)
- Planned Development Commercial (PDC)
- Planned Development Commercial Town Center (PDC-TC)
- Planned Development Industrial (PDI)
- PDI - Regionally Significant Industrial Area (PDI-RSIA)
- Public Facility (PF)
- Public Facility - Corrections (PF-C)
- Exclusive Farm Use (EFU)

Note: Refer to individual overlay zone maps for overlay district boundaries

- County Boundary
- City Boundary
- Urban Growth Boundary
- Taxlots



Official Zoning Map

Mayor _____ Date _____

City Recorder _____ Date _____

Resolution Number: _____

Disclaimer: The City of Wilsonville makes no representations, express or implied, as to the accuracy, completeness and timeliness of the information displayed. Data errors and omissions may exist in map and report. This map is not suitable for legal, engineering, or surveying purposes. Please contact the City of Wilsonville Planning Division to verify report information is complete and accurate.

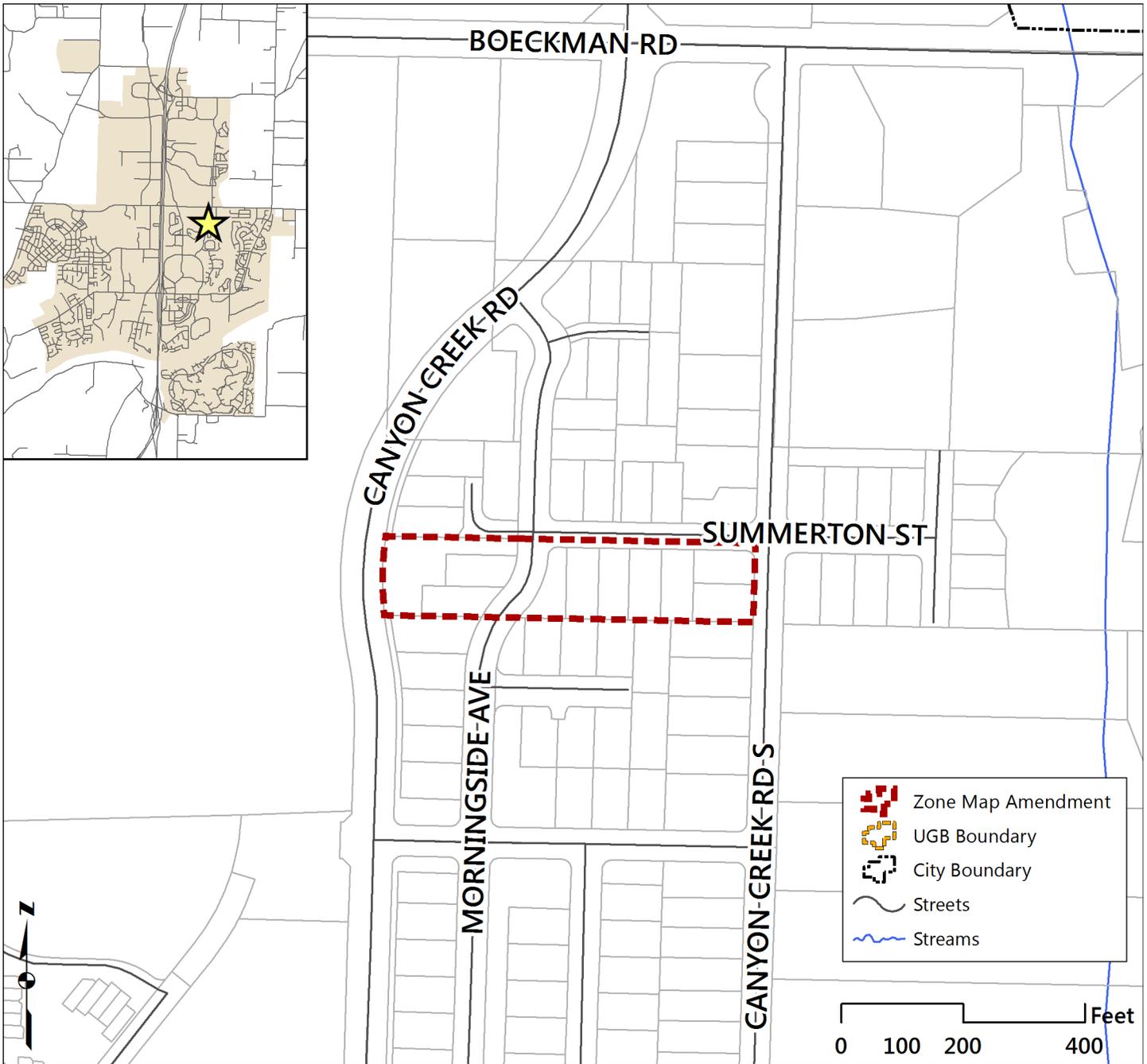
Resolution No. 2631

ATTACHMENT B

Quasi-Judicial Zoning Map Amendments

Ordinance 739 (Case File No. DB13-0051)

Renaissance at Canyon Creek II—Zone Map Amendment



Applicant: Renaissance Development

Tax Lot(s): 5000

Prior Zoning: RA-H

Acreage: 1.79

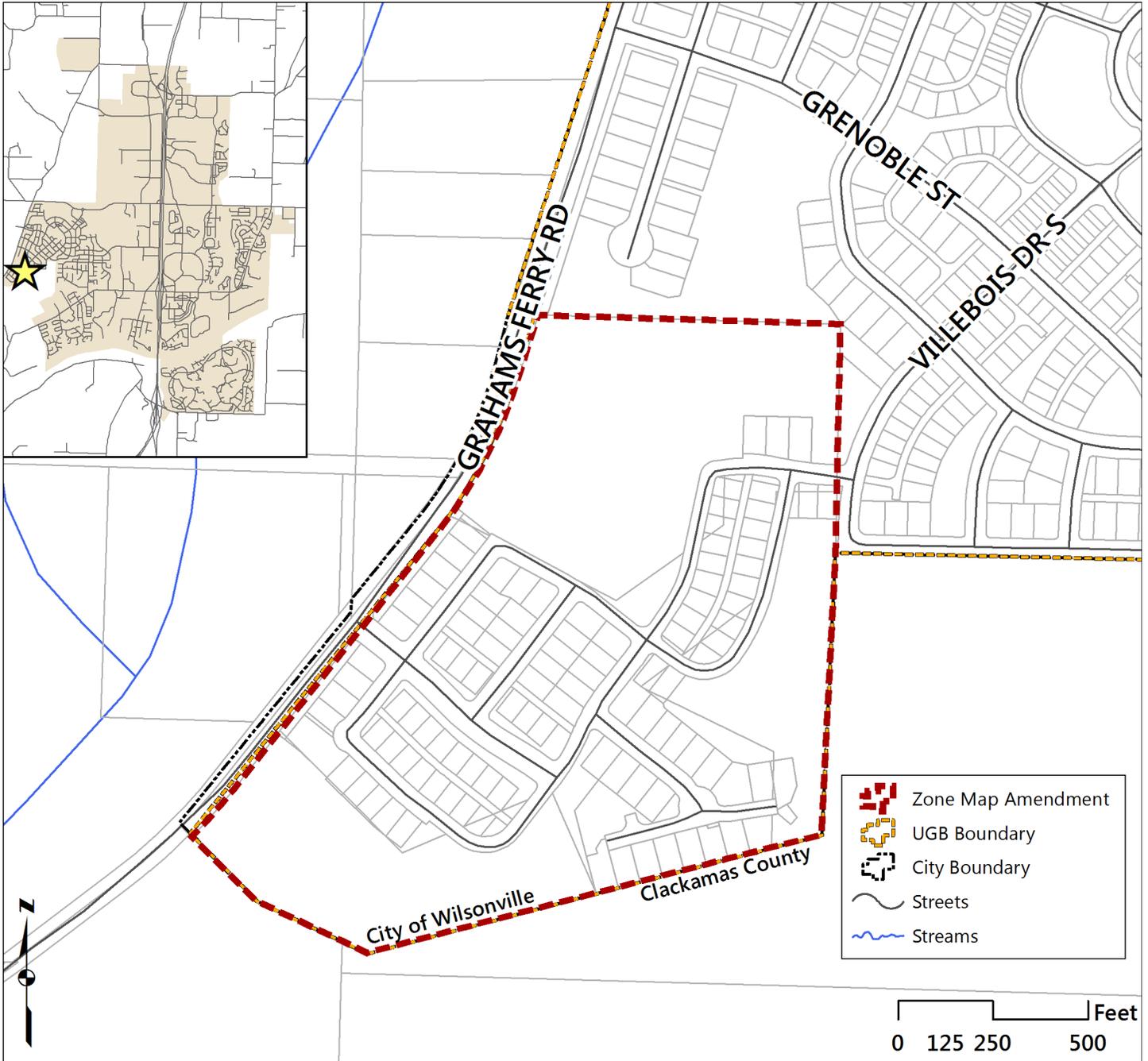
Section: 13BA

Updated Zoning: PDR-3

Adopted Date: April 21, 2014

Ordinance 741 (Case File No. DB14-0004)

Grande Point at Villebois—Zone Map Amendment



Applicant: Polygon NW Company

Tax Lot(s): 2800, 2890

Prior Zoning: PF

Acreage: 42.76

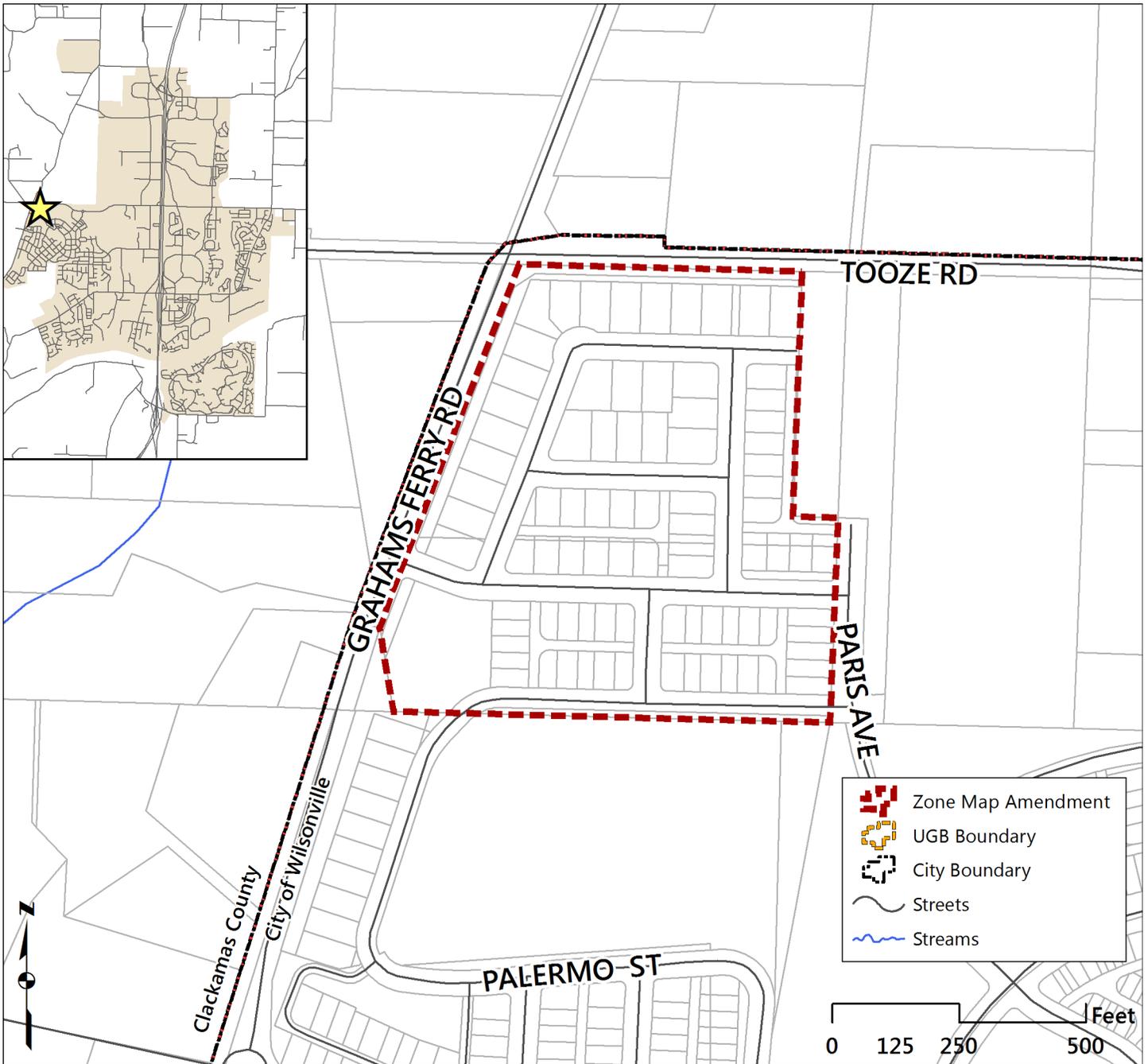
Section: 15

Updated Zoning: V

Adopted Date: May 19, 2014

Ordinances 743 & 744 (Case File Nos. DB14-0009, DB14-0010)

Calais at Villebois—Annexation and Zone Map Amendment



Applicant: Polygon NW Company

Tax Lot(s): 1200, 1202, 1205

Prior Zoning: RRFF5 (Clackamas Co.)

Acreage: 15.16

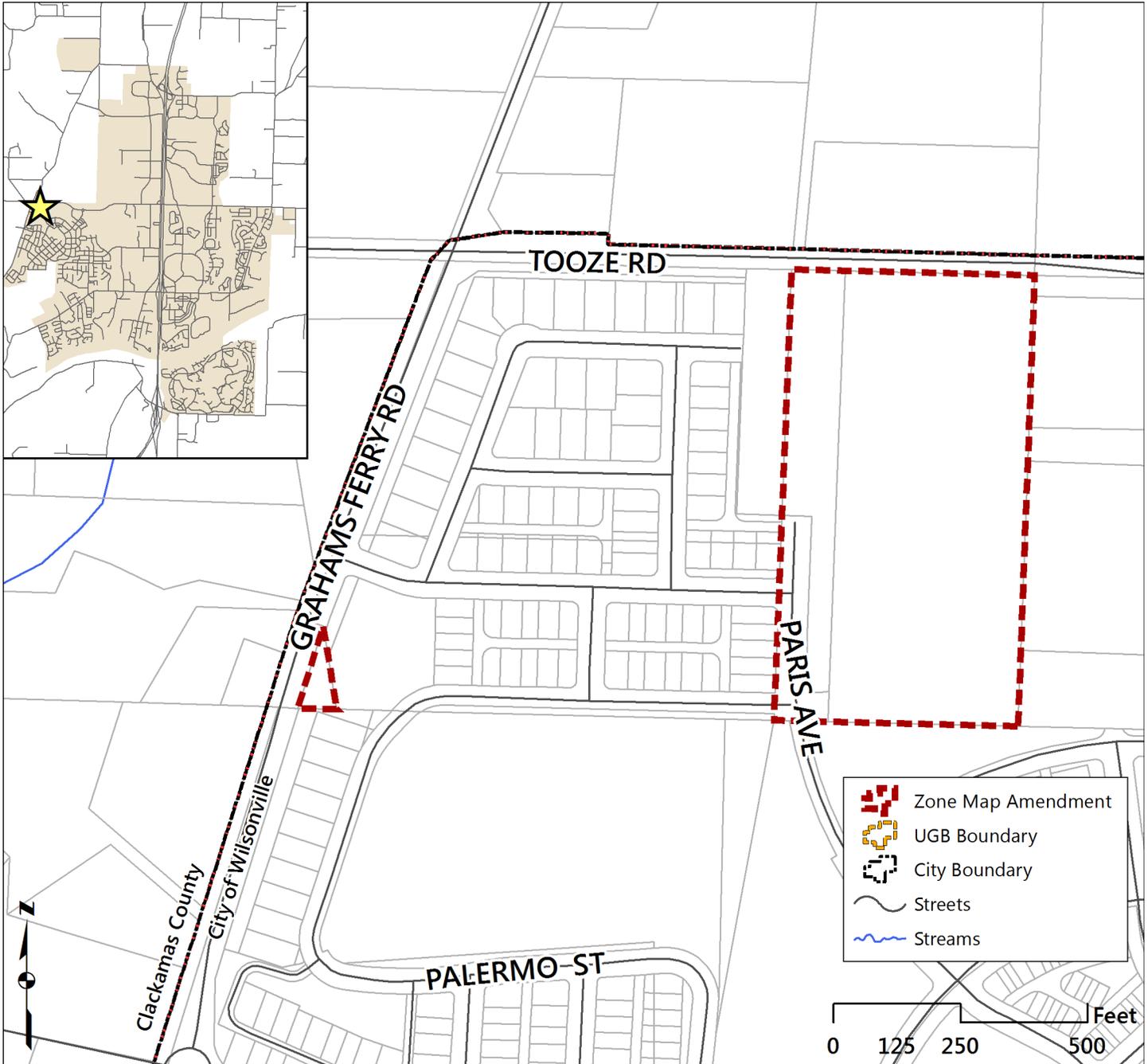
Section: 15

Updated Zoning: V

Adopted Date: June 16, 2014

Ordinances 763 & 764 (Case File Nos. DB14-0064, DB14-0065)

North Villebois City Properties—Annexation and Zone Map Amendment



Applicant: City of Wilsonville

Tax Lot(s): 1100, 1101, 1503

Prior Zoning: RRFF5 (Clackamas Co.)

Acreage: 10.2

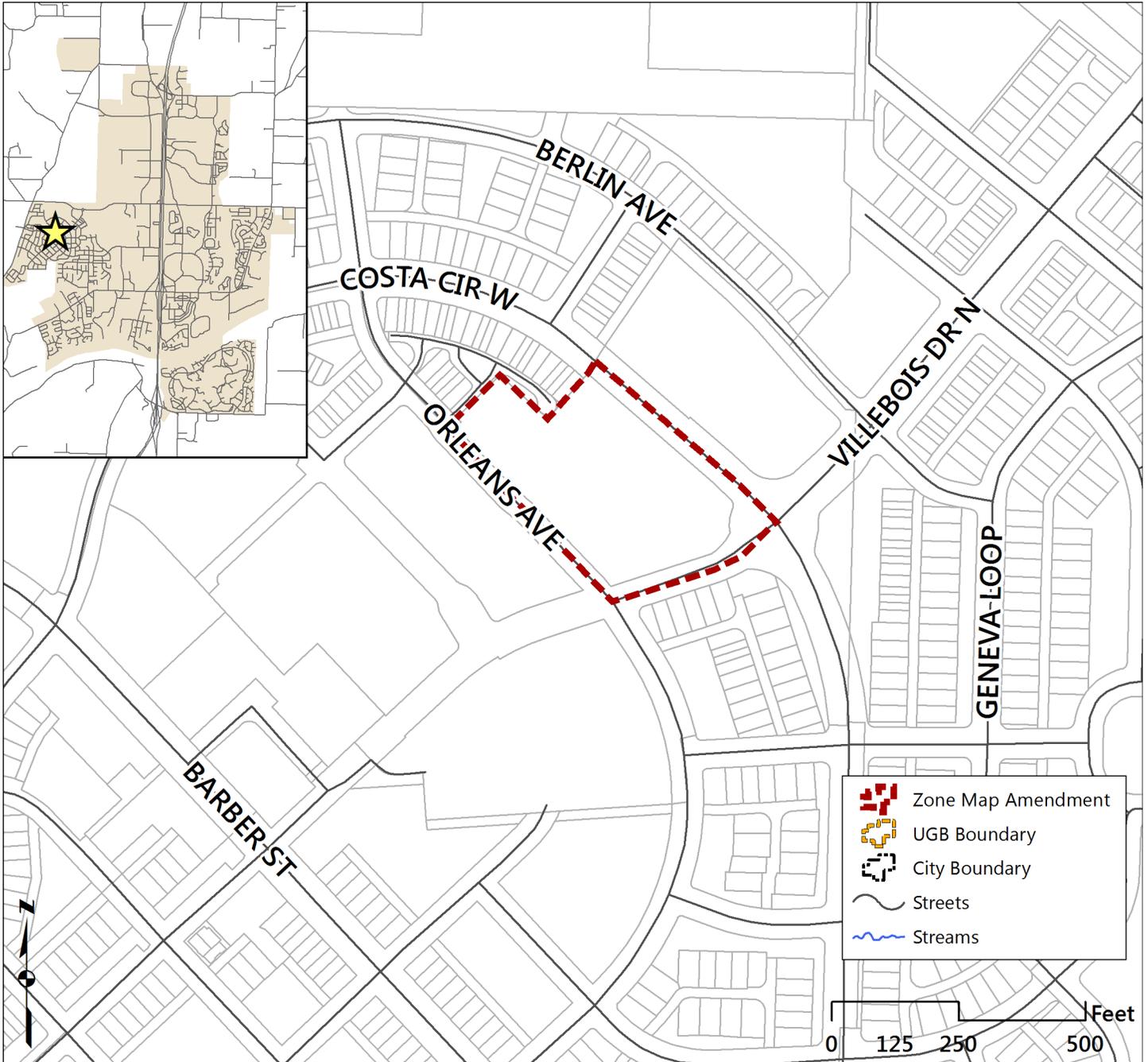
Section: 15

Updated Zoning: V

Adopted Date: January 5, 2015

Ordinance 768 (Case File No. DB15-0001)

Montague Park—Zone Map Amendment



Applicant: RCS-Villebois Development LLC

Tax Lot(s): 3100, adjacent ROW

Prior Zoning: PF

Acreage: 3.58

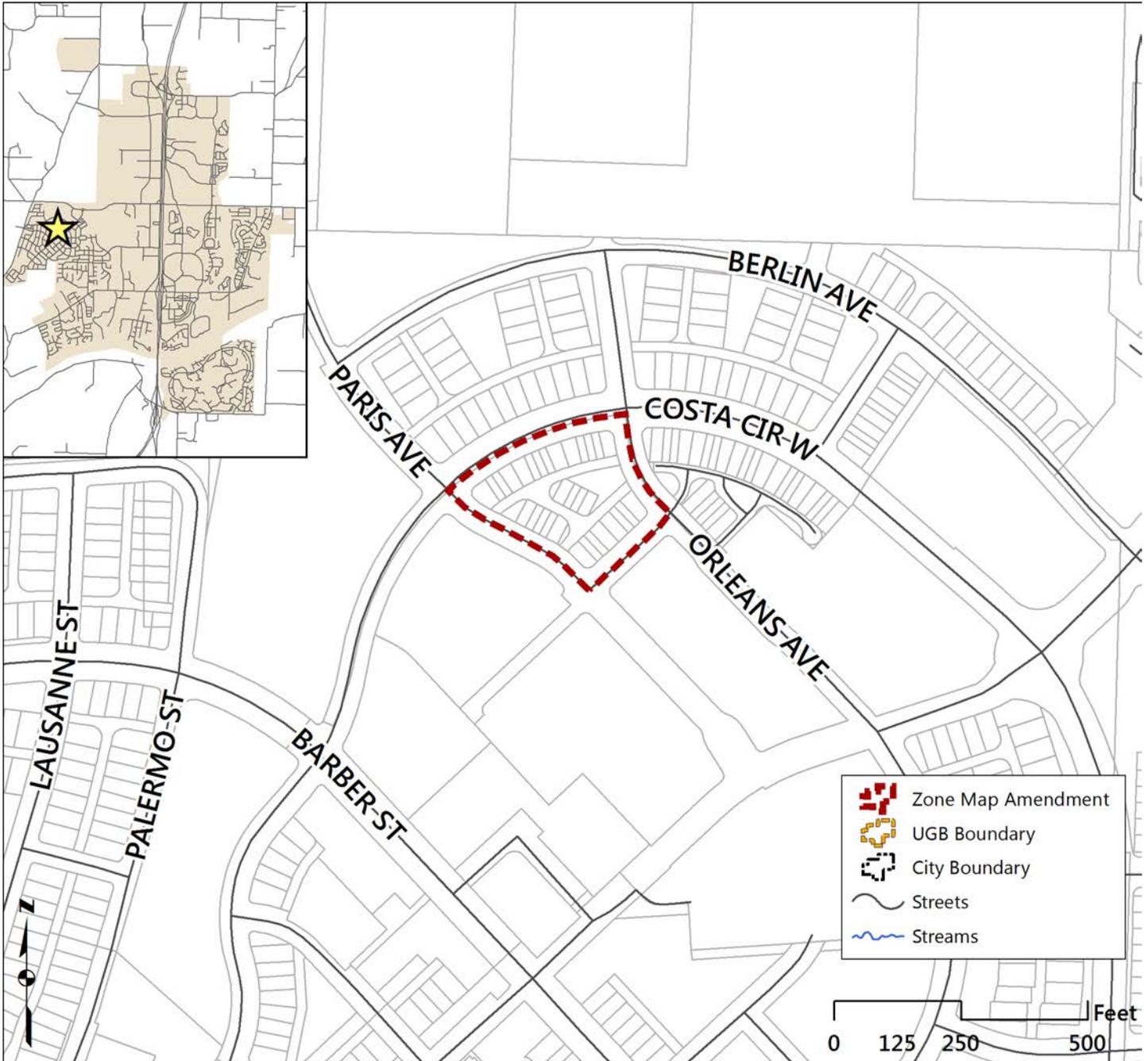
Section: 15AC

Updated Zoning: V

Adopted Date: May 18, 2015

Ordinance 771 (Case File No. DB15-0013)

Villebois PDP 6 Central Row Homes—Zone Map Amendment



Applicant: Polygon WLH, LLC

Tax Lot(s): 3500, adjacent ROW

Prior Zoning: PF

Acreage: 1.89

Section: 15AC

Updated Zoning: V

Adopted Date: August 17, 2015

Ordinance 772 (Case File No. DB15-0030)

Villebois PDP 7 Central Row Homes—Zone Map Amendment



Applicant: RCS-Villebois Development LLC

Tax Lot(s): 2700, adjacent ROW

Prior Zoning: PF

Acreage: 4.12

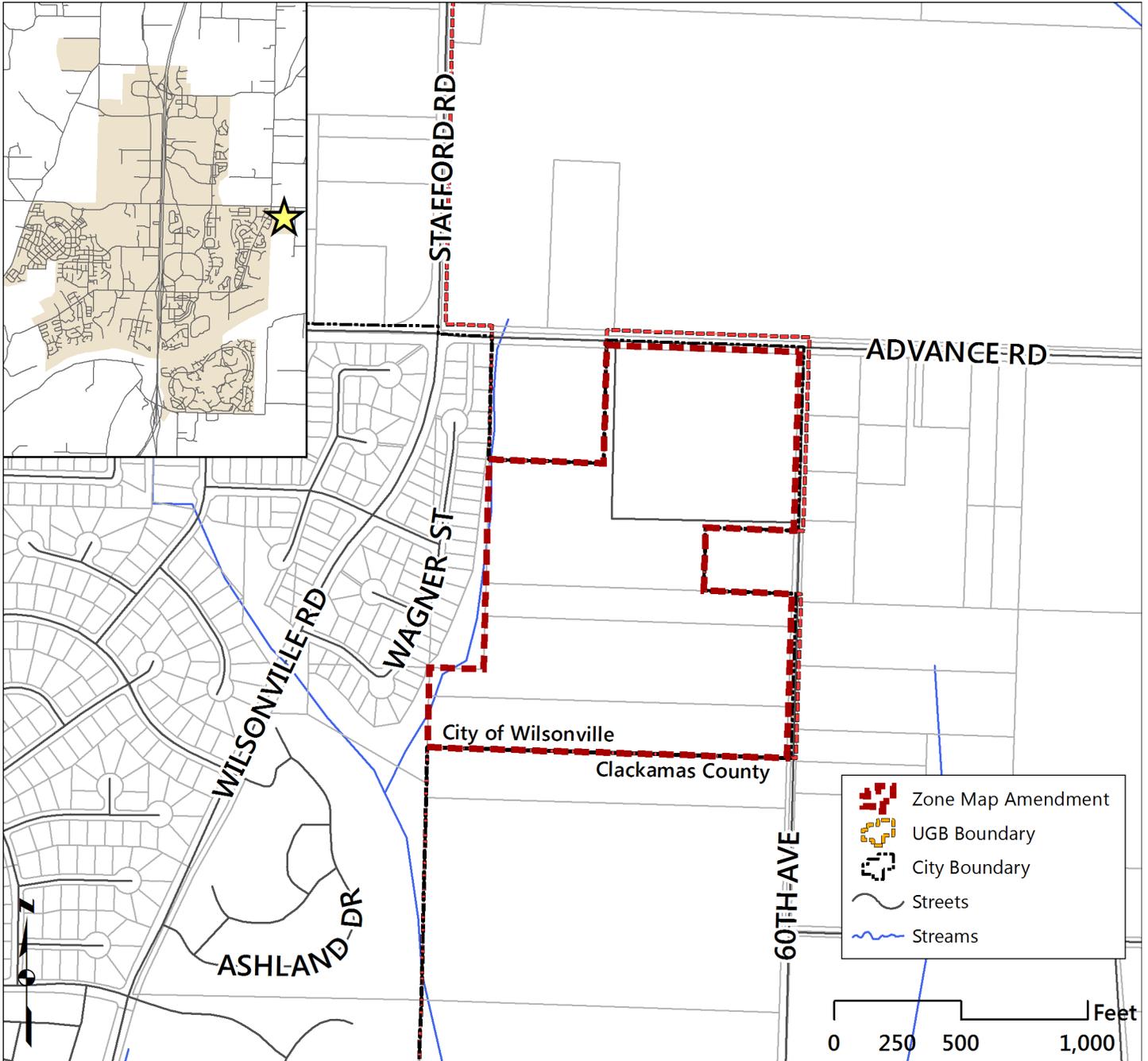
Section: 15AC

Updated Zoning: V

Adopted Date: August 17, 2015

Ordinances 773 & 775 (Case File Nos. DB15-0046, DB15-0048)

Advance Road School—Annexation and Zone Map Amendment



Applicant: West Linn – Wilsonville School District

Tax Lot(s): 2000, 2300, 2400, 2500

Section: 18

Prior Zoning: EFU (Clackamas Co.)

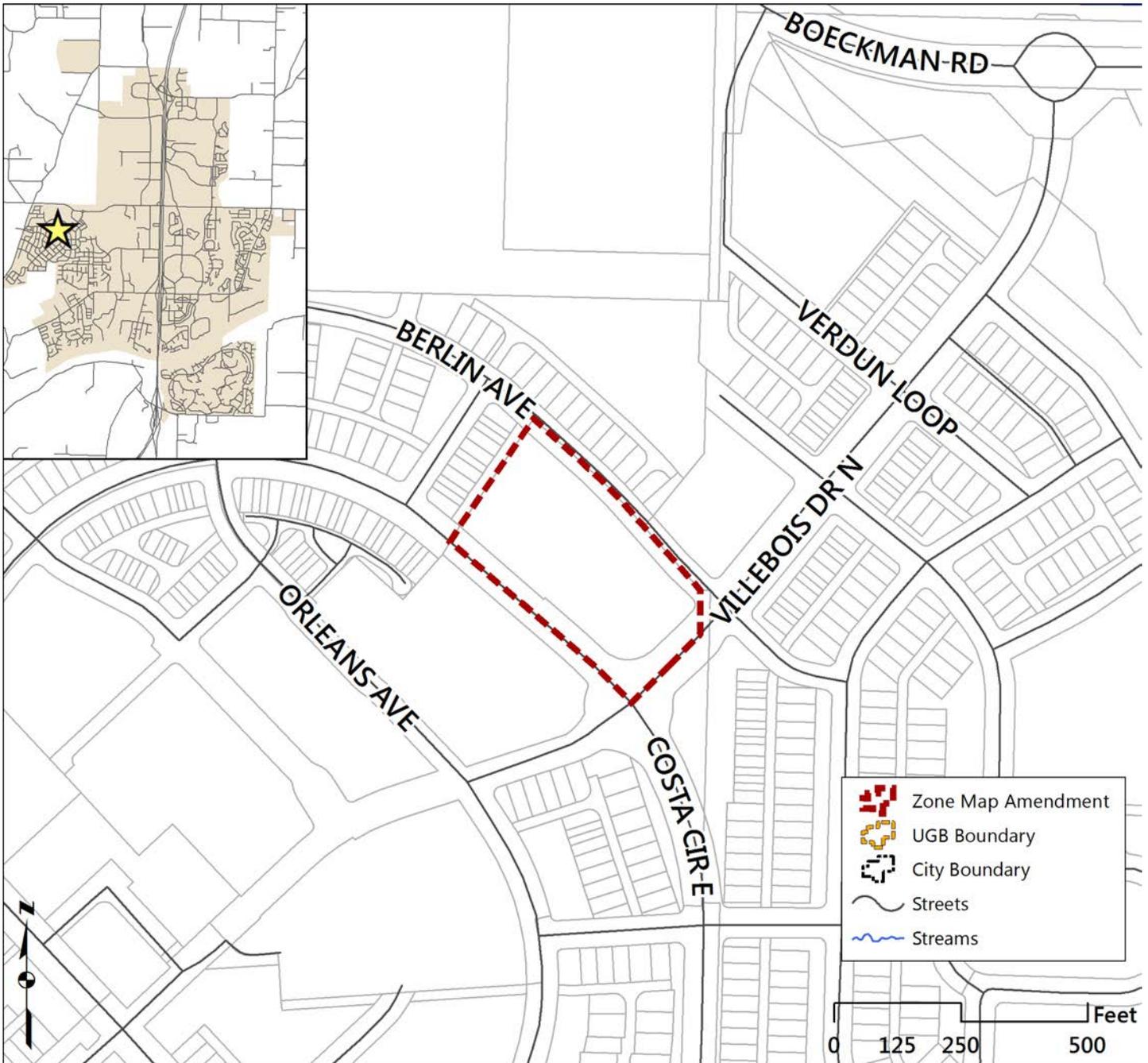
Updated Zoning: PF and SROZ

Acreage: 41.95

Adopted Date: September 10, 2015

Ordinance 779 (Case File No. DB15-0063)

Brookeside Terrace: Villebois PDP 8 Central—Zone Map Amendment



Applicant: RCS-Villebois LLC

Tax Lot(s): 3200, adjacent ROW

Prior Zoning: PF

Acreage: 3.2

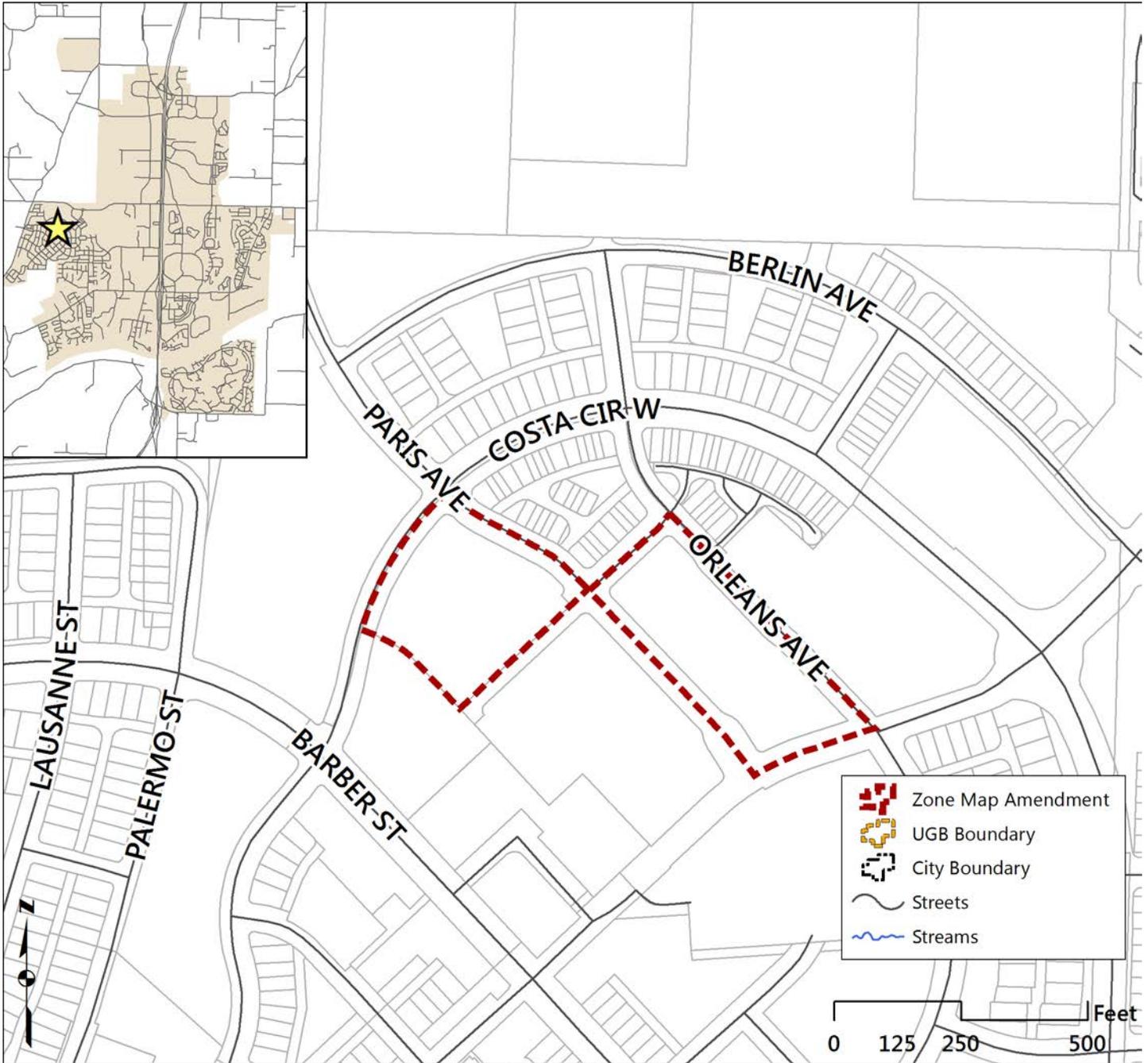
Section: 15AC

Updated Zoning: V

Adopted Date: January 21, 2016

Ordinance 780 (Case File No. DB15-0068)

Camden Square and Royal Crescent at Villebois: Villebois PDP 9 Central
—Zone Map Amendment



Applicant: Polygon WLH, LLC

Tax Lot(s): 3000, 3400

Prior Zoning: PF

Acreage: 5.03

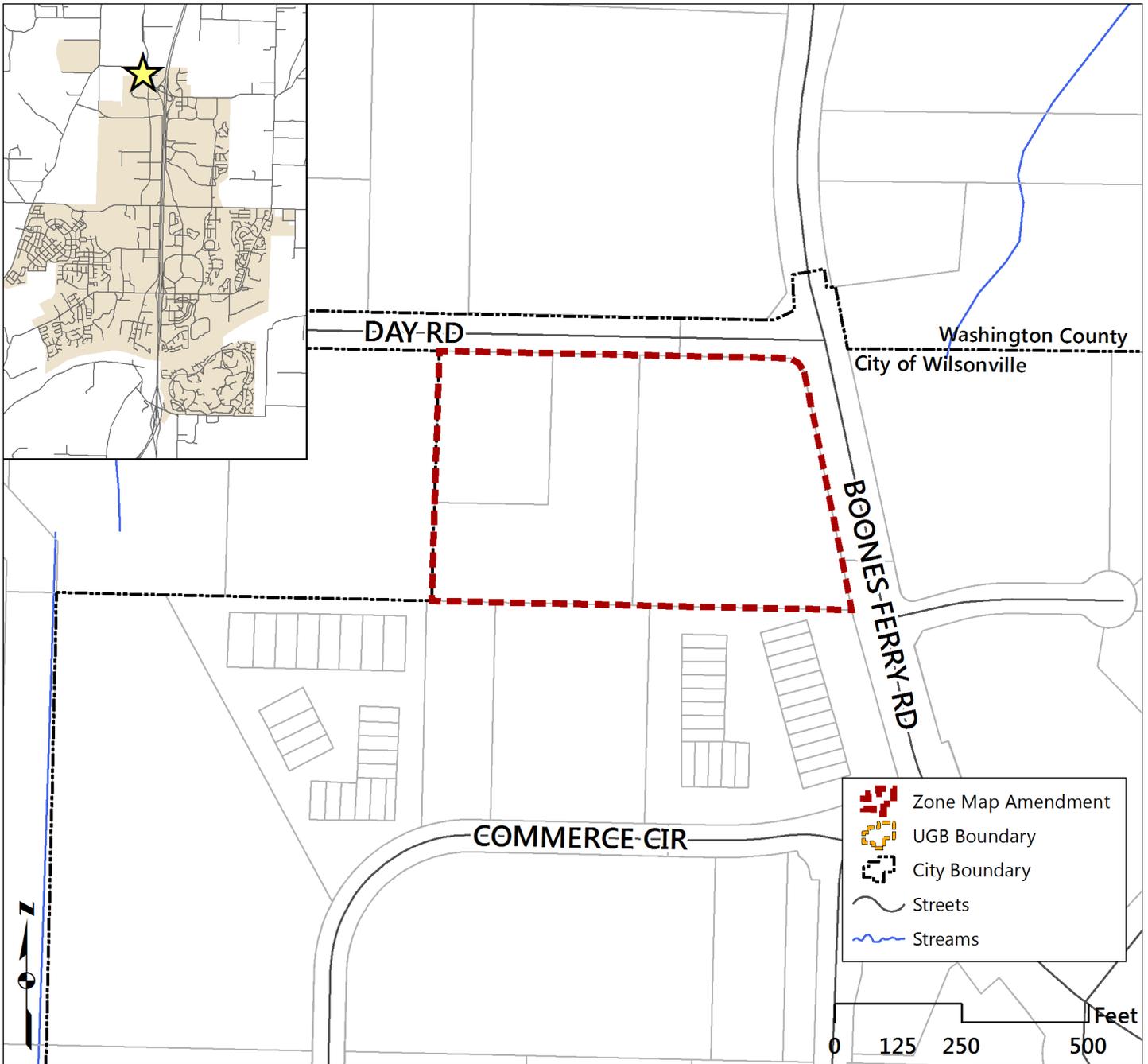
Section: 15AC

Updated Zoning: V

Adopted Date: January 21, 2016

Ordinances 784 & 786 (Case File Nos. DB15-0091, DB15-0093)

Universal Health Services—Annexation and Zone Map Amendment



Applicant: Universal Health Inc., Willamette Valley Behavioral Health

Tax Lot(s): 400, 500, 501

Section: 2B

Prior Zoning: FD-20 (Washington Co.)

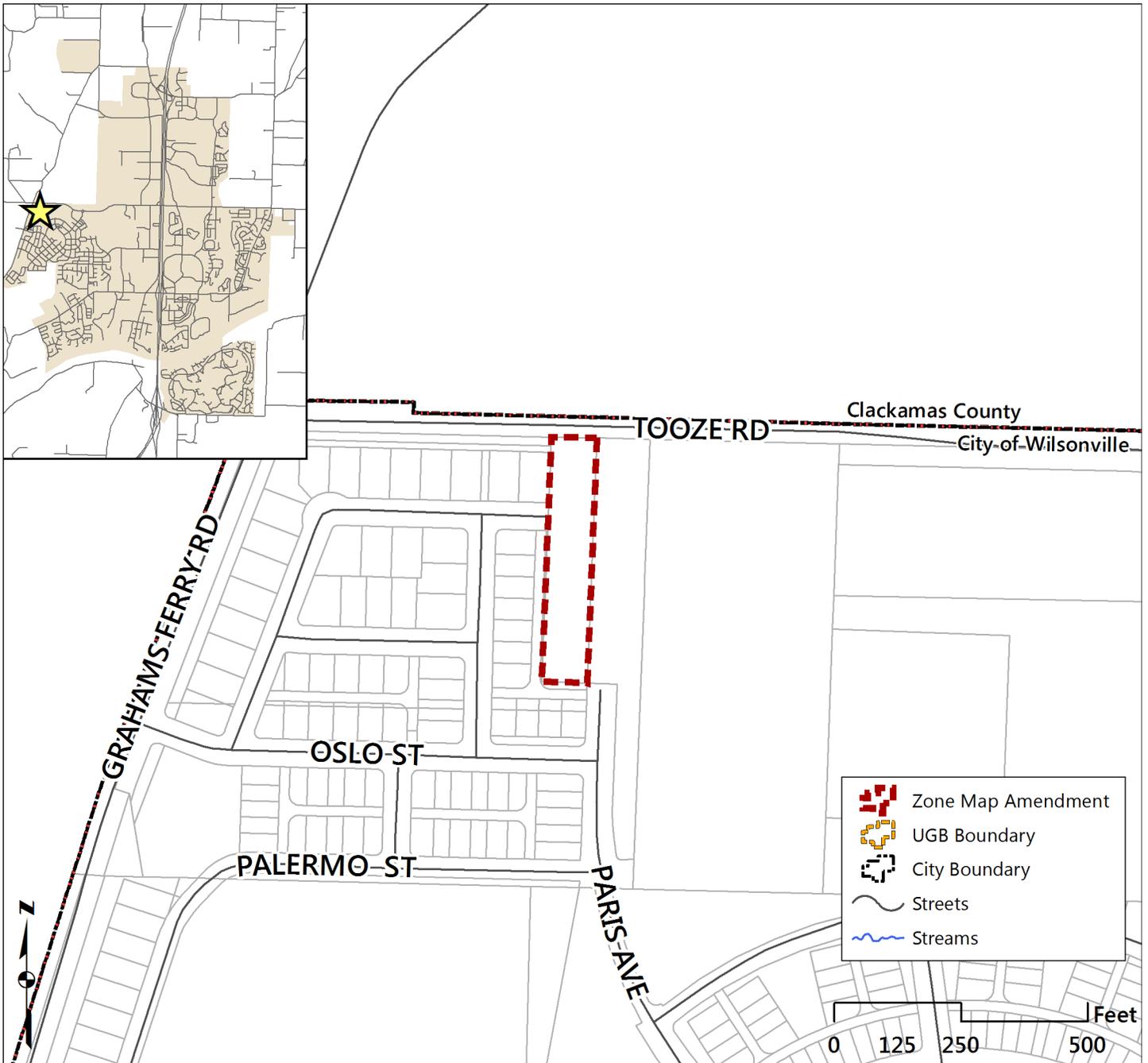
Updated Zoning: PDI-RSIA

Acreage: 8.72

Adopted Date: March 7, 2016

Ordinances 787 & 788 (Case File No. DB15-0084, DB15-0085)

Calais East at Villebois: Villebois PDP 4 North—Annexation and Zone Map Amendment



Applicant: Polygon NW Company

Tax Lot(s): 1203

Prior Zoning: RRFF5 (Clackamas Co.)

Acreage: 1

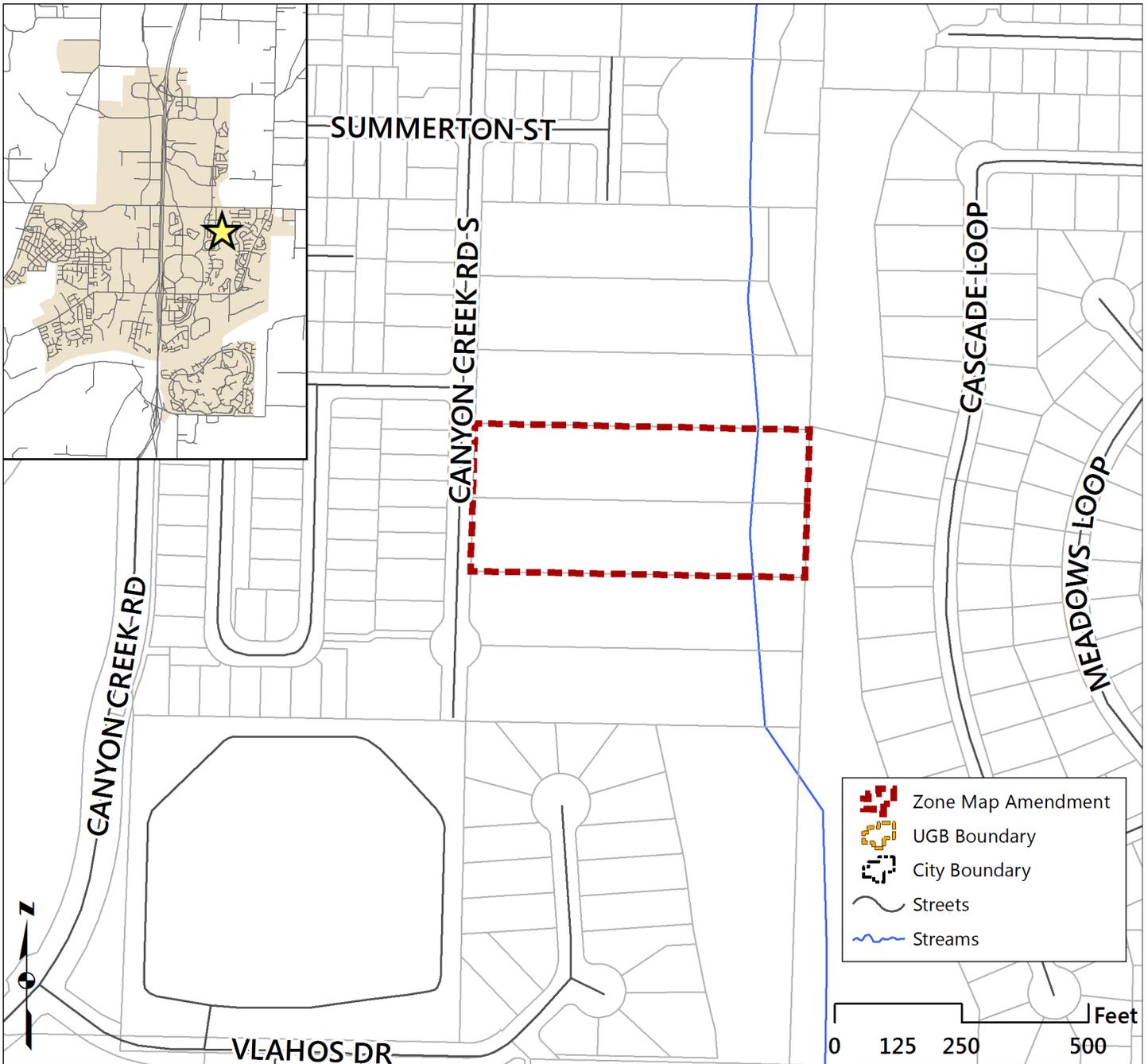
Section: 15

Updated Zoning: V

Adopted Date: March 21, 2016

Ordinance 791 (Case File No. DB15-0109)

14-Lot Single-Family Subdivision at 28500 & 28530 SW Canyon Creek Rd. S.
—Zone Map Amendment



Applicant: Beth Ann Boeckman, Karen & Marvin Lewallen

Tax Lot(s): 900, 1000

Section: 13B

Prior Zoning: RA-H

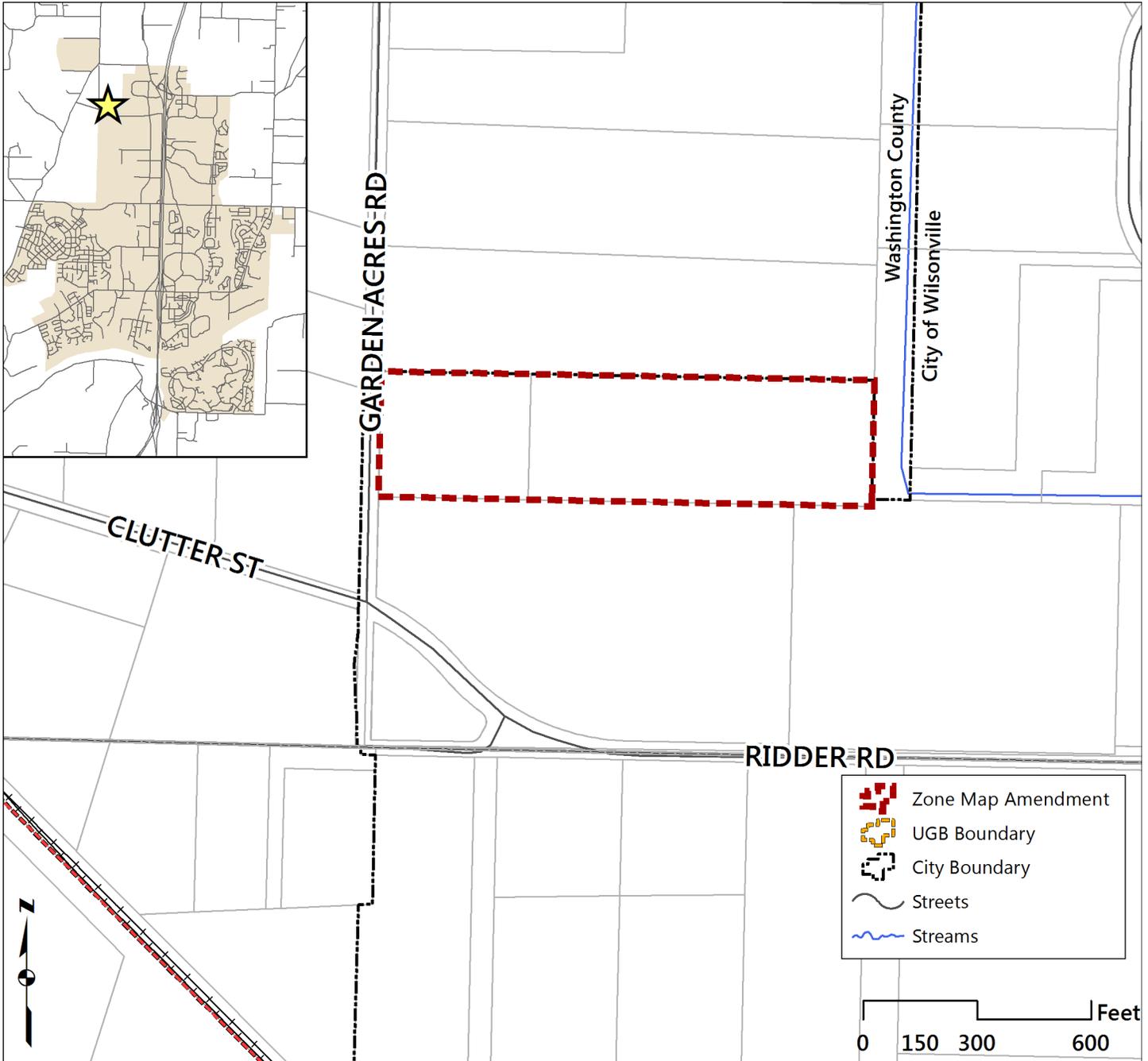
Updated Zoning: PDR-3

Acreage: 4.37

Adopted Date: June 6, 2016

Ordinances 792 & 794 (Case File Nos. DB16-0004, DB16-0006)

Republic Services/SORT Bioenergy—Annexation and Zone Map Amendment



Applicant: Republic Services, SORT Bioenergy

Tax Lot(s): 600, adjacent ROW

Section: 2C

Prior Zoning: FD-20 (Washington Co.)

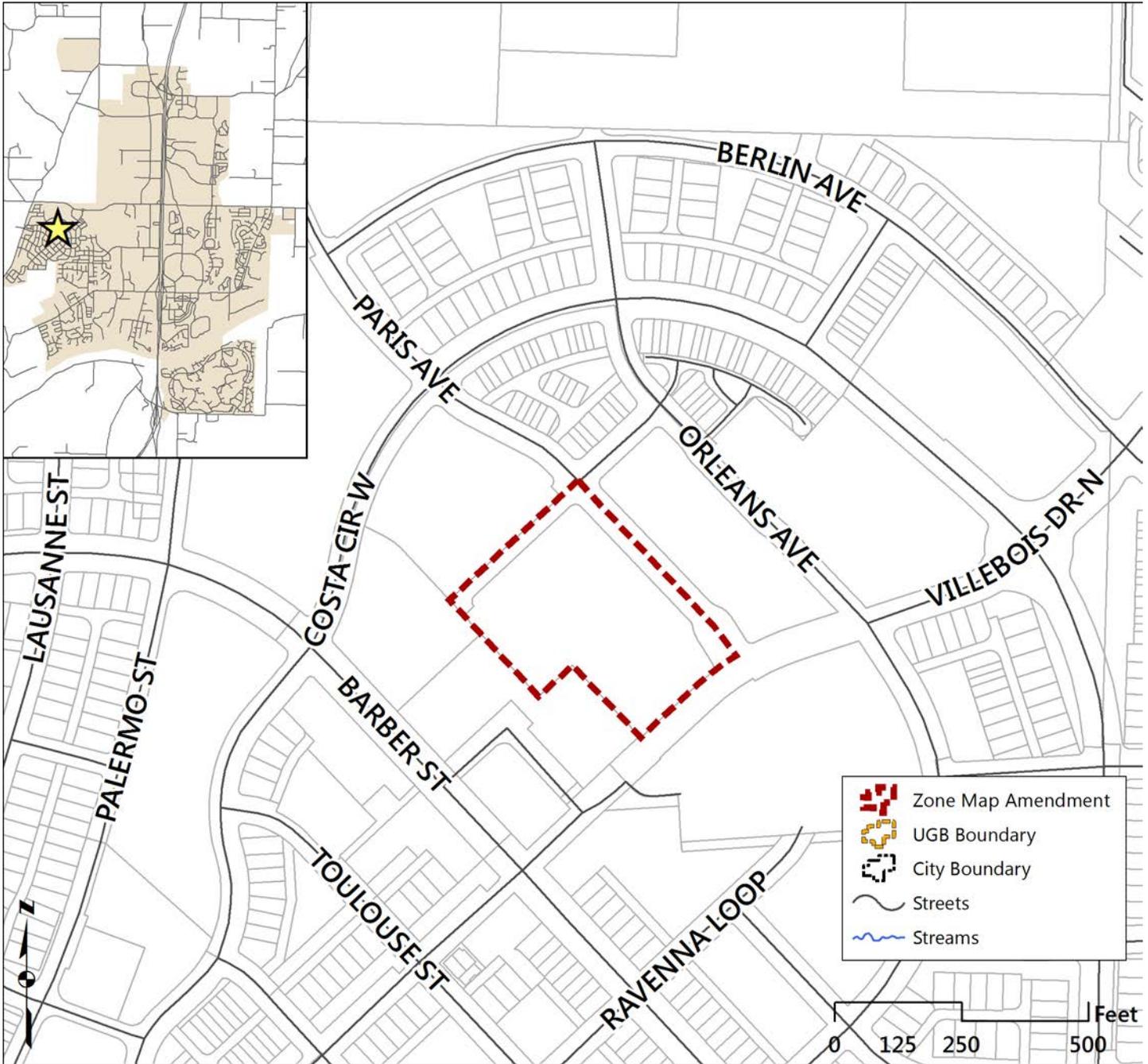
Updated Zoning: PDI-RSIA

Acreage: 10.2

Adopted Date: June 20, 2016

Ordinance 795 (Case File No. DB16-0020)

Mont Blanc No. 2: Villebois PDP 10 Central—Zone Map Amendment



Applicant: Polygon WLH, LLC

Tax Lot(s): 2900

Prior Zoning: PF

Acreage: 3.2

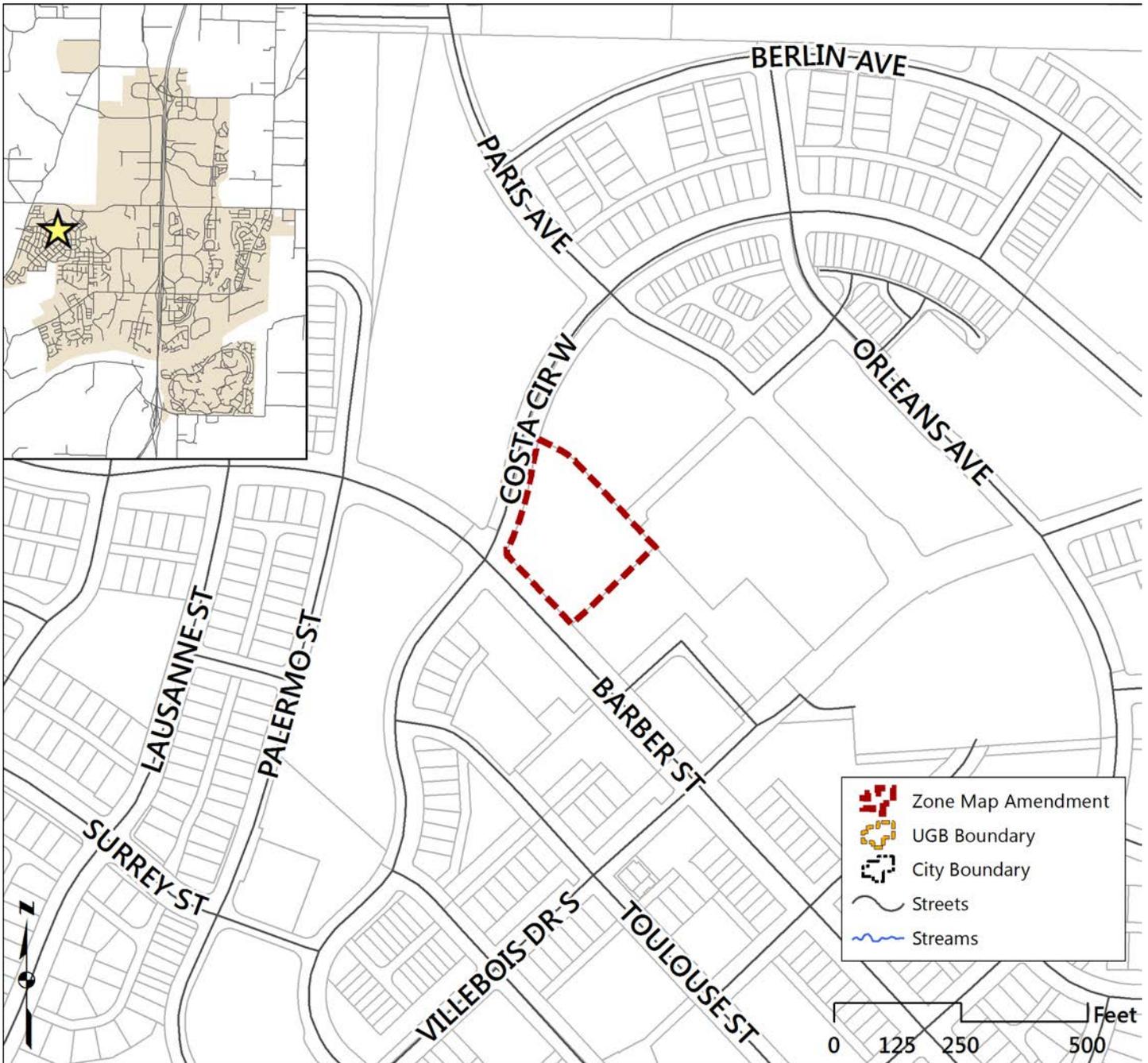
Section: 15AC

Updated Zoning: V

Adopted Date: September 8, 2016

Ordinance 799 (Case File No. DB16-0031)

Berkshire No. 2: Villebois PDP 11 Central—Zone Map Amendment



Applicant: RCS-Villebois LLC

Tax Lot(s): 3300

Prior Zoning: PF

Acreage: 1.29

Section: 15AC

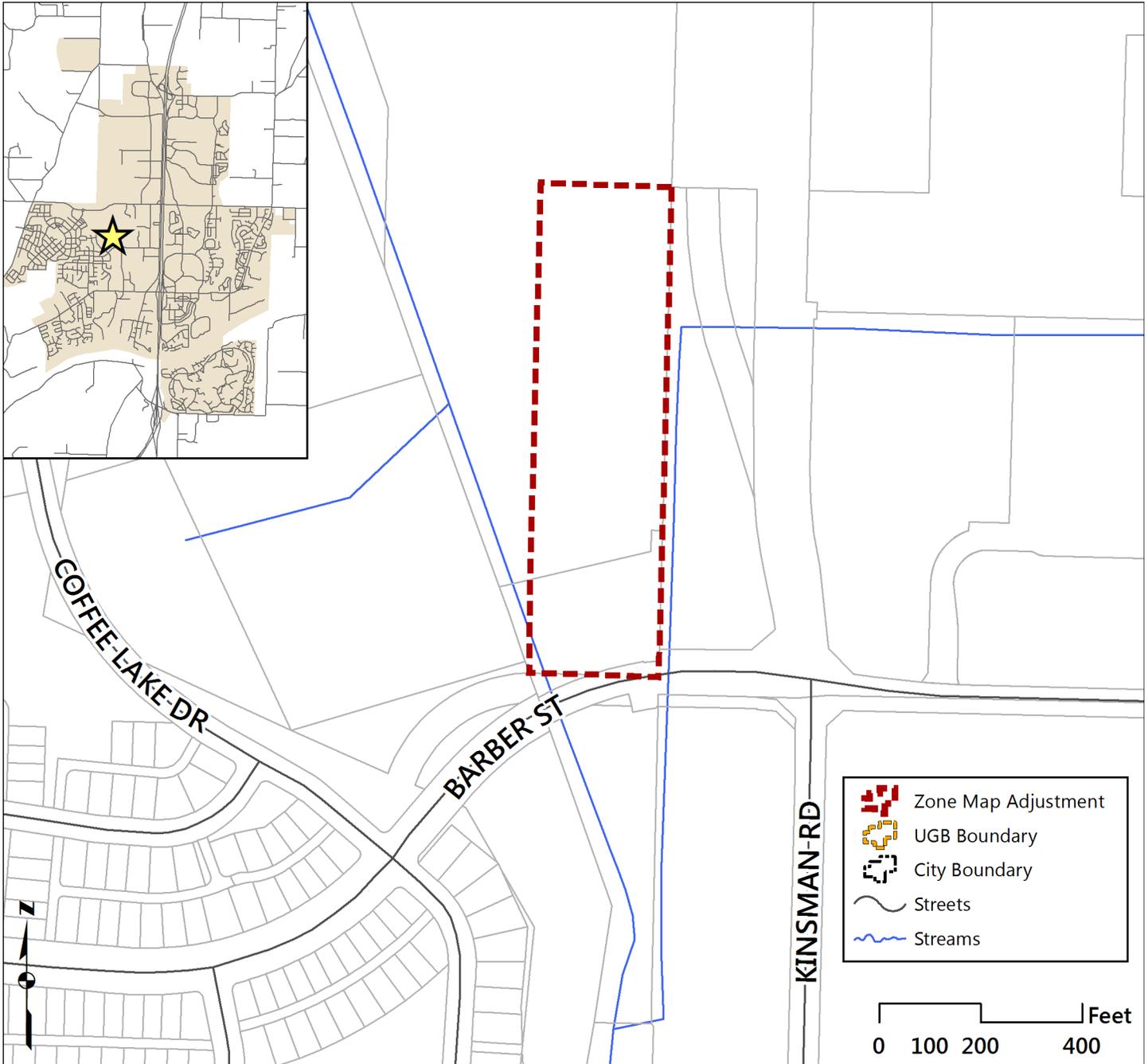
Updated Zoning: V

Adopted Date: November 7, 2016

Resolution No. 2631
ATTACHMENT C Map
Mapping Cleanup
Adjustments

Barber Street

Young Parcel



Tax Lot(s): 800 (pt.), 806 (pt.)

Section: 14B

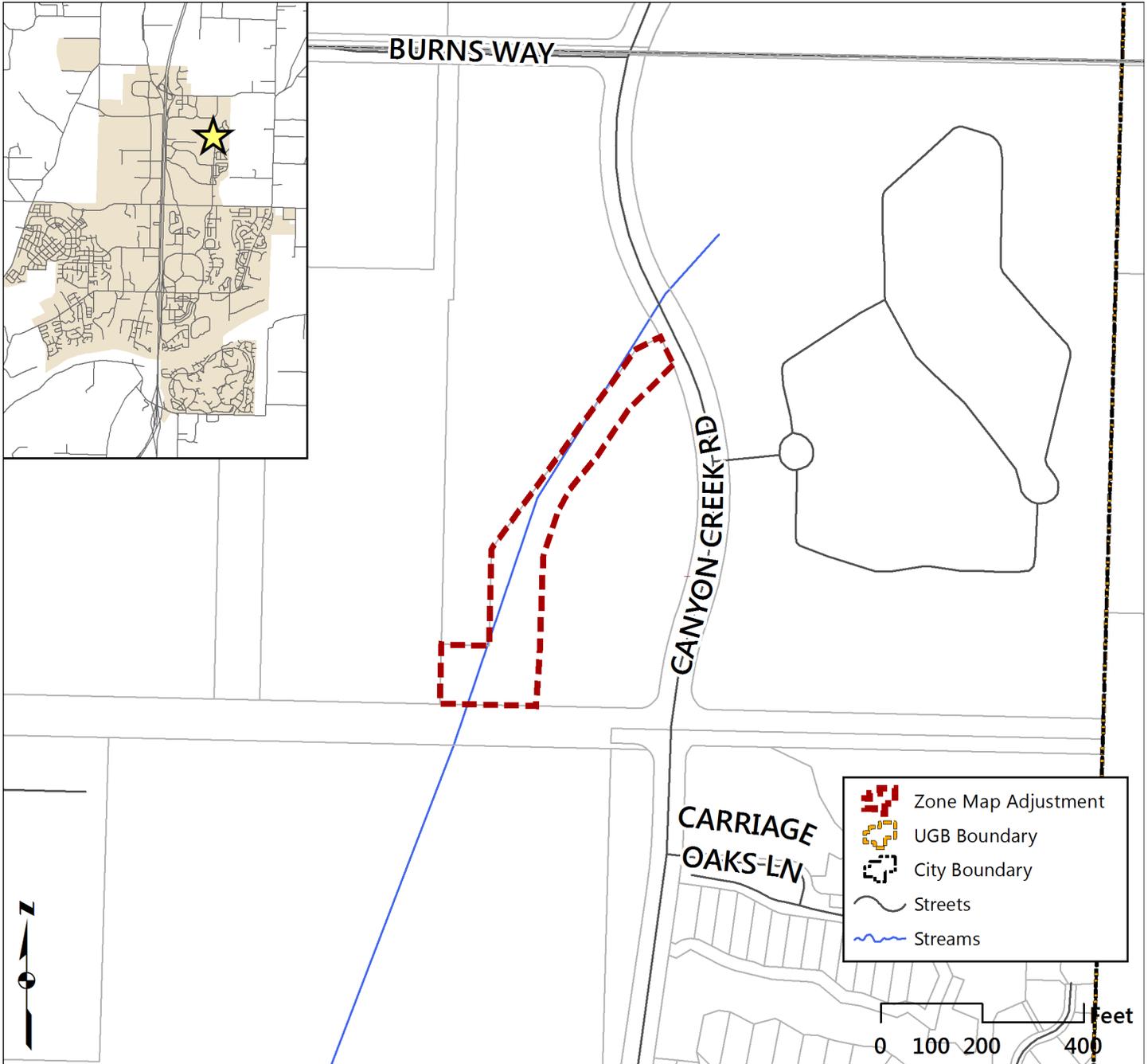
Prior Mapped Zoning: PDI

Affected Acreage: 32.59

Update: RA-H—no record of a zone change on this property from RA-H

Resolution 858 (Case File Nos. 90PC34, 96AR51)

Canyon Creek Apartments



Tax Lot(s): 410 (pt.)

Section: 12

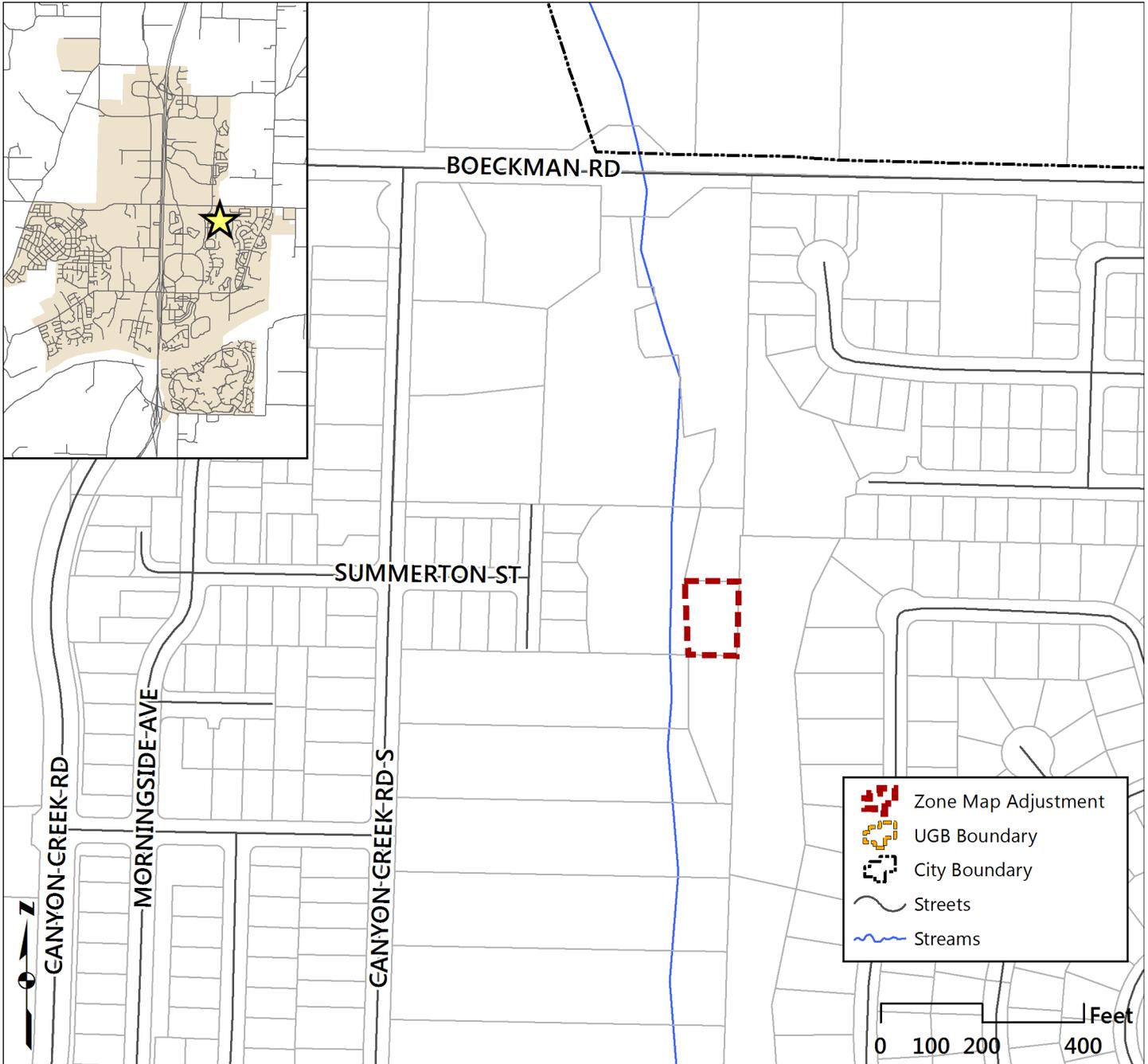
Prior Mapped Zoning: PDI

Affected Acreage: 1.70

Update: PDR-6; adjust boundary to reflect prior approval

Ordinance 604 (Case File No. DB05-0087)

Crosscreek



Tax Lot(s): 6800 (pt.)

Section: 13BA

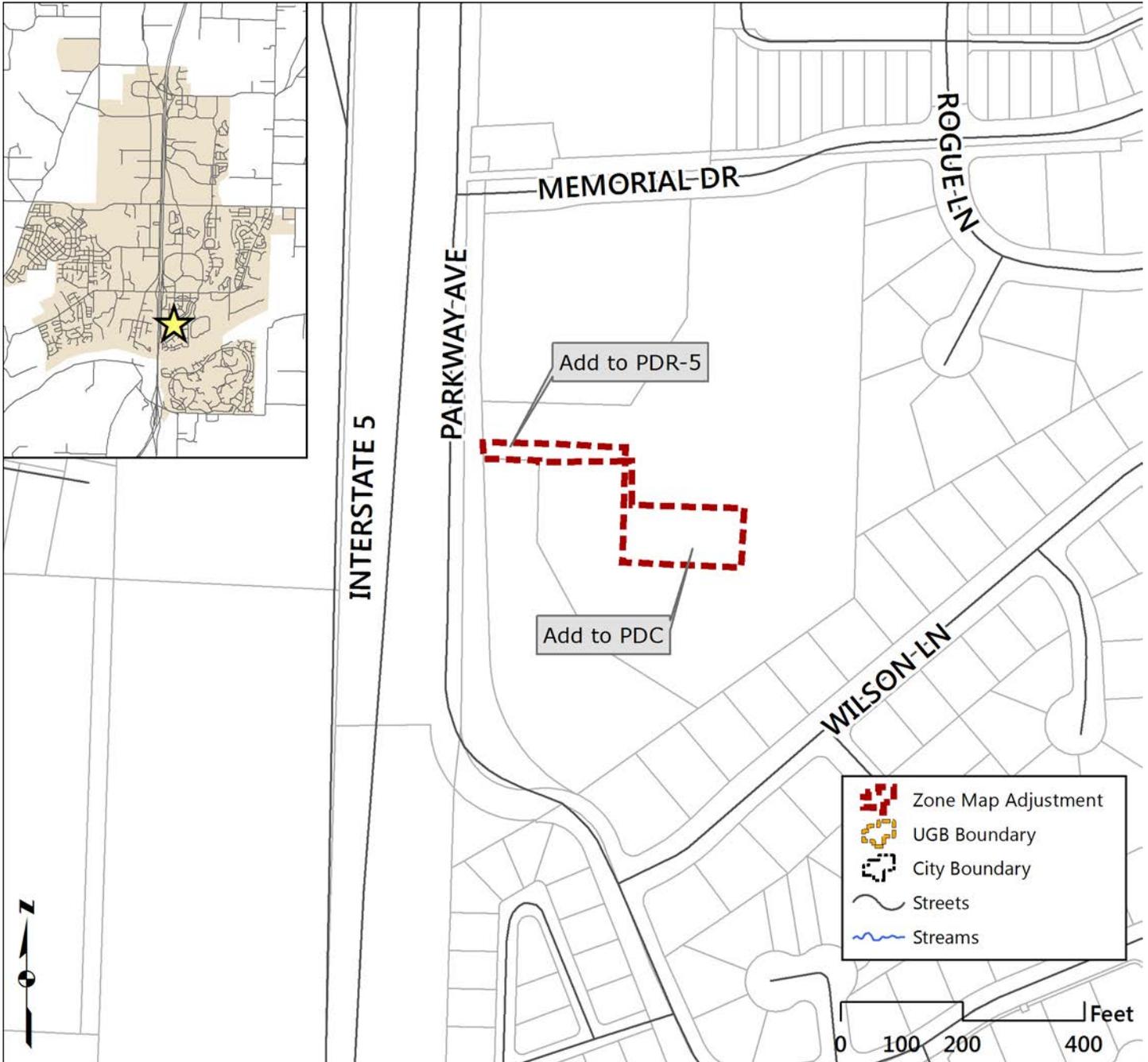
Prior Mapped Zoning: RA-H

Affected Acreage: 0.34

Update: PDR-3; adjust boundary to reflect prior approval

Ordinance 289 (Case File No. 85PC37)

30900 SW Parkway Avenue



Tax Lot(s): 10203

Section: 24CB

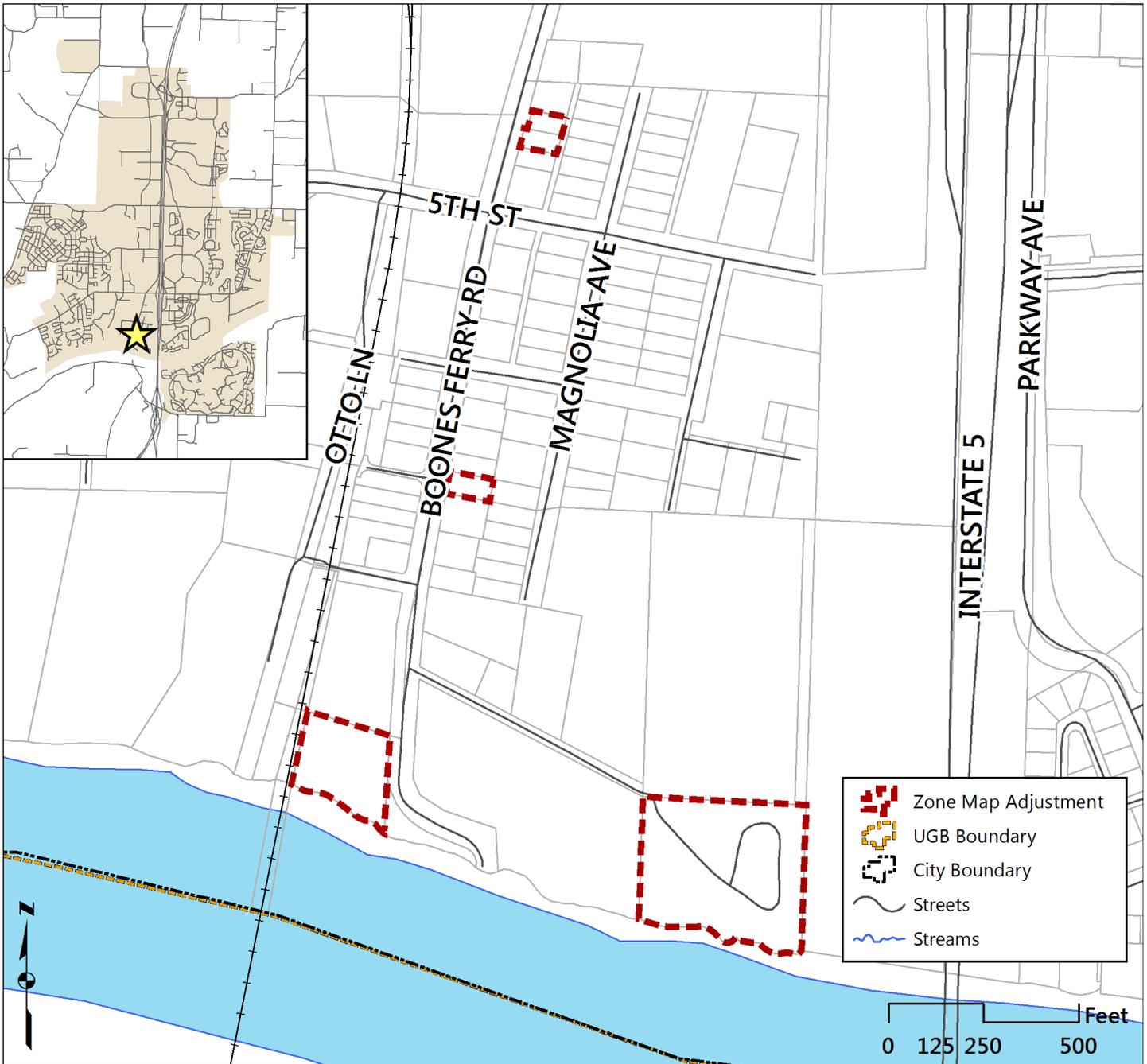
Prior Mapped Zoning: PDC, PDR-5

Affected Acreage: 0.60

Update: PDC and PDR-5; adjust boundary to reflect prior approval

Old Town Parcels

SW Boones Ferry Road and SW Tauchman Street



Tax Lot(s): 3801, 3802, 5700; 700; 1200

Sections: 23AC; 23CA; 23DB

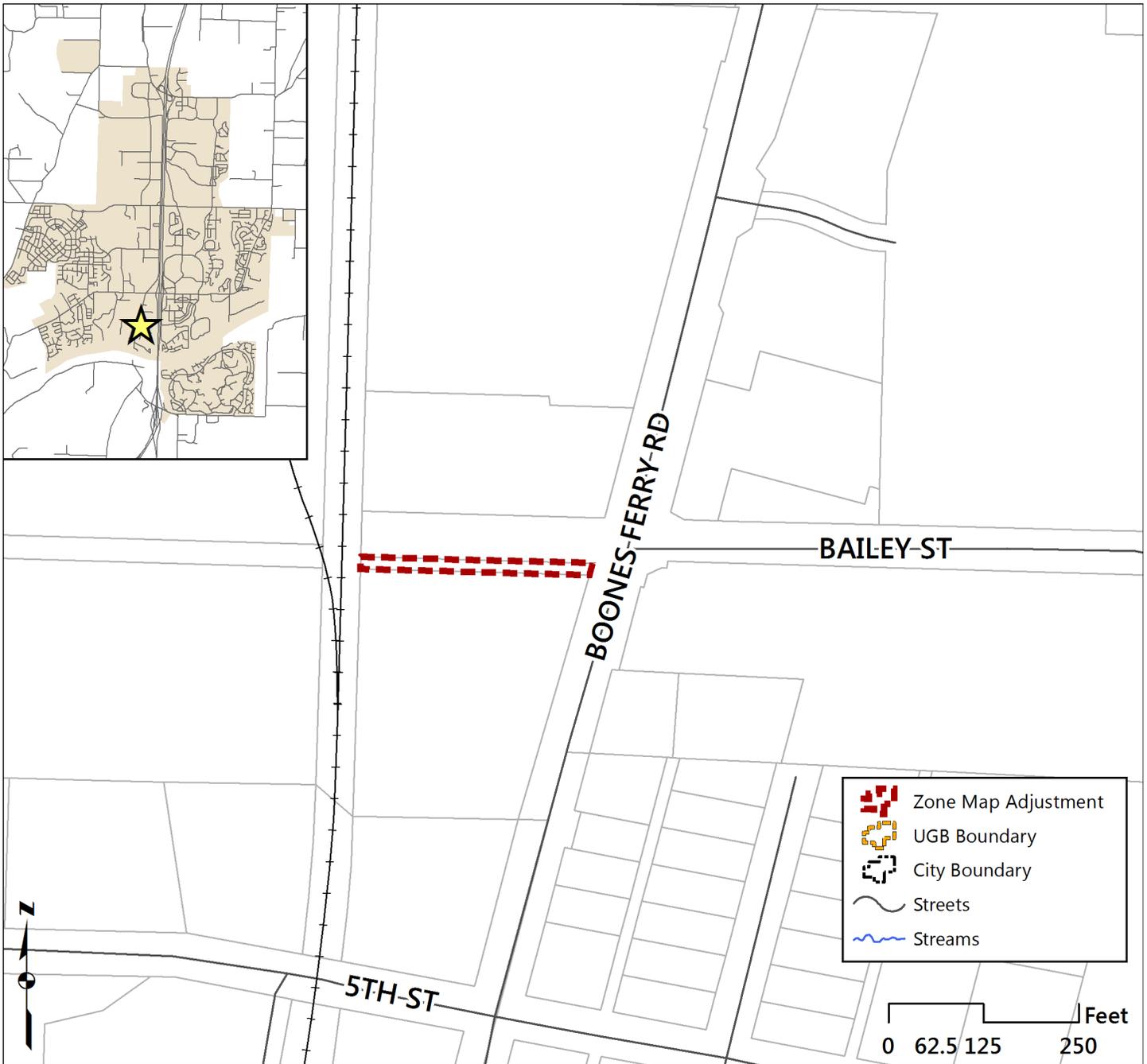
Prior Mapped Zoning: RA-H

Affected Acreage: 5.11

Update: Add watermark "R" to illustrate current Comprehensive Plan designation

Old Town Parcels

SW Boones Ferry Road and SW Bailey St



Tax Lot(s): 1800

Sections: 23AB

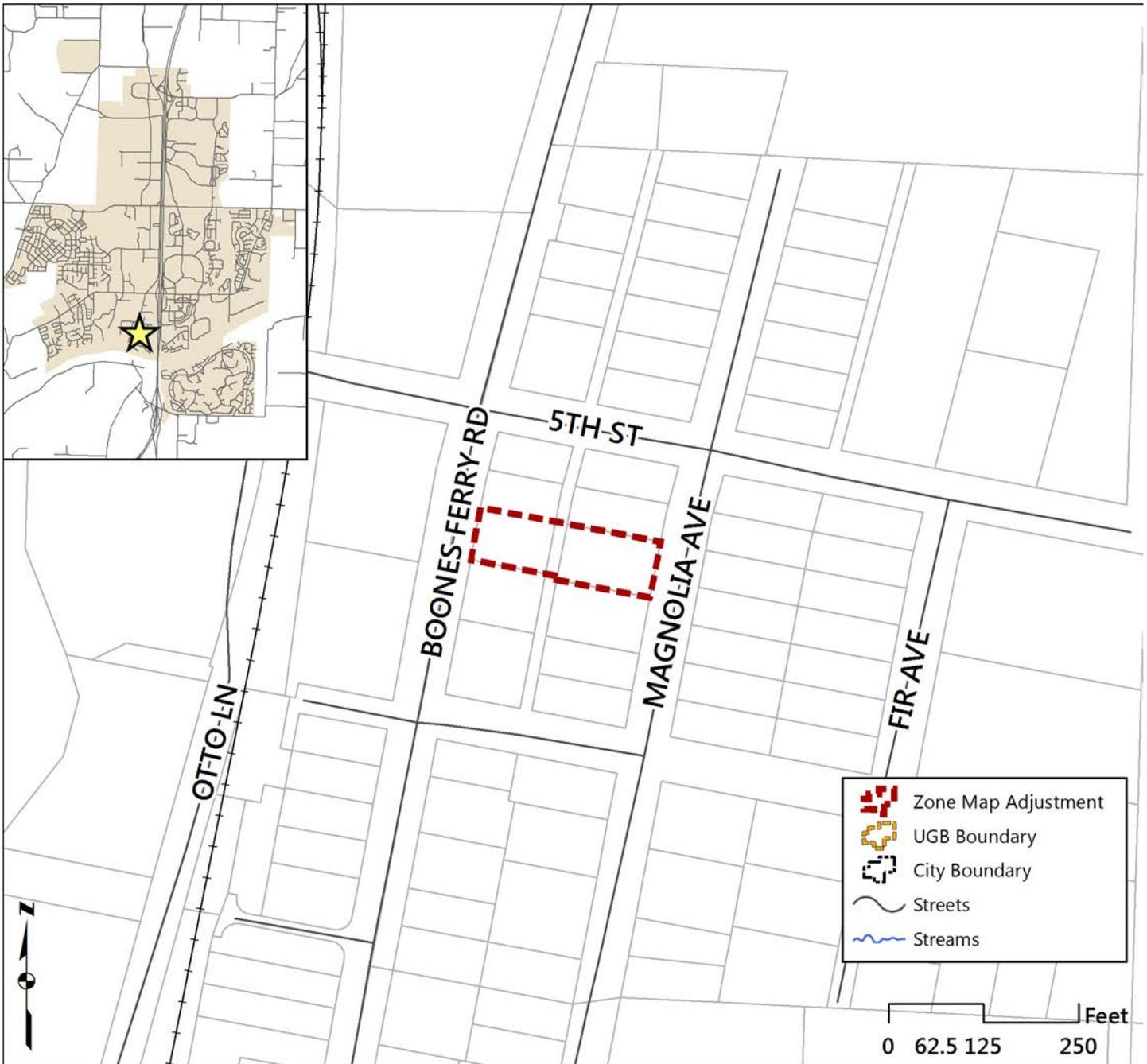
Prior Mapped Zoning: PDC

Affected Acreage: 0.11

Update: Change to RA-H—no record of a zone change on this property from RA-H

Old Town Parcels

30740 SW Boones Ferry Road and 30745 SW Magnolia Avenue



Tax Lot(s): 4200, 4500

Sections: 23AC

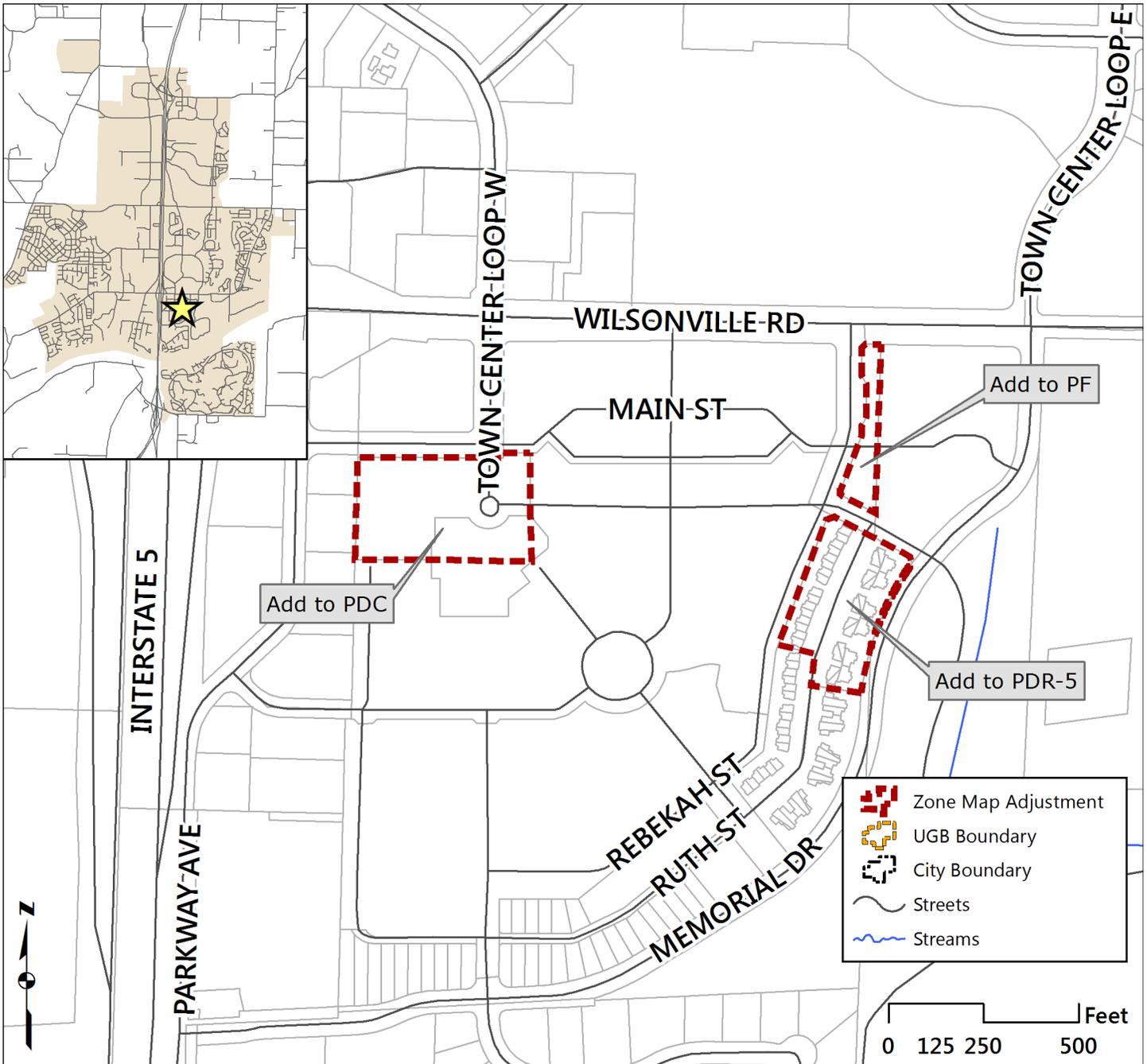
Prior Mapped Zoning: R

Affected Acreage: 0.40

Update: Change to RA-H—no record of a zone change on this property from RA-H (see 73RZ03 for documentation of zone change affecting Tax Lots 4600 and 4700)

Ordinance 449 (Case File No. 95PC27)

Village at Main Street



Tax Lot(s): 800, 801 (pt.), 1100;

80000-80016, 80053-80070

Section: 23A; 23AD

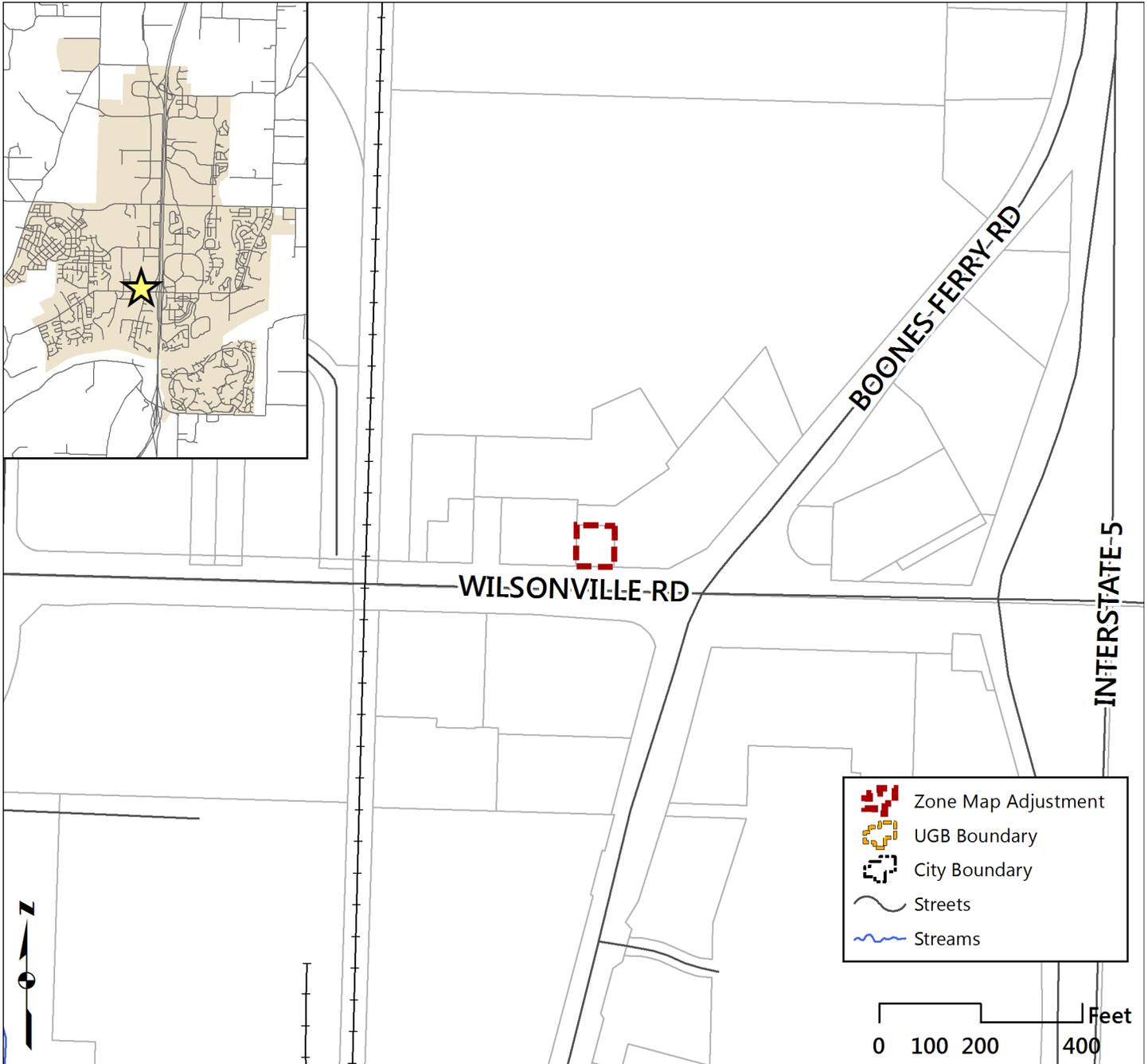
Prior Mapped Zoning: PDC, PDR-6

Affected Acreage: 5.46

Update: PDC, PF, and PDR-5; adjust boundary to reflect prior approval

Ordinance 605 (Case File No. DB05-0103)

9375 Wilsonville Road



Tax Lot(s): 1300

Section: 14D

Prior Mapped Zoning: PDI

Affected Acreage: 1.70

Update: PDC



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: June 5, 2017</p>	<p>Subject: Resolution No. 2635 Transfer of Roadway Authority on Portions of Stafford Road and Advance Road from Clackamas County to the City of Wilsonville Staff Member: Steve Adams, PE, Development Engineering Manager Department: Community Development</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd 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</p>	<p><input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable</p> <p>Comments:</p>	
<p>Staff Recommendation: Staff recommends Council adopt Resolution No. 2635</p>		
<p>Recommended Language for Motion: I move to approve Resolution No. 2635.</p>		
<p>Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities IGA approved by Council January 5, 2017</p>	<p><input checked="" type="checkbox"/> Adopted Master Plan(s) Transportation System Plan UU-02 Boeckman Road Urban Upgrade UU-10 Advance Road Urban Upgrade</p>	<p><input type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL:

A Resolution to accept transfer of roadway authority on portions of Stafford Road and Advance Road from Clackamas County to the City of Wilsonville.

EXECUTIVE SUMMARY:

On January 5, 2017, Council approved Resolution No 2608, an IGA between the City and Clackamas County (County) for future roadway authority transfer from the County to the City. This transfer is related to transportation improvements required by the City for the Meridian Creek Middle School project. The West Linn-Wilsonville School District has hired a contractor and roadway construction has been underway since February 2017. This work includes reconstruction of sections of Advance Road, Stafford Road, Boeckman Road and their intersection. The roadway authority transfer was determined to be necessary if the improvements to be designed, permitted, and constructed to City of Wilsonville Public Works Standards.

Resolution No. 2608 stated that the City's request for the transfer expired on April 5, 2017. The Order No. 2017-31 approving transfer of roadway authority was not adopted by the City Clackamas County Board of Commissioners until April 27, 2017. Therefore, Resolution No. 2635 is needed that removes the date stipulation.

EXPECTED RESULTS:

Approval of this Resolution accepts transfer of roadway authority on sections of Stafford Road and Advance Road from the County.

TIMELINE:

Transfer of roadway authority will be effective with approval of this Resolution.

CURRENT YEAR BUDGET IMPACTS:

N/A

FINANCIAL REVIEW / COMMENTS:

N/A

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

Roadway authority transfer is a formality between the County and City and typically does not involve community involvement. However, what creates the need for a transfer in roadway authority is development adjacent to the City limits.

In 2015 the West Linn-Wilsonville School District held numerous meetings with citizens and neighbors to present the middle school project and included exhibits showing the anticipated off-site street improvements to Advance Road, Stafford Road, Boeckman Road and the intersection. The middle school project also went through two Development Review Board hearings in 2015 with the opportunity for citizens to attend and comment.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

For the past two years the School District and City have proceeded with the premise that the City would be the road authority on the sections of Stafford Road and Advance Road being reconstructed by the District. Improvements to these roads have been designed and approved based on Wilsonville Public Works Standards and construction of the improvements has been underway since February 2017. Once completed these roadway improvements will provide improved travel times through this area and provide improved safety for pedestrians and bicyclists. The signalized intersection will also improve traffic flow to and from the planned Frog Pond West neighborhood.

ALTERNATIVES:

Once the decision was made by West Linn – Wilsonville Schools to purchase the land along the east edge of the City limits and site a school here improvements to Advance Road and the Advance/Stafford/Boeckman/Wilsonville Road intersection would likely be needed to meet transportation standards. There is no alternative way to easily service the Meridian Creek Middle School.

CITY MANAGER COMMENT:

ATTACHMENTS:

Resolution No. 2635

RESOLUTION NO. 2635

A RESOLUTION OF THE CITY OF WILSONVILLE TO ACCEPT TRANSFER OF ROADWAY AUTHORITY ON PORTIONS OF STAFFORD ROAD AND ADVANCE ROAD FROM CLACKAMAS COUNTY TO THE CITY OF WILSONVILLE

WHEREAS, Clackamas County (County) is the current roadway authority on Stafford Road and Advance Road; and

WHEREAS, the Board of County Commissioners approved Order No. 2017-31 on April 27, 2017 (see **Attachment 1**, attached hereto and fully incorporated herein), which surrenders jurisdiction over a portion of Stafford Road and Advance Road provided the City of Wilsonville (City) accepts this jurisdiction within one year; and

WHEREAS, roadway improvements are required on Stafford Road and Advance Road and for a new signalized intersection at the Advance Road/ Boeckman Road/ Stafford Road/ Wilsonville Road intersection for the West Linn-Wilsonville School District's (School District's) new Meridian Creek Middle School being constructed on property that has been annexed into the City; and

WHEREAS, the City prefers that roads upgraded to urban standards within City limits be designed, permitted, and constructed using the City's Public Works Standards; and

WHEREAS, the improvements to Stafford Road and Advance Road and the Advance Road/ Boeckman Road/ Stafford Road/ Wilsonville Road intersection work have been designed to City of Wilsonville Public Works Standards and will be permitted and inspected by City staff; and

WHEREAS, the City desires to become the road authority for the resulting improved roadway sections; and

WHEREAS, the School District has a hired a contractor and is in the process of constructing such roadway improvements; and

WHEREAS, the School District has acquired all right-of-way and easements needed for the roadway improvements and will transfer such right-of-way and easement acquisitions to the City; and

WHEREAS, the County has allowed the project to move forward to meet the School District's schedule; and

WHEREAS, the Intergovernmental Cooperative Agreement approved by City Council on January 5, 2017, provides assurance that the City will seek a road authority transfer on sections of Stafford Road and Advance Road and allows the construction process to continue.

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

1. To accept transfer of the roadway authority for sections of approximately 27,700 square feet of Stafford Road and 54,900 square feet Advance Road from the County to the City as provided in County Order No. 2017-31.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 5th day of June, 2017 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

Attachments:

Attachment 1 – Clackamas County Order No. 2017-31

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the matter of transferring to the City of Wilsonville, jurisdiction over a portion of Stafford Road and Advanced Rd, County Road No. 1208 and X-24, DTD No. 30054 and 31035



Order No.
Page 1 of 2

2017-31

This matter coming before the Board of County Commissioners as a result of a request from the City of Wilsonville pursuant to ORS 373.270(6), by Resolution Number 2608, dated January 5, 2017, and the preceding negotiation between the City of Wilsonville and Clackamas County Department of Transportation and Development to transfer portions of the following road:

<u>Road Name</u>	<u>Cnty #</u>	<u>DTD #</u>	<u>From</u>	<u>To</u>	<u>Square Feet</u>
Stafford Road	1208	30054	MP 0.00	MP 0.09	27,700 sf
Advanced Road	X-24	31035	MP 2.63	MP 2.46	54,900 sf

It further appearing to the Board that the request by the City of Wilsonville expired by its terms on April 5, 2017 but the parties still desire to complete the transfer of portions of Stafford Road and Advance Road to the City of Wilsonville; and

It further appearing to the Board that said transfer of jurisdiction has been recommended by M. Barbara Cartmill, Director of the Department of Transportation and Development; and,

It further appearing to the Board that said transfer of jurisdiction is in the best interest of the citizens of Clackamas County; and,

It further appearing to the Board that pursuant to ORS 373.270, notice of the hearing on this matter was provided by publication in the Wilsonville Spokesman on 03/22/17, 03/29/17, 04/05/17 and 04/12/17; now therefore,

IT IS HEREBY ORDERED that Clackamas County hereby surrenders jurisdiction over a portion of Stafford Road and Advanced Road provided the City of Wilsonville accepts jurisdiction by April 27, 2018; and,

IT IS HEREBY ORDERED that, upon acceptance by the City of Wilsonville pursuant to ORS 373.270(7), Clackamas County's jurisdiction over a portion of Stafford Road and Advanced Road shall cease, and full and absolute jurisdiction of said portions of roadway for all purposes of repair, construction, improvement and the levying and collection of assessments shall be transferred to the City of Wilsonville and shall vest as of the date set forth under ORS 373.270(7); and,

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the matter of transferring to the City of Wilsonville, jurisdiction over a portion of Stafford Road and Advanced Rd, County Road No. 1208 and X-24, DTD No. 30054 and 31035



Order No. **2017-31**
Page 2 of 2

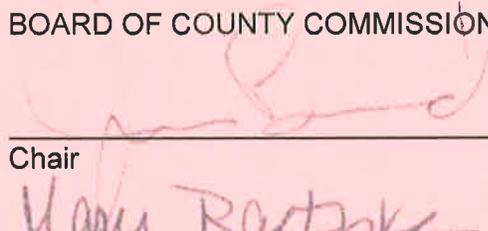
IT IS FURTHER ORDERED that, upon acceptance by the City of Wilsonville, as provided above, 27,700 square feet of Stafford Road and 54,900 square feet of Advanced Road more or less, be removed from the County's Road Inventory; and,

IT IS FURTHER ORDERED that copies of this Order be submitted to the Clackamas County Clerk's office for recording and that copies be subsequently sent without charge to the Clackamas County Surveyor, Tax Assessor, Finance/Fixed Asset Offices, and DTD Engineering.

ADOPTED this **27** day of **April** 2017.

BOARD OF COUNTY COMMISSIONERS

Chair



Mary Rasthke
Recording Secretary

Recording Secretary

RETURN TO:
DIVISION Engineering
PERSON Laura PH EXT _____

Page 97 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:30 p.m. on Monday, May 1, 2017. Mayor Knapp called the meeting to order at 7:38 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Sandra King, City Recorder
Nancy Kraushaar, Community Development Director
Delora Kerber, Public Works Director
Jon Gail, Community Relations Coordinator
Mark Ottenad, Government and Public Affairs
Angela Handran, Community Outreach Coordinator

Motion to approve the order of the agenda.

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

Vote: Motion carried 5-0.

COMMUNICATIONS

A. Republic Services Annual Wilsonville Community Garbage and Recycling Report.

Cindy Dolezel, Municipal Relations Manager for Republic Services presented an overview of the 2016 services and activities conducted in Wilsonville. Ms. Dolezel spoke about the new Metro Food Scraps mandatory program which will be coming to the region and the new partnership between Republic Services and SORT Bioenergy to build and operate an anaerobic digester in Wilsonville. The digester will convert the food scraps into an energy-rich biogas which will be converted to renewable energy. She explained the timeline for the construction of the new facility.

Ms. Dolezel announced Bulky Waste Day will be held May 20th where donations for Wilsonville Community Sharing will be accepted.

Councilor Stevens announced the recipients of the Community Enhancement Awards and explained the Metro enhancement fee program. This year the City received \$102,000 from this program. Proposals for funding are received and reviewed by the Wilsonville-Metro Community Enhancement Committee and the Committee makes their recommendation to the Council for awards. This year the Committee recommended awarding the following projects:

- Graham Oaks Nature Pedestrian Crossing
- Community Health Fair

- Electric Sign And Reader Board At The Public Library
- Purchase Piece Of Sculpture
- Arts And Culture Survey Funded
- Beauty And The Bridge Interpretive Signs

Councilor Lehan discussed the Beauty and the Bridge artwork project and the request for funding to place interpretive signs at each corner of the undercrossing.

B. Community Outreach/Neighborhood BBQ's

Ms. Handran presented the staff report. The City sponsors 2-3 neighborhood barbeques each summer to help engage the public and provide information on city programs and projects. These events require significant staff time to plan, prepare and execute. Lately, these events have been sparsely attended, despite outreach and marketing efforts targeted directly to the neighborhoods involved. Staff believes that having one large summer event will have a positive impact in terms of increasing attendance and providing a central venue for all community members to participate and learn about city programs, while highlighting one major topic each year. This year, Community Outreach staff proposes to work with Community Development staff to highlight the Town Center Master Plan. The 2018 event would highlight the city's 50th Birthday, and each succeeding year would provide an opportunity to focus on one big issue. Staff believes that this change will increase community engagement, make better use of city resources and allow citizens to interact with each other on a more macro level. The proposed event would take place in August of each year, and staff would solicit the City Council to provide direction on what item(s) to highlight prior to marketing the event.

Councilors liked the proposal and suggested using the barn in Memorial Park for events.

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.

The Mayor indicated he would group the Citizen Input speaker cards by topic: traffic, Resolution No. 2626, and Basalt Creek development.

Bill Hancock spoke of the speed of traffic through Morey's Landing particularly on Orchard Avenue and that it has gotten worse in the last six to eight months. He felt it was a lack of civility on the part of the drivers in general and he thought additional police presence would help.

Mike Dykzeul addressed the disregard of drivers for stop signs, red lights and the bad driver behavior in Morey's Landing. Mr. Dykzeul requested additional police coverage.

Mr. Cosgrove indicated he is asking for an additional traffic officer in the upcoming budget to address the traffic concerns. He stated the majority of speeding through local neighborhoods is done by one's neighbors, and neighbor to neighbor conversations can help. Staff will reach out to see what they can do to help through education. Mr. Cosgrove suggested collecting license numbers and specific information about violators to help the police.

Page 99 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Raul Villanueva thanked Council for their work in the community. Mr. Villanueva chose to live in Oregon because of the people, and he felt the responsibility to give back to the community. He supported adoption of Resolution No. 2626.

Adzel Villanueva stated he attends Wilsonville High School and the teachers and coaches have encouraged him to work on his education and have taught him what it is to be a citizen of the community. He is thinking of attending college due to the encouragement of his coaches and teachers.

Luis Cisneros said he and his wife had recently moved to Wilsonville from Salem, where they felt uncomfortable and always “on guard”. Mr. Cisneros said Wilsonville is much different; safe, comfortable and they have not encountered any form of bias in the community. He thought the inclusivity Resolution reflected well on the City.

Carolona Reyes recently moved to Wilsonville and she favored passage of Resolution No. 2626. She feels Wilsonville is more safe and comfortable than where she previously lived.

Yrlanda Viveros Morales feels lucky to live in Wilsonville and wants the community to take care of all residents and all kids. She wants to view police as friends and helpers.

Shawn O’Neil stated he has testified previously in support of the Resolution. He noted the change in the character of the audience, and that it was now more diverse. Mr. O’Neil thought the Councilors had the opportunity to build consensus for the Resolution and he asked for a unanimous vote on the Resolution.

Don Hansen of OTAK distributed two memos to the Council. The first dealt with the Basalt Creek Planning Area Schools Analysis; and the second dealt with the Basalt Creek Planning Area Projected Traffic. Mr. Hansen disagreed with the information in the Draft Basalt Creek Concept Plan Feasibility Study dated May 1, 2017 and thought the area would be better used as residential rather than employment/industrial.

Peter Watts sent an email message to the City Councilors on April 30, 2017 in support of his belief the Basalt Creek Central Property would be better developed as residential, and that Metro’s criteria did not decree the lands be employment.

Sherman Leitgeb was of the opinion the Draft Basalt Creek Concept Plan Feasibility Study dated May 1, 2017 was fiction since no cost analysis for development had been done on the area. He held the costs will not lead to employment on the site and there was other industrial land available at less cost.

Lark Leitgeb said she owned 23 acres in the Basalt Creek subarea and that there was a big difference between residential uses and industrial uses. She asked that Council work with the city of Tualatin to develop something that will work for everyone.

MAYOR’S BUSINESS

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

COUNCILOR COMMENTS & MEETING ANNOUNCEMENTS

A. Council President Starr announced the date of the next Parks and Recreation Advisory Board meeting and invited participation in WERK Day scheduled for May 13th.

Councilor Starr noted those in the audience saw the types of issues that come before Council during their meetings from people wanting safer neighborhoods, speeding in neighborhoods, to how land is developed north of the City to get the right balance of work and housing, many different things that Council must consider and make decisions about.

Councilor Starr commented all of the Councilors are trying to be good representatives of the City and are working to make this a special place and a good place to call home. He addressed the Wilsonville High School student and encouraged him to attend college. Wilsonville is a good place to live. The Councilor hoped that the five Councilors do a good job to serve the people of Wilsonville, to make it a better place. And we thank you for showing up tonight and being passionate about the City.

B. Councilor Stevens encouraged citizens to participate in WERK day.

C. Councilor Lehan announced the Historical Society will be meeting at the Library, and that she has been appointed Chair of the State Commission on Historic Cemeteries.

D. Councilor Akervall noted the City was accepting applications for the Library Board and the Tourism Promotion Committee through the end of May.

CONSENT AGENDA

Ms. Jacobson read the title of the Consent Agenda item for the record.

A. Minutes of the April 17, 2017 City Council Meetings.

Motion: Councilor Starr moved to approve the Consent Agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

NEW BUSINESS

Ms. Jacobson read the title of Resolution No. 2626 into the record.

A **Resolution No. 2626**
A Resolution Declaring the City of Wilsonville A Welcoming and Inclusive City

Mayor Knapp said Council has been receiving and listening to testimony regarding the proposed Resolution for the past few weeks. He acknowledged the community represented in the audience has evolved as well, and the Council has heard from concerned people who have not attended Council meetings previously.

Motion: Councilor Lehan moved to approve Resolution No. 2626. Councilor Starr seconded the motion.

Councilor Lehan stated the process has been a learning experience and she has been inspired by the people providing testimony the past few weeks and their continued involvement in support of the Resolution. The Councilor thought adopting the Resolution would be a good thing for the City and she was proud to vote for it.

Page 101 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Councilor Stevens believed Wilsonville has always been an inclusive City and a welcoming City. The testimony heard tonight and her experience living in the City verified that and the Councilor was pleased to hear other residents feel the same way she does. The Resolution is a timely affirmation of the inclusiveness of Wilsonville.

Councilor Akervall appreciated the opportunity to see the community engage and she was glad to hear people feel the City is a safe place and a welcoming community. The Councilor felt that is why it was important for the Resolution to pass. If we consider in a broader perspective outside of our community, to have everybody be treated equally is an ideal that many people hold in their hearts. But actions don't always follow that. And so to have the opportunity to reinforce that and to have it be something that comes from the community is especially important and meaningful.

Councilor Starr read the final sentence in paragraph numbered five into the record, "While this City Council may pass this inclusivity Resolution in the hope that it is inspirational, the only true measure of its success will be in how all members of the community elect to treat each other day in and day out." He was happy to hear the couple who live in Canyon Creek had only positive experiences in the City, and he felt that was something all should be striving for and if you are a member of the City you have an obligation to do that yourself. Moving forward he wanted to insure that we hold each other accountable to a higher level of respect for the dignity of any human being. It is an opportunity for the Council and community to remind itself of what we are trying to achieve.

Mayor Knapp stated Wilsonville is home to people from different countries and ethnic populations such as: Latino, Indian, Egyptian, Pakistani, England, and Germany. The City has residents from many places around the world and the community is richer for their stories and learning of their backgrounds. Wilsonville has a sister city relationship with Kitakata, Japan and hosts the Korean War Memorial in Town Center Park. The Wilsonville community is made up from these different pieces. The Mayor saw the Resolution as a validation or acknowledgement of that. Councilor Starr is correct, the Resolution will not change anything being words on paper, what changes things is the extent to which we can all live up to the ideas and values and maybe pay more attention to someone we don't quite understand. Throughout history people have come to Oregon in the hopes of a better life and opportunity, and still are today. He was pleased to support the Resolution and recommend adoption and noted it could be an acknowledgement of how we want to live with each other.

Vote: Motion carried 5-0.

B. **Resolution No. 2628** – Placeholder. Changes may be made to the Resolution prior to the City Council meeting.

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into: (1) The First Amendment To Agreement Regarding Water Treatment Plant Design, Construction, Operation, And Property Ownership; (2) The Willamette Water Supply System Intake Facility Agreement With Tualatin Valley Water District; And (3) The Ground Lease For Raw Water Pipeline With Tualatin Valley Water District And The City Of Hillsboro.

The title of Resolution No. 2628 was read into the record by the City Attorney.

The Mayor noted the Council has a revised Resolution No. 2628 before them for consideration.

Ms. Jacobson indicated Susan Cole, Nancy Kraushaar, and Delora Kerber were available to answer questions about the Resolution.

Page 102 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

The Council has three agreements for consideration and there is one more agreement that is not yet finished which will be discussed at the end.

Ms. Jacobson explained the intricacies of the Ground Lease. Wilsonville will lease to TVWD and Hillsboro a large area of land (primarily below the ground surface) in which to place an approximately 6-foot diameter raw water pipeline approximately eight feet underground, stretching for approximately three miles through the City. The lease will be for 99 years. The pipeline is to primarily serve the city of Hillsboro, but it may serve the cities of Beaverton, Tigard, and potentially Tualatin. Sherwood will also be serviced by the expanded intake facility and they will continue to operate with Wilsonville out of the Wilsonville plant.

In consideration of the Lease, Lessors will pay the City rent (prepaid rent) in the total cash amount of \$17,184,127. Lessor will pay this rent in annual installments of \$173,577 payable in advance of each fiscal year, retroactive to July 1, 2016, and every July 1 up to and including on July 1, 2025. On July 1, 2026, a final lump sum rent payment in the amount of \$15,448,357 will be paid to Wilsonville. Construction is expected to be completed by no later than this date.

As additional consideration, Lessor will make six significant infrastructure improvements to City streets, which will benefit Wilsonville, as outlined in the attached Ground Lease, as Lessor constructs in those various areas.

Additionally they are going to provide significant seismic upgrades to the existing intake facility owned by TVWD and Wilsonville, at TVWD's expense, as well as some other seismic improvements that will benefit Wilsonville's existing plant, at no financial cost to Wilsonville. After the agreements are all said and done, the intake facility will be owned by all of the parties to the IGA: TVWD, Wilsonville, Hillsboro, Sherwood, Beaverton, and Tigard.

Tualatin at this point has elected not to become part of the group, but that could change in the future.

There are many other important provisions of the Lease, including a requirement for removal of the pipe, at Wilsonville's direction, upon termination of the Lease; significant provisions regarding environmental compliance, clean up, and remediation; strict construction requirements and oversight and insurance and indemnities. Final alignment of the pipe is still being determined.

Mayor Knapp confirmed the Ground Lease was a public document.

Ms. Jacobson addressed the First Amendment, which is the First Amendment to the contract between Wilsonville and TVWD. That agreement came about when it was decided to build the plant together and buy the property together.

In the agreement it provided whoever was pulling the most capacity through the plant would be the plant manager. Initially when we started negotiations, TVWD was planning to expand the existing plant or build a companion on the upper site. But because of land constraints and because of the distance to draw the water to Hillsboro, and the seismic upgrades that would be required to be made to the existing facility, they made the decision that instead of building at the current site, they would go further towards Hillsboro and they are building in unincorporated Washington County, but close to Tualatin.

As a result of that, it has become apparent that for the foreseeable future, the only users of the existing plant will be Wilsonville and Sherwood. And so one of the other considerations for doing this transaction

Page 103 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

is the agreement will be amended to make Wilsonville the managing partner of that facility in perpetuity unless and until Wilsonville elects to step down from being the manager. Wilsonville will have control over its own density at that plant.

TVWD will continue to own the assets with Wilsonville for the present time. Sherwood will continue to buy capacity from TVWD and will continue to, along with Wilsonville, pay the day to day operation costs.

TVWD, as co-owner of the plant real estate, will dedicate right-of-way to Wilsonville for an extension of Kinsman Road through a portion of the property, yet to be determined, for the future Boones Ferry Road to Brown Road east-west connector road and the Kinsman extension to the connector road.

TVWD also agrees to pay a pro rata share of the repairs and improvements needed to the existing intake facility. The prior agreement put all responsibility for such repairs on the users of the water plant (Wilsonville and Sherwood only).

Mayor Knapp noted the concept of Wilsonville wanting to have control over its long-term water source has been a goal of Council since the negotiations began, and the idea that the City could lose that control to some other agency/entity was a concern the Council wanted to directly address. This negotiated agreement would accomplish that certainty for the City over a long period of time.

Ms. Jacobson spoke to the final agreement, the Intake Agreement. After much negotiation, it has been agreed the City will receive an additional 5MGD in exchange for the Easement Agreement discussed above, and a payment not to exceed \$125,000 to TVWD, based on actual cost to upgrade and permit the expanded intake facility. Staff views this as a very favorable price. The City is getting credit for the screen and permitting already done and is the only entity whose buy-in price is capped. Negotiations originally started at close to \$700,000.

Although there will be a plant in Wilsonville and there will be a plant in unincorporated Washington County, the intake facility for both plants will remain at the current location in Wilsonville. Because of the additional use that will be coming through the intake facility, the intake facility needs to be expanded considerably. This means additional permitting for the intake facility and buying a new screen that will handle the larger capacity.

After negotiations it was agreed the City would receive an additional 5 MGD in exchange for the easement that we are going to give the parties to go from the current plant out to where the intake facility is going to connect with the raw water pipe. That will be an easement for access to and from the intake facility to expand the intake facility, there will be about 1-2 acres of improvements associated with the intake facility. In exchange for that Wilsonville will receive the extra capacity from TVWD without having to pay TVWD cash. In addition, the City will receive a credit for the screen and permitting that has already been done, which results in the capped price not to exceed \$125,000 for the City's share of the improved intake facility.

As a part of this agreement TVWD the Willamette Water Supply Program will be installing some seismic retaining walls that will help prevent damage to the intake facility in the event of a catastrophic earthquake, which is a benefit to the City.

Ms. Jacobson turned to the fourth agreement which is between all of the parties that will be sharing the intake facility and it is called "The Intake Facility IGA". That is an agreement that is still being negotiated and a first draft is nearly ready for a review.

Page 104 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

TVWD has a lot of capacity and they are in the process of entering into purchase and sale agreements with Tigard, Beaverton, and Hillsboro to sell some of that capacity to Hillsboro, but they will still have a large remaining capacity themselves. In the IGA agreement there is protocol for the sale and purchase of extra capacity. The IGA is going to put into place very detailed protocol about how that is offered and divided. Wilsonville already has an agreement with TVWD whereby before they can offer their capacity to any other party, including any of those mentioned, that capacity needs to be offered to Wilsonville because that is part of the original agreement. TVWD did that before they could make the offers to the other parties and Wilsonville authorized TVWD to go ahead and make those sales.

In other words, tonight we would approve all of the agreements as written, but we would wait to make sure the IGA and all of the terms contained in it at the end of the negotiations would work for Wilsonville. The Council has an alternative Resolution that approves all three of the documents but makes final signature on those documents contingent upon the City's acceptance of the IGA, which is anticipated to be done sometime in July. That is something the Council will want to discuss. Does Council want to do that, or would Council like to say they feel there is enough capacity and they were willing to give up the right to the water. That was one issue that is a point of contention in the IGA but there may be others. It is a little bit dangerous to sign on the dotted line on these three documents where we have another agreement that is going to control how we all work together and share this intake facility which we can't operate our treatment plant without.

One aspect about the Intake IGA that was a big point of discussion was voting. When the partners were deciding critical things about the intake facility would the vote have to be unanimous, would it be a simple majority, would it be a weighted vote, or would it be a super majority. And the group has come down thus far on the super majority so that means with the current partners a super majority would be five out of six voting in favor or against something. Which means that if the City signed the agreements tonight, we continue to negotiate on the IGA and we felt strongly about not giving up our first right of refusal, if that came to a vote the likely vote would be against the City, 5-1.

Ms. Jacobson recommended passing the alternative Resolution No. 2628 tonight which says in paragraph numbered 11, "this Resolution becomes effective and is contingent upon the approval by City Council of an Intergovernmental Agreement for the Intake Facility anticipated to occur on or about July 2017."

Councilor Stevens asked what risk there is in waiting.

Ms. Jacobson said the other parties have all passed the three agreements, and for them to buy the plant site they need to feel there is certainty. The group would like assurances. As long as there are no surprises that come up on the IGA we would be comfortable with going forward.

The Mayor thought it was important to say this project will be disruptive to Wilsonville for a number of years. The project involves tearing up Kinsman Road, 95th Avenue, through Garden Acres and to the north to install a big pipe. Council has reviewed the documents throughout the negotiation process and communicated with staff. Although the project will be disrupting there is some need for Wilsonville to accommodate the water needs of the larger region. Staff has done an outstanding job in finding a way through all of the complexities and bringing recommendations that make sense for the community. The Mayor thought it was prudent to condition this on reaching the agreement on the Intake Facility IGA.

Motion: Councilor Lehan moved to approve Resolution No. 2628 – Alternative 5.1.17, that includes item 11 that makes it become effective and is contingent upon the approval by

Page 105 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

City Council of an Intergovernmental Agreement for the Intake Facility. Councilor Starr seconded the motion.

Councilor Starr acknowledged and thanked staff members Nancy Kraushaar, Delora Kerber, Susan Cole, Barbara Jacobson, Mike Kohlhoff and Bryan Cosgrove for their work on these contracts. Other than the waste water treatment plant this is the most complicated, detailed, considerable agreement that the City has entered into.

Vote: Motion carried 5-0.

CITY MANAGER'S BUSINESS - No Report

LEGAL BUSINESS - No Report

ADJOURN

Mayor Knapp adjourned the meeting at 10:02 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor

Page 106 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7 p.m. on Monday, May 15, 2017. Mayor Knapp called the meeting to order at 7:10 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Sandra King, City Recorder
Nancy Kraushaar, Community Development Director
Delora Kerber, Public Works Director
Jon Gail, Community Relations Coordinator
Adam Phillips, Police Chief
Mark Ottenad, Government and Public Affairs Director

Motion to approve the order of the agenda.

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

Vote: Motion carried 5-0.

COMMUNICATIONS

A. 2016-17 Community Enhancement Program Project Report: Multifamily Community Waste-Reduction and Recycling Project sponsored by Clackamas County, City and Republic Services.

Mark Ottenad presented the staff report. The Wilsonville-Metro Community Enhancement Committee made award recommendations totaling a maximum of \$79,543 for five projects that the City Council approved on June 20, 2016. The projects are estimated to leverage an additional \$105,919 in cash or in-kind value.

Projects have a two-year window for implementation. Two of the projects have been or are nearing completion in the current 2016-17 fiscal year, two of the projects are underway, and one project is the planning-to-implement phase. As projects are completed, the project managers are to be scheduled to present to the City Council.

Mr. Ottenad provided these updates on the 2016-17 Community Enhancement Program Projects.

“Bee Stewards” Wilsonville Pollinator-Improvement Project. This project is sponsored by NCAP in conjunction with the City. The Community Enhancement Project (CEP) contribution to the \$97,077 project is \$21,433.

Purpose: Project to: 1) create productive pollinator habitats on City and School District-owned property,

utilizing volunteers and youth establishments to help plant and maintain plantings; 2) develop Integrated Pest Management (IPM) plan for City; 3) provide public educational opportunity and materials about pollinator habitats.

Status Update: The project includes five main goals, which are in varying stages of completion. Habitat restoration plans have been developed for City and School District properties, and two community volunteer pollinator planting-events with Friends of Trees were held in March and April 2017 at the Water Treatment Plant Park site. Additional planting events with Friends of Trees are scheduled for Memorial Park, and the City will implement a planting plan for medians on Wilsonville Road.

The City has started the process of developing an Integrated Pest Management (IPM) plan. Planning has also commenced for development of a homeowner toolkit that contains suggestions for creating and improving pollinator habitat and bee-safe pest management practices for common garden pests. A community workshop is also being planned for March 2018, along with interpretive signage for some of the pollinator habitat planting locations.

The two-year-long project has leveraged an additional \$52,982 in funding, including \$37,000 from National Fish and Wildlife Foundation, Wells Fargo Environmental Solutions for Communities Program; \$13,182 in labor from volunteers; and \$2,800 in staff time from West Linn-Wilsonville School District.

The Fluorescent Mercury-Lamp Recycling Program is sponsored by Clackamas County, City of Wilsonville and Republic Services. The CEP amount is \$7,110 of the total project cost of \$17,985.

Purpose: Project to undertake the collection and recycling of mercury-containing fluorescent-lamps by commercial operations in Wilsonville targeted to businesses and organizations known to use fluorescent lamps, with the tubes being properly disposed and recycled. A total of 100 boxes that accommodate 4- and 8-foot-long straight tubes were originally planned to be offered for recycling

Status Update: The program was modified to increase the potential participation rate by making the service even easier to use. The project was changed from a twice-annual collection event to an on-going effort where businesses can request a free postage-paid box from Republic Services that can be filled at the pace of business over a one-year period and shipped for free by scheduling pick-up with a phone call. Program was expanded to include any kind of commercial fluorescent tube, including cylindrical. The mail-in service for fluorescent tubes is a new, nationwide service instituted by Republic Services that was not available when the original project was developed.

Project has been just been completed at the end of April 2017 with a total of 111 recycling boxes that accompany a variety of fluorescent tube types distributed to a total of 25 businesses and organizations. Business managers have been very receptive to the program and appreciative of the City's underwriting.

Originally budgeted to provide \$5,614 in in-kind and hard costs, Republic Services voluntarily increased the company's total match to \$10,875 to cover the additional costs of shipping and distributing 11% more boxes than originally planned.

Meridian United Church of Christ submitted the Frog Pond Church Campus Restoration Project. The CEP amount awarded is \$10,000.

Purpose: Project to undertake extensive landscaping improvements on the public, street front-facing side of historic church property that includes removal/replacement and trimming of trees/shrubs.

Status Update: The project is underway, but has just started. The Church commissioned in Spring 2017

an arborist to examine the trees and make a professional recommendation for work this summer. Volunteer staff turn-over at the Church extended the initial timeline when work was originally scheduled to be completed in Fall of 2016.

The Memorial Park “Dog Park” Relocation Project is sponsored by the City in the amount of \$25,000.

Purpose: Project to relocate the enclosed, off-leash dog-run area of park; larger project for dog park and community gardens includes creating 37 parking spaces and installing new fencing, drinking-water fountains, two covered shelters with benches and dog-play elements.

Status Update: The relocation of the Dog Park has been on hold as the City works to determine the best access for the new Dog Park/Community Garden parking lot. The Planning Division is requiring the completion of the new parking lot prior to the relocation of the Dog Park. The need for completion of the parking lot has resulted in further discussion as to the best vehicle access to the new parking lot.

Staff plans to monitor Dog Park use during the Summer of 2017 to get a better understanding of traffic demands. After further research is done regarding potential traffic, and parking lot access, staff intends to take the item to City Council during the second half of Summer 2017 with the hope of moving the project forward.

The construction of the Dog Park is schedule for the same time as the construction of the new parking lot, which may take place as early as Fall of 2017 or Spring of 2018. In order to draw-down funds, staff would consider purchasing some of the amenities included in the grant request and placing them at the current dog park with the understanding these items would move to the new dog park at its completion.

The Multifamily Waste Reduction and Recycling Project Proposal is sponsored by Clackamas County and Republic Services. They are asking for \$12,000 - \$16,000 in CEP funds.

Purpose: Project to conduct a six-month-long focused effort to increase recycling opportunities at multifamily communities, including conducting a public education campaign with signage, working with residents and property managers, distributing light-weight recycling materials tote bags and looking at possible modification of central-collection/enclosure area.

Status Update: The project is moving to a conclusion by July. Phase one occurred in Fall 2016 when Clackamas County Sustainability staff and AmeriCorps intern visited 30 multi-family communities for an initial assessment to observe and record contamination levels in mixed recycling and glass bins and note any bulky waste present on-site.

Phase two commenced in March 2017 with 11 informal meetings with property managers, providing 903 recycling tote-bags to 7 properties that include door-to-door outreach to 3 communities, distribution during recycling presentation at 2 communities and property manager distributed bags in 2 communities. A total of 131 individual conversations with residents during outreach occurred, along with 3 recycling presentations and 3 food-waste prevention presentations.

To date, residents have appreciated the recycling tote-bags and welcomed the information. The goal is to deliver recycling tote-bags to the remaining 23 properties by the end of July, through a mix of door-to-door outreach and recycling presentations.

B. Wilsonville Police Annual Report (staff – Phillips)

Chief Adam Phillips commented on a press release the Clackamas County Sheriff’s Department sent out which the Councilors had received. The release provides information about criminal charges a

Page 109 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Clackamas County Sheriff's Department employee is being held accountable for, factual basis of events surrounding the investigation, as well as a statement from Sheriff Roberts. Chief Phillips will keep the City Manager informed on any progress that is made in the case.

The Mayor and Councilors expressed their deep concern about the severity of the news and for the victims, and the uncertainty that exists about whether Wilsonville citizens have received the measure of justice they should have been entitled to. Councilors were disturbed the situation occurred over a period of years, which pointed to management layers who were either not aware this was occurring, or they were aware but chose not to do anything. Councilors wanted assurances the City was receiving the full benefit of the contract with the Sheriff's Department for police coverage and they would do what they could to maintain Wilsonville's reputation as a safe city.

Mr. Cosgrove added he will be meeting with Sheriff Roberts to gather information and he will come back to the Council after his discussion with the Sherriff.

Ms. Jacobson indicated she is working with Clackamas County Counsel and the District Attorney's office on the matter.

Chief Phillips presented his annual report to Council, which has been posted to the City's website. Using photographs, the Chief introduced the community to the officers serving in Wilsonville to put faces to the names of the officers. These officers continue the tradition of courage, honesty, and justice that started in 1843 in Champoeg with the appointment of John Meek as sheriff of the territory. He spoke about the number and types of calls and reports taken and produced in 2016 which represented a high level snapshot into the community. Chief Phillips introduced two new programs, one involving the behavioral health unit comprised of mental health professionals who provide crisis intervention and outreach services in Clackamas County. The second program is the Family Justice Center - The Safe Place, which provides many services for victims of family violence in one location. Chief Phillips stated it was National Law Enforcement Memorial Week, and he showed a video commemorating the officers who lost their life in the line of service.

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.

In her role as the representative of the Clackamas County Arts Alliance Advisory Board, Susan Schenk reported the Boones Ferry Historical Society has been re-activated. The Historical Society Board will take nominations of a heritage tree at their next meeting.

Councilor Lehan added the Historical Society has absorbed the role of the Heritage Tree Board. The nomination to name the "three sister oaks" on Kinsman Road next to the former Lazerquick building as "Heritage Trees" was made by 4th grade students. The Councilor wanted to put a ratification of the Historical Society decision on the June 5th Council meeting to recognize the students and the Historical Society decision.

MAYOR'S BUSINESS

A. National Public Works Week Proclamation: *Public Works Connects Us* (staff – Kerber)

Page 110 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Delora Kerber shared a slide show displaying the work of the City's Public Works crews.

Mayor Knapp read the proclamation declaring the week of May 21 to 27, 2017 as "National Public Works Week: Public Works Connects Us" into the record.

B. Upcoming City Council and Budget Committee meetings were announced. The Mayor reported on the meetings he attended on behalf of the City of Wilsonville.

COUNCILOR COMMENTS

Council President Starr announced the Bulky Waste Day event at Republic Services this coming Saturday May 13.

Councilor Stevens reported WERK Day was successful in spite of the rain.

Councilor Lehan mentioned the Hazardous Waste Collection day scheduled for June 10. She invited the public to take part in the annual work day at the Pleasant View Cemetery scheduled for Saturday the 13.

Councilor Akervall announced the Memorial Day observance ceremony scheduled for May 29 in Town Center Park, as well as the annual Arts Festival set for June 3 and 4.

NEW BUSINESS

A. **Resolution No. 2630**

A Resolution Of The Wilsonville City Council Adopting The Wilsonville-Metro Community Enhancement Committee's 2017-18 Funding Recommendations

Ms. Jacobson read the title of Resolution No. 2630 into the record.

Jon Gail, Community Relations Coordinator, presented the staff report. The Wilsonville-Metro Community Enhancement Committee met on two occasions in April 2017 and are recommending to the City Council awarding a total of \$100,100 in funding to seven different projects in Wilsonville.

The community enhancement projects recommended for funding are, in descending dollar-amounts:

1. Art and Culture Survey and Strategic Plan: \$26,100
2. Beauty and the Bridge Interpretive Signs: \$20,000
3. Graham Oaks Nature Park Pedestrian Safety Crossing: \$20,000
4. Community Reader Board and Wilsonville Public Library Signage: \$15,000
5. Beauty and the Bridge Lighting Feasibility Study: up to \$10,000
6. 2017 Community Health Fair: \$5,000
7. Clackamas Community College-Wilsonville Campus Public Art Project: \$4,000

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

Project nominations were accepted from the public and public agencies over a two-month-long period, December 2016 through January 2017. A total of nine projects were nominated, but one project was removed from consideration by the project nominee and the other project the committee did not recommend funding for as it was a very costly sidewalk extension project with many unknowns. Project

Page 111 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

nominations were first reviewed by City staff for compliance with the CEP goals and criteria and evaluated for timeliness of completion.

The eight remaining projects were then forwarded for consideration over the course of two meetings in April to the seven-member Wilsonville-Metro Community Enhancement Committee, which is composed of four community members—Chair Brad Hughbanks, Vice Chair Larry Beck, Kate Johnson and Jimmy Lee; together with three elected officials, including Mayor Tim Knapp and City Councilor Susie Stevens; and Metro District Three Councilor Craig Dirksen. Various representatives of the projects presented their project nominations to the committee and answered the committee’s questions about the various projects.

Funded by a per-ton charge on biodegradable solid-waste, the Community Enhancement Program was extended by Metro regional government effective July 2015 to cover all cities with a waste-transfer facility, including the Willamette Resources Inc. facility operated by Republic Services in Wilsonville.

Metro estimates that about \$95,000 per year in community enhancement funds would be available to Wilsonville; current trends and potential changes in the Metro solid-waste franchise disposal program over the next few years may result in increased volumes being transferred that eventually yield \$100,000 or more per year of enhancement funds. Funds may be used immediately on smaller projects or accumulated for up to three years to underwrite a larger project; Metro provides flexibility for communities to design a local version of the program.

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

Goals for community enhancement projects include:

- a) Improve the appearance or environmental quality of the community.
- b) Reduce the amount or toxicity of waste.
- c) Increase reuse and recycling opportunities.
- d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
- e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- f) Result in improvement to, or an increase in, recreational areas and programs.
- g) Result in improvement in safety.
- h) Benefit youth, seniors, low income persons or underserved populations.

Program proposals are scheduled to be accepted again next winter, Dec. 1, 2017 – Jan. 31, 2018, with additional project award recommendations in Spring of 2018 by the committee.

Mayor Knapp understood the funding for the Beauty and the Bridge undercrossing lighting was to determine the feasibility of the project and discussions with ODOT.

Councilor Starr asked for clarification on the Art and Culture Survey and Strategic Plan.

Mr. Cosgrove explained the funding would be for a survey to determine what type of art and culture programs residents would support, and for a consultant to prepare a Strategic Plan for public investment and create tactics for developing resources to advance community support for arts and culture activities.

Page 112 of 377
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Motion: Councilor Stevens moved to approve Resolution No. 2630. Councilor Lehan seconded the motion.

Councilor Stevens expressed her appreciation to the volunteers of the Wilsonville-Metro Community Enhancement committee, to Metro for providing the funding, and to staff for coordinating the process.

Mayor Knapp said Mr. Gail and Mr. Ottenad are working on tracking the grants and creating accountability for the program.

Vote: Motion carried 5-0.

CITY MANAGER'S BUSINESS

Mr. Cosgrove asked if Council would be interested in cancelling the July 3 meeting. Council agreed with cancelling the meeting.

LEGAL BUSINESS

Ms. Jacobson reminded Council an Executive Session would follow adjournment.

ADJOURN

Mayor Knapp adjourned the meeting at 8:36 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: June 5, 2017		Subject: Ordinance No. 805 Transit Master Plan	
		Staff Member: Dwight Brashear, Transit Director Department: South Metro Area Regional Transit	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date:6/5/17 <input checked="" type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments:	
Staff Recommendation: Staff recommends that Council adopt Ordinance No. 805 on first reading.			
Recommended Language for Motion: I move to approve Ordinance No. 805 on first reading.			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Transit Master Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Whether to accept the Planning Commission recommendation to adopt a new master plan for South Metro Area Regional Transit.

EXECUTIVE SUMMARY:

In 2007, the City of Wilsonville adopted a Transit Master Plan (TMP) that enhanced existing service and updated chapters of the Transportation System Plan. Ten years later, the City’s population has grown to almost 23,000 residents and employs roughly 20,000 people. Beginning in 2015, South Metro Area Regional Transit (SMART) staff and project consultants led an extensive outreach process and route analysis to recommend services that are better tailored for today’s businesses and residents. The SMART system provides transportation options within Wilsonville, to Salem, Canby, and north towards Portland.

The purpose of the Transit Master Plan document, as formulated by the Transit Master Plan Citizen Task Force is to provide “convenient, safe, reliable, efficient, fiscally and environmentally responsible and friendly transportation services to anyone who wants or needs those services in Wilsonville. The provision of SMART services helps to attract and retain businesses. SMART is a valued community asset that enhances the quality of life for everyone who lives, works, or visits Wilsonville”. The 2017 TMP aims to make route adjustments to better serve the needs of businesses, residents, and visitors of Wilsonville.

The route changes proposed in the TMP are cost-neutral and focus on more frequent and efficient service. The main changes proposed are:

- Switch Route 2X service from Barbur Transit Center to Tigard Transit Center;
- Divide Route 3 so that there is a 3X commuter route to Canby and separate Charbonneau Shuttle;
- Streamline Route 4 and expand evening/Saturday service;
- Route 7 reconfiguration.

EXPECTED RESULTS: The adoption of the Transit Master Plan will create a transit roadmap, guiding future decisions while helping the City of Wilsonville to create and maintain a sustainable public transit network.

TIMELINE: Transit Master Plan adoption date is slated for June 19, 2017.

CURRENT YEAR BUDGET IMPACTS: The development of the 2017 Transit Master Plan has been mainly funded by federal and state grants. The recommended route changes in the Transit Master Plan are cost-neutral.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 5/18/17

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 5/22/17

COMMUNITY INVOLVEMENT PROCESS: To ensure this document update represented the diverse interests of the Wilsonville community, the Transit Master Plan had an extensive and inclusive public engagement process. Outreach efforts were tailored to reach people in practical and convenient ways as to reflect the opinions from the wide spectrum of current and potential system users, the business community, and residents. SMART has completed two rounds of

public outreach in which transit riders, local residents and payroll taxpayers have been invited to share their opinions. A citizen Task Force has worked with SMART staff and consultants for more than a year on this planning process.

SMART staff and outreach consultants provided electronic updates to an interested parties list, published articles in the Boones Ferry Messenger and Wilsonville Spokesman, and update project and City website information to keep interested parties informed and up-to-date. SMART's final round of outreach occurred from January 25 to May 24th 2017 by publishing the draft TMP online and in public spaces open for public review before the City Council Public Hearing on June 5th 2017.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): When implemented, the new plan is expected to improve efficiencies and to reduce traffic congestion by providing commuters an alternative to travel in single-occupant vehicles. Also, adoption of an updated Transit Master Plan may open new avenues of opportunity relative to grant funding for the entire City of Wilsonville.

ALTERNATIVES:

CITY MANAGER COMMENT:

ATTACHMENTS:

- A. Ordinance No. 805
 - a. Planning Commission Resolution No. LP17-0003
 - b. Transit Master Plan 2017

NOTE: The Transit Master Plan Record Index and Records can be found at this link.
<http://www.ci.wilsonville.or.us/DocumentCenter/View/11861>

ORDINANCE NO. 805

AN ORDINANCE OF THE CITY OF WILSONVILLE ADOPTING AN UPDATED TRANSIT MASTER PLAN AS A SUB-ELEMENT OF THE TRANSPORTATION SYSTEM PLAN, REPLACING ALL PRIOR TRANSIT MASTER PLANS, AND REPEALING ORDINANCE NO. 653

WHEREAS, the City of Wilsonville (City) currently has a 2008 Transit Master Plan that was adopted by City Council (Ordinance No. 653) on July 7, 2008; and

WHEREAS, ORS 197.175 requires city to prepare, adopt, and implement Comprehensive Plans consistent with statewide planning goals adopted by the Land Conservation and Development Commission; and

WHEREAS, ORS 197.712(2)(e) requires cities to develop and adopt a public facilities plan for areas within the Urban Growth Boundary containing a population greater than 2,500 persons, including rough cost estimates for projects needed to provide sewer, water and transportation uses contemplated in the Comprehensive Plan and Land Use Regulations; and

WHEREAS, the Transit Master Plan is a sub-element of the Transportation System Plan, which is a sub-element of the Comprehensive Plan; and

WHEREAS, an updated Transit Master Plan is needed to account for growth, rising transit costs, and future development; and

WHEREAS, in developing the updated Transit Master Plan, the City has sought to carry out federal, state, and regional mandates, provide for alternative cost-saving and funding solutions to minimize public expense, enhance efficiencies in transit routes, and maintain and potentially expand transit services; and

WHEREAS, the updated Transit Master Plan documents current routes, ridership, costs, and revenue, evaluates current transit deficiencies, estimates future transit demands, and estimates the capital and operation costs needed to meet these future demands; and

WHEREAS, staff of the City's Transit Department, which operates as South Metro Area Regional Transit (SMART), has considered a range of possible financial scenarios and put forward a Master Plan with different alternative level of transit service, depending on available funding; and

WHEREAS, following the timely mailing and publication of required notice, the Planning Commission conducted a public hearing on May 10, 2017, wherein the Commission received public testimony, staff reports and input, and exhibits, and thereafter deliberated and voted to approve Resolution No. LP17-0003 recommending to the City Council the approval of the proposed Transit Master Plan for the City of Wilsonville; and

WHEREAS, a copy of the record of the aforementioned Planning Commission action and recommendation is marked **Exhibit A**, attached hereto and incorporated by reference herein; and

WHEREAS, following the Planning Commission public hearing, the Planning Director forwarded the recommended Transit Master Plan onto the City Council, along with a staff report and attachments, in accordance with public hearing and notice procedures that are set forth in Sections 4.008, 4.011, 4.012, and 4.198 of the Wilsonville Code (WC); and

WHEREAS, the City Council, after public hearing notices were provided to over 80 property owners, a list of interested agencies, emailed to over 1,200 people, and posted in several locations throughout the City and on the City website, held a public hearing on June 5, 2017 to review the proposed Transit Master Plan, and to gather additional testimony and evidence regarding the proposed Transit Master Plan; and

WHEREAS, the City Council has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of its proceeding; and

WHEREAS, the City Council has duly considered the subject, including the Planning Commission recommendations and all the exhibits and testimony introduced and offered by all interested parties.

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

1. FINDINGS.

The above-recited findings are adopted and incorporated by reference herein as findings and conclusions of Resolution No. LP17-0003, which includes the staff report. The City Council further finds and concludes that the adoption of the proposed Transit Master Plan is necessary to help protect the public health, safety,

and welfare of the municipality by planning that will help ensure there will continue to be adequate transit services within the City’s transportation system.

2. DETERMINATION.

Based on such findings, the City Council hereby adopts the Transit Master Plan, attached hereto and marked as **Exhibit B**, and incorporated by reference as if fully set forth herein, which shall replace and supersede all prior Transit Master Plans adopted by ordinance, resolution, or motion. Ordinance No. 653 is hereby repealed.

3. EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read for the first time at a meeting thereof on the 5th day of June, 2017, and scheduled for second reading on June 19, 2017, commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the _____ day of June, 2017, by the following votes:

Yes: _____ No: _____

Sandra C. King, MMC, City Recorder

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

TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Attachments:

Exhibit A – Planning Commission Resolution LP17-0003 and Record (including staff report).

Many the documents in the Planning Commission Record are large, and can be found at this link. <http://www.ci.wilsonville.or.us/DocumentCenter/View/11861>

Exhibit B – Transit Master Plan

**PLANNING COMMISSION
RESOLUTION NO. LP17-0003**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILSONVILLE RECOMMENDING THE CITY COUNCIL ADOPT A 2017 TRANSIT MASTER PLAN FOR THE CITY OF WILSONVILLE.

WHEREAS, the Planning Commission of the City of Wilsonville (“City”) has the authority to review and make recommendations to the City Council regarding changes to, or adoption of new elements and sub-elements of, the Comprehensive Plan pursuant to Sections 2.322 and 4.032 of the Wilsonville Code (“WC”); and

WHEREAS, the proposed Transit Master Plan is a support document to the City’s Transportation Systems Plan, which is a support document to the City’s Comprehensive Plan, and the Transit Master Plan is subject to the same rules and regulations as an amendment to the City’s Comprehensive Plan; and

WHEREAS, the Planning Director submitted a proposed Ordinance to the Planning Commission, along with a Staff Report, in accordance with the public hearing and notice procedures that are set forth in WC 4.008, 4.011, 4.012, and 4.198; and

WHEREAS, the Planning Commission conducted a work session on December 22, 2016, a legislative hearing was scheduled for March 8th, 2017 after providing the required public notice, and was continued to a public hearing on May 10, 2017 to review the proposed Transit Master Plan and to gather additional testimony and evidence regarding the Transit Master Plan; and

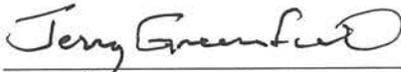
WHEREAS, the Planning Commission has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of its proceeding; and

WHEREAS, the Planning Commission has duly considered the subject, including the staff recommendations and all the exhibits and testimony introduced and offered by all interested parties; and

NOW, THEREFORE, BE IT RESOLVED that the Wilsonville Planning Commission does hereby adopt the Staff Report and its attachments (attached hereto as Exhibit A), as presented at the May 10, 2017 public hearing, including the findings and recommendations contained therein, and further recommends the Wilsonville City Council approve and adopt the Transit Master Plan as hereby approved by the Planning Commission; and

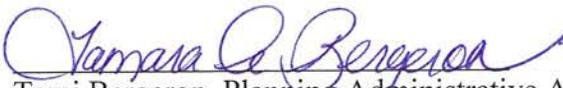
BE IT FURTHER RESOLVED that this Resolution shall be effective upon adoption.

ADOPTED by the City of Wilsonville Planning Commission at a regular meeting thereof this 10th day of May 2017, and filed with the Planning Administrative Assistant on this date.



Wilsonville Planning Commission

ATTEST:


Tami Bergeron, Planning Administrative Assistant

SUMMARY OF VOTES:

Chair Greenfield:	<u>✓</u>
Commissioner Postma:	<u>✓</u>
Commissioner Hurley:	<u>Ab</u>
Commissioner Levit:	<u>✓</u>
Commissioner Mesbah:	<u>✓</u>
Commissioner Millan:	<u>✓</u>
Commissioner Springall:	<u>Ab</u>

Attachments:

Exhibit A – Staff Report with attachments



II. LEGISLATIVE PUBLIC HEARING

A. Transit Master Plan (Brashear) (90 Minutes)



PLANNING COMMISSION STAFF REPORT

Meeting Date: May 10, 2017		Subject: Approval of Transit Master Plan	
		Staff Member: Dwight Brashear, Transit Director Department: South Metro Area Regional Transit	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments: Approve Resolution LP17-003 and recommend to Council the adoption of the Transit Master Plan.	
Staff Recommendation: Staff recommends that the Planning Commission approve resolution LP17-0003 and recommend adoption of the Transit Master Plan to City Council.			
Recommended Language for Motion: I move that the Planning Commission adopt resolution LP17-003 and recommend approval of the Transit Master Plan to City Council.			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Commission Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Transit Master Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COMMISSION: In 2007, the City of Wilsonville adopted a Transit Master Plan (TMP) that enhanced existing service and updated chapters of the Transportation System Plan. Ten years later, the City's population has grown to almost 23,000 residents and employs roughly 20,000. Beginning in 2015, South Metro Area Regional Transit (SMART) staff and project consultants led an extensive outreach process and route analysis to recommend services

that are better tailored for today's businesses and residents. The SMART system provides transportation options within Wilsonville, to Salem, Canby, and north towards Portland.

EXECUTIVE SUMMARY:

The purpose of the Transit Master Plan document, as formulated by the Transit Master Plan Citizen Task Force is to provide a roadmap “to providing convenient, safe, reliable, efficient, fiscally and environmentally responsible and friendly transportation services to anyone who wants or needs those services in Wilsonville. The provision of SMART services helps to attract and retain businesses. SMART is a valued community asset that enhances the quality of life for everyone who lives, works, or visits Wilsonville”. The 2017 TMP aims to make route adjustments to better fit the needs of businesses, residents, and visitors of Wilsonville.

The route changes proposed in the TMP are cost-neutral and focus on more frequent and efficient service. The main changes proposed are:

- Switch Route 2X service from Barbur Transit Center to Tigard Transit Center;
- Divide Route 3 so that there is a 3X commuter route to Canby and separate Charbonneau Shuttle;
- Streamline Route 4 and expand evening/Saturday service;
- Route 7 reconfiguration.

EXPECTED RESULTS: The adoption of the Transit Master Plan will create a transit roadmap, guiding future decisions while helping the City of Wilsonville to create and maintain a sustainable public transit network.

TIMELINE: City Council will hold a public hearing for the Transit Master Plan on June 5, 2017. A City Council adoption date is slated for June 19, 2017.

CURRENT YEAR BUDGET IMPACTS: The development of the 2017 Transit Master Plan has been mainly funded by federal and state grants. The recommended route changes in the Transit Master Plan are cost-neutral.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

To ensure this document update represented the diverse interests of the Wilsonville community, the Transit Master Plan had an extensive and inclusive public engagement process. Outreach efforts were tailored to reach people in practical and convenient ways as to reflect the opinions from the wide spectrum of current and potential system users, the business community, and residents. SMART has completed two rounds of public outreach in which transit riders, local

residents and payroll taxpayers have been invited to share their opinions. A citizen Task Force has worked with SMART staff and consultants for more than a year on this planning process.

SMART staff and outreach consultants provided electronic updates to an interested parties list, published articles in the Boones Ferry Messenger and Wilsonville Spokesman, and update project and City website information to keep interested parties informed and up-to-date. SMART is currently in its final round of outreach by publishing the draft TMP online and in public spaces open for public review until May 24th, before the City Council Public Hearing on June 5th 2017.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): When implemented, the new plan is expected to improve efficiencies and to reduce traffic congestion by providing commuters an alternative to travel in single-occupant vehicles. Also, adoption of an updated Transit Master Plan may open new avenues of opportunity relative to grant funding for the entire City of Wilsonville.

ALTERNATIVES:

CITY MANAGER COMMENT:

TRANSIT MASTER PLAN

RECORD INDEX

Transit Master Plan Records can be accessed <http://www.ci.wilsonville.or.us/AgendaCenter>

Planning Commission Agenda for May 10, 2017

EXHIBIT A TRANSIT MASTER PLAN (2017) Included

Exhibits B through K may be found at the link listed above.

EXHIBIT B FINDINGS REPORT

EXHIBIT C BOONES FERRY MESSENGER ARTICLES

EXHIBIT D ELECTRONIC UPDATES

EXHIBIT E SPOKESMAN NOTICES

EXHIBIT F PUBLIC COMMENTS ON DRAFT TMP

EXHIBIT G PUBLIC COMMENTS FROM SURVEYS

EXHIBIT H TMP PUBLIC INVOLVEMENT PLAN

EXHIBIT I PLANNING COMMISSION MEETING MINUTES

EXHIBIT J CITY COUNCIL MEETING MINUTES

EXHIBIT K TMP TASK FORCE MEETING MINUTES

Transit Master Plan

2017



WILSONVILLE
OREGON

DRAFT



SMART
SOUTH METRO AREA REGIONAL TRANSIT



- CONVENIENCE
- SAFETY
- RELIABILITY
- EFFICIENCY
- FISCAL RESPONSIBILITY
- FRIENDLY SERVICE
- EQUITY & ACCESS
- ENVIRONMENTAL RESPONSIBILITY



Please note that this is a REVISED DRAFT as of May 2nd, 2017

This is the **DRAFT** 2017 Transit Master Plan for the City of Wilsonville. It will remain in **DRAFT** form until adopted by the City Council, after public hearings and deliberation, which means that you can comment on the draft plan and your comments may lead to changes before the plan is finally adopted.

You can make oral comments at any TMP public meetings, which can be found on the TMP project website, www.plansmartwilsonville.com. All written comments must be submitted by May 24th which can also be completed through the TMP project website. Those comments will be passed along to Planning Commission and City Council for review.

We are grateful for your interest and we welcome your participation.

Acknowledgements

The City of Wilsonville would like to acknowledge the following for their dedication to the development of this Transit Master Plan. Their insight and outlook toward the future of this City helped create a comprehensive plan that represents the needs of employers, residents and visitors of Wilsonville.

Transit Master Plan Task Force

Julie Fitzgerald, Chair*
Kristin Akervall
Caroline Berry
Paul Diller
Lynnda Hale
Barb Leisy
Peter Rapley
Pat Rehberg
Jean Tsokos
Stephanie Yager

City Council

Tim Knapp, Mayor
Scott Star, President
Kristin Akervall
Charlotte Lehan
Susie Stevens
Julie Fitzgerald*

Consultants

Jarrett Walker
Michelle Poyourow
Christian L Watchie
Ellen Teninty
Shannon Ladner

Planning Commission

Jerry Greenfield, Chair
Eric Postma, Vice Chair
Al Levit
Phyllis Millan
Peter Hurley
Simon Springall
Kamran Mesbah

City Staff

Dwight Brashear, Transit Director
Eric Loomis, Operations Manager
Scott Simonton, Fleet Manager
Gregg Johansen, Transit Field Supervisor
Patrick Edwards, Transit Field Supervisor
Nicole Hendrix, Transit Program Coordinator
Michelle Marston, Transit Program Coordinator
Brad Dillingham, Transit Planning Intern
Keith Katko, Finance Operations Manager
Susan Cole, Finance Director
Chris Neamtzu, Planning Director
Charlie Tso, Assistant Planner
Tami Bergeron, Planning Administration Assistant
Amanda Guile-Hinman, Assistant City Attorney
Stephan Lashbrook, Transit Director*
Jen Massa Smith, Program Manager**
Steve Allen, Operations Manager*

*Retired

**Former staff

Table of Contents

Executive Summary	1
Introduction	3
<i>Overview</i>	
<i>SMART Existing Services</i>	
<i>Wilsonville Community Profile and Characteristics</i>	
Public Involvement	18
<i>Phases of Public Involvement Process</i>	
<i>Forms of Outreach</i>	
Transit Demand	26
<i>Planning for Future Transit Demand</i>	
<i>Factors Likely to Affect Transit Demand</i>	
Funding Sources and Expenditures	30
<i>Revenue</i>	
<i>Expenditures</i>	
<i>Service Increases and Potential Revenue Sources</i>	
<i>Conclusion</i>	
Recommended SMART Service	37
<i>Proposed Routes</i>	
<i>Transportation Options</i>	
Goals and Implementation Measures	62
<i>Increasing Public Knowledge of Transit</i>	
<i>Improving Service Quality</i>	
<i>Improving Access to Transit</i>	
<i>Service Expansion</i>	
<i>Increasing Efficiency and Improving Air Quality</i>	
<i>Creating a Sense of Community Ownership</i>	
Appendices	78
<i>A. Glossary</i>	
<i>B. Route Priorities</i>	
<i>C. Title VI Program</i>	
<i>D. Planning Framework</i>	
<i>E. Neighborhood Characteristics</i>	
<i>F. TMP Public Outreach Summary</i>	

Executive Summary

Public transit has always been at the forefront of shaping the personality and image of some of this country's greatest cities. The first and most notable modes of public transit include the Staten Island Ferry, which began operating in 1817 and remains operational to this day, the cable cars of San Francisco, the New York subway system and the elevated train in Chicago, affectionately referred to as the "L", which began operating in 1895 and is considered this country's first rapid transit system. So what does all this mean for the City of Wilsonville and what role will the Transit Master Plan play in helping to shape the City of Wilsonville's future? These questions are both relevant and timely, and they are questions that the Transit Master Plan seeks to address in specific detail.

The City of Wilsonville, like most thriving cities and not at all surprisingly, finds itself at a bit of a crossroads. Rapid growth coupled with a desire to maintain a high quality of life for its residents, commuters and visitors has delivered the City of Wilsonville to an intersection; the very same intersection that has produced many great cities. It is important to stress that a crossroad in and of itself is not necessarily a situation to be feared. However, deciding which direction to travel, how that travel will be accomplished and when traveling will be most advantageous to make for a successful journey are all critical components of the directional decision making process. The good news is that the City of Wilsonville was and continues to be forward thinking. The magnificent architects of the City's design knew that developing, maintaining and providing mobility options was/is crucial to the sustainable success of any vibrant city, of which the City of Wilsonville unquestionably qualifies.

Convinced that "necessity is the mother invention" the leaders of the City of Wilsonville created the South Metro Area Regional Transit (SMART). SMART was developed with the mission of providing safe, reliable and cost effective public transit, and after almost three decades of proudly delivering on this mission, SMART finds itself in good health, well liked, well respected, and most importantly, ready to face the future.

So where does SMART go from here? The Transit Master Plan holds the key. Developed by the SMART team with valuable input and cooperation from City staff, a citizen task force, the public, the Mayor and City Council, the Planning Commission and the business community by way of the Wilsonville Area Chamber of Commerce, the Transit Master Plan will serve as a beacon of hope and promise, guiding our decisions while ensuring that SMART always remains true its core mission. To that end, SMART is pleased to present its new multiyear Transit Master Plan. This comprehensive plan is a view into the future and is dedicated to all those who live, work, play or do business in the City of Wilsonville. We have taken great care to ensure that everyone wishing to be heard was in fact heard. Furthermore, we believe it to be imperative that the Transit Master Plan address the needs of all, inclusive of individuals and businesses. SMART understands and appreciates that it is the local business community that makes it possible for SMART to provide mobility options to thousands annually. SMART also understands

and believes that our transit goals can only be achieved through a collaborative effort between all that desire the City of Wilsonville to take its rightful place as one of this country's most livable cities.

In closing, it is our sincere hope that the reader will find the Transit Master Plan to be lucid and well organized. In addition, we are mindful that the only consistent thing in life is change, so we welcome and encourage your input, feedback and questions, not only today or tomorrow but each and every day as we seek to deliver on our promise to all of you.

Respectfully,

SMART

DRAFT

Introduction

Overview

South Metro Area Regional Transit

Situated on Interstate-5 between Portland and Salem, Wilsonville serves as a transportation hub and has established itself as an important employment center in the Portland metropolitan area. With employment figures almost equal to the City's population, large numbers of employees commute to jobs in Wilsonville from Portland, Salem, Sherwood, Gresham, Vancouver, and many other locations. To aid in the movement of Wilsonville's employees, residents and visitors South Metro Area Regional Transit (SMART), a department of the City of Wilsonville, provides fixed-route service within the City of Wilsonville and connecting service to Canby, Tualatin, Salem, and Portland. SMART also provides an extensive demand-response system (Dial-a-Ride) with priority to ADA-qualified riders, transporting elderly and disabled riders to out-of-town medical appointments.

In addition to fixed-route service, SMART provides businesses, residents and visitors of Wilsonville with the resources to participate in various transportation options such as vanpooling, carpooling, bicycling, walking, and telework through the SMART Options Program.

This program promotes a robust set of travel options to provide the freedom and choice for people to travel while reducing the amount of single-occupancy vehicles on the road.

In order to ensure equitable access, coordinated transit services and enhance regional mobility of transit programs and projects, SMART works cooperatively with state and regional partners, including Oregon Department of Transportation (ODOT), TriMet, Cherriots, Canby Area Transit (CAT), Multnomah, Clackamas and Washington Counties, and Oregon Metro. The value of SMART's services is greatly increased by being well connected with other transportation networks which include neighboring transit systems and bicycle and pedestrian networks. These connections increase the level of choice and overall mobility for people in and around Wilsonville, whether they are traveling to jobs, school, shopping, parks, or recreational events.

SMART History

Prior to 1989, transit service in Wilsonville was provided by the Tri-County Metropolitan Transportation District of Oregon (TriMet) with one route that operated during peak commute hours. In 1988, the Wilsonville Innovative Transportation Association was formed to look at alternative methods of providing transit service at a better cost/benefit ratio for local businesses. The City of Wilsonville successfully petitioned to withdraw from TriMet's service district, effective January 1st, 1989.

For the first two years, the City contracted with Bucks Ambulance Service to provide rides on a demand response basis. In 1991, Wilsonville began to provide demand-response service on its own. Wilsonville also contracted with TriMet to extend Route 96 into Wilsonville, providing Wilsonville residents and employees with transportation between Wilsonville and Portland. The City decided to change its name from Wilsonville Area Rapid Transit (WART) to South Metro Area Rapid Transit (SMART) in 1993 and to South Metro Area Regional Transit in 2007. 1993 was also the year when SMART began providing service to Tualatin Park & Ride, Barbur Transit Center, and Oregon City Transit Center. The Oregon City service was discontinued in 2002 due to low ridership and resources were reallocated to improve services to Portland.

In 1994, SMART began providing the in-town service that had previously been contracted service. Ridership increased dramatically between 1994 and 1995 and new routes were introduced in 1995, 1996, 1998, 2003, 2009 and 2014.

Today, SMART operates seven fixed-routes as well as Dial-a-Ride, non-emergency medical trips, and special shuttle services for older adults and people with disabilities. These services are primarily supported by a Wilsonville payroll tax and grant funding. SMART's payroll tax rate is currently 0.5000 percent and was last increased in October 2008 to help fund service connections with TriMet's commuter rail. Please see the chapter on Funding Sources and Expenditures for SMART's payroll tax history as compared to other transit agencies.

Transit Master Plan

The Transit Master Plan (TMP) provides a broad look ahead to the type of transit system and supportive transportation options required to meet Wilsonville's mobility needs. This is accomplished by providing proposals for improved transit service as well as strategies to reduce single-occupancy vehicles. With its combined transit and transportation options approaches, the TMP will guide future decision-making for SMART for the next five to seven years.



The development of this plan relied heavily on members of a TMP Task Force; an advisory committee of residents, transit riders, and community organizations who served as a sounding board during the public involvement and update processes. The Task Force proposed the following mission statement and goals for the TMP process:

To provide convenient, safe, reliable, efficient, fiscally and environmentally responsible and friendly transportation services to anyone who wants or needs those services in Wilsonville. SMART services help to attract and retain businesses. SMART is a valued community asset that enhances the quality of life for everyone who lives, works in, or visits Wilsonville.

CONVENIENCE. *SMART provides services that are convenient, comfortable and easy to use.*

SAFETY. *SMART provides a safe and secure environment for our customers, community and employees through maintenance, training, design, enforcement and the allocation of resources.*

RELIABILITY. *Coordinated and reliable, the Wilsonville community depends on SMART to meet mobility needs.*

EFFICIENCY. *SMART's services are provided in an efficient and cost-effective manner.*

FISCAL RESPONSIBILITY. *The SMART system is fiscally responsible to the community.*

FRIENDLY SERVICE. *SMART provides friendly services that add value to Wilsonville's quality of life.*

EQUITY & ACCESS. *SMART services are accessible and they are provided equitably throughout the Wilsonville community.*

ENVIRONMENTAL RESPONSIBILITY. *SMART conducts its operations with regard for long-term environmental consequences.*

For SMART to provide residents, employers, employees, and visitors of Wilsonville the service described in the TMP mission and goals, it must be part of an integrated transportation system that considers land use, fixed-route buses, demand-response service, taxis, carpools, vanpools, employer shuttles, bicycles, pedestrians, and innovative strategies to encourage non-single occupancy vehicle travel.

The planning context and policy framework for the Transit Master Plan is dependent upon a variety of local, regional and state plans, policies and regulations; such as the Oregon Transportation Plan (OTP), the Regional Transportation Plan (RTP), Americans with Disabilities Act (ADA), and the Tri-County Coordinated Transportation Plan for Seniors and Persons with Disabilities (CTP). These documents help determine and shape how growth will occur in Wilsonville and what key policies, goals and principles should be considered. Overall, these goals and objectives contribute to providing safe, efficient, accessible, and equitable transportation; providing mobility to people of all ages and incomes; and reducing air pollution, greenhouse gas production, energy use, and traffic congestion. This plan and SMART service aims to further the implementation of the City's Transportation System Plan, a subset of the City Comprehensive Plan. To learn more about these policies and plans, please see Appendix D.

SMART Existing Services

SMART Capital Facilities & Fleet

SMART Central Station is Wilsonville's transit hub located on SW Barber Street in Wilsonville. It was built and completed as part of TriMet's Wilsonville WES Station in 2009. The hub includes the WES station, Park & Ride facility, a 12-bay bus transit center, 48 bicycle lockers and a bike repair station to allow for multi-modal trips. SMART Central also features a metal and glass clock tower that has a security and sound system. To allow for quick and convenient transfers, SMART routes are timed to pulse with WES arrivals and departures.

Wilsonville SMART Administration and Fleet Maintenance facility is located at 28879 SW Boberg Road. This building houses the SMART Fleet, the City/SMART Maintenance and Transit Operations Divisions.

The Administration and Fleet Maintenance building was completed in 2013 with guidance from the Mayor and City Council. This state-of-the-art facility was constructed without incurring any debt and includes sustainable features to increase efficiency and reduce environmental impacts. The facility also includes a Compressed Natural Gas (CNG) fueling station for SMART's CNG buses.

SMART Transit Fleet

SMART maintains a wheelchair-accessible fleet of 30 active revenue vehicles. The active fleet consists of a wide range of vehicles including everything from small cutaways used in Dial-a-Ride service to heavy duty 40' buses, used primarily on inter-city routes. SMART fleet also includes a trolley utilized for community events and local service in the warmer months. In addition to these active vehicles, SMART maintains a small contingency fleet of older vehicles that are only used in case of emergency.

Bus Stops & Amenities

SMART currently has more than 150 bus stops within the City of Wilsonville. Some stops are primarily poles and signs while others have full amenities such as; benches, shelters, schedule displays, lights and garbage cans.

Fixed-Route Service

The current SMART fixed-route system consists of seven routes; two commuter express routes and five local routes serving the community of Wilsonville and surrounding areas. SMART operates its full services Monday through Friday from 5:00 a.m. to 9:15 p.m. and reduced service on two of its routes on Saturdays from 8:30 a.m. to 5:30 p.m.

Routes typically begin and end their runs at SMART Central. SMART Central Station offers intermodal connections between SMART buses and TriMet's Westside Commuter Rail (WES) and Salem Cherriots. Several major transfer locations outside of Wilsonville allow for transfers from SMART to other providers, including TriMet (Tualatin Park & Ride and Barbur Transit Center), Canby Area Transit (CAT) and Cherriots. In addition, SMART also connects with TriMet Route 96 at Commerce Circle. This TriMet route offers service from Wilsonville to Portland averaging every 30 minutes during peak commute times.

SMART service is free for trips within Wilsonville, including both fixed-route and Dial-a-Ride service. Inter-city service and connections to other transit providers requires a fare payment.

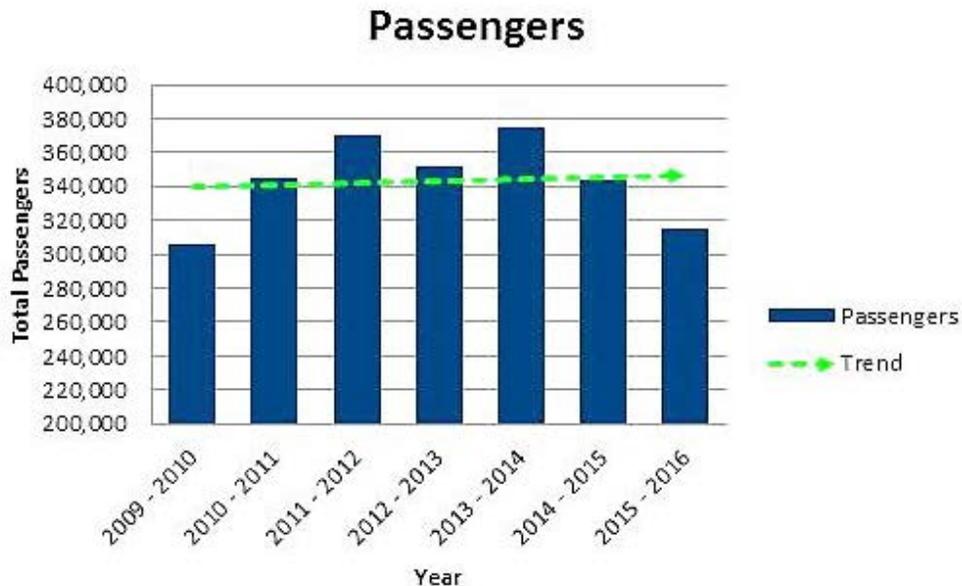
The table below summarizes fixed-route fares and passes for riding SMART routes. Riders can pay cash or purchase a monthly pass for either the 1X or the 2X/3 routes. An "All Pass" allows use of all inter-city routes (1X, 2X, and 3). Reduced-price passes for seniors, people with disabilities, students, and youth must be purchased in person at Wilsonville City Hall. SMART does not accept transfer receipts from other transit providers (other than Cherriots passes on the shared Route 1X) and other providers do not provide a discounted fare for passengers transferring from SMART services.

Fixed-Route Fares & Passes

Fare Category	Fare Type	1X (Salem)	2X (Portland) 3 (Canby)	4,5,6,7 (Wilsonville)
Adult ¹	Single Ride (cash)	\$3.00	\$1.50	Free
	Monthly Pass	\$85.00	\$35.00	
	Monthly "All" Pass ³	\$120.00		
	20-Ride Punch Card/Pass	Requires 2 punches	Requires 2 punches	
	40-Ride Punch Card/Pass			
Discounted ²	Single Ride (cash)	\$1.50	\$0.75	
	Monthly Pass (One Route)	\$42.50	\$17.50	
	Monthly "All" Pass ³	\$60.00		

Notes: (1) Adult fares are for persons age 18-59. (2) Discounted fares must be purchased in person at City Hall and are for seniors age 60+, persons with disabilities, Medicare card holders, youth age 5-17, and students 18-23 with valid student ID. (3) An "All" Pass is valid on all intercity routes (1X, 2X, and 3X). Source: SMART website.

Over the past five years, SMART system ridership has varied between 325,000 to 350,000 passenger trips per year. Since 2008, when the last TMP was approved and the WES service changes were put in place, SMART’s service hours have increased by over 35 percent, operating cost saw a 16 percent increase while ridership has seen just over a 4 percent increase. The variation may be due to a variety of factors including service changes, employment or shift time fluctuations or data gathering limitations. As SMART moves to a computerized passenger count system in the next couple years, gathering data will become easier and more accurate.

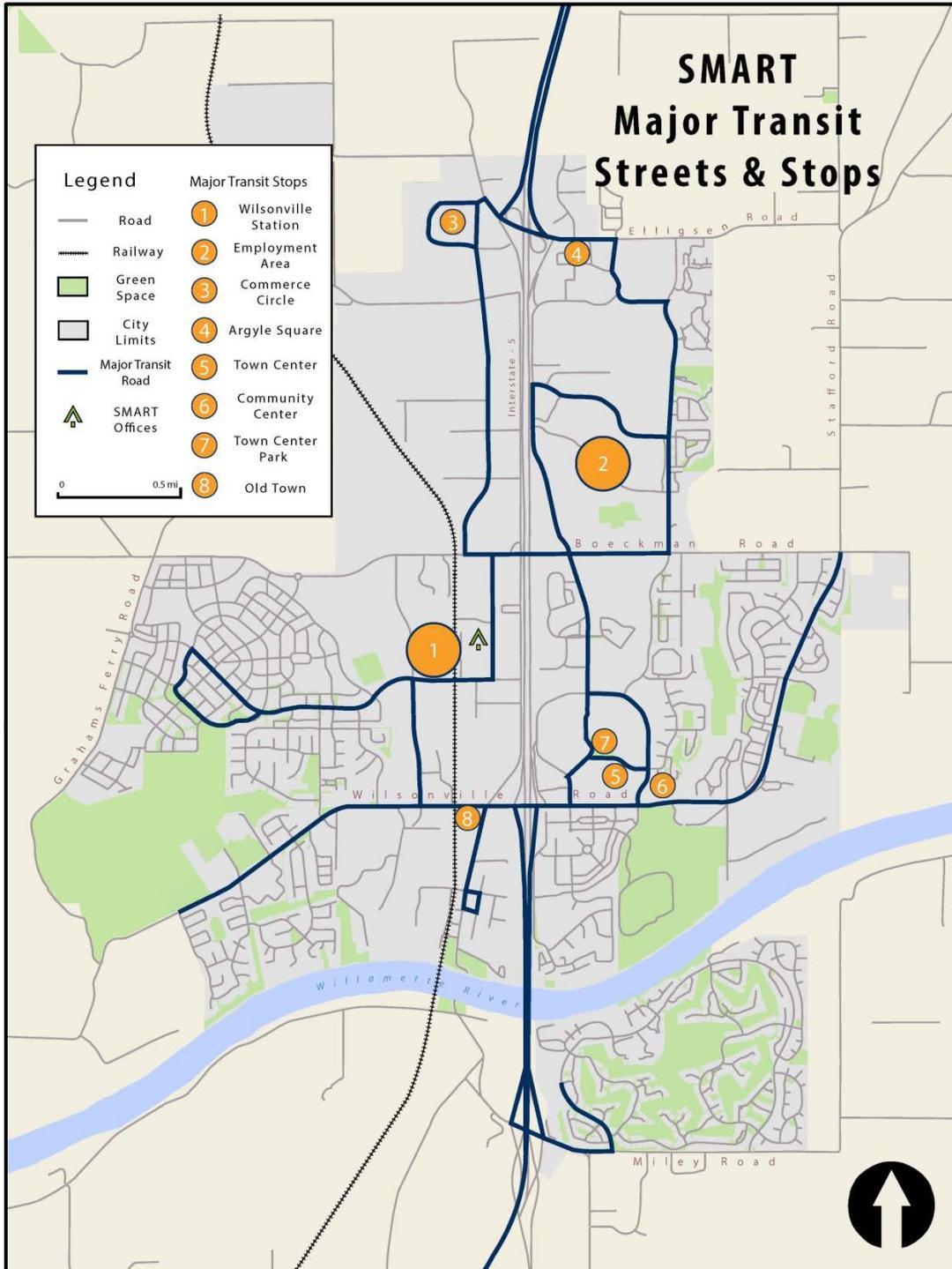


In addition to productivity measurement, SMART is also committed to ensuring that transit services are provided in a fair and balanced manner throughout Wilsonville. To that end, SMART has worked to establish measures that monitor equity issues and ensure compliance with Federal Title VI Civil Rights standards for our fixed-route system. A copy of SMART’s Title VI policy can be found in Appendix C.

On-time performance is a measure of trips completed as scheduled. A bus is considered on-time if it is within five minutes of the schedule at any time point, late is defined as more than five minutes after the scheduled departure time, and early is defined as anything before the scheduled departure time. SMART has set a standard that at least 85 percent of all trips will run on time for fixed-route service and 90 percent for Dial-a-Ride service.

Service availability and access is a general measure of the distribution of routes within the SMART service area. SMART’s goal is to ensure that 85 percent of City residents live within walking distance (i.e. no more than 1/4 mile) of a bus stop. SMART will continuously make efforts to mirror the growth of the City of Wilsonville with its transportation service so that residents and employers can have equal access to transit.

Major transit streets are a primary corridor for transit, receiving half-hour or better service during peak traffic hours. The designation of major transit streets allows the City to set standards for encouraging land use patterns, development designs, and street and bicycle/pedestrian improvements that support transit. Major stops are those which are located at intersections of two or more bus routes, transfer locations between transit systems, Park & Ride lots, and shopping centers or other major destinations.



Route	Service Type	Name	Termination(s) / Major Transit Centers	Other Major Destinations	Weekday Headway	Weekday Service Span	Saturday Headway	Saturday Service Span /
1X	Intercity	Salem	Salem Transit Center	State Capital	30-60 min	4:30 a.m.-10:00 a.m. 3:30 p.m.-8:00 p.m. No midday service	No Service	No Service
2X	Intercity	Barbur	Tualatin Park & Ride Barbur Blvd Transit Center	Wilsonville City Hall Mentor Graphics Parkway Woods Argyle Square Commerce Circle	20-60 min	5:00 a.m.-9:45 p.m.	60-120 min	8:15 a.m. – 5:45 p.m.
3	Intercity	Charbonneau Canby	Canby Transit Center	Springridge at Charbonneau	60 min	6:00 a.m.-9:15 a.m. 3:30 p.m.-7:30 p.m. No midday service	No Service	No Service
4	Local	Wilsonville Road East/West	Mentor Graphics Boones Ferry Primary School or Graham Oaks Nature Park	Boeckman School Wilsonville H.S. Civic Center Town Center Loop Inza Wood Middle School	30-60 min	5:00 a.m.-7:45 p.m.	60-120 min	8:30 a.m.-5:30 p.m.
5	Local	95 th Avenue	SMART Central	Commerce Circle	30 min	5:30 a.m.-10:15 a.m. 3:15 p.m.-7:15 p.m. No midday service	No Service	No Service
6	Local	Canyon Creek	Argyle Square	Mentor Graphics Parkway Woods Argyle Square	30 min	6:30 a.m.-10:05 a.m. 3:15 p.m.-7:39 p.m. No midday service	No Service	No Service
7	Local	Villebois Shopper Shuttle	Villebois	Town Center	5 a.m. & 2 p.m. trips	6:07 a.m.-6:45 a.m. 5:07 p.m.-5:45 p.m.	No Service	No Service

Dial-a-Ride

Dial-a-Ride (DAR) is a door-to-door transportation demand-response service for customers within the City of Wilsonville. SMART is pleased to offer four distinct programs under its Dial-a-Ride service: ADA Complementary Paratransit, General Public, Senior Trips, and Out-of-Town Medical Trips. While ADA eligible customers are given priority scheduling, Wilsonville residents of all ages are welcome to utilize the Dial-a-Ride programs.

SMART proudly offers complementary ADA Paratransit service to individuals who may have difficulties accessing fixed-route services. ADA customers are required to be certified as eligible under the federal ADA guidelines in order to use the service. Reservations can be made up to two weeks in advance and rides are guaranteed during any hours of normal operations.

Dial-a-Ride Fares

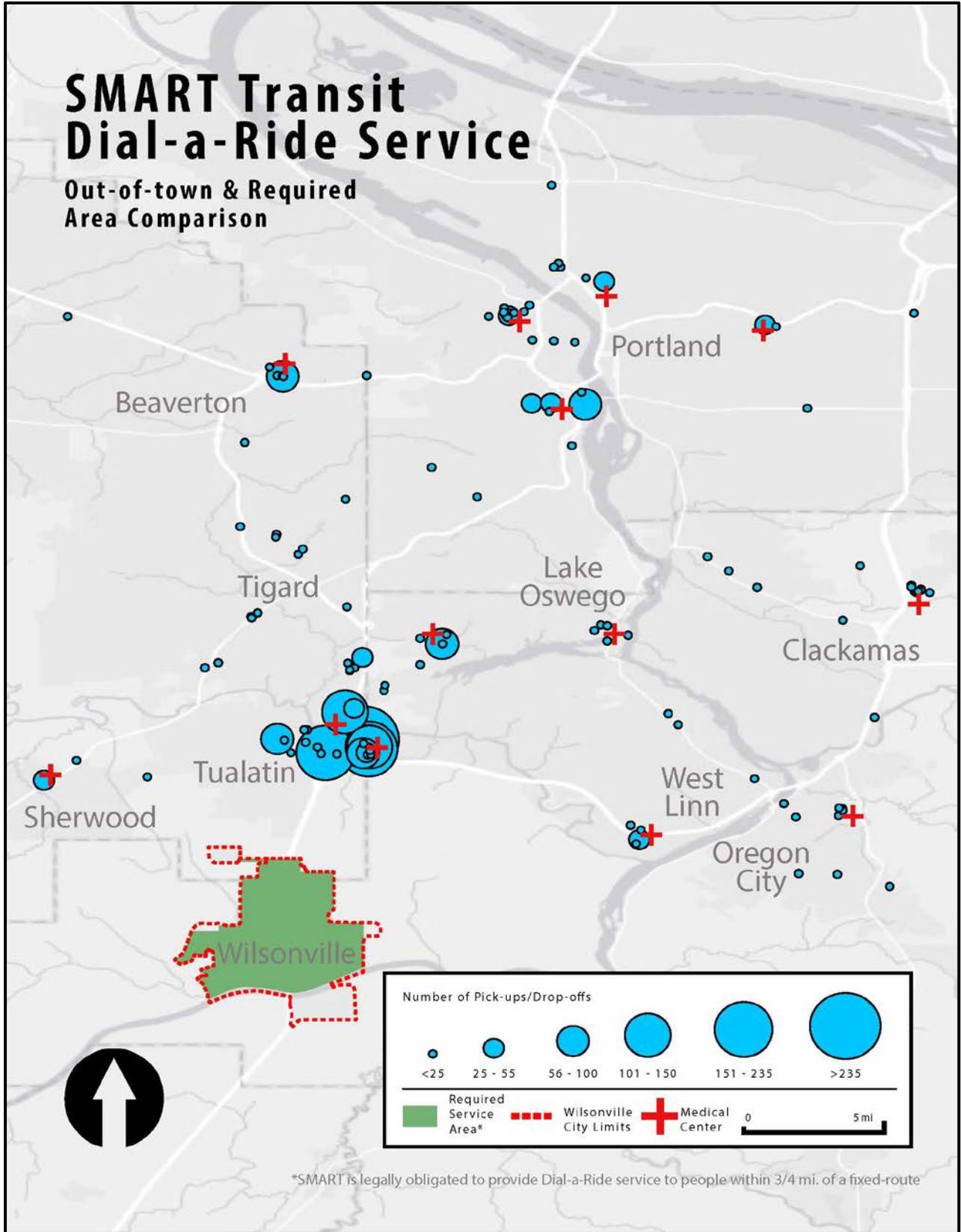
Fare Type	Local	Intercity
Single Ride (one way) (cash)	Free	\$3.00
Monthly Pass		\$50.00
Punch Pass	Free	2 punches

Residents of Wilsonville can utilize SMART's General Public Dial-a-Ride program. Under this program, customers are required to book their ride a day in advance of their desired day of travel. This DAR program is designed to supplement fixed-route service and should be used sparingly to reach areas within Wilsonville that are not frequently served by other transportation modes. Although SMART is pleased to offer DAR services, customers are encouraged to utilize the fixed-route service and travel training program whenever possible.

SMART is mindful and fully embraces the reality that Wilsonville has an active senior population and as such, SMART offers the Senior Trips Dial-a-Ride program. This heavily used program was designed to provide seniors with viable mobility options. Through DAR, seniors have unrestricted access to the City and all of its amenities. Seniors who are 60+ are able to make reservations up to two days in advance of their anticipated trip.

Through special transportation funds allocated to transportation providers throughout the region, SMART is able to offer an Out-of-Town Medical Trips. This program allows seniors and persons with disabilities access to the Portland Metropolitan area for medical appointments. SMART competes with other transportation providers for the funding needed to offer this vital program. SMART believes in the concept of equal access, and thus it is important for SMART to provide a bridge between medical services and the people that need them, no matter the distance.

SMART has updated its computer-aided dispatching software to improve efficiencies relative to passenger loads, route planning, and fuel consumption. This update has allowed SMART to increase Dial-a-Ride capacities within all programs as scheduling has become more efficient. The ridership for all Dial-a-Ride programs saw a 53% increase from 2015 to 2016 with no additional services added. This increase is mainly attributed to the new software.



SMART DAR Out-of-Town and Required Service Comparison Map 2016

Other Services

SMART offers the following additional services:

Travel Training

SMART has partnered with Ride Connection to bring their RideWise travel training program to Wilsonville. Eligible customers who are unfamiliar with SMART's fixed-route services are encouraged to take part in this program to help understand how to plan your trip and successfully utilize SMART's and surrounding area fixed-route services. The travel trainer also hosts group trips designed to help people feel comfortable with the transit system in a social, relaxed environment.

Shopper Shuttle

SMART operates shopper shuttle service for no charge five days a week to Safeway and Fred Meyer stores in Wilsonville for seniors and supportive housing residents in Villebois.

Community Center Senior Lunches

SMART operates pre-scheduled, door-to-door service to Wilsonville Community Center for senior lunches.

Summer Events Trolley

SMART operates the trolley throughout the summer to community events such as the Farmers Market and Rotary concerts. The trolley also provides free rides around town for special events like Fun in the Park.



Wilsonville Community Profile and Characteristics

A strategic southern gateway to the Portland Metropolitan area – Wilsonville’s small town lifestyle, coupled with high quality neighborhoods, popular amenities and good jobs have grown the city’s population continuously over time, even during the most recent economic down turn. In a population study completed by Portland State in July 2016, the estimated population for the City of Wilsonville was roughly 23,700 people. Once a small farming community, Wilsonville has transitioned into a well-planned city with a mix of high-tech industries, small businesses, a transportation system, and a variety of housing types.

Within City limits, Wilsonville has many diverse neighborhoods. These neighborhoods offer a broad variety of opportunities for businesses and residents – from the Westside Industrial area to Town Center and Villebois – these distinct neighborhood identities have different transit needs. Neighborhood areas and corresponding analysis are described in Appendix E.

Wilsonville is also home to several major employers and an employee base of more than 18,000. Wilsonville weathered the 2008 recession better than most communities in Oregon and is now seeing increases in employment figures and building permit requests.

Commute Trends (Longitudinal Employment-Household Dynamics 2014)

	Wilsonville	Tualatin	Oregon City	Tigard	Sherwood	Canby
Percent of Workers Who Commute In	93% 16,957/18,310	93% 23,742/25,426	85% 11,718/13,826	92% 40,731/44,138	86% 4,521/5,526	80% 4,743/5,903
Percent of Working Residents Who Commute Out	85% 7,447/8,800	87% 11,021/12,705	87% 13,787/15,895	86% 20,965/24,372	92% 8,067/8,802	85% 6,677/7,837

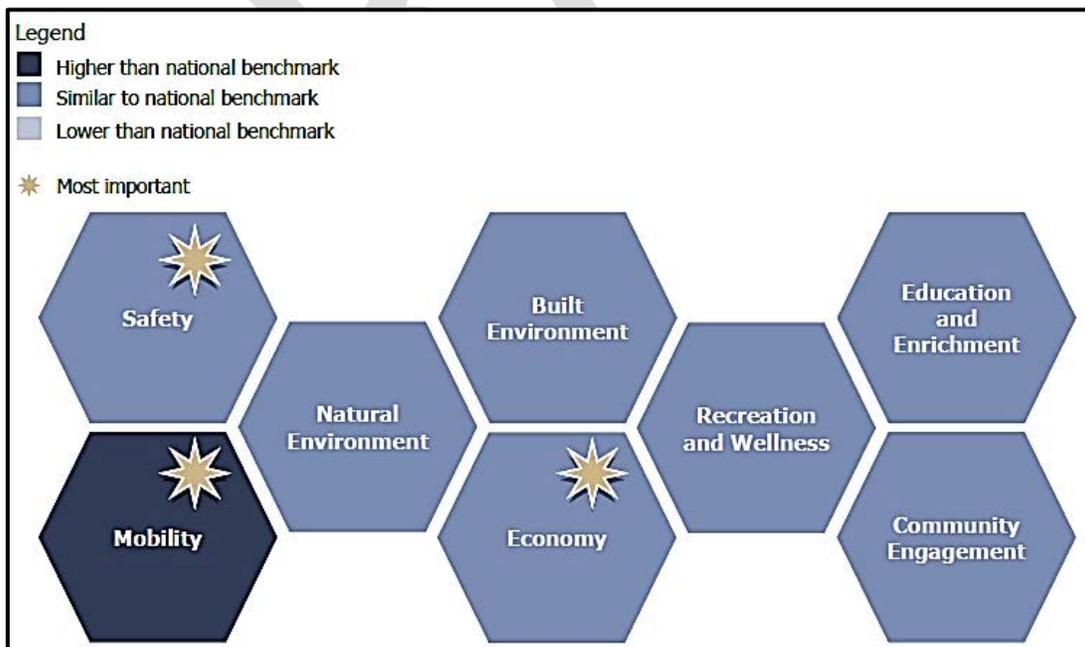
A high percentage of Wilsonville workers and residents are commuters. The majority of workers (93 percent) commute into Wilsonville from other areas of the Portland Metro region. The top cities providing Wilsonville businesses with workers include Portland, Beaverton, and Salem. The commuting trend is also true of local residents. Of the 8,800 working residents of Wilsonville, 85 percent commute to nearby communities. These strong growth trends are

expected to continue over the next 20 years. Portland Metro forecasts indicate that by 2035, population and employment opportunities in Wilsonville will increase by nearly 50 percent.

Those traveling in Wilsonville face two major geographic constraints --The Willamette River and Interstate-5. The combination of these obstacles creates traffic congestion, limiting the economic vitality of the area. On-ramps from Oregon 217 and Interstate 205 funnel into Interstate 5 (north of Wilsonville) creating serious traffic that could be reduced through various transportation demand management strategies to reduce single occupancy vehicles. In addition, weaving motions of vehicles south of the Boone Bridge contribute to congestion by slowing the speed of traffic and resulting in many serious traffic crashes. Traffic on the freeway delays bus times, just as it delays all other traffic, for those heading across or outside of town.

Quality of Life

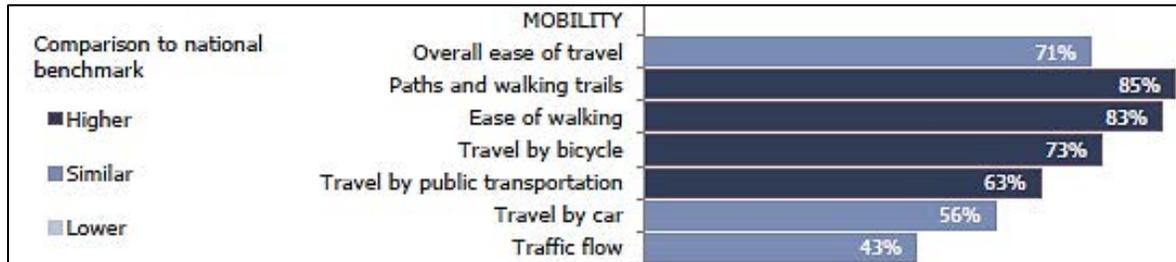
The National Citizen Survey (NCS) gathers opinions of Wilsonville residents regarding various aspects of the City to determine its livability. The NCS defines livability as how desirable a place is to live. Overall, residents rated the quality of life in Wilsonville as good or excellent. The visual below shows eight aspects of the community, the color of each aspect reveals how residents rated the section compared to the national benchmark. Stars on an aspect indicate residents identified it as important to the community. By displaying what facets are most important and their quality, the community can highlight its values and strengths. The mobility sector scored excellent, higher than the national benchmark, and was also labeled as an important aspect to the community. This high satisfaction with mobility is partly a result of SMART’s fixed-route and demand response services.



National Citizen Survey. Wilsonville Livability Report. 2016.

More specific ratings related to mobility within the areas of community characteristics, governance, and participation can be seen below:

Community Characteristics:



Governance:



According to the NCS report, “About 8 in 10 (Wilsonville) residents positively rated the availability of paths and walking trails, ease of walking, bus or transit services, street cleaning and street lighting in Wilsonville as excellent or good...when asked to write in their thoughts about Wilsonville’s biggest priority in the next five years, around 4 in 10 participants responded that traffic, roads and transportation was the top priority for the City”. From this study it can be concluded that although mobility scored very well and is considered a strength of Wilsonville, there are still opportunities for improvement. These improvements include enhancing transportation options like biking and carpooling, as well as making public transportation a more appealing option than driving a personal vehicle.

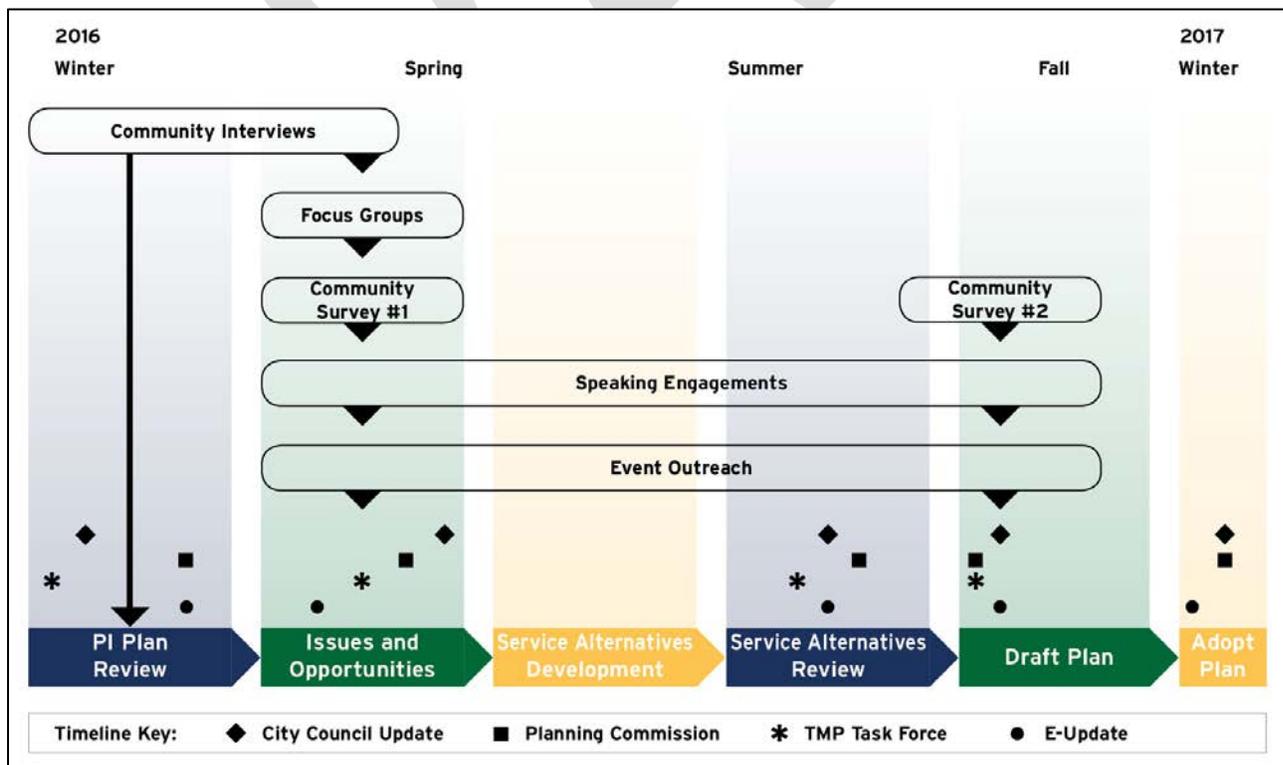
Public Involvement

To ensure this document represented the diverse interests of the Wilsonville community, the Transit Master Plan (TMP) had an extensive and inclusive public engagement process. Outreach efforts were tailored to reach people in practical and convenient ways as to reflect the opinions from the wide spectrum of current and potential system users, the business community, and residents. Gaining input from employee break rooms, neighborhood and community gatherings, on-board SMART buses and through mobile electronic kiosks are examples of the project’s active public involvement efforts. The complete TMP Public Outreach Summary (including survey results and data) may be found in Appendix F. To guide the TMP public involvement process, the following values were established:

- Realistic:** Be clear about the project constraints, objectives, and parameters.
- Inclusive:** Reach out to everyone including those with limited transit access and other barriers.
- Meaningful:** Provide timely information that is accurate and easily accessible.
- Transparent:** Make decisions public with project materials available on the website.

Phases of Public Involvement Process

There were three phases of the TMP Public Involvement process: **Issues and Opportunities Identification, Service Alternatives Development, and Service Alternatives Review.** The visual below shows the timeline and relevant actions for the public involvement process.



Phase One: Issues and Opportunities Identification

SMART and Cogito Partners launched the public input process with the overarching question of how to prioritize service within a fixed budget. This question was framed to help stakeholders determine service priorities and the correlated trade-offs in delivering transit services with available resources.

SMART discussed the project purpose and framework with community partners and stakeholders to understand their perspectives and determine where to focus SMART resources. The first community bi-lingual survey was opened to the public and available in paper and online formats, at electronic kiosks, and community events. The survey posed questions to understand current ridership and the key trade-offs for SMART to consider in service alternatives development including:

Survey Question	Survey Response
Who rides SMART?	Respondents mostly identified as employees and residents of Wilsonville.
What kinds of trips are taken by transit?	Main reasons for using SMART services are for work commute, recreation, and errands.
Type of trips not taken by transit and why?	Inter-city trips, mainly to Portland due to infrequency and transfers. More people would use SMART for work, if available to serve a variety of work shifts.
Preference on length of trip, service time, and distance to access transit?	Survey respondents felt transit service being provided throughout the day and week was more important than peak-hour service only. Non-riders might be more inclined to use SMART service if it goes to more destinations outside the city and with more frequency.

“Regular service makes it more likely that people will use it. The times become well known and people are able to make use of the buses for cross-town trips outside of rush hour. So provides [sic] connectivity improvements in the city, and deals with the east-west divide that still challenges families, especially those with children.”

SMART and consultants augmented this information with focus groups, display outreach, targeted survey distribution, and a large community workshop. Seven key themes arose from this phase in outreach and are as follows:

- 1) *Support the economy*
- 2) *Enhance connectivity*
- 3) *Expand service times*
- 4) *Provide additional transportation options*
- 5) *Get the word out*
- 6) *Create partnerships*
- 7) *Explore additional funding mechanisms*



The input of the online survey respondents, stakeholder workshop attendees, stakeholder interviewees, and focus groups participants revealed that SMART could shift its priorities slightly on two key trade-offs with public support:

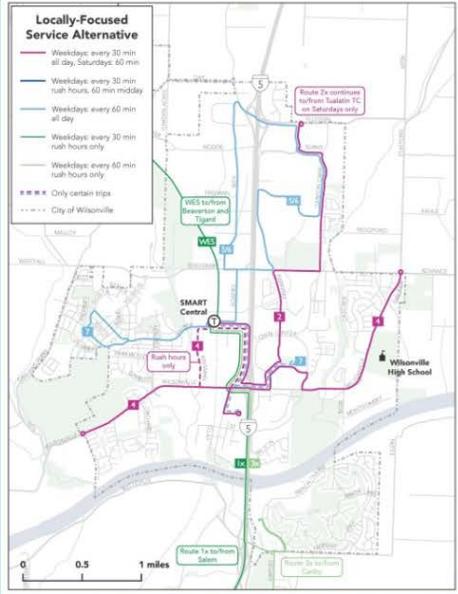
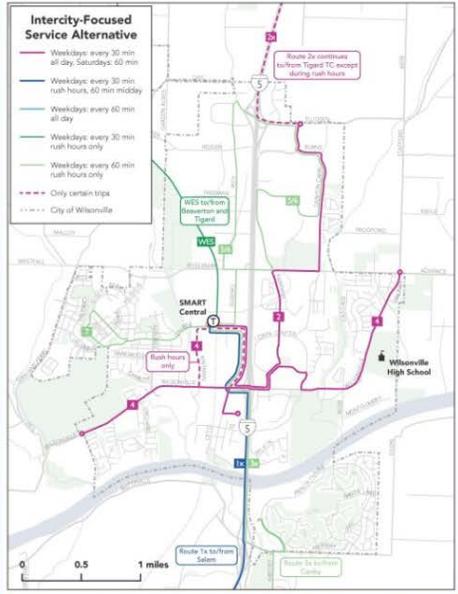
- *More frequent service in places with more activity.*
- *More service throughout the day and week.*

Phase Two: Service Alternatives Development

Based on input from the Issues and Opportunities phase, SMART service planners and Jarrett Walker & Associates developed service alternatives. To illustrate these service trade-offs, the second phase of outreach presented a spectrum of potential service alternatives to gauge the public's priorities. SMART staff led the outreach effort, presenting the questions of:

- How to balance ridership and coverage goals?*
- How to balance rush-hour service with service other times of day and week?*
- How to balance local and inter-city (out-of-town) services?*

The table below shows the service alternatives spectrum that the public used to determine how to balance their wants and needs.

Locally-Focused Alternative	Common to both Alternatives	Intercity-Focused Alternative
<p>Key Distinctions:</p> <ul style="list-style-type: none"> Expanded evening service until 11p.m. (Routes 2X & 4). Faster east/west cross town service. Increased service to Villebois. 	<ul style="list-style-type: none"> More service on weekdays in the midday and evenings with fewer stop locations. More Saturday service with fewer stop locations. Because both alternatives increase how often buses come on existing routes (growing ridership), no additional routes are proposed (covering a greater geographic area). This means that some people would have to walk slightly farther, but in exchange everyone gets a more frequent route and a faster, more direct trip. <p>For more information, visit: www.plansmartwilsonville.com</p> 	<p>Key Distinctions:</p> <ul style="list-style-type: none"> Expanded service to Salem. New connection to Tigard Transit Center at times when WES is not running. Service will no longer be provided to the Barbur Transit Center, but overall connections to TriMet will be improved. Better timed connections to Canby Transit for Oregon City. 

Phase Three: Service Alternatives Review

The developed service alternatives were then reviewed by community partners and stakeholders via multiple and accessible outreach methods to assess the proposed service alternatives and potential funding strategies.

In the first phase of TMP outreach, small groups of stakeholders representing common interests convened to discuss issues and opportunities. For the Service Alternatives Review phase, groups were combined to foster dialogue and understanding of the inherent trade-offs for transit service. Groups included representatives from business, recreation, retail, education, social service, and City of Wilsonville advisory groups, elected officials, nonprofits, public agencies and private organizations. The key findings from these discussions were:

Preference for more inter-city service

- Focus on rush hour does not apply to many of Wilsonville employer shifts
- Connections to Oregon City remain critical
- Proposed frequencies may be challenging for higher education students

Develop transportation options

- Explore additional options like ridesharing, car and vanpooling, bike sharing, car sharing, and ridesourcing to augment SMART services
- Involve Wilsonville Area Chamber of Commerce in this conversation

In addition to these group discussions, a second community survey was opened to the public. The Service Alternatives Survey administered online, via electronic kiosks, and at community events received over 550 responses. The key question aimed to understand the community's balance between inter-city focused and locally-focused service alternatives. The response data is summarized below.

Provide more inter-city service.

Inter-city service, primarily desired for work commuting, would create more access to neighboring cities such as Tigard, Canby and Salem. This service would use existing resources to better connect with current transit systems like Cherriots and TriMet. Such expansions would support the goals of the Oregon Public Transportation Plan (OPTP) and the Regional Transportation Plan (RTP) to create an interconnected transportation system.

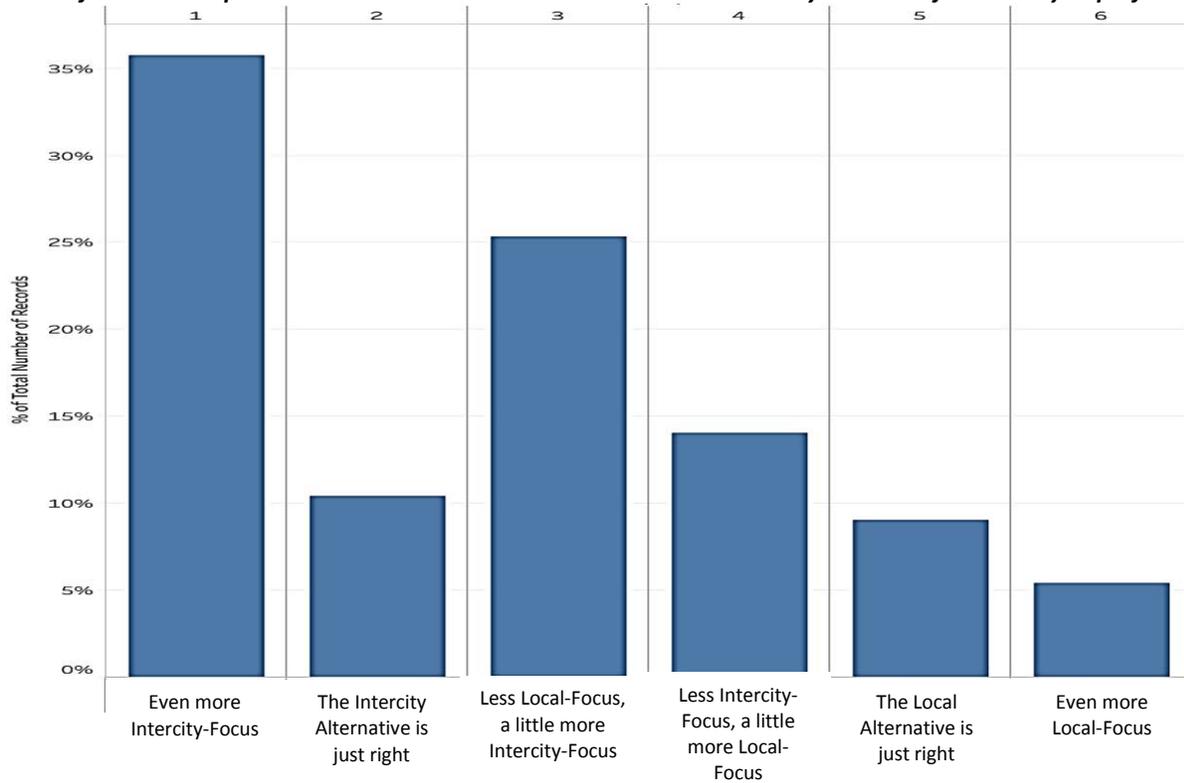
"...My primary concerns are for those who can't afford cars, or can't drive due to age, to get around. I selected this alternative as it connects more to other transportation, which I think would be better for working adults that don't have cars, and to get cars off the road."

More mid-day service.

Provide transit access to commuters who do not have traditional work schedules or need to get home early. SMART also should play a supportive role in developing transportation options such as carpool or vanpool by providing informational resources to Wilsonville employers.

“One of the hardest things about trying to live a low-car lifestyle in Wilsonville is the ability to get to other places outside of commute hours. Wilsonville is small enough to bike or walk around for most trips, despite being a car-first town. Getting outside of Wilsonville is where traffic is worst and connections are hard.”

Which of the below options comes closest to the balance between inter-city and local-focus that you prefer?



TMP Task Force Input

The Transit Master Plan Task Force strongly preferred expansion options which will improve connections to other transit systems and service to neighboring communities, connecting with TriMet bus lines, WES, and other nearby cities. Such services support goals of the City of Wilsonville’s Transportation System Plan as well as other adopted transportation plans, to create an interconnected and multi-modal transportation system.

Forms of Outreach

Throughout each phase of the public involvement process, SMART utilized a variety of outreach techniques to be as realistic, inclusive, meaningful, and transparent as possible. SMART serves multiple constituencies with a variety of transportation needs and to ensure that community sub-groups were represented and community priorities were understood, SMART gathered input from:

Workshop and Issue-Based Discussions

To gain insight on key issues and trade-offs for service, SMART conducted a community workshop with 40 community representatives to provide the necessary understanding of transit planning for well-informed decision-making. In addition, there were seven small issue-based discussions that included perspectives from bicycle and pedestrian users, people with disabilities, older adults, under-represented populations, youth and businesses.

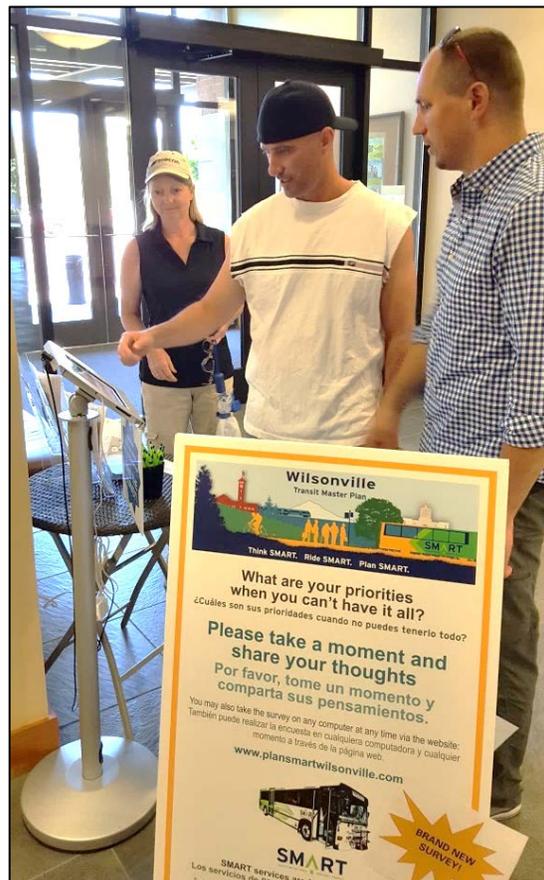
Media

SMART used multiple media outlets to inform the Wilsonville community about the project and specific opportunities to give input prior to key decisions and project milestones. This included articles in the Boones Ferry Messenger and Wilsonville Spokesman, e-updates to an interested parties list of over 1,200, social media posts, and distributing over 10,000 informational bookmarks at retailers, public facilities, education institutions, SMART buses, and restaurants.

SMART also had a dedicated TMP project website (www.plansmartwilsonville.com) that allowed for public comments, provided updates, and a timeline of the project.

Community Surveys

SMART administered two surveys in spring and summer of 2016 via the project website, electronic kiosks, distributions of paper surveys, and community event outreach. SMART received over 1,300 responses in total and gained valuable insight into current riders, barriers, and services preferences.



Wilsonville Civic Leaders

Every community has leaders who connect with a variety of constituencies. Early interviews on how best to reach their networks enhanced the TMP's public outreach by connecting with those who serve on relevant Wilsonville committees, local service organizations, community non-profits, and business networks. Leaders were part of the TMP Task Force and SMART staff worked with Wilsonville organizations to place information in their newsletters and links to project website at major milestones.

Under-Represented Communities (Title VI) / Environmental Justice (EJ) Populations

A goal of the TMP outreach has been to ensure that the impacts and benefits of the TMP are equitably experienced regardless of race, national origin, gender, disabilities, English language proficiency or income levels. SMART and partners created outreach materials that were available in accessible formats. Partnerships with community organizations to do Spanish outreach helped at specific, identified locations. Meetings and outreach occurred at various times of day and locations to make information available to a broad array of people. There were arranged survey input opportunities at low-income service providers, apartment complexes, and identified shopping venues. Title VI/EJ perspectives were incorporated in focus group discussions. SMART also adopted a formal Title VI program (see Appendix C).

In addition to the outreach forms listed above, SMART also integrated public opinion through:

- Development and adherence to a Public Involvement Plan, vetted by key stakeholders
- Updates to committees and City Council
- Electronic kiosks with bi-lingual information and surveys at public locations
- Guidance from the TMP Task Force
- Consistent, reliable, accessible information
- Representative stakeholder interviews



Transit Demand

Planning for Future Transit Demand

There are many continuously changing factors that influence transit ridership. Due to the variability of these factors, it can be difficult to accurately predict the future demand for transit. The price of gasoline is an example of a dynamic factor that influences ridership, but one that has proven hard to predict. There are direct correlations between the price of oil and transit ridership; when gasoline prices decline, many transit riders return to their private vehicles. Although this factor does greatly sway ridership, it is impossible to accurately predict future oil prices. It is important that SMART is able to provide the proper service even as factors continue to affect and shape transit demand. Efforts to expand transportation services can lead to more freedom and options for people.

In a summary of his book from 2015¹, Jarrett Walker highlights key characteristics for high transit ridership. Two of these characteristics are frequency and duration of service. Walker states that more frequency of service allows for rider spontaneity and less wait time, giving the individual more freedom. Duration of service allows for people to ride at more times of the day and week such as in the evening and on weekends. This consistency throughout the day and week can promote more ridership because it is a reliable service. An important point Walker makes in his summary, is that sometimes low ridership is necessary to accommodate what the community identifies as important. This could mean providing service that has less frequency but more coverage as to accommodate low-income, disabled, or other populations that may otherwise have no access to transit.

A study in 2005 concluded that, "The most significant ridership increases are generally the result of a combination of initiatives or actions. Seldom does a single initiative result in significant or sustained increases."² Other studies found that external factors have the largest effect on ridership; such as parking availability, land use, and population density.

Future trends and developments, along with customer preferences and availability of funding, help to form the basis for planning future service. The following section identifies specific factors that are likely to affect transit demand for the City of Wilsonville and SMART.

1. Walker, Jarrett. *Human Transit. "Explainer: The Transit Ridership Recipe"*. July 2015.
2. Cambridge Systematics, Inc. *TCRP Research Results Digest 69, Evaluation of Recent Ridership Increases*, p.1.

Factors Likely to Affect Transit Demand

Population Growth

According to the Portland State University (PSU) Population Research Center, as of July 2016, Wilsonville is at a population of 23,700. Based on preliminary Metro household estimates, Wilsonville's population will be in the range of 30,000 by 2030. This growth will create a higher demand on transit, as more people need options to get around, in and out of town.

Residential Development

The build out of Villebois will result in a total of more than 2,500 housing units to the west side of Wilsonville. In addition, the City is in the process of developing Frog Pond, a 500-acre residential area that will add many single-family, detached homes and two more public schools to east Wilsonville. These developments will increase demand for bus service.

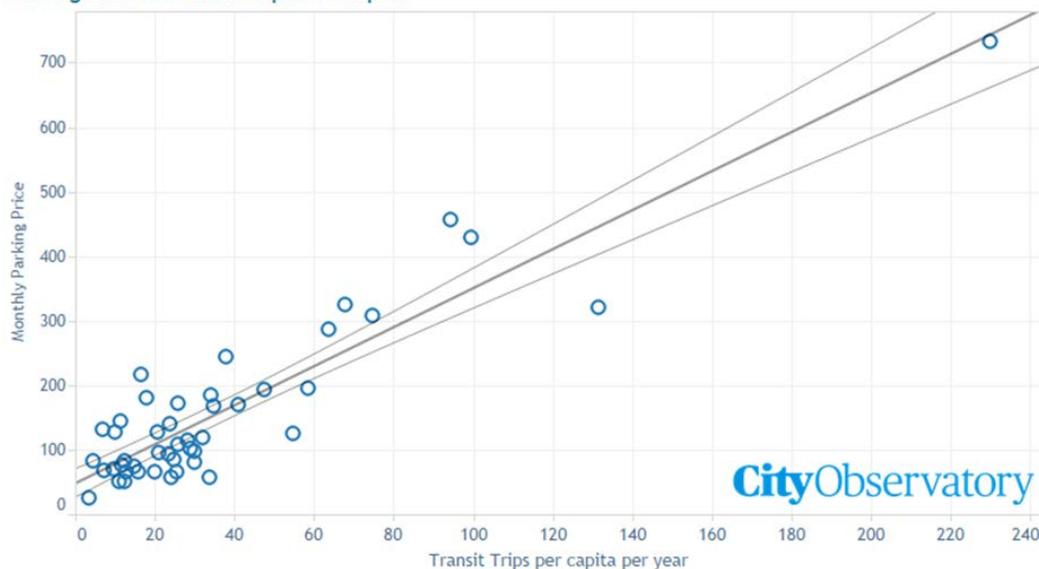
Growing Employment

Metro has designated hundreds of acres in the Coffee Creek and Basalt Creek areas just northwest of Wilsonville for future industrial development. This will increase employment in Wilsonville and the need for more travel options. SMART will continue to serve employers to encourage easy transportation that will aid in employee retention and recruitment.

Cost of Parking

Free and plentiful parking is a powerful incentive to drive rather than using alternatives such as transit or carpooling. The City Observatory, an urban research think tank, found that the correlation between transit ridership and parking cost is very strong. Commuters who drive alone are very sensitive to the price they have to pay; as long as parking is free there is not much incentive for commuters to consider other modes of transportation. In Wilsonville, parking is free and plentiful which means it is more difficult to get people to use transit.

Parking Cost v. Transit Trips Per Capita



Commuter Rail

Since early in 2009, TriMet has provided commuter rail service between Beaverton and Wilsonville with the Westside Express Service (WES). Operating on “heavy rail” or freight lines, the WES differs from light rail but similar in that it has the advantage of bypassing and removing traffic from I-5 and Highway 217. Multiple transit connections exist at each WES stop, with access to MAX trains at the Beaverton Transit Center. WES continues to provide only commute-hour service, leaving a gap during the mid-day and evening hours. Expanding WES service would lead to more ridership for SMART as many customers transfer from WES. Service changes proposed in this Master Plan will have SMART filling in those gaps when the WES does not operate, allowing more people to have the freedom to take the WES and still be able to get home mid-day.

Fares

Electronic fares (e-fares) have recently become another payment option for transit agencies to implement. This technology allows riders to pay for fares on their phones or by card and has the potential to create a simple, single way for people to pay. This option is proving to be convenient for many and provide faster ways of payment and transferring between transit systems which may increase regional transit ridership. SMART is currently partaking in a feasibility study to determine the costs and benefits of implementing this technology.

Aging Population

Based on PSU's 2016 population figures and 2010 U.S. Census data, there are approximately 3,300 (14%) of Wilsonville residents over age 65. The baby boomer generation has reached retirement age and seniors are accounting for a growing portion of the population. This is likely to create increased demand for SMART's Dial-a-Ride and medical trips. Elderly residents may also add to the increased demand for fixed-route transit service. It is important to do further research on SMART's current Dial-a-Ride system to promote maximum efficiency for the expected aging population. SMART will need to find ways to increase efficiencies in services provided to both the aging and disabled populations due to anticipated increasing costs and increasing demands for service.

Balancing Needs

The greatest challenge of transit service planning is finding and maintaining the delicate balance between the many divergent and often conflicting needs of passengers. Although most routes are planned based on a particular passenger need (such as commuting), many routes are also able to effectively accommodate other needs at the same time.

Commuter Service vs. Local Service

The preferred destinations of commuters and local users are often divergent enough that a single route cannot effectively meet both needs. In many cases, the travel times of commuters and local users are very different. Commuter trips tend to be very time-sensitive, with commuters being less tolerant of frequent stops. On the other hand, local bus riders have a variety of trip destinations and require many stops. However, there is considerable overlap in travel times of commuters and students in Wilsonville. This is in part due to the early morning shifts at a number of employment sites that end in the early afternoon. Many employers are now utilizing a wide range of shift times, making it increasingly difficult for SMART to accommodate those workers.

Service on Transit Corridors vs. in Neighborhoods

Limiting transit service to transit corridors ensures a shorter travel time from beginning to end. It also ensures that neighborhoods do not have the traffic and noise impacts of buses traveling down small streets. While bus service into neighborhoods has potential neighborhood impacts, it also ensures the greatest level of access, particularly for those who cannot walk very far.

Transit Dependent vs. Choice Riders

Transit serves an important role in providing mobility to people who do not have access to automobiles, including the young, old, people with disabilities and people with low incomes. SMART's first priority must always be to provide transportation for transit-dependent individuals, particularly those with disabilities. However, in order for transit to effectively reduce automobile trips and the overall demand on the transportation system, SMART must also provide a service which is attractive as an alternative to those who drive, also known as choice riders. Although the needs of transit dependent riders and choice riders are not mutually exclusive, they are likely to have differing priorities. Choice riders are likely to place a greater value on fewer stops and faster travel times, whereas transit dependent passengers may prefer more closely spaced stops that allow for shorter travel distance to the bus stop.

Coordinating Route Schedules

Transit relies heavily on connections to other systems to be efficient and provide the most options for users. If a route schedule is designed to ensure timely connections with a neighboring transit system it may result in connections that are much worse with another neighboring system or route within the SMART system. SMART must consider connections with the WES, TriMet bus lines, Salem Cherrits, and Canby Area Transit (CAT) when designing route schedules and changes which can limit the amount of changes made.

Funding Sources and Expenditures

Revenue

SMART has three primary sources of continuous revenue, a local payroll tax, intergovernmental revenue, and charges for services. The predominant source of ongoing funding is the local payroll tax levied on businesses performing work in Wilsonville assessed on gross payroll and/or self-employment earnings. The second largest source is intergovernmental grants and contracts. Finally, charges for service, including fares collected on out-of-town routes and transit pass sale revenue contribute to SMART's local funding.

A historical breakout of amounts received for the past five fiscal years (City fiscal year from July 1 to June 30) plus amounts estimated for the fiscal year end 2017 are displayed in Chart A below. Chart B displays the percentage breakout of each source in relation to the total amount of revenue received.

CHART & GRAPH A: Revenue source historical trend, for fiscal year ending:

Source	2012	2013	2014	2015	2016	2017 (Est.)
Transit Tax	\$ 4,048,569	\$ 3,990,885	\$ 4,342,885	\$ 4,597,118	\$ 4,838,597	\$ 4,891,700
Intergovernmental¹	749,354	970,963	1,041,610	1,662,590	918,358	733,832
Charges for Services	179,633	223,931	251,511	248,995	190,235	213,580
Total	4,977,556	5,185,779	5,635,474	6,508,703	5,947,190	5,839,112

¹ Includes Connect Oregon CIP funding for the construction of SMART offices and shop facilities in 2012 & 2013.

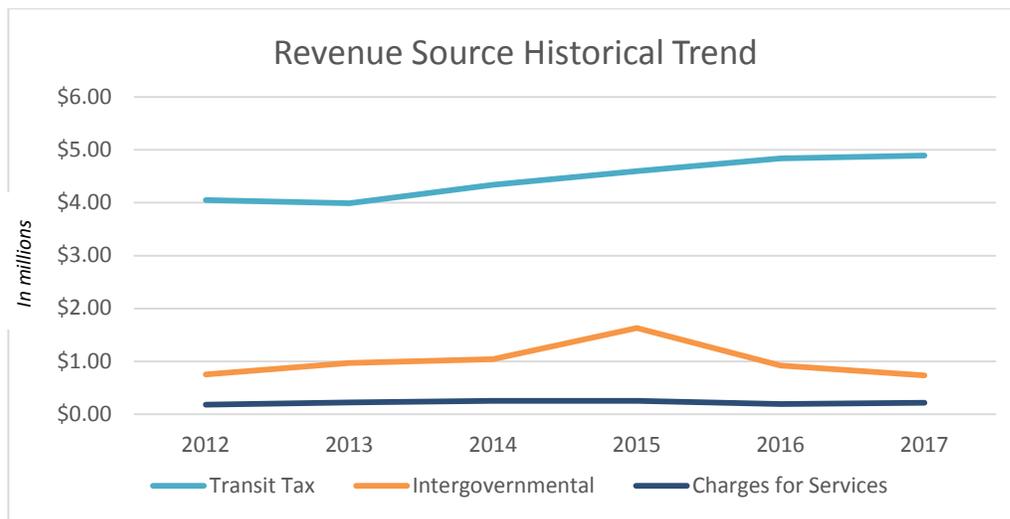
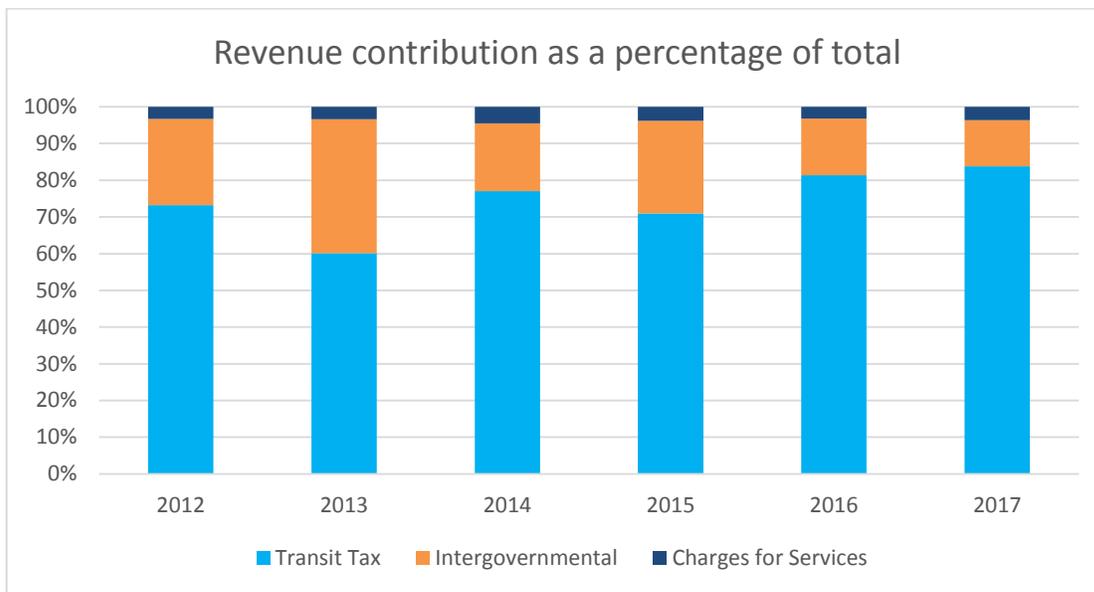


CHART & GRAPH B: Revenue contribution as a percentage of combined total, fiscal year ending:

Source	2012	2013	2014	2015	2016	2017 (Est.)
Transit Tax	73%	60%	77%	71%	81%	84%
Intergovernmental	24%	37%	19%	25%	16%	12%
Charges for Services	3%	3%	4%	4%	3%	4%
Total	100%	100%	100%	100%	100%	100%



Transit Tax

The payroll tax on local businesses covers employment within City limits. From 1990 to 2006 the tax was .3% of gross payroll expense. In 2006, the rate was raised to 0.033% and in 2008, the tax rate was raised to its current level of .5%. Transit tax funds are used to pay for SMART operations and to leverage funding from federal and state grants. Payroll tax amounts collected by the City typically increase year to year, as companies increase their payroll through wage adjustments or by adding to their payroll, and as the economy grows with new businesses relocating to the City. In Fiscal Year 2016-17, an estimated \$4.9 million in transit tax funds is expected to be received, contributing to a five year, year over year, average annual growth rate of 3.92%. Six transit agencies in Oregon levy payroll tax: Lane Transit District, TriMet, City of Sandy, South Clackamas Transportation District (SCTD), City of Canby, and City of Wilsonville. SMART’s current payroll tax rate is 48.74% less than that of TriMet and 20% less than Canby Area Transit (CAT) service. Please see table on the following page for a comparison of payroll tax rates in Oregon.

Oregon Payroll Tax Rates

Calendar Year	SMART	TriMet	Canby	Sandy	South Clackamas Transit District	Lane Transit District
1972	Not formed	0.3000%	N/A	N/A	N/A	N/A
1978	Not formed	0.5000%	N/A	N/A	N/A	N/A
1990	0.3000%	0.6176%	N/A	N/A	N/A	N/A
2006	0.3300%	0.6418%	N/A	N/A	N/A	N/A
2008	0.5000%	0.6618%	N/A	N/A	N/A	N/A
2009	0.5000%	0.6718%	N/A	N/A	N/A	N/A
2010	0.5000%	0.6818%	0.6000%	0.6000%	0.5000%	0.6500%
2011	0.5000%	0.6918%	0.6000%	0.6000%	0.5000%	0.6600%
2012	0.5000%	0.7018%	0.6000%	0.6000%	0.5000%	0.6700%
2013	0.5000%	0.7118%	0.6000%	0.6000%	0.5000%	0.6800%
2014	0.5000%	0.7218%	0.6000%	0.6000%	0.5000%	0.6900%
2015	0.5000%	0.7237%	0.6000%	0.6000%	0.5000%	0.7000%
2016	0.5000%	0.7337%	0.6000%	0.6000%	0.5000%	0.7100%
2017	0.5000%	0.7437%	0.6000%	0.6000%	0.5000%	0.7200%
2018	0.5000%	0.7537%	0.6000%	0.6000%	0.5000%	0.7300%
2019	0.5000%	0.7637%	0.6000%	0.6000%	0.5000%	0.7400%
2020	0.5000%	0.7737%	0.6000%	0.6000%	0.5000%	0.7500%
2021	0.5000%	0.7837%	0.6000%	0.6000%	0.5000%	0.7600%
2022	0.5000%	0.7937%	0.6000%	0.6000%	0.5000%	0.7700%
2023	0.5000%	0.8037%	0.6000%	0.6000%	0.5000%	0.7800%
2024	0.5000%	0.8137%	0.6000%	0.6000%	0.5000%	0.7900%
2025	0.5000%	0.8237%	0.6000%	0.6000%	0.5000%	0.8000%

TriMet and Lane Transit District has approved their rates beyond 2017.

Wilsonville, Canby and Sandy require approval from City Council to change payroll tax rate.

South Clackamas Transit District requires a vote to change payroll tax rate.

Intergovernmental

In FY 2016-17, intergovernmental revenue is projected to total \$733,832. Intergovernmental grant revenue is comprised of federal, state, and county funds. Nearly all federal funds received directly by SMART are subject to the policies and regulations of the Federal Transit Administration (FTA) or the Federal Highway Administration (FHWA). Historically, SMART has relied on intergovernmental grants for its bus purchases typically funded 80% through grant and 20% through a local match. There are five federal funding programs that either directly or indirectly come to SMART to support regular operations and capital purchases.

State funding largely comes by way of the State Transportation Fund (STF) or the *ConnectOregon* program. STF is comprised of cigarette tax, non-highway use gas tax, ID card revenues, and general fund. The STF Program provides revenue in support of transportation need for people who are senior and people with disabilities of any age. The *ConnectOregon* program is a grant initiative funded by lottery-based bonds to promote stronger, more diverse and efficient transportation options throughout Oregon. Given that State lottery proceeds are now potentially over-subscribed, it is difficult to determine the future of the *ConnectOregon* program. SMART received \$2-million in *ConnectOregon* funds to help pay for the construction of SMART's offices and shop facilities, completed in 2013.

Charges for services

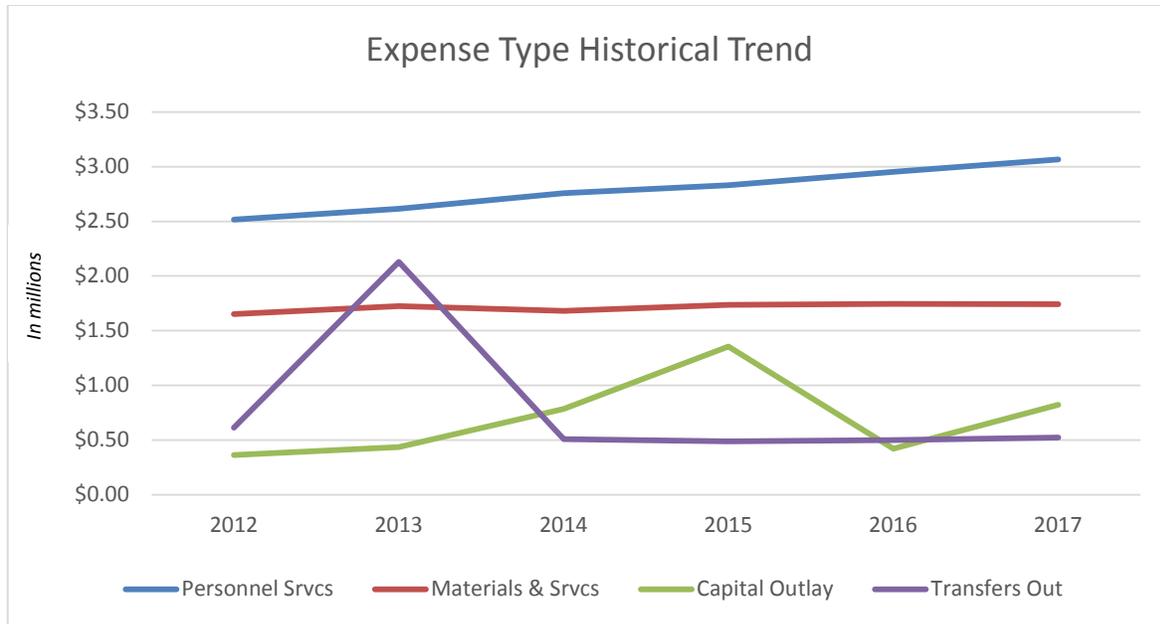
A much smaller component of local funding includes charges for services, including fare box and transit pass sale revenue. Currently, SMART charges fares for all routes that travel outside of the City of Wilsonville. Projected annual fare revenue for these routes in FY 2016-17 is approximately \$200,000 from pass sales and cash fares.

Expenditures

As per the City's Five-Year (FY 2016 – 2021) Financial Forecast, SMART expenses are anticipated to increase by at least an annual inflation rate of 2% per year while maintaining roughly comparable levels of service. The most volatile components of SMART's expenses are PERS related costs, salaries, health insurance, and fuel. Salaries and wages will grow in general at roughly a 2.5% rate while benefits are projected to increase 4% to 6%. A historical breakout of expenses for the past five fiscal years plus amounts estimated for the fiscal year end 2017 are displayed in the below chart and graph.

Expense	2012	2013	2014	2015	2016	2017 (Est.)
Personnel Services	\$ 2,516,542	\$ 2,615,774	\$ 2,758,428	\$ 2,829,047	\$ 2,952,481	\$ 3,066,128
Materials and Services	1,652,730	1,725,315	1,680,998	1,736,677	1,744,271	1,742,014
Capital Outlay	361,330	436,185	785,703	1,354,869	419,995	822,000
Transfers out¹	614,385	2,127,838	507,412	489,028	500,348	524,060
Total	5,144,987	6,905,112	5,732,541	6,409,621	5,617,095	6,154,202

¹Transfers out includes amounts for administrative overhead and capital project funding. In FYE 2013, for example, \$1.7 million was transferred out for the funding of the construction of SMART offices and shop facilities.



Service Increases and Potential Revenue Sources

SMART aims to increase levels of service to match the City's growing demand as it attracts more employers and residents. To provide the level of service for businesses, residents and visitors to utilize public transit, SMART will need to explore more revenue sources. Below are some options that SMART could explore further in the near future to help provide equitable and convenient service. It is important to note that the options listed are in no way meant to represent all available funding sources or set to occur; instead these options highlight some of the more common, creative and accessible funding streams.

Public-Private Partnerships

The coordination between public and private partners can help increase knowledge and benefits of transportation options in addition to addressing barriers to productivity and development for both parties. Examples of partnerships could be with Lyft or other transportation network companies to supplement paratransit and/or Dial-a-Ride services. Another partnership could be with Enterprise Rideshare to help initiate vanpools for employers.

Advertising

Additional revenue could be generated from advertising revenue. Revenue could be generated from advertisements on the outside of buses, within buses or in shelters. Types and content of advertising can be controversial as there are limitations on the guidelines SMART could implement to control content.

Commercial Services

The citizens TMP Task Force discussed the possibility of establishing a SMART owned and operated retail shop or shops located on the property of SMART Central Transit Center. Retail could include places that are comfortable for customers to wait for their ride, such as a coffee shop. A deep dive into the feasibility and return on investment of such a project is needed. Revenue estimates and profitability would be determined through comprehensive financial analysis.

Grant Funding

Funding from grants, SMART's second largest revenue source, are beginning to become fewer as monies at the federal level for transportation are being reduced. SMART has historically been successful in seeking and being awarded grants. SMART will continue to seek grants from the counties, region, state and federal sources.

Increase Fares

Revenue from fares is anticipated to continue to be a small supplemental source of revenue that will serve to help offset costs associated with providing service on particular routes. Currently, fares make up about 4% of SMART's revenue. SMART currently only charges for out of town routes. Price elasticity of demand aside, a \$0.25 cent increase in fares, as currently structured, would result in an estimated \$32,300 in additional revenue.

Tax Revenue

Payroll Tax

Payroll tax revenue is a function of two variables, the local employment wages or earnings and the tax rate. An increase in revenues can occur by increasing either factor.

Commercial and industrial expansion is expected to continue for the next several years as existing businesses experience growth and new developments occur, provided that the economy remains strong. Once the available industrial land has been developed, the increases will come primarily through wage and business growth, resulting in a slower, but steady level of payroll tax revenue increase. In the interim, SMART staff members remain actively involved in the City's economic development activities – hoping to expand the job base in the community.

The second variable in the calculation of payroll tax revenue is the tax rate. For every .1% (.001) the transit tax goes up (for example, from the current 0.5% to 0.6%) an additional \$968,000 in revenue is generated (based on the FY 2015-16 actual local wages and earnings amount).

Gas Tax

The City could impose a local gas tax and dedicate the funding to SMART operations.

Property Tax

SMART could pursue property tax funding in one of three ways:

- I. Seek funding from the City's General Fund largely funded from property taxes and is used for City services such as Police, the Library, Parks, and Administration. Funding SMART from the General Fund would be a direct offset to these other services.
- II. A voter-approved local option property tax levy could be considered. These levies are limited to five years. For every dime (\$0.10) of new property tax, it means \$340,000 in revenue (based on current assessed valuation).
- III. SMART could also seek voter approval for the formation of a special property tax district with a permanent tax rate.

Sales Tax

Oregon counties and cities have the right to impose a sales tax at the local level. For example, in 1990 the City of Ashland, Oregon established a voter approved five percent tax on all prepared food sold in Ashland, those proceeds were restricted for the purchase of open space for parks and to offset the costs associated with the building of a new wastewater plant. Funds could likewise be designated for transit operations.

Transit Operations Monthly Fee

A monthly fee included on the City's combined utility bill. The City of Wilsonville has approximately 5,000 residential accounts and 476 multi-family utility accounts (with approximately 4,976 individual units). With a simple per account residential and per unit multi-family dwelling unit formula, for every \$1.00 per month (\$12.00 per year), an estimated extra \$119,712 could be raised.

Conclusion

In order to maintain a high quality public transportation system, it is important to maintain consistent funding levels while operating efficiently. SMART management, working with City staff and City Council, can consider a range of possibilities with various considerations. The top priorities for SMART's management team are to improve operational efficiencies and seek out new funding sources, particularly intergovernmental grants. It appears to be uncertain, however, that state or federal funds will continue as they have. Through a combination of focusing on operational efficiency and resource generation, SMART can genuinely live up to its name and approach its future responsibly, effectively, and wisely.

Recommended SMART Service

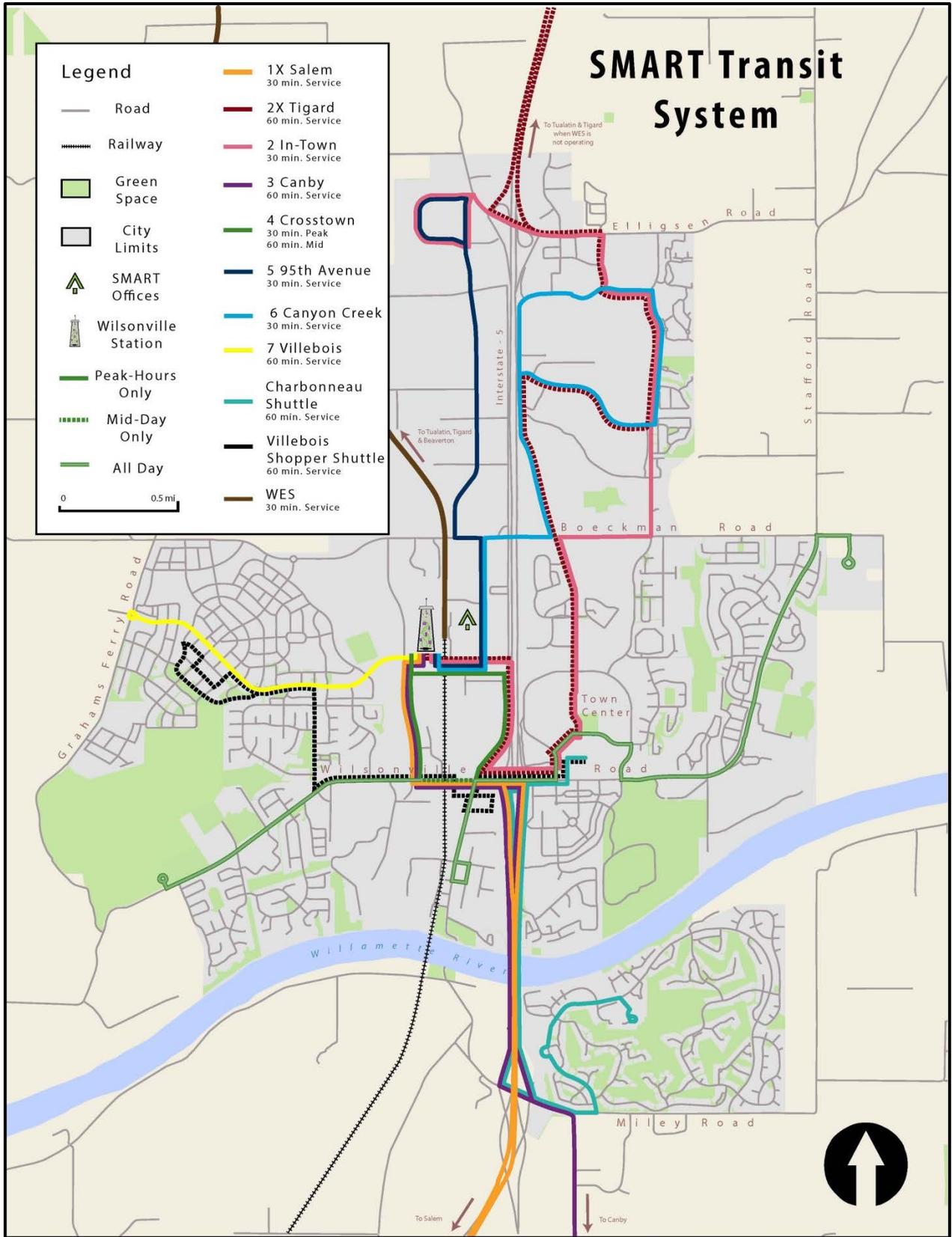
Proposed Routes

The following route proposals are presented as a package. The SMART network is interdependent on a variety of factors such as connecting with other transit agencies and complying with federal regulations. Note that if a proposed route is changed, it may affect another route. The services proposed in this plan are not final and are open for comment and adaptation through public input, the planning commission, and City Council.

This is a cost-neutral proposal that was developed by three main factors: public input, service efficiency, and funding. These factors combined with projections of future demand and consultant recommendation helped SMART prioritize the following fixed-route service changes with little to no financial impact to meet the transit needs of Wilsonville. For a priority list of fixed-route service changes that vary dependent on funding levels, please see Appendix B.

In order to balance the various divergent needs for transit service, individual routes are designed with a primary purpose. For example, one route may be designed primarily as an inter-city commuting route whereas another is designed primarily as a local service route. A mix of primary purposes ensures that there are routes to serve the widest possible range of needs. SMART supports the use of vanpools and other transportation options to provide service which is competitive with the automobile for commuters in areas where fixed-route service cannot meet all commuters' needs.

Cost Analysis of Recommended SMART Routes					
Service Options		Annual Cost			
Priority Level	Description of Service	Current		Projected	Notes
1	Switch service from Barbur TC to Tigard TC with stop at Tualatin Park & Ride (Route 2X)	\$1,322,119	2	\$383,024	Increased connections with TriMet
			2X	\$726,550	
			Total	\$1,109,574	Slight cost reduction
2	a Separate Canby & Charbonneau Service (Route 3)	\$212,424		\$192,160	Increased connections with CAT
	b Pilot Charbonneau Shuttle service	\$0		\$78,038	Costs would take away from DAR resources
3 & 4	Streamline Route 4 services & expand evening service	\$931,259		\$972,846	Skip SMART Central during non-peak hours and streamline route along Wilsonville Rd Expanding evening service is approximately \$182,409, which is included in this projected cost.
5	Expand Route 4 Saturday service	\$0		\$19,136	Two extra hours (overtime wages)
6	Villebois & Route 7 reconfiguration	\$35,174		\$47,970	Mileage and hours essentially stay the same
DAR*	ADA Required Paratransit	\$0		\$69,968	Paratransit service to meet ADA guidelines
	Total	\$2,500,976		\$2,489,692	Proposed plan is cost neutral
*DAR is not among the 'New Service Priorities', however, ADA requires paratransit service be provided within 3/4 miles of any fixed-route service. With items 2b, 4, 5, & 6 expanding fixed-route service, SMART's DAR budget reflects those additional costs of added paratransit service.					



Proposed System Map

Route 1X – Salem

Route 1X will continue to enhance regional connectivity by providing express commuter service between Wilsonville and Downtown Salem. This service is provided through a joint effort between Wilsonville SMART and Salem Cherriots, with SMART providing 16 daily trips and Cherriots providing ten. Service runs every 30 minutes, Monday through Friday, from 5:00 a.m. – 10:00 a.m. and 3:00 p.m. – 7:00 p.m.

Given the large numbers of commuters moving in both directions, especially public employees who work in Salem, the 1X is a highly utilized service. Public involvement has indicated that this service would be even more desirable if an additional morning and mid-day trip were added. At this time, service to Salem will stay the same; however, SMART will work to coordinate with Cherriots to possibly provide more service. If additional funding becomes available for SMART operations or Cherriots is willing to increase their service, adding morning or mid-day service on the 1X is one of the highest priorities.

Public input also displayed a desire for commuting service from Keizer, Woodburn, and Wilsonville. SMART recognizes the importance of this service, however, limited funding will not allow for SMART to provide this service at this point in time.

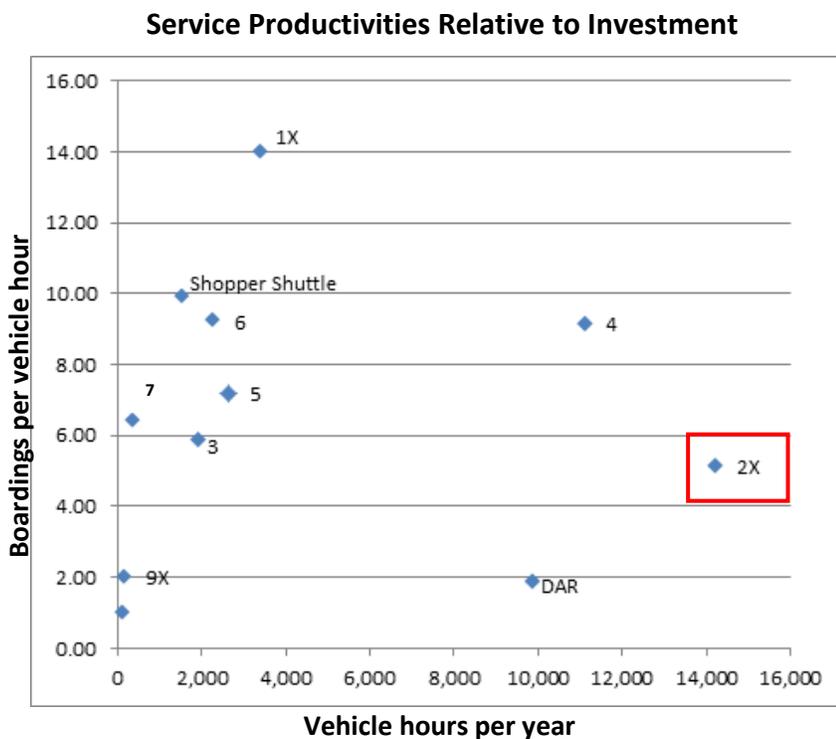


Proposed Route 1X

Route 2X – Tigard/Tualatin

Route 2X is a commuter service linking Wilsonville, Tualatin, and Portland. The recommended 2X service will alter the current service in three main ways.

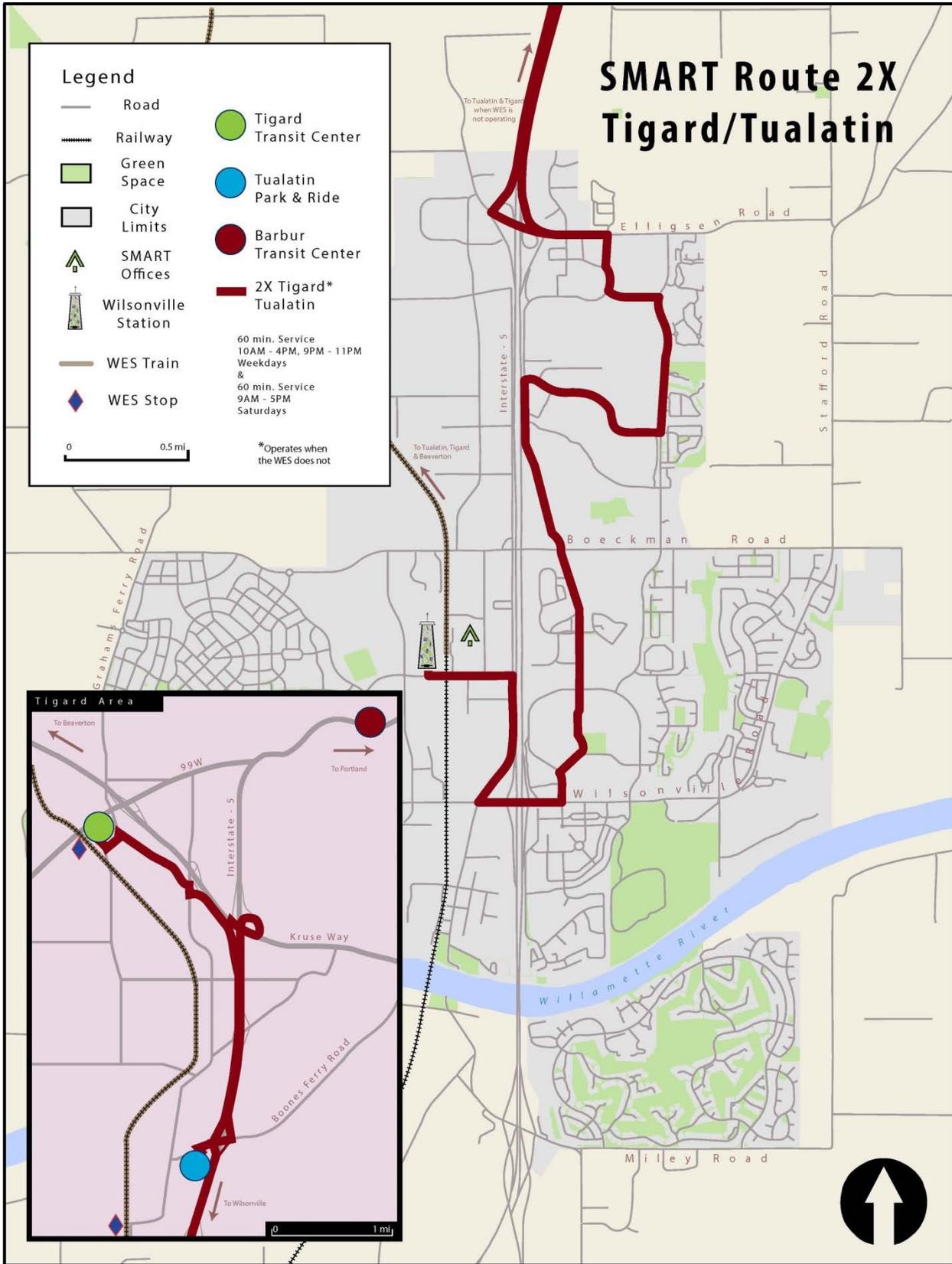
The first alteration proposed is to change service from Barbur Transit Center to Tigard Transit Center. This new service will improve regional connectivity to Washington County while still providing access to Portland. Switching from Barbur to Tigard may increase travel times for some current riders up to 20 minutes. Public feedback and consultant recommendation determined that providing service to Tigard will give more people with the option to use this service. SMART is willing to make this change as the productivity of the current service to Barbur is very low, as seen in the graph below.



The second proposed change is to provide weekday service only when the WES is not running. This would fill the current gap in mid-day and evening service for commuters who take the WES. This means that the 2X would run Monday through Friday from 10:00 a.m. - 4:00 p.m. and 9:00 p.m. – 11:00 p.m. on an hourly basis to Tigard Transit Center.

In addition to stopping at Tigard, SMART will also provide hourly mid-day and evening service on weekdays and 9:00 a.m. – 5:00 p.m. service on Saturdays to Tualatin Park & Ride.

The last proposal is to divide current service into an express route (as described above) and a local service, please see Route 2 In-Town on the next page for more details.



Proposed Route 2X

Route 2 In-Town

To help provide better linkages between north and south Wilsonville, SMART staff recommends an additional local service, Route 2 In-Town. This service would be similar to the current in-town portion of the 2X but would increase connections to TriMet 96, commercial services, and employment. Service would run Monday through Friday every 30 minutes from 6:00 a.m. – 10:00 a.m. and from 4:00 p.m. – 9:00 p.m.

This proposed service would by-pass Printer Parkway in favor of Canyon Creek Road during peak times to help streamline the service. Service into the Parkway Woods campus would still be served by Route 6.



Proposed Route 2 In-Town

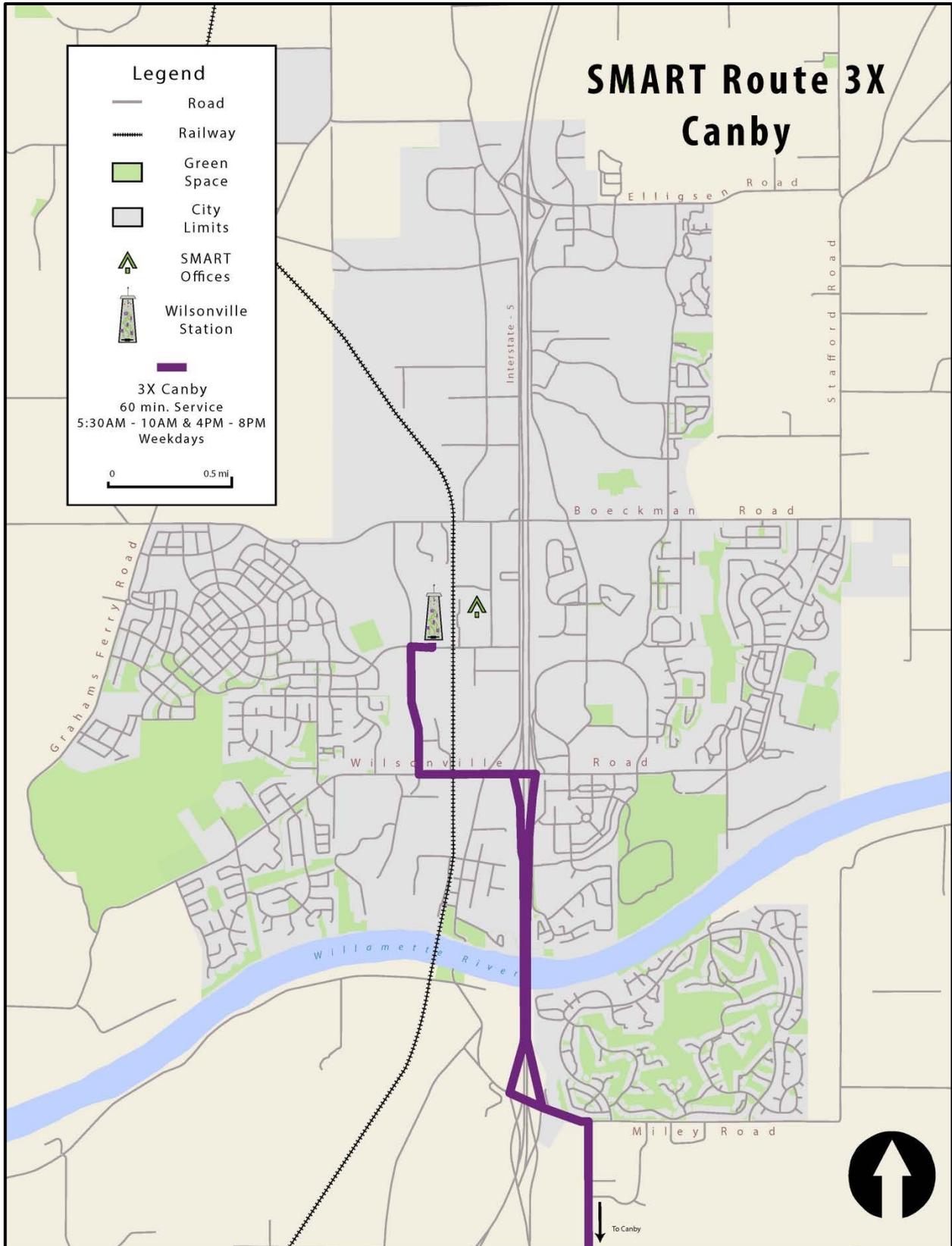
Route 3X – Canby

SMART staff proposes that the current Route 3 be divided into an express route and local route. The proposed 3X would provide express service to Canby, bypassing the current stops in Charbonneau. To still provide service to Charbonneau, staff recommends a pilot Charbonneau shuttle as described on the following pages. The new 3X would enhance regional connectivity by connecting SMART routes and commuter rail with Canby Area Transit (CAT) and South Clackamas Transit District (SCTD) – Molalla (as well as to services and facilities in Oregon City).

Public input and ridership data found that many Charbonneau residents are not using the current Route 3 mainly because the service does not run when they want to use it. Residents of Charbonneau are more interested in local service during the day rather than commuter service to Canby.

There was also a strong demand for transit service from Wilsonville to Oregon City, primarily for access to social services and the main campus of Clackamas Community College. SMART is in discussions with CAT staff and consultants about ways to make that feasible. A possible route option for this service would be to avoid the traffic on Interstate-205 as it leads to unreliable schedules and increased costs.

SMART will provide hourly service from 5:30 a.m. – 10:00 a.m. and 4:00 p.m. – 8:00 p.m. service from SMART Central to Canby.



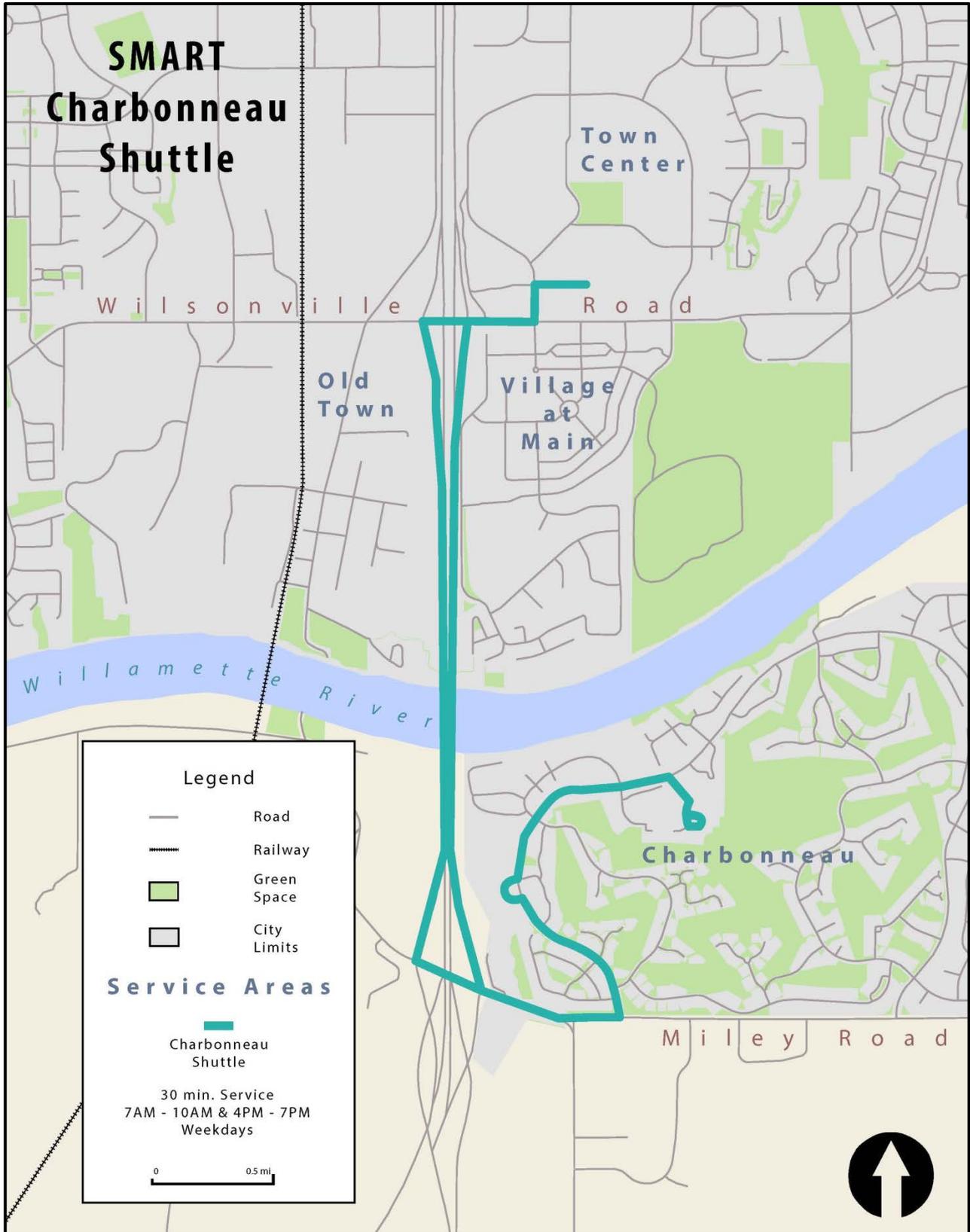
Proposed Route 3X

Charbonneau Shuttle

SMART is recommending a Charbonneau shuttle service be established on a pilot basis, in lieu of the current Route 3 service to Charbonneau. This shuttle service would loop around French Prairie Drive, if requested, and bring passengers to services on the north side of the river. Shuttle service will focus initially on the commercial center of Charbonneau and on Spring Ridge during mid-day. Part of the new shuttle service to Charbonneau will include “shopper service” to the Town Center area, with deviation to the west side of town on request.

Currently, there are only two bus stops in Charbonneau. For many people who live on the east side of Charbonneau, this makes transit use impractical -- especially since there is no public parking available at the bus stop at SpringRidge. In recent years, SMART’s Route 3 has carried only a small number of people employed in Charbonneau, while residents tend to use SMART’s Dial-a-Ride service when needed.

Before implementing a Charbonneau Shuttle, SMART staff anticipates a focused outreach effort to gain input from Charbonneau residents on how the shuttle could best meet their needs.



Proposed Charbonneau Shuttle

Route 4 – Crosstown

Route 4 is SMART's primary local service that connects the east and west sides of Wilsonville so residents can access commercial services, schools, and parks.

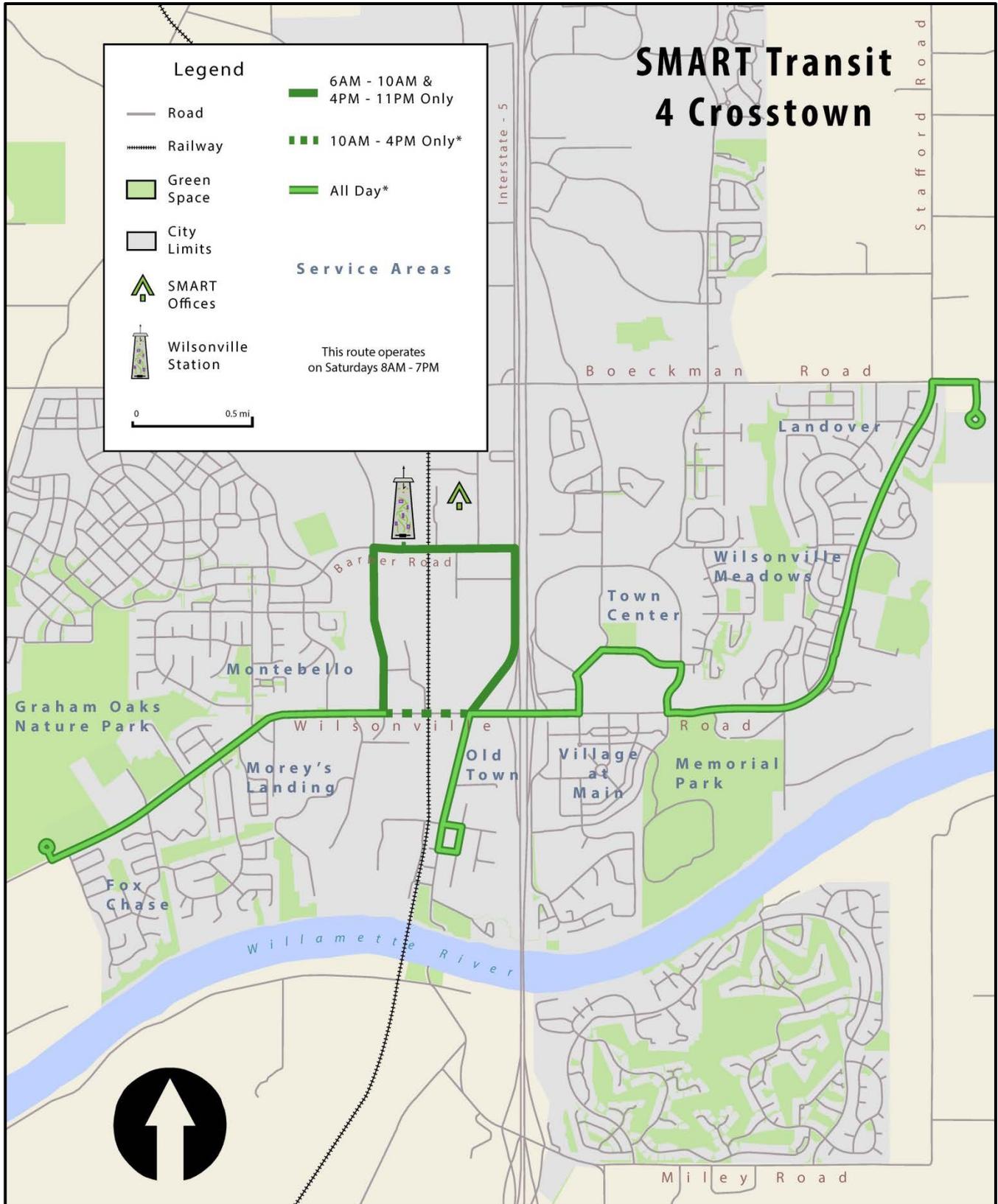
During the public outreach effort, SMART heard numerous concerns about the prolonged stops at SMART Central. From this feedback, SMART recommends streamlining Route 4 so that mid-day service from 10:00 a.m. – 4:00 p.m. would bypass SMART Central and stay on Wilsonville road. Streamlining this service will also change the route to omit the turnaround currently at Edge Fitness.

Staff also proposes to add service to this route as follows:

- 1) Extend weekday evening service from 7:42 a.m. to 9:10 p.m.
- 2) Add a half-hour of morning service starting at 8:00 a.m. instead of 8:30 a.m.
- 3) One hour of evening service from 5:52 p.m. to 6:52 p.m. on Saturdays

SMART will continue to provide crosstown service, while also serving an important role in connecting residents with commuter rail and transfers to inter-city service at the SMART Central station.

In the future, SMART may be extending Route 4 on the east side of Wilsonville to accommodate additional growth, including development in the Frog Pond area.



Proposed Route 4

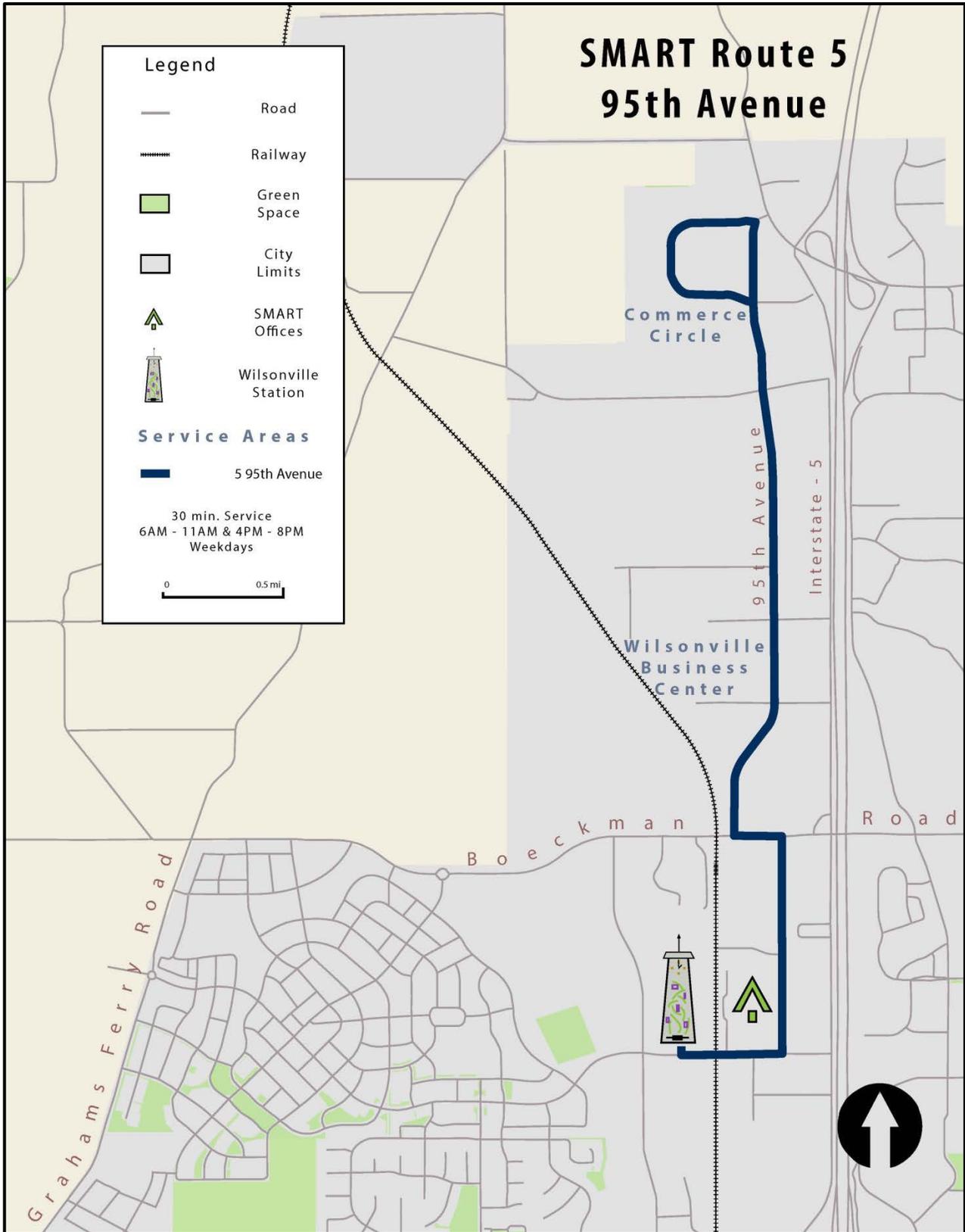
Route 5 – 95th Avenue

The existing Route 5 provides an important link between TriMet's Route 96 and employment sites on the west side of Wilsonville. This route will remain the same with only a minor directional change at Commerce Circle to increase efficiency.

SMART has been fortunate to receive federal grant money to make sidewalk improvements where those improvements will enhance ADA access to bus stops. SMART anticipates that adequate funding will be available to make sidewalk and bus shelter improvements on Commerce Circle.

Route 5 will run Monday through Friday every 30 minutes from 6:00 a.m. – 11:00 a.m. and 4:00 p.m. – 8:00 p.m.

In the future, an extension of Route 5 will be needed to serve Coffee Creek based on the current progress of development in that area. Further development of the Basalt Creek area north of Day Road will require additional service to meet expected demand.



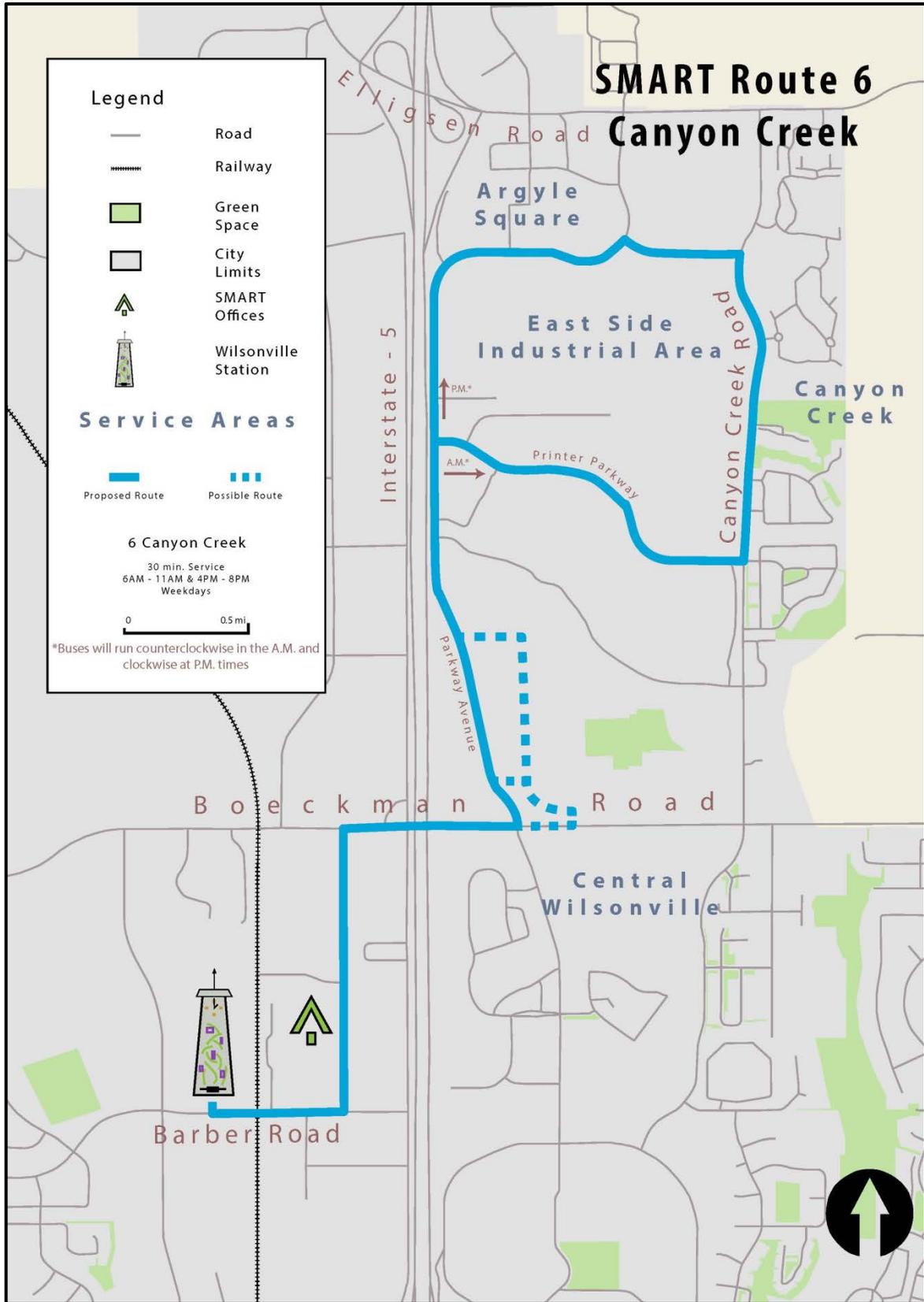
Proposed Route 5

Route 6 – Canyon Creek

Route 6 is a local service that connects commuter rail with employment, shopping, and residential areas on the east side of Wilsonville. Recommended service would run Monday through Friday every 30 minutes from 6:00 a.m. – 11:00 a.m. and 4:00 p.m. – 8:00 p.m. Service will run counterclockwise in the A.M. and clockwise at P.M. times.

Staff supports retaining most of the current configuration of Route 6 with a minor reroute such that it will by-pass Elligsen Road in favor of Parkway Avenue. This will allow SMART to provide faster service while bypassing an area that is seldom used by passengers. SMART has received public comment to continue service within the parking lots of Mentor Graphics, Oregon Tech, and FLIR and will work with businesses to accommodate their needs while ensuring it fits within the SMART network.

In the future, Route 6 may need to be extended to serve Frog Pond.



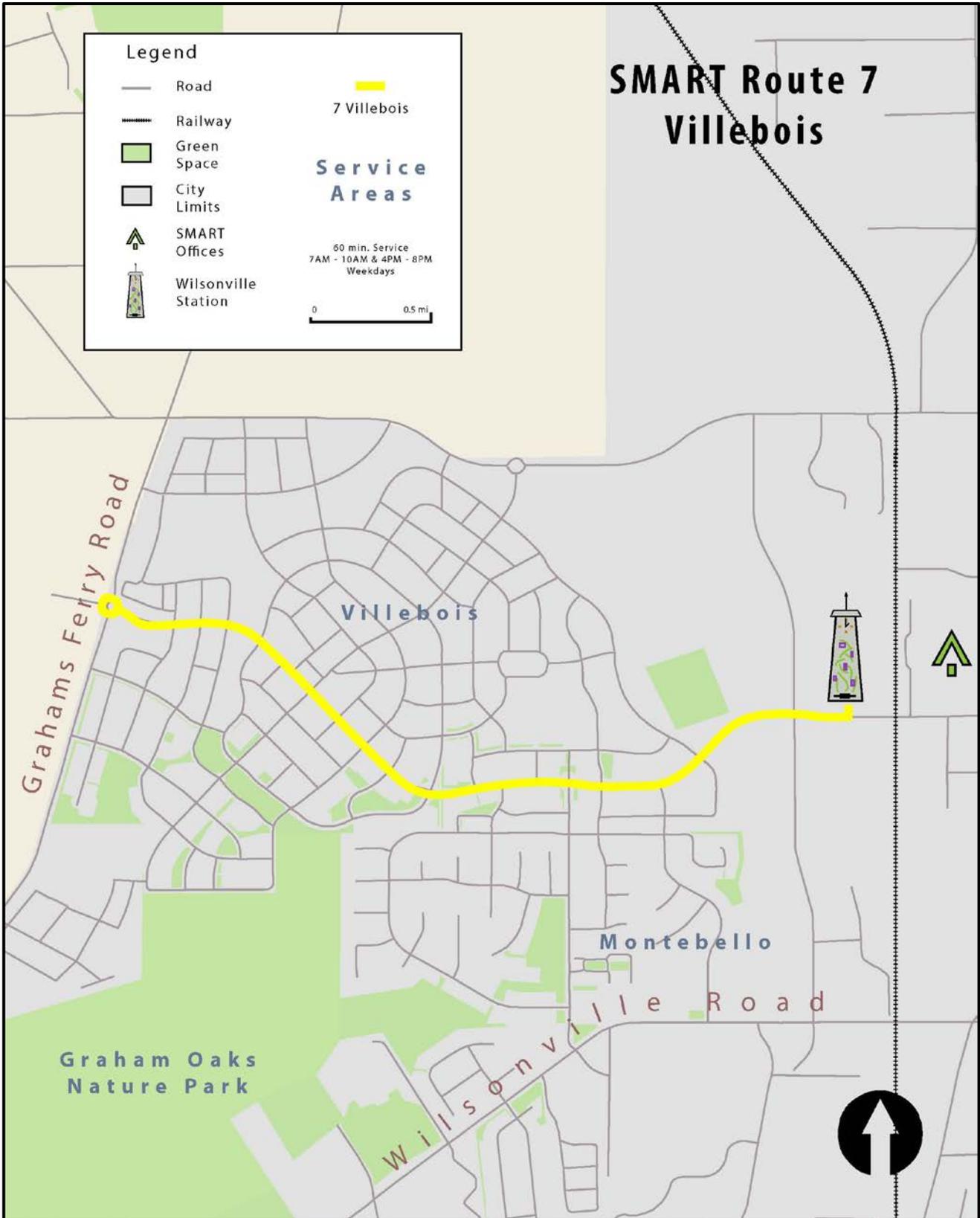
Proposed Route 6

Route 7 – Villebois and Villebois Shopper Shuttle

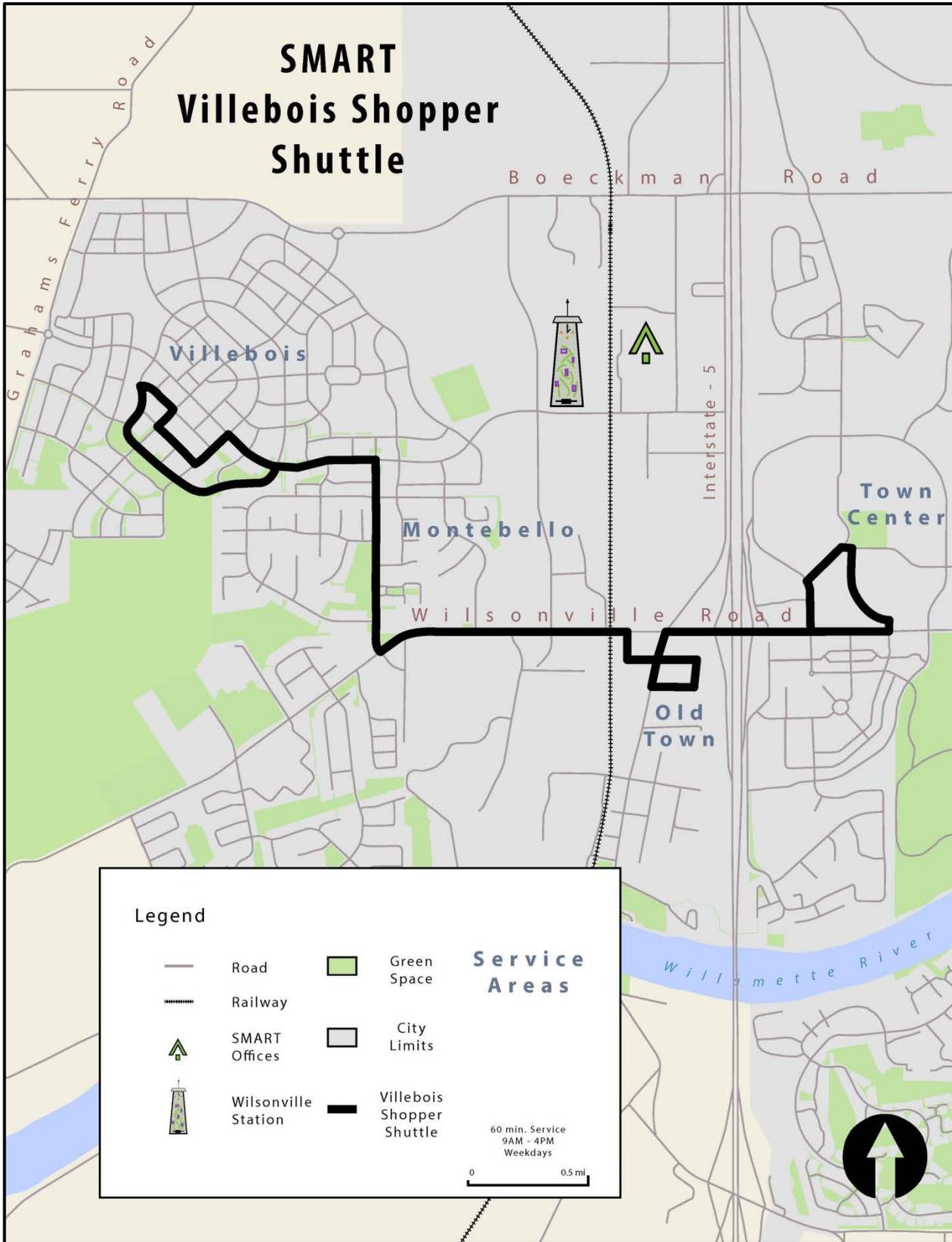
Route 7 provides local service to connect Villebois with commuter rail and other transit routes. Route 7 currently and will continue to operate hourly Monday through Friday during peak commute hours (7:00 a.m. – 10:00 a.m. and 4:00 p.m. – 8:00 p.m.). SMART recognizes that service demands are increasing in this area which is why if there is an increase in revenue, adding more fixed-route service would be a high priority.

SMART proposes streamlining the current route to increase efficiency by rerouting the service straight down Barber Road with a turnaround at Grahams Ferry Road roundabout.

In addition to retaining Route 7, SMART staff will continue to have the Villebois Shopper Shuttle. The Villebois Shopper Shuttle will continue to run hourly Monday-Friday from 9:00 a.m. to 4:00 p.m. In the future, there is potential to replace them both with a single deviated fixed-route service.



Proposed Route 7



Proposed Villebois Shopper Shuttle

Transportation Options

Transportation options are the measures and techniques designed to encourage and provide more access to public transit, carpooling, ridesourcing, vanpooling, bicycling, walking, and telework as alternatives to driving. Implementing these options has a variety of benefits, from reducing traffic and filling in transit service gaps to increasing economic vitality and the health of people and the environment. For transit to be a viable option for people, it must be part of an integrated system that considers public/private partnerships, land use, fixed-route buses, demand-response service, taxis, carpools, vanpools, employer shuttles, bicycles, pedestrians, and innovative strategies to manage mobility.

SMART's Role

SMART will continue to develop and assist with implementation of transportation options for employers in the City of Wilsonville by assisting with the overall administration and promotion of transportation options. The options below are currently being explored by SMART Options staff.

Employer Vanpools

Vanpools can serve as a cost-effective alternative to providing new fixed-route service in some locations. Vanpools are typically a good choice for groups of 8 to 15 employees who share a similar commute. Riders generally meet in a specific common location, such as a Park & Ride lot, and drive to the worksite together. Vanpools are most likely to be a practical cost-saving option if the one-way commute is at least 15 miles.

A positive step towards vanpool formation would involve securing funding and setting up meetings at worksites to present vanpools as a viable alternative to single-occupancy vehicles commuting. SMART staff would assist with the process of identifying potential participants and employers, with the ultimate goal of matching them up. SMART is currently facilitating discussions between employers to help establish vanpools. In addition, SMART staff is looking and will endeavor to apply for grants that could be used to buy down the participant's costs, which would in effect encourage participation in the program. The potential for vanpooling is very high in Wilsonville in part because of the concentration of large employment sites and the large number of people commuting into the City.

Typically, the cost of the van includes a mileage allowance, insurance, maintenance, and roadside assistance. Without subsidies, a 15-passenger vanpool from Vancouver to Wilsonville (approximately 25 miles each way) would cost approximately \$125 monthly per passenger. A subsidy could reduce the fare to approximately \$95. Employers could also subsidize their employees' vanpool expenses. Currently, tax laws allow an employer to contribute up to \$255 monthly per employee in benefits to commute by vanpool. This amount is tax-free for the employee and a business deduction for the employer. In the event that the employer does not wish to subsidize the employee's vanpool expense, the employee can still have a maximum of \$255 per month withheld from their pay as a pre-tax benefit. Direct payment and pre-tax deduction can also be combined in any proportion, up to a combined maximum of \$255. The 2015 Oregon Transportation Options Plan points out that transportation options also greatly reduce the annual cost of transportation per household; for example, a motor vehicle could cost \$10,000 a year while a vanpool costs about \$1,500.

Shuttles

Commuter Shuttle

Commuter shuttles between SMART Central and large employment sites could provide a practical alternative to fixed-route service that may not provide direct service. Employers could request a shuttle for their employees that could make half hourly runs to and from the transit center and employment site.

Corporate Lunch Shuttle

A corporate lunch shuttle could take employees to and from their worksite to lunch. This shuttle would be by request only. A SMART shuttle could take employees to lunch at a set time into Town Center or somewhere within Wilsonville. This service can encourage using transportation options more often while also aiding in employee retention.

Ridesourcing

Ridesourcing allows individuals to arrange rides using real-time online applications for pick-up and drop-off by drivers of personal cars in exchange for a fee. Two examples of ridesourcing companies that organize this system, known as Transportation Network Companies (TNCs), are Lyft and Uber. Studies have shown that ridesourcing is primarily used for late night or weekend social trips. Rather than being seen as competition with public transit service, TNCs are regarded as a complement to bus service, which typically has limited service late nights and weekends. Lyft Paratransit is an option to also help supplement service for the elderly and disabled. This service could help reduce the demand on SMART's Dial-a-Ride service. Currently Lyft boundary extends to the Willamette River, so service boundaries would need to be extended if Wilsonville sought out this option.

Bikesharing

Bikesharing allows for individuals to use public bicycles to get between two points. Wilsonville is relatively small which makes bikesharing a realistic option for those wanting to grab lunch or bike to a meeting in town. Usually renting a bike costs very little or can be free for the first couple hours of use. Bike sharing stations could be set up at SMART Central, Town Center, and employment on 95th Ave allowing for bike commute to occur between these areas.

City of Portland BIKETOWN

Carsharing

Carsharing provides access for people to use cars other than their own. Carsharing vehicles are either owned by carsharing companies or by individuals willing to share their own vehicle. Examples of well-known carshare companies are Avis Budget Group (owner of ZipCar) and Enterprise. This option provides short-term trips of varying types. Traditional carsharing trips have users return the vehicle at the same location they took it from. One-way trips let users drop off their vehicle at a different location from where they began. Peer-to-peer trips allow car owners to share their cars through a company. Advantages of carsharing include reduced costs of car ownership and less concern about parking space availability.

Carpools

The area around Wilsonville is growing rapidly and an increasing number of residents from cities such as Sherwood, Newberg, West Linn, and Oregon City work in Wilsonville. Areas that may not have enough people coming from it would be a good candidate for carpools as they usually carry fewer people and those people utilize their own private vehicles. To assist in connecting people who want to carpool, Oregon provides an online ride-matching tool Drive Less. Connect.

Goals & Implementation Measures

This chapter highlights the measures taken and goals addressed to ensure that SMART continues to provide service that aligns with the goals created by the TMP Task Force. The policies and implementation measures are intended to ensure that transit is a viable option as the City of Wilsonville grows and the demands for transportation change.

Increasing Public Knowledge of Transit

Marketing and public information are key elements in maintaining and increasing ridership. SMART can provide service that effectively meets passengers' needs, but if people don't know it's there, they won't use it. As Wilsonville continues to grow, there are also many new residents and employees who may not have previously heard about SMART. There is great opportunity to leverage outreach efforts through coordination with other providers and existing resources. The actions that need to be taken in order to get the information to the intended audience are often very inexpensive and represent a good value in terms of increased ridership.

Marketing of Services

ETA SPOT System

In the summer of 2016, SMART launched ETA SPOT (Spatial Positioning on Transit), a new application that provides real-time arrival predictions for all fixed-route buses. This technology will help people better navigate bus arrival times and give people options in how they want to access information. It also provides important data on ridership and other information needed by SMART staff. The app allows for users to make comments and quickly receive rider alerts. ETA SPOT is available to download for free from the Apple Store or Google Play and is also accessible on the SMART website to any computer.

Printed Informational Materials

Printed informational materials regarding SMART services allow for people without access to technology to get information they need. These materials need to be kept up-to-date while also making information available in Spanish. These materials are available to the public and are found at the library, City Hall, in welcome packets for new residents and employees at worksites with 100 or more employees, and at the community center.

Social Media

Today, many people use social media outlets such as Facebook or Twitter as a means to communicate. SMART will continue to use campaigns through Facebook to reach out to those who use social media as a main source of communicating. This also allows for customers to interact with SMART through updates, 'how-to' videos and more.

Participation at Community Events

Having SMART representatives at Wilsonville community events such as the Farmers Market provides an opportunity for residents and visitors to learn about the public transit system and their transportation options. These markets allow for individualized trip planning for passengers as well as information on SMART services. Summer months provide many opportunities to participate in community events such as Movies in the Park or Kiwanis Fun Run.

Informational Kiosks

Informational kiosks are a useful means of providing information on a variety of transportation options in locations where there are likely to be crowds of people. Kiosks can consist of maps and brochures or can include interactive computer screens that provide information on transit routes, carsharing, bikesharing, carpools, vanpools, shuttles, bicycle routes, taxis, and local attractions, including restaurants and accommodations. In Wilsonville, the most useful location for a kiosk would be at SMART Central.

Website

The SMART website serves as a valuable reference for current and prospective passengers who want to find out more about routes, schedules, and various transportation options. All programs and services can be found on the website such as the Walk Wednesday program. Employers can access the site to find information and assistance on developing transportation options for the workplace such as carpooling, ridesourcing, or shuttles.

SMART is working to find avenues to make it easier for transit riders of multiple systems for one trip (such as TriMet in Portland to SMART) to transfer between systems. This may be in the form of a website or app. SMART will need to work closely with other transit agencies to ensure that website links and information are regularly updated.

Specific Marketing

Ensuring that necessary information is readily available and easy to understand will make it much easier for people to ride SMART. Marketing could be tailored to provide specialized information for employees, new residents, schools, or other specific groups. Marketing should include information on carpooling, vanpooling and other alternatives in addition to conventional transit services.

Employment Sites

Employers have a particular interest in attracting the best employees available. The better the transportation options, the better their chances of attracting and retaining employees. In addition to turnover, employees less often have the traditional 9- 5 schedule. Marketing programs at employment sites should aim to provide a service or benefit in conjunction with the information. Many worksite programs that help to reduce traffic congestion and air pollution also provide a benefit for employees, including flex-time, telework, staggered work hours, parking cash-out, and preferred parking for carpools.

Providing additional information on the cost savings over driving and environmental benefits can serve as an added incentive. Low-cost incentives and promotional programs can also serve as effective tools to increase transit ridership and participation in carpools, vanpools, walking and bicycling. Many employers will not be aware of tax incentives for subsidizing vanpool and transit fares, and purchasing equipment such as bicycles, bicycle lockers, and telework hardware. SMART can ensure that they have that information. SMART can also assist in developing and implementing programs at worksites. Establishing strong relationships with employers is essential in ensuring that these programs are well supported.

Schools

Marketing and information for school-age children is particularly important, because travel habits often become ingrained at an early age. The traffic impacts of children switching from car trips to other transportation modes is also higher because parents often have to make two round trips to drop off and pick up a child. Education on SMART and other transportation alternatives can often be integrated into the existing school curriculum. For instance, SMART has sponsored a SMART Art on the Bus program at Wilsonville schools. Students work together in small groups to produce art that depicts buses and other forms of travel. During the process, the costs and benefits of various transportation modes are also discussed. In years past, winning pictures were selected to be included on the exterior wrap of a SMART bus. More outreach to schools can be achieved through class demonstrations such as how to put a bike on the bus or a discussion on how the bus system works. There is also opportunity for establishing a Safe Routes to School Program at these schools.

Seniors and People with Disabilities

Ensuring that seniors and people with disabilities have ready access to transit information provides them with greater freedom of mobility. Without adequate information, there is a greater likelihood that seniors and people with disabilities will forego some trips altogether or be totally reliant on friends or family to drive them around. Dial-a-Ride is available to qualified individuals by calling 24-hours ahead of time to reserve a ride. If the passengers have sufficient information on fixed-route service, they may be able to use it instead of Dial-a-Ride. This not only provides them with greater flexibility, but it also results in a lower per-trip cost than Dial-a-Ride. In addition to Dial-a-Ride, travel training is a free service provided by SMART and available for those who would like to learn how to use the fixed transit service.

Improving Service Quality

Attaining a high quality of service is paramount if transit is to be competitive with the private automobile. Providing a safe, affordable, dependable, convenient, and comfortable service is the key to maintaining and increasing the current customer base. Passengers must be assured of quality service free of any discrimination based on minority status, age, gender, ethnicity, or disability. Customers must be confident that the bus will, as much as possible, arrive on time and that the bus is clean, safe, and well-maintained.

Schedule and Program Coordination

The coordination of schedules between routes and transit providers is key in assuring that travel times are competitive with the automobile. SMART continues to work closely with TriMet, Cherriots, and CAT, to ensure that connections are convenient and wait times are minimized.

The SMART Options Program provides assistance to employers in setting up transportation options programs at their worksites. However, SMART can get additional leverage for the program by working cooperatively with Metro and other jurisdictions or agencies that support transportation options.

Customer Service Monitoring

By maintaining a record of customer service calls, letters, and e-mail along with the resolution or action taken, SMART has been able to assess whether customer complaints are being effectively resolved.

Passenger surveys represent an opportunity to assess customer satisfaction and provision of equitable service. Passenger surveys include demographic questions in order to identify any service inequalities or unmet needs of specific demographic groups. The last demographic survey for SMART was done in 2002 and another one should be done again soon.

Emergency Ride Home Program

A program that encourages employees to carpool, use transit, bike, or walk to work by the transit agency guaranteeing them a ride home in the event of an emergency. A free taxi ride is provided when an employee becomes ill at work, has to work unexpected overtime, or has a family emergency such as a sick child.

Nationwide, Emergency Ride Home programs have proven themselves to be an inexpensive insurance policy. They act as a strong incentive, yet few people actually end up needing to use the ride-home feature. The Emergency Ride Home Program in Salem costs less than \$2,500 per year to administer and covers 1,600 commuters. Programs can be structured so that participants are limited to a specified number of rides each year or quarter. SMART has had only an unofficial guaranteed ride home program for passengers. However, there are no set

guidelines and the program is not publicized. Developing guidelines, extending the program to carpoolers, and vanpoolers, and publicizing the program could provide a valuable tool in attracting and retaining passengers. The program also provides a benefit for employers and employees who participate in transportation options programs.

Maintenance, Security, and Vehicle Replacement

SMART does not keep worn out or unreliable buses in service. SMART staff continues to inspect and repair all buses on a set maintenance schedule to ensure that there are no breakdowns during service hours. Thanks to successful State and Federal grant applications, SMART's fleet is relatively new by industry standards. SMART is developing a plan to work with the Transportation Security Administration to better assure system safety and security.

On-Board Amenities

In order to attract passengers away from their cars, SMART must provide service which is competitive in terms of cost, comfort, and convenience. On-board amenities are a way of adding comfort and convenience. If passengers can access the internet, listen to music, watch the news, or relax in comfortable seats, transit may seem more attractive than driving. SMART should survey current and potential passengers to assess the value and cost-effectiveness of any on-board amenity being considered.

Improving Access to Transit

Transit serves an important role in providing mobility to people who do not have access to automobiles, including the young, old, minorities, low-income residents, and people with disabilities. Transit-dependent individuals often rely on transit as a lifeline to connect them with jobs, shopping, medical appointments, and social interactions. SMART's first priority must always be to provide transportation for transit-dependent individuals. This includes measures to provide service within walking distance of all neighborhoods in Wilsonville, to provide schedule information in Spanish, and to offer demand-response service help to ensure that transit is accessible to those who need it most. Providing fare-free service within Wilsonville also ensures that cost is not a barrier. Although fares are charged for service outside of Wilsonville, these fares remain much lower than the cost of driving an automobile. Half-price fares are also available for youth, seniors, and people with disabilities.

Good access to transit means that it is safe, practical, and convenient to get to and from bus stops. Ideally, transit is located no more than walking distance of all residences and businesses. It also means that people are able to access the information they need to ride transit, such as schedules and maps.

Other considerations which can adversely affect access to transit are the lack of:

- Safe sidewalks
- ADA sidewalk ramps
- Street lighting
- Traffic signals
- Bus shelters
- Information for those with limited English proficiency
- Secure bike parking

General Access

Factors such as transit shelters and building design and orientation affect all transit users. Transit shelters provide improved access by providing shelter from weather, an opportunity to sit down, lighting, and a display of route and schedule information.

Many buildings are designed with a priority for automobile access, making access from the sidewalk difficult or hazardous. Bus service in parking lots is generally inadvisable because of the many hazards from motorists backing out and people walking to and from their cars. However, if a person has to endure a long walk through the parking lot with bags of groceries to get to a bus stop, transit is not a practical option.

This problem highlights the importance of orienting buildings towards the sidewalk. SMART will work closely with other City departments to ensure that pedestrian and bicycle access is expanded and that new developments are designed to be transit friendly.

Bus Shelters and Bus Stop Seating

Bus shelters and benches provide the best protection from the elements and comfort at bus stops. Some of SMART's older shelters are now in need of major repair or replacement. Bus stops with seats bring opportunities for passengers to sit down while they wait for the bus. Although they do not provide shelter from the elements, they are particularly useful for people who are not able to stand for long periods of time.

An updated bus stop priority list should be based on:

1. Number of passenger boardings per day – this criterion leverages limited resources to benefit the greatest number of customers.
2. Designation as a major transit stop - Since major transit stops are often transfer points, shelters are particularly important for these locations.
3. Type of population served - Locations that serve higher concentrations of transit-dependent and lower-income populations are given priority for shelter placement.
4. Availability of a nearby bus shelter - Shelters are distributed to obtain maximum coverage and equal access.
5. Preparation required - All other criteria being equal, level sites that provide adequate placement area with minimal impact to surrounding properties are preferred.

Pedestrian and Bicycle Access

Providing good pedestrian and bicycle networks help to ensure that there will be good access to transit as well, particularly if pedestrian, bicycle, automobile, and transit are well interconnected. In an ideal situation, a person would be able to use any mode of transportation or combination of modes to reach a destination; this provides the greatest level of choice in mobility. Reality is more likely to present gaps in the pedestrian and bicycle networks which also create problems in accessing bus stops. A short gap in the sidewalk network or one unsafe crossing can render the trip to a transit stop impractical. Pedestrian access is therefore the key ingredient in assuring accessibility to transit.

Bicyclists have a larger "travel shed" than pedestrians but also depend on the ability to store or transport their bicycles. Bike racks are provided on all buses, so that passengers can bicycle at either end of their bus trips. SMART allows bicycles on buses when bus racks are full and there is ample room on the bus. Bicycle storage and a repair station are also provided at SMART Central.

Encouraging bicycle access to transit allows transit to attract customers from an area beyond walking distance. There are a number of reasons why people combine bicycling and transit:

- Either the origin or destination is not within walking distance of a transit stop.
- They want to get some exercise, but their trip is too long to bicycle the entire distance.
- They may want to go for a recreational ride at their destination.
- They don't drive or don't want to drive.

The Wilsonville Bicycle and Pedestrian Master Plan identifies gaps in the sidewalk network and recommends improvements, based on a number of factors including connections to bus stops. Completing these gaps will greatly improve safe access to transit. In particular, the identified improvements to Boeckman Road will provide pedestrian and bicycle connections between the commuter rail station and residential sites on the east side. Provisions for safe pedestrian crossings also need to be required of new construction, including, where applicable, curb ramps, bulb-outs, medians or pedestrian refuges, flashers or signals, and traffic calming measures, to ensure that pedestrians can safely travel to and from bus stops.

Park & Ride

Automobile access to various transportation options is a solution to reducing traffic but also allowing for independence. Currently, the only Park & Ride lot in Wilsonville is at SMART Central. This lot provides more than 400 spaces and continues to operate with excess capacity. Additional land for expansion of the Park & Ride lot has been acquired and can be developed as the need arises. Having a Park & Ride lot on the east side of the freeway would also improve transit access for travelers who otherwise have to deal with getting from one side of the freeway to the other.

Senior and Disabled Access

Mobility and independence are important quality-of-life issues for seniors and people with disabilities. Transit can provide an important lifeline, linking people to work, shopping, community connections, and medical appointments. Improving access to transit not only creates a greater sense of freedom and mobility for senior and disabled passengers, it can also prove to be cost-effective over the long run. Seniors and people with disabilities are also likely to be more sensitive to access issues. For instance, a senior may be mobile enough to walk to a bus stop, but unable to stand and wait for any length of time. In such a case, the availability of a shelter determines whether or not transit is a viable option. Similarly, a person in a wheelchair may be able to get to the bus stop with no problem as long as there is a continuous sidewalk with properly designed ramps.

All SMART buses are LIFT-equipped and accommodate wheelchairs. Dial-a-Ride service is available, but must be scheduled in advance. SMART also provides transportation to medical appointments in the Portland area for Wilsonville seniors and people with disabilities. A coordinated effort with TriMet and other providers would help to streamline the process for Dial-a-Ride trips between transit agencies, so that reservations for one trip could be made

with a single phone call. Dial-a-Ride customers can transfer between SMART and TriMet services, but they must schedule the two services separately.

SMART will continue to coordinate with the Wilsonville Community Center to offer senior luncheon, shopping and activity trips, providing seniors with mobility, and an opportunity to run errands and socialize.

SMART still needs to conduct an overall detailed evaluation of the transit system's accessibility for seniors and people with disabilities. The evaluation should be performed in consultation with people who represent seniors and people with disabilities, as well as the affected persons themselves. This process would provide SMART with a list of obstacles or deficiencies that need to be addressed while also dealing with ways to decrease costs and increase system efficiencies. Topics to be addressed are expected to include:

- Redefining the boundaries of SMART's out-of-town Dial-a-Ride service;
- Creating a medical shuttle service;
- Potential public/private partnerships;
- Consideration of different types of vehicles with different accessibility features; and

Travel Training

Travel training consists of showing people who have never taken the bus where they need to board and how to read the schedules. A trainer goes with an individual or a group and shows them how it works. This training is extremely valuable, since "fear of the unknown" keeps many people from trying transit even though they would like to. Travel training is a particularly effective tool to introduce seniors and people with disabilities to the benefits of using fixed-route transit.

In December 2016, SMART partnered with Portland-area non-profit Ride Connection to have an employee at SMART offices to provide travel training (RideWise) to seniors and those with disabilities. This service is free to anyone in Wilsonville who qualifies. Information about this service is found in brochures and online and presentations given at the community center, retirement homes, and homes for those with disabilities.

Access for those with Limited English Proficiency

Language barriers limit access to transit when prospective passengers are unable to get the information they need on routes and schedules. The largest concentration of non-English speakers in Wilsonville speaks Spanish. According to the 2010 U.S. Census, 12% of Wilsonville's population spoke Spanish as a native language and spoke English "less than very well". SMART continues to expand the information it provides in Spanish on the schedules and on the website.

SMART has enacted a Title VI program in compliance with federal requirements and that program now guides SMART's efforts to reach out to and accommodate people with limited English proficiency (see Appendix C). SMART also has multi-language translation available for in-coming phone calls. SMART also translates all written materials to Spanish and regularly has Spanish translators available at public meetings.

The transit schedule pages are primarily graphic and numeric and therefore understandable to most non-English speakers. However, SMART will need to continue to expand outreach efforts of all kinds to the Spanish speaking members of the community.

Service Expansion

SMART aims to provide service to new developments in Wilsonville and increase opportunities for residents, employees, and visitors to connect to jobs, shopping, parks, and community activities. By continuing to expand service, SMART can help facilitate regional connectivity and access to other cities.

Transportation Management Association (TMA)

A TMA is a public/private partnership of business members, transportation providers and governmental entities that addresses important transportation issues and provides cooperative service. Members work together to organize commuting options for employees, customers, and the community. These options include carpools, ridesourcing, vanpools, transit, bicycling, walking, and telework. The goal of a TMA is to provide commuting solutions for the community, while also helping to reduce traffic congestion and improve air quality.

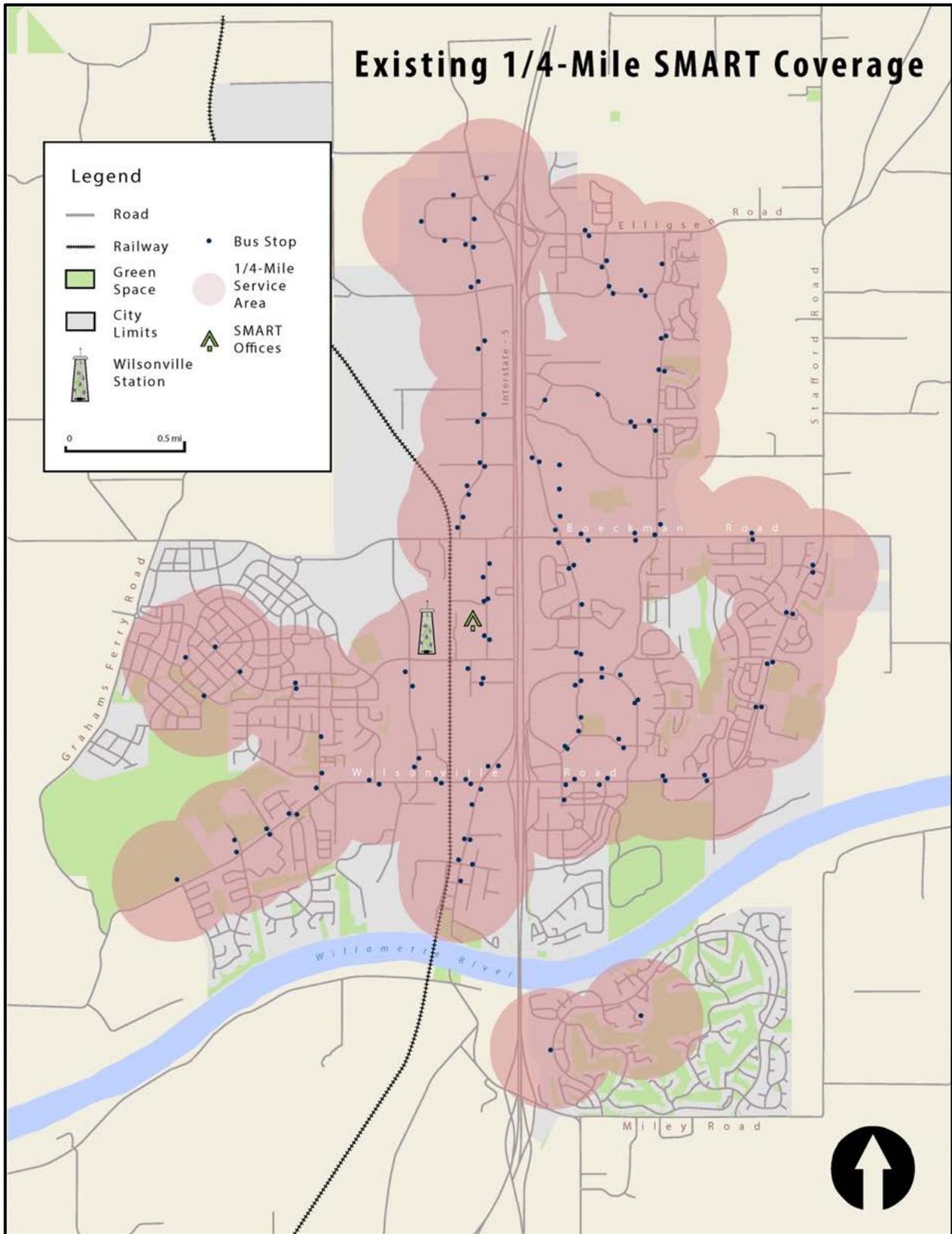
Wilsonville may not have a sufficient concentration of employees to justify a TMA yet, however, with development of the industrial lands near Coffee Creek and other increases in employment, a TMA will probably be viable in the near future.

Service Goals to Accommodate a Growing Community

SMART believes that the lifeblood of any successful organization rests in its willingness to be introspective. Self-evaluation is necessary if SMART is to be true to its core mission of providing safe, reliable and cost-effective service. With this as its roadmap, SMART has established specific goals which were designed to speak directly to how it plans to deliver on its core mission. The list below highlights seven service goals SMART has established for accommodating a growing community.

1. Respond to public comments requesting more focus on inter-city transit service
2. Facilitate coordination of transportation options (vanpools, etc.) with bus transit
3. Provide service to new developments in Wilsonville
4. Provide increased opportunities for residents, employees, and visitors to connect to jobs, shopping, parks, and community activities
5. Facilitate regional and inter-city connectivity
6. Increase service frequency to improve convenience and coordination between routes
7. Extend service times over longer periods to accommodate travel needs

An objective of SMART's service network is to provide bus service within a fourth of a mile of all developed areas within City limits. This service coverage goal, though aggressive, is achievable and will prove to be a welcome convenience as Wilsonville continues to grow and SMART begins to focus more on inter-city service. Please refer to the map below to see SMART's existing 1/4 mile coverage.



Increasing Efficiency and Improving Air Quality

Transit generally provides air quality and traffic congestion benefits over automobile travel. However, there are ways to create even greater benefits. Promoting transportation options as a package can also help to reduce traffic congestion and air pollution. The use of alternative fuels provides additional opportunities for transit to reduce its impact on the environment and air quality.

Transportation Systems Management (TSM)

TSM approaches work to increase the operational efficiency of the existing transportation infrastructure. As applied to transit, TSM measures help to reduce bus travel times, making transit more competitive with the automobile.

The two TSM measures that are most likely to work for SMART are traffic signal priority and queue bypass. They should also be carefully reviewed by traffic engineers to ensure that they do not result in negative impacts on overall traffic flow. The most effective location for implementation of either measure would be on Wilsonville Road between Town Center Loop E and Boones Ferry Road.

Traffic Signal Priority

Buses use a mechanism to alert a traffic signal of their approach. The approach of a bus either allows for the light to turn green earlier or to stay green longer. Signal priority is not the same as signal preemption, which is reserved for emergency vehicles. Preemption alters the normal operation of the signal, while priority is much less disruptive.

Queue Bypass

Buses are allowed to use a right-turn-only lane to proceed through the intersection. This allows the bus to bypass the line of through traffic at the intersection, making service more time and cost efficient.

Transportation Options

Transportation Options programs make the transportation system more efficient and reduce pollution without adding major infrastructure. These programs are most effective when complementary elements are packaged together to fit the needs and conditions of a given site or area. Supporting infrastructure, such as functional sidewalks, bicycle racks and transit shelters, as well as transit services are all important to a successful program.

To meet the target for the Regional Transportation Plan, SMART will need reach and maintain a mode split target of 15 percent. Transportation options mode split refers to the share of trips made by a mode of transportation other than single-occupant vehicles. To ensure this target is reached SMART must work closely with employers to assist them in designing and implementing work-site programs for ECO program compliance or to benefit their employees.

In addition SMART will continue to support DEQ requirements that large employers (100 or more employees) submit transportation options plans to show how they will reduce transportation impacts.

Alternative Fuels and Solar Options

SMART currently uses low-sulfur diesel with five percent biodiesel content in most buses, and would like to further reduce environmental impacts by switching to cleaner fuel sources. SMART now operates four compressed natural gas (CNG) cutaway buses and two diesel-electric hybrid buses. SMART has also attempted to secure grant funds for one or two battery-electric buses. Alternative fuels are currently being used by a number of transit providers with successful results. In many cases, initial costs are prohibitive without substantial grant revenues. As the alternatives become more available, less costly, and more reliable, these options should be pursued.

Clean Fuel Programs

Both ODOT and the FTA have provided a variety of grant opportunities to support transit agencies in improving air quality and reducing greenhouse gas production. SMART has actively participated in those programs and has been the beneficiary of grants on occasion. That will continue and SMART will continue to pursue grants funds for battery-electric buses and related charging infrastructure. Two other options that may help to meet SMART's clean fuels objectives are renewable diesel or higher concentration biodiesel.

Solar Power and Photo-Luminescent Materials

Solar panels are being used more widely now to power electronic parking meters, emergency phones, and a number of other uses. Solar panels can also be used to power lighting at bus shelters. This would also reduce the cost of running electrical conduit to the shelters for current lighting. The costs of photo-voltaic lighting systems continue to decline and the effectiveness of the equipment continues to improve.

Photo-luminescent materials are another means of lighting informational displays at bus shelters. The light-weight material can be applied as a decal or as an entire panel. It absorbs light during the day and continues to provide light several hours after dark.

Creating a Sense of Community Ownership

Wilsonville residents have a strong sense of pride in their community and in the SMART transit system. SMART continues to provide service that will enhance community connectivity and help create a sense of ownership. The ideas below are currently being implemented or explored by SMART to enhance community ownership.

Community Event Transportation

Transportation to community events not only provides a convenient option, it also provides opportunity for residents to connect to one another and participate in city events. SMART provides service to Wilsonville's Farmers Market and Rotary Concerts in the summer. SMART also occasionally provides transportation to community functions such as sports events and the County Fair. Providing these services is an effective way to encourage people who would not normally ride the bus to try it out. Once they are familiar with the service, they may feel more comfortable using it on a regular basis.

Naming Bus Routes

Naming bus routes after landmarks or symbols provides an easier frame of reference for some passengers than a route number. It can also provide a sense of ownership for the community. Bus routes can be named after important destinations along the route.

Shelter Design

SMART could allow neighborhoods and businesses the opportunity to design their own bus shelters, providing them with a shelter that reflects the character of the individual neighborhood. While there are basic functional requirements for a bus shelter, there is also plenty of room for innovation and individuality. Even a basic shelter could be decorated with artwork produced by local adults or children.

The artwork is then transferred onto the shelter as decals (similar to the ones used on the buses), or the glass could be etched to create a monochrome image. This approach has been used on shelters near Wilsonville High School, where the Wildcat theme is proudly displayed.

Employer Recognition

Many employers have innovative programs that encourage their employees to ride transit and use other transportation options. Recognizing these employers with an annual awards program would let them know that their efforts are appreciated. SMART could also recognize and support Wilsonville employers by displaying informational materials on environmental programs or health and wellness efforts at particular worksites.

Unique Vehicles

The SMART trolley is a good example of a unique vehicle that Wilsonville residents recognize as a mobile community landmark. In fact, the trolley has been so popular that people often ask if their next ride can be on the trolley. SMART could look at additional opportunities to acquire vehicles which are distinct, aesthetically pleasing, and fun. One option could be a double-decker bus, which could provide the capacity needed for routes that have standing room only without adding the expense of another bus and driver. Adding more trolleys to the fleet could also be a popular option.

Art and Poetry on the Bus

SMART has sponsored a very successful Art on the Bus program, which provides Wilsonville students with an opportunity to display their artwork on the bus. SMART could also sponsor poetry contests, with the selected poetry displayed on cards in the bus in the area above the windows that is often used for advertising cards on other transit systems. For each contest, participants would focus on a particular subject, which could range from Wilsonville, parks, transportation, seasons, or a number of other subjects. The costs to offer such a program are very low and would provide an opportunity for many residents to see their work displayed. SMART intends to revamp this program to bring more transportation education to youth.

Appendices

- A. Glossary*
- B. Route Priorities*
- C. Title VI Program*
- D. Planning Framework*
- E. Neighborhood Characteristics*
- F. TMP Public Outreach Summary*

DRAFT

Appendix A – Glossary

A

Accessibility

The extent to which facilities, including transit vehicles, are barrier-free and can be used by people who have disabilities, including wheelchair users.

Access to Jobs

Federal funding for programs to increase work-related transportation available to low-income individuals.

Active Transportation Plan (Regional ATP) 2014

The Regional ATP provides a vision, policies and actions to connect active transportation, such as walking and biking, to public transit within the Metro region. An emphasis on developing safe conditions for walking and biking near transit centers will help to integrate active transportation with public transit.

ADA

Americans with Disabilities Act: Passed by the Congress in 1990, this act mandates equal opportunities for persons with disabilities in the areas of employment, transportation, communications and public accommodations. Under this Act, most transportation providers are obliged to purchase LIFT-equipped vehicles for their fixed-route services and must assure system-wide accessibility of their demand-responsive services to persons with disabilities.

Alternative Fuels

Vehicle engine fuels other than standard gasoline or diesel. Typically, alternative fuels burn cleaner than gasoline or diesel and produce reduced emissions. Common alternative fuels include methanol, ethanol, compressed natural gas (CNG), liquefied natural gas (LNG), biodiesel, clean diesel fuels and reformulated gasoline.

Alternative Mode

Any type of commuting transportation other than single occupancy vehicle that results in reduction of automobile commute trips, e.g. carpooling, vanpooling, bicycling, walking, transit, and telework.

Alternative Work Schedules

Any programs, such as compressed work weeks, flex time, telecommuting, staggered shifts, or any other program that eliminates pm peak-hour trips

AoA

Administration on Aging. The agency within the U.S. Department of Health and Human Services that oversees the implementation of the Older Americans Act, including senior nutrition programs, senior centers and supportive services for elders.

Appropriation

The step at which a legislative body and chief executive have agreed and signed into law an approval to spend public funds on specified programs and projects. Within the federal government, no funds may be spent unless their appropriation has been approved by Congress and signed into law by the President.

Automobile Dependency

Transportation and land use patterns that result in high levels of automobile use and limited transportation alternatives. In this case, "automobile" includes cars, vans, light trucks, SUVs and motorcycles.

B

Bus Pullout or Turnout

A pullout is a specialized bus stop where a transit vehicle can load or unload passengers in an area separated from the traffic lanes.

Bus Rapid Transit

Bus Rapid Transit - BRT is designed to be an alternative to light rail service using bus vehicles. BRT usually is made up of dedicated bus lanes with stations spaced at train-like intervals. BRT can offer more frequent, and more convenient service than regular buses, similar to a rail line, but may be cheaper to build or more flexible where buses can leave the bus-way to reach other areas.

Buy America

Federal transportation law which requires that all purchases of vehicles, equipment or any other manufactured item be of US-made and assembled components, unless the purchase price is less than \$100,000 or the DOT has given the purchaser a Buy America waiver.

C

Capital Costs

Refers to the costs of long-term assets of a public transit system such as property, buildings and vehicles.

Carpool

A prearranged ridesharing service in which a number of people travel together on a regular basis in a car. Some carpool arrangements involve the exchange of money in exchange for driving, while others simply trade off driving.

Carshare

Carshare refers to automobile rental services intended to substitute for private vehicle ownership. It makes occasional use of a vehicle affordable, even for low-income households, while providing an incentive to minimize driving and rely on alternative travel options as much as possible. Carsharing can also be used at worksites to provide transportation from commuter rail stations and for employees' midday errands.

CARTS

The Chemeketa Area Regional Transportation System (CARTS) is a partnership between Marion, Polk, and Yamhill counties that coordinates resources to provide transportation for senior citizens, disabled, and economically disadvantaged residents access to medical services, employment, education, shopping, and recreation. CARTS is operated by Salem-Keizer Transit (Cherriots).

CAT

Canby Area Transit (CAT) provides fixed-route and dial-a-ride service in Canby and provides connections with SMART, TriMet, and SCTD.

CDL

Commercial Driver's License: The standardized driver's license required of bus and heavy truck drivers in every state. Covers drivers of any vehicle manufactured to seat 15 or more passengers (plus driver) or any vehicle over 13 tons gross vehicle weight. The CDL is mandated by the Federal government in the Commercial Motor Vehicle Safety Act of 1986. All SMART drivers, dispatcher, and mechanics have CDL's.

Cherriots

The name given to the bus service operated by Salem-Keizer Transit. In addition to Salem-area service, Cherriots also operates service between Salem and Wilsonville, coordinating with SMART's 1X service.

Clackamas County Transportation System Plan 2013

The Clackamas County Transportation Plan strongly emphasizes the link between land use and transportation. It calls for increasing transit use by encouraging land use patterns, development designs, and street and pedestrian/bikeway improvements that support transit. The plan sets a goal of transit service within 1/4 mile of most residences and businesses within the Portland Metropolitan UGB.

Clean Air Act

Federal regulations which detail acceptable levels of airborne pollution and spell out the role of state and local governments in maintaining clean air.

Climate Smart Strategy 2014

The Climate Smart Strategy was created in response to a state mandate to provide the Portland metropolitan region with a strategy for reducing greenhouse gas (GHG) emissions from cars and small trucks. The document includes nine key policy recommendations in reducing GHG from light duty vehicles, three immediate actions that focus on transportation funding, a toolbox of possible actions for 2015-2020 and regional framework plan amendments.

CMAQ

Congestion Mitigation and Air Quality: A flexible funding program administered by the Federal Highway Administration (FHWA) which funds projects and programs to reduce harmful vehicle emissions and improve traffic conditions. CMAQ funds may be used flexibly for transit projects, rideshare projects, high-occupancy vehicle lanes or other purposes.

Community Transportation

Transportation services that address the transit needs of an entire community, including the needs of both the general public and special populations.

Commuter Rail

Commuter rail is passenger train service that often shares tracks with freight or inter-city trains. Commuter rail trains are usually made up of coaches hauled by a locomotive and serve downtown travel markets. Most train service is concentrated in peak hours of travel. Train stations are usually about five miles apart to allow the heavier trains to accelerate and decelerate.

Compressed Work Week

An on-going alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one (1) work day every two (2) weeks through working longer hours during the remaining days, resulting in fewer commute trips by the employee.

Coordinated Transportation Plan for Seniors and Persons with Disabilities (CTP) 2016

This document seeks to support the creation of a regionally coordinated transportation system that is efficient, effective, and founded on present and future need of elderly and disabled riders. Although the CTP addresses the provision of specific transportation services and coordination among providers, it also emphasizes land use and design which support and encourage walking and transit. An update of this plan was completed in June, 2016, with the participation of SMART staff.

CTAA

Community Transportation Association of America. A national professional association of those involved in community transportation, including operators, vendors, consultants and federal, state and local officials. SMART is a member of CTAA.

Curb Extension or Bulbout

An area where the sidewalk and curb are extended into the parking lane to decrease crossing distance for pedestrians. Curb extensions can also be used to allow buses to remain in the travel lane instead of pulling over to the curb at bus stops.

Curb-to-Curb Service

A common designation for para-transit services. The transit vehicle picks up and discharges passengers at the curb or driveway in front of their home or destination. In curb-to-curb service the driver does not assist the passenger along walks or steps to the door of the home or other destination. SMART is now required to provide door-to-door service for ADA-qualified passengers.

D

Demand-Response Service

The type of transit service where individual passengers can request transportation from a specific location to another specific location at a certain time. Transit vehicles providing demand-response service do not follow a fixed Route, but travel throughout the community transporting passengers according to their specific requests. SMART's dial-a-ride is demand-response. These services require advance reservations.

Deviated Fixed-Route

This type of transit is a hybrid of fixed-route and demand-response services. While a bus or van passes along fixed stops and keeps to a timetable, the bus or van can deviate its course between two stops to go to a specific location for a pre-scheduled request. Often used to provide accessibility to persons with disabilities.

Disabled

Any person who by reason of illness, injury, age, congenital malfunction or other permanent or temporary incapacity or disability is unable, without special facilities, to use local transit facilities and services as effectively as persons who are not so affected.

Discretionary Grant

Financial assistance that is awarded on the basis of competitive merits from among proposals that are submitted. Even in cases where projects are identified, or earmarked, by members of congress, grant-making agencies generally will require recipients to file applications and abide by the procedures of what was designed as a competitive grant-making process.

Door-to-Door Service

A form of paratransit service which includes passenger assistance between the vehicle and the door of his or her home or other destination. A higher level of service than curb-to-curb, yet not as specialized as door-through-door service (where the driver actually provides assistance within the origin or destination).

DOT

Department of Transportation, the federal agency that oversees how transportation money is spent and programs are conducted in the U.S.A. The DOT oversees over a dozen other agencies, including FTA and FHWA.

Drug and Alcohol Testing Regulations

DOT implemented the Omnibus Transportation Employee Testing Act in December 1992. The act requires drug and alcohol tests for all safety-sensitive employees of agencies receiving section 5307, 5309 or 5311 funding (Section 5310 agencies are not included), including drivers, maintenance workers, dispatchers and supervisors. All CDL carrying employees are subject to random drug tests.

E

E&D

An abbreviation commonly used to refer to services for the elderly and disabled.

Emergency Ride Home

A program that encourages employees to carpool, use transit, bike, or walk to work by guaranteeing them a ride home in the event of an emergency. A free taxi ride is provided when an employee becomes ill at work, has to work unexpected overtime, or has a family emergency such as a sick child. Also referred to as "Guaranteed Ride Home."

Employee Commute Options (ECO) Program 1996

In 1996, the Oregon Legislature passed a series of laws designed to protect air quality in the Portland metropolitan area that included Employee Commute Options (ECO). The Oregon Department of Environmental Quality (DEQ) then established a set of Administrative Rules to implement the law. The ECO rules set more specific goals for trip reduction than the TPR, and specifically target businesses with more than 100 employees. The ECO rules require these businesses to provide commuting options to encourage employees to reduce single-occupancy vehicle (SOV) commute trips. For instance, Wilsonville currently has more than 25 businesses with more than 100 employees, each of which must provide their employees with options that have the potential to reduce SOV trips to worksites by 10 percent within three years of the employer's plan. They are also required to maintain the trip reductions as long as the ECO rules are in effect.

Employment Transportation

Transportation specifically designed to take passengers to and from work or work-related activities.

Environmental Justice

The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

F

Far-Side Bus Stop

A bus stop that is located immediately following an intersection.

Fare Box Revenue

A public transportation term for the monies or tickets collected as payments for rides. Can be cash, tickets, tokens, transfers and pass receipts. Fare box revenues rarely cover more than a small portion of a transit system's operating expenses.

FAST Act

The current federal transportation legislation, Fixing America's Surface Transportation (FAST) Act, is a federal law signed by President Obama on December 4th, 2015. This act authorizes 305 billion dollars to go to various transportation improvements, public transportation systems, programs, research, and safety upgrades for networks across the country. This act took effect at the beginning of 2016 and will continue on until 2020. The FAST Act did not actually guarantee that funding would be provided for transit over the life of the bill.

Federal Transportation Bills since 1991

Intermodal Surface Transportation Efficiency Act (ISTEA), 1991,
The National Highway System Designation Act (NHS), 1995,
Transportation Equity Act for the 21st Century (TEA-21), 1998,
Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), 2005,
Moving Ahead for Progress in the 21st Century Act, (MAP-21) 2012,
Fixing America's Surface Transportation Act (FAST), 2015.

FHWA

Federal Highway Administration. A component of the U.S. Department of Transportation, provides funding to state and local governments for highway construction and improvements, including funds must be used for transit. FHWA also regulates the safety of commercial motor vehicle operations (vehicles which require a CDL to drive). FHWA is the lead agency in federal intelligent transportation activities and regulated interstate transportation.

Fixed-Route

Transit services where vehicles run on regular, pre-designated, pre-scheduled routes, with no deviation. Typically, fixed-route service is characterized by printed schedules or timetables, designated bus stops where passengers board and alight and the use of larger transit vehicles.

Flex Schedules

An employer policy allowing individual employees some flexibility in choosing work schedules. Flex schedules allow employees to start earlier or later, avoiding peak traffic times.

FTA

Federal Transit Administration (before 1991, Urban Mass Transportation Administration). A component of the U.S. Department of Transportation that regulates and helps fund public transportation. FTA provides financial assistance for capital and operating costs and also sponsors research, training, technical assistance and demonstration programs. FTA was created by the passage of the Urban Mass Transportation Act of 1964.

G

Grant

The award of government funds to an entity. Federal funds are typically awarded either as formula (or block) grants, where a predetermined legislative process establishes the level of funding available to an entity, or discretionary grants, where the funding agency is free to determine how much (if any) funding an entity will be given based on the relative merits of the proposal. Private foundations also give grants based on their own criteria.

Guaranteed Ride Home

Program that encourages employees to carpool, use transit, bike or walk to work by guaranteeing them a ride home in case they cannot take the same mode home (e.g., if they need to work late or if an emergency occurs). Also referred to as "Emergency Ride Home.

H

High-Occupancy Vehicle (HOV)

A passenger vehicle carrying more than a specified minimum number of passengers. HOVs include carpools, vanpools, and buses. HOV requirements are often indicated as 2+ (two or more passengers required) or 3+ (three or more passengers required).

High Transit Service (Frequent service)

This level of service is achieved when a location is served by multiple bus routes at intervals of 15 minutes or less during peak commuting hours.

HOV Lane

This is a traffic lane limited to carrying high occupancy vehicles (HOVs) and certain other qualified vehicles.

Human Services Transportation

Transportation related to the provision of human or social services. Includes transportation for the elderly and people with disabilities when the transportation is provided by an arrangement other than the public service available to all.

I

Inter-city Transportation

Transportation service between two urban areas. Under FTA's Section 5311 (f), intercity transportation service must receive no less than 15 percent of each state's total Section 5311 funding, unless a state's governor certifies that these needs are already being met.

Interlining

Interlining is a term used to describe a vehicle that is continuing on to another route without reporting back to the garage/depot. Often times this requires the two routes to share a common bus stop or terminus.

L

Linked

A linked trip is a person's entire trip between an origin and destination, which may involve transferring between vehicles (e.g., Park & ride or bus and rail transit), or multiple stops, such as stopping at a daycare center or store along a commute trip.

M

Match

State or local funds required by various federal or state programs to complement funds for a project. A match may also be required by states in funding projects which are joint state/local efforts. Some funding sources allow services, such as the work of volunteers, to be counted as an in-kind funding match. Federal programs normally require that match funds come from other than federal sources.

Medicaid

Also known as Medical Assistance, this is a health care program for low-income and other medically needy persons. It is jointly funded by state and federal governments. The Medicaid program pays for transportation to non-emergency medical appointments if the recipient has no other means to travel to the appointment.

Medium Transit Service

This level of service is achieved when at least two bus Routes serve a location with no longer than 20-minute intervals during peak commuting hours.

Metro and the Regional Transportation Plan (RTP)

Metro is empowered to coordinate the preparation of the Regional Transportation Plan and has an elected council of representatives from throughout the region. The Joint Policy Advisory Committee on Transportation (JPACT) and Metro council share decision making authority on funding and both serve as decision makers for the Metropolitan Planning Organization (MPO). Metro is a unique regional government for the Portland area and Wilsonville is the southernmost community within Metro. Besides regional planning authority, as the Metropolitan Planning Organization Metro has authority over the distribution of federal transportation funds to the region.

Mode

A method used by people or goods to get from one place to another, such as using cars and trucks, freight and passenger trains, walking, bicycling, and riding buses.

Mode Split

Travel modes include walking, biking, auto, and bus and light rail. The mode split is the percentage of total travel by each mode. For example if the mode split is 80% auto, this means that 80% of all trips are made by auto.

MPO

Metropolitan Planning Organization. The local bodies that set coordination standards and select projects in urban areas to be funded by the FAST Act. In the Portland Metropolitan area, Metro serves as the MPO.

Multi-modal Transportation

The availability of transportation options using different modes within a system or corridor, allowing for greater choice and mobility.

N

National Transit Database Reports

Annual reports formerly known as Section 15, report financial and operating data, required of almost all recipients of transportation funds under Section 5307.

Near-side Bus Stop

A bus stop that is located immediately preceding an intersection.

O

OAA

Older Americans Act. Federal law first passed in 1965. The act established a network of services and programs for older people. This network provides supportive services, including transportation and nutrition services, and works with public and private agencies that serve the needs of older individuals.

Operating Assistance

Funding that helps support the day-to-day costs of operating or providing services; in transportation settings, this category often includes driver salaries and operating staff expense, as well as fuel, and other routine, ongoing costs of having and operating a transportation service.

Operating Costs

Non-capital costs associated with operating and maintaining a transit system, including labor, fuel, administration and maintenance.

Oregon Department of Transportation (ODOT)

State agency that oversees and maintains the state transportation system (including public transit), under the guidance of the Oregon Transportation Commission.

Oregon Public Transportation Plan (OPTP) 1997

The OPTP provides guidance for the development of transit, rideshare, and transportation demand management services throughout Oregon. The OPTP sets first priority on service to those who are most dependent on the public transportation system (seniors, people with disabilities, low-income, and youth). The plan describes transit service as a lifeline for many people in need of transportation to medical appointments, employment, and educational services. The ODOT Policy Advisory Committee and the Technical Advisory Committee is currently updating the OPTP with the intention of completing the Plan in 2018.

Oregon's Statewide Planning Goals

The 19 goals that provide a foundation for the State's planning program. The 19 goals can be grouped into four broad categories: land use, resource management, economic development, and citizen involvement. Locally adopted comprehensive plans and regional transportation plans must be consistent with the statewide planning goals.

Oregon Transportation Options (TO) Plan 2015

The purpose of the Oregon Transportation Options Plan (TO) is to establish a vision and policy guidance that supports and advances TO program activities and suggests ways to integrate TO into transportation planning and investments. The plan also supports TO program activities and integration with capital investment planning at the local and regional level.

P

Para-transit

Types of passenger transportation that are more flexible than conventional fixed-route transit but more structured than the use of private automobiles. Para-transit includes demand-response transportation services, subscription bus services, shared-ride taxis, carpooling and vanpooling, jitney services and so on. Most often refers to wheelchair-accessible, demand-response van service.

Park & Ride

A mode of travel usually associated with movements between work and home, that involves use of a private auto on one portion of the trip and a transit vehicle, carpool, or vanpool on another portion of the trip. Thus, a park-and-ride trip could consist of an auto trip from home to a parking lot, and transfer at that point to a bus, carpool, or vanpool in order to complete the trip to work.

Parking Management

Strategies aimed at making better use of available parking supply. Parking management strategies include preferential parking or price discounts for carpools and/or short-term parkers, and disincentives, prohibitions and price supplements for those contributing more to congestion.

Parking Cash-Out

This means that people (typically commuters, and sometimes residents of multi-family housing) who are offered a free parking space are also offered the cash equivalent when they use alternative transportation modes and so do not impose parking costs.

Passenger Mile

One passenger transported one mile. Total passenger miles are calculated by adding the sum of the distances ridden by each passenger.

Payroll Tax

The transit payroll tax was established by City Ordinance 340 in December, 1988. From January 1, 1990 to October 2006, the transit tax rate has remained constant at .3% (3/10 of one percent). In October 2006, the rate was raised to 0.33%, and to 0.5% in 2008. This tax is imposed for the provision of public transportation services in the local transit area.

Peak Hours

The rush hours of the day, generally 7-9 a.m. and 4-6 p.m.

Pre-Award/Post-Delivery Audit Requirements

Since 1991, FTA has required recipients of Sections 5307, 5309, 5310 and 5311 funds to carry out audits of vehicles and other rolling stock purchased with FTA money. These audits are to insure that vehicles are manufactured according to specification and comply with applicable Buy America and Federal Motor Vehicle Safety Standards.

R

Regional Center

A design type designated in Metro's 2040 Growth Concept. After the Central City , regional centers have the region's highest development densities, the most diverse mix of land uses, and the greatest concentration of commerce, offices, and cultural amenities. They are very accessible by both automobile and public transportation, and have streets that are oriented to pedestrians.

Regional Transportation Functional Plan (RTFP) 2014

The Regional Transportation Functional Plan (RTFP) is a Metro document that identifies the procedures necessary in order to meet the goals that are laid out in the Regional Transportation Plan (RTP). These procedures include changes in the region's systems for streets, transit, bicycles and pedestrians that are dependent on the nearby cities and municipalities.

Regional Transportation Plan (RTP)

The guiding document developed by Metro for all federally funded transportation planning efforts in the region, with a twenty year horizon and updated every three years. The RTP is the region's transportation system plan that is required by the Transportation Planning Rule.

Reverse Commute

A rideshare program facilitates the formation of carpools and vanpools, usually for work trips. A database is maintained for the ride times, origins, destinations and driver/rider preferences of users and potential users. Those requesting to join an existing pool or looking for riders are matched by program staff with other appropriate persons. In rural areas, a rideshare program is often used to coordinate Medicaid or volunteer transportation.

Ridership

The number of rides taken by people using public transportation in a given time period.

Rideshare

A motor vehicle, carrying two or more people for any trip purpose, including work and shopping.

S

SCTD

South Clackamas Transportation District (SCTD) provides bus service in the Molalla area and connections to Clackamas Community College and Canby.

SDC or Systems Development Charge

A system development charge (SDC) is a one-time fee imposed on new construction at the time of development. The fee is intended to recover a fair share of the costs of existing and planned facilities that provide capacity to serve new growth.

Section 5307

The section of the Federal Transit Act that authorizes grants to public transit systems in all urban areas. Funds authorized through Section 5307 are awarded to states to provide capital and operating assistance to transit systems in urban areas with populations between 50,000 and 200,000. Transit systems in urban areas with populations greater than 200,000 receive their funds directly from FTA.

Section 5309

The section of the Federal Transit Act that authorizes discretionary grants to public transit agencies for capital projects such as buses, bus facilities and rail projects.

Section 5310

The section of the Federal Transit Act that authorizes capital assistance to states for transportation programs that serve the elderly and people with disabilities. States distribute section 5310 funds to local operators in both rural and urban settings, who are either nonprofit organizations or the lead agencies in coordinated transportation programs.

Section 5311

The section of the Federal Transit Act that authorizes capital and operating assistance grants to public transit systems in areas with populations of less than 50,000.

SMART Options

A grant-funded program operated by South Metro Area Regional Transit (SMART). This program works with employers, schools, and individuals to help them find alternatives to driving alone. These alternatives include carpooling, vanpooling, transit, walking, bicycling, and telework. SMART Options also works with SMART Options works closely with other regional providers and services

Southwest Corridor Transit Project (SWCP)

The SWCP is on-going and works to improve a range of high capacity transit, bicycle, roadway and pedestrian access in southwest Portland and southeast Washington County. This project

included an investment strategy, transportation and land use plans, and an analysis of transit alternatives.

State Implementation Plan (SIP)

The statement of how the transportation, environmental, and health communities expect to meet federal air quality safety standards.

State Transportation Improvement Program (STIP)

A staged, multi-year, statewide, intermodal program of transportation projects, consistent with the statewide transportation plan and planning processes as well as metropolitan plans, TIPs, and processes.

Statewide Planning Goal 12

Oregon's Statewide Planning Goal 12 is to provide and encourage a safe, convenient and economic transportation system. The State's Transportation Planning Rule (TPR) is designed to implement Statewide Planning Goal 12. The TPR promotes the development of safe, convenient, and economic transportation systems that are designed to reduce reliance on the automobile so that the air pollution, traffic, and other livability problems faced by many urban areas can be avoided. The TPR permits regional planning agencies to adopt alternative standards in order to comply with the TPR.

T

Telework or Telecommute

This term refers to a transportation demand management strategy whereby an individual substitutes working at home for commuting to a work site on either a part-time or full-time basis.

Title VI of the Civil Rights Act

"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

TOD

Transit Oriented Development- Development in which public transportation, walking, and biking are designed to play a large role in mobility. TODs sometimes have the features often identified with New Urbanism- that is- using traditional town planning strategies to increase livability.

Town Center

A Metro 2040 Growth Concept design type that functions as a local activity area and provides close access to a full range of local retail and services within a few miles of most residents.

Town centers do not compete with regional centers in scale or economic diversity, but they will offer some specialty attractions of regional interest. Town centers have excellent multimodal access and connections to regional centers and other major destinations.

Traffic Calming

Various design features and strategies intended to reduce vehicle traffic speeds and volumes on roadway as a means of promoting safe and pleasant conditions for motorists, bicyclists, pedestrians, and residents.. These measures can include medians, bicycle lanes, roundabouts, curb bulb-outs, tighter curb radii, landscaping, and narrower streets.

Transit

This term refers to publicly-funded and managed transportation services and programs within the urban area, including light rail, regional rapid bus, frequent bus, primary bus, secondary bus, mini-bus, para-transit and park-and-ride.

Transit-Dependent Populations

Low-income, minority, youth, seniors, and people with disabilities tend to be more dependent on transit than the population as a whole. These groups often rely on transit as a lifeline to connect them with jobs, shopping, medical appointments, and social interaction. Since these groups do not have the mobility choices available to other groups, providing them with adequate transit service is considered first priority.

Transportation Demand Management (TDM)

Various strategies that change travel behavior (how, when and where people travel) in order to increase transport system efficiency and achieve specific objectives such as reduced traffic congestion, road and parking cost savings, increased safety, improved mobility for non-drivers, energy conservation and pollution emission reductions. Also referred to as Transportation Options or Mobility Management.

Transportation Improvement Program (TIP)

The multi-year capital program of transportation projects updated each year. SMART is subject to both the MTIP (Metropolitan Transportation Improvement Program) and STIP (State Transportation Improvement Program).

Transportation Network Company (TNC)

These companies connect paying passengers with drivers who provide the transportation on their own non-commercial vehicles, also known as ridesourcing.

Transportation Options Program

A program that seeks to promote a variety of transportation options and alternatives to the single-occupant automobile.

Transportation Planning Rule (TPR)

The implementing rule of Statewide Planning Goal 12 dealing with transportation, as adopted by the State Land Conservation and Development Commission (LCDC). Among its provisions, the TPR requires reducing vehicle miles traveled (VMT) per capita by 15 percent in the next 30 years, reducing parking spaces per capita by 10 percent in the next 20 years, and improving opportunities for alternatives to the automobile.

Transportation System Management (TSM)

Strategies and techniques for increasing the efficiency, safety, or level-of-service of a transportation facility without increasing its size. Examples include, but are not limited to, traffic signal improvements, traffic control devices (including installing medians, channelization, access management, and ramp metering), incident response, targeted traffic enforcement, preferential transit measures, and restriping for high-occupancy vehicle lanes.

Transportation System Management and Operations (TSMO)

A program designed to optimize the performance of roadway infrastructure that already exists through the implementation of specific systems and services that preserve capacity, improve reliability and safety, and improve the environment.

Transportation System Plan (TSP)

A plan for one or more transportation facilities that are planned, developed, operated, and maintained in a coordinated manner to supply continuity of movement between modes and within and between geographical and jurisdictional areas.

TriMet

Tri-County Metropolitan Transportation District, the transit agency for most of Clackamas, Multnomah, and Washington Counties.

Trip

A one-way movement of a person or vehicle between two points. Many transit statistics are based on unlinked passenger trips, which refer to individual one-way trips made by individual riders in individual vehicles. A person who leaves home on one vehicle, transfers to a second vehicle to arrive at a destination, leaves the destination on a third vehicle and has to transfer to yet another vehicle to complete the journey home has made four unlinked passenger trips.

Tripper Bus

A tripper bus is a second, often smaller bus that is used to create more rider capacity on a Route by following a regular bus and picking up passengers that otherwise would not be able to fit on the first bus due to overcrowding.

U

U.S. DOT

The United States Department of Transportation goals target transportation infrastructure, congestion, reliability and access. Federal strategies are designed to produce improvements in these measures of mobility throughout the U.S. transportation network in an effort to improve commerce and air quality, reduce energy consumption, and improve quality of life.

Unlinked Passenger Trips

An unlinked trip is a passenger trip made in a single vehicle, such as a single automobile or bus ride.

V

Vanpool

A prearranged ridesharing service in which a number of people travel together on a regular basis in a van. Vanpools may be publicly operated, employer operated, individually owned or leased.

VMT

Vehicle Miles of Travel - the measure of how many miles vehicle travel in a given period- use to assess the amount of roadway travel in the region.

W

Walk SMART

The objective of the Walk SMART project is to increase the number of walking trips by all people in Wilsonville.

Washington County Transportation System Plan 2015

Places a strong emphasis on regional connections and on strategies to increase transit efficiency and access; including improving bicycle and pedestrian access to transit stops, road improvements, and private development in close proximity to major bus stops and commuter rail stations.

WES

WES (Westside Express Service) a commuter rail line owned by TriMet with service to Beaverton, Tigard, Tualatin and Wilsonville. WES runs every 30 minutes during the weekday morning and afternoon rush hour.

Appendix B – Route Priorities

The content below highlights SMART’s priority if funding levels change to either (1) more available revenue and increasing service or if (2) costs increase and reducing service levels.

If SMART has more available revenue, the first service enhancements will be:

Priority Level	Service Description	Estimated Cost
1	Add hours of service on the 2X to Tualatin and/or Tigard with better connections to TriMet.	\$60,489
2	Add more Saturday service and hours of service on Route 4.	\$114,650
3	Add mid-day or late-morning service on the 1X.	\$372,000
4	Expand service to Villebois. Hourly service all day from Villebois to connections at SMART Central	\$168,000
	Current Villebois Shopper Shuttle would be replaced by all day Route 7	\$118,480
	Cost after Route 7 replaces the Villebois Shopper Shuttle	\$49,520
5	Add service to Coffee Creek and Frog Pond growth areas.	\$184,967
6	Begin service to Downtown Portland.	\$194,513
7	Begin service to Woodburn.	\$35,981
8	Acquire battery-electric buses, especially for in-town use.	\$86,250
Total	Total cost of all projects if annual operating funding were available.	\$1,384,849

If SMART has to make cuts because of increased operating expenses, or decreased revenue, the first cuts will be:

Priority Level	Service Description	Estimated Cost Savings
1	Reduce geographic area for out-of-town medical (Dial-a-Ride) trips. Half of current revenue mile and reduced service by 1/4	\$65,430
2	Drop one morning trip on the 1X, returning to 30-minute headway.	\$61,917
3	Reduce services to Tualatin, or to Tigard, on the 2X. Bypassing Tualatin Park & Ride	\$46,714
4	Reduce service to Canby on Route 3. Decrease Route 3 to Canby by two trips	\$53,000
Total	Total annual savings if all cuts were executed	\$227,061

Appendix C - Title VI Program

City of Wilsonville

South Metro Area Regional Transit (SMART)

Title VI Program

November 29, 2016

Stephan Lashbrook
Transit Director

29799 SW Town Center Loop E
Wilsonville, Oregon

lashbrook@ridesmart.com

(503) 570-1576

Introduction

This program reflects the City of Wilsonville's commitment to ensuring that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The City of Wilsonville is committed to complying with the requirements of Title VI in all of its programs and activities including the provision of transit services.

Signed Policy Statement

A policy statement signed by Bryan Cosgrove, Wilsonville City Manager, assuring SMART's compliance with Title VI of the Civil Rights Act of 1964, can be found as Attachment A.

Title VI Complaint Procedures

The City of Wilsonville has a standard process for investigating all complaints filed with SMART. Members of the public may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. Full procedures for filing a complaint and the City procedures for investigating complaints can be found as Attachment B. At a minimum, the complaint should include the following information:

- Name, mailing address, and how to contact complainant (i.e., telephone number, email address, etc.)
- How, when, where and why complainant alleges s/he was discriminated against. Include the location, names and contact information of any witnesses.
- Other significant information.

The complaint may be filed in writing with the City of Wilsonville at the following address:

Stephan Lashbrook
Transit Director
29799 SW Town Center Loop E
Wilsonville, Oregon
lashbrook@ridesmart.com
(503) 570-1576

Record of Title VI investigations, complaints, or lawsuits

SMART has had no Title VI complaints, investigations, or lawsuits filed against it in the past three years.

SMART Limited English Proficiency Outreach Plan

A full copy of SMART's outreach plan for individuals with limited English proficiency can be found in Attachment C. Key elements of the plan include:

- Spanish speaking translators available upon request;
- Route and Schedule brochures available in both English and Spanish;
- Transit surveys conducted by SMART available in Spanish;
- Public meetings with translators available upon request;
- Multiple-language translators available to anyone contacting SMART by phone;
- Rider alerts and other notifications printed in both Spanish and English; and
- Information on SMART's website automatically translated into multiple languages.

Notification of SMART's Title VI obligations

Wilsonville SMART publicizes its Title VI program by posting its commitment to providing services without regard to race, color, or national origin in all buses and in the City of Wilsonville Library, City Hall, the driver break room, and the SMART administration and maintenance facilities.

Furthermore, SMART provides information regarding Title VI obligations on the website (<http://www.ridesmart.com/274/Title-VI>) and in customer brochures.

The posters, website, and brochures provide information in English and Spanish:

- A statement that the City operates programs without regard to race, color, and national origin; and
- A statement encouraging anyone to contact the City of Wilsonville with questions or comments about SMART's non-discrimination policies or to file a complaint.

General Information/Comments/Complaints: smart@ridesmart.com

(503) 682-7790

www.ridesmart.com

Title VI – Compliance Officer & Limited English Proficiency Plan (LEP) Coordinator

SMART's Transit Director, who reports to the Wilsonville City Manager, will serve as the overall Title VI Compliance Officer. The Compliance Officer is responsible for ensuring that SMART is meeting its obligations under Title VI of the Civil Rights Act of 1964.

SMART's Program Manager, will serve as SMART's Title VI Limited English Proficiency (LEP) Plan Coordinator. The LEP Plan Coordinator will ensure that SMART satisfies the intent of the LEP Plan by making information available to LEP individuals, offering ways for them to participate in SMART's public participation efforts and ensuring the process is in place for direct input and feedback.

Subrecipients

SMART does not pass any FTA funds through to subrecipients.

Summary of Public Participation Efforts

Over the last three-year period, SMART conducted the following public outreach and involvement activities:

- Public Open House meetings for the Transit Master Plan (Fall 2015, Spring 2016, Summer 2016, Winter 2016).
- Onboard and community surveys for proposed service changes related to the Transit Master Plan available in English and Spanish (Spring 2016, Fall 2016).
- Information booth set up at SMART Central for community surveys of proposed service changes related to the Transit Master Plan available in English and Spanish (Spring 2016, Fall 2016).
- Online community surveys for proposed service changes related to the Transit Master Plan available in English and Spanish (Spring 2016, Fall 2016).
- FACEBOOK posts about community surveys for proposed service changes related to the Transit Master Plan, with cross posts from other departments.
- Boones Ferry Messenger articles for proposed service changes related to the Transit Master Plan.
- Separate surveys for the DEQ Employee Commute Options Rule Survey materials in English and Spanish (ongoing with Wilsonville employers)
- Had Spanish translator available at two public outreach events Summer and Fall 2016.
- Created and installed Spanish “channel cards” on the inside of SMART buses. These cards promote transit and community programs (ongoing).
- Senior and Community Center outreach workshops (ongoing)
- Wilsonville school outreach and workshops (ongoing)
- Wood Middle School Bike Safety Class materials provided in English and Spanish (Spring 2014, 2015, 2016)
- “Bike Rodeo” materials provided in English and Spanish (Summer, 2016)
- SMART website includes the Google Translator tool. This tool instantly translates all pages on the website into more than 80 languages. Phone callers are now available to connect with a third party translator as of fall 2015 (now ongoing).
- Farmer’s Market tabling – (Summer 2014, 2015, 2016).
- Employer outreach workshops (ongoing).
- Community outreach workshops (ongoing)

Overview of SMART Service Standards and Policies

The Wilsonville City Manager adopted the updated SMART Service Standards and Policies document on November 29, 2016 - Attachment F.

Attachment A



29799 SW Town Center Loop E
Wilsonville, Oregon 97070
(503) 682-1011
(503) 682-1015 Fax Administration
(503) 682-7025 Fax Community Development

City of Wilsonville
SMART Transit
Non-Discrimination Policy Statement

November 29, 2016

Title VI of the Civil Rights Act of 1964 states:

"No person in the United States shall, on the grounds of race color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance."

The City of Wilsonville is committed to complying with the requirements of Title VI in all of its programs and activities including the provision of transit services.

A handwritten signature in black ink, appearing to read "Bryan Cosgrove".

Bryan Cosgrove
City Manager
City of Wilsonville & SMART Transit



Attachment B

Discrimination Complaint Procedure

1. Title VI of the Civil Rights Act of 1964 states that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Any person who believes that he or she, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, may file a complaint with the City of Wilsonville South Metro Area Regional Transit (SMART). A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the City of Wilsonville Transit Director for review and action.
2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
 - a) The date of alleged act of discrimination; or
 - b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, SMART may extend the time for filing or waive the time limit in the interest of justice, as long SMART specifies in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the alleged discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of SMART, the person shall be interviewed by the City of Wilsonville Transit Director. If necessary, the City's Transit Director will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the City of Wilsonville's investigative procedures.
4. Within 10 days, the City's Transit Director will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as ODOT and USDOT.
5. The recipient will advise ODOT and/or USDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ODOT and/or USDOT:
 - a) Name, address, and phone number of the complainant.
 - b) Name(s) and address(es) of alleged discriminating official(s).
 - c) Basis of complaint (i.e., race, color, or national origin)
 - d) Date of alleged discriminatory act(s).
 - e) Date of complaint received by the recipient.
 - f) A statement of the complaint.
 - g) Other agencies (state, local or Federal) where the complaint has been filed.
 - h) An explanation of the actions the City of Wilsonville has taken or proposed to resolve the issue in the complaint.

6. Within 60 days, the City's Transit Director will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Wilsonville City Manager. The complaint will be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
7. Within 90 days of receipt of the complaint, the City's Transit Director will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ODOT, or USDOT, if they are dissatisfied with the final decision rendered by SMART. The City's Transit Director will also provide ODOT and/or USDOT with a copy of this decision and summary of findings upon completion of the investigation.
8. Contacts for the different Title VI administrative jurisdictions are as follows:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Attachment C

CITY OF WILSONVILLE/ SMART SERVICES LIMITED ENGLISH PROFICIENT (LEP) PLAN November 28, 2016

SMART is required to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of our programs and activities of individuals who have Limited English Proficiency (LEP). SMART consulted the USDOT's LEP Guidance and performed a four factor analysis of contact with the public to determine the appropriate mix of LEP services to offer.

Four Factor Analysis:

1) The nature and importance of service provided by SMART.

SMART provides important transit services to the City of Wilsonville through its fixed Route, paratransit, rideshare, and bicycle/pedestrian programs. SMART serves the transit needs of the City of Wilsonville and provides critical regional links to three other providers (Salem Cherriots, Portland's TriMet and Canby's CAT) through the City's Transit Center: SMART Central at Wilsonville Station.

2) The number or proportion of LEP persons in the service area.

Data was gathered from the following sources to identify information on persons who speak languages other than English at home, who speak English less than very well and are therefore classified as limited English proficient or "LEP":

- a. 2010 Census Data – See attachment E;
- b. Census Bureau's 2010-2014 American Community Survey 5-Year Estimates; *
- c. Department of Labor LEP Special Tabulation website.

A review of the census data and 2010-14 American Community Survey Estimates on the numbers of LEP persons revealed that in Wilsonville, Oregon, the highest percentage of total population 5 years of age and over that spoke a language other than English at home is Spanish speakers. The number of Spanish speaking individuals is estimated to have risen from 9.1% to about 10.0% since the 2010 Census, while the number of identified people in the LEP population that speaks English less than "very well" is estimated to have gone down from 41.4% to 33.1% of the that group.

The second largest LEP populations in Wilsonville are Indo-European and Asian which makes up less than 5% of the total population. The most recent Census Tract (2010) information on minority populations can be found in Attachment D.

3) The frequency with which LEP individuals come into contact with SMART service.

SMART serves LEP persons daily via our buses, paratransit, demand response services, and community programs. SMART has a translator system in place for the customer service phone line. SMART receives an average of approximately one call per month that requires translation and has received no call requests for languages other than Spanish.

Subject	Wilsonville city, Oregon					
	Total		Percent of specified language speakers			
	Estimate	Margin of Error	Speak English "very well"		Speak English less than "very well"	
			Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	19,133	+/-370	95.3%	+/-1.7	4.7%	+/-1.7
Speak only English	85.4%	+/-2.4	(X)	(X)	(X)	(X)
Speak a language other than English	14.6%	+/-2.4	67.9%	+/-9.5	32.1%	+/-9.5
Spanish or Spanish Creole	10.0%	+/-2.3	66.9%	+/-12.5	33.1%	+/-12.5
Other Indo-European languages	2.7%	+/-1.2	82.1%	+/-12.6	17.9%	+/-12.6
Asian and Pacific Island languages	1.6%	+/-0.6	47.3%	+/-15.8	52.7%	+/-15.8
Other languages	0.2%	+/-0.2	100.0%	+/-48.1	0.0%	+/-48.1
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish or Spanish Creole	1,919	+/-437	66.9%	+/-12.5	33.1%	+/-12.5
5-17 years	431	+/-135	81.9%	+/-12.5	18.1%	+/-12.5
18-64 years	1,436	+/-387	61.1%	+/-16.0	38.9%	+/-16.0
65 years and over	52	+/-53	100.0%	+/-41.1	0.0%	+/-41.1
Other Indo-European languages	514	+/-223	82.1%	+/-12.6	17.9%	+/-12.6
5-17 years	87	+/-81	79.3%	+/-33.3	20.7%	+/-33.3
18-64 years	324	+/-132	92.9%	+/-11.0	7.1%	+/-11.0
65 years and over	103	+/-84	50.5%	+/-39.3	49.5%	+/-39.3
Asian and Pacific Island languages	313	+/-108	47.3%	+/-15.8	52.7%	+/-15.8
5-17 years	0	+/-22	-	**	-	**
18-64 years	311	+/-108	46.9%	+/-15.9	53.1%	+/-15.9
65 years and over	2	+/-3	100.0%	+/-100.0	0.0%	+/-100.0
Other languages	38	+/-34	100.0%	+/-48.1	0.0%	+/-48.1
5-17 years	0	+/-22	-	**	-	**
18-64 years	15	+/-21	100.0%	+/-76.6	0.0%	+/-76.6
65 years and over	23	+/-27	100.0%	+/-61.8	0.0%	+/-61.8
CITIZENS 18 YEARS AND OVER						
All citizens 18 years and over	14,474	+/-527	99.2%	+/-0.6	0.8%	+/-0.6
Speak only English	91.3%	+/-2.1	(X)	(X)	(X)	(X)
Speak a language other than English	8.7%	+/-2.1	90.3%	+/-6.2	9.7%	+/-6.2
Spanish or Spanish Creole	5.0%	+/-1.7	94.9%	+/-5.4	5.1%	+/-5.4
Other languages	3.7%	+/-1.2	84.1%	+/-11.5	15.9%	+/-11.5
PERCENT IMPUTED						
Language status	5.8%	(X)	(X)	(X)	(X)	(X)
Language status (speak a language other than English)	9.9%	(X)	(X)	(X)	(X)	(X)
Ability to speak English	13.0%	(X)	(X)	(X)	(X)	(X)

Figure 1: American Community Survey 2010-2014

All SMART buses are stocked with “SMART Comment” cards in both Spanish and English. Passengers may submit a comment, question, or complaint and request that someone contact them in Spanish or English so they may have full and effective access to SMART services and programs. A copy of the “SMART Comment” card can be found as Attachment F.

4) The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons.

SMART has been providing information in Spanish such as surveys, bus Routes, schedules and fares, public service announcements and general information on the buses and website. In addition, the City has provided interpreters at public meetings and has a translator system in place for the customer service information phone line. SMART estimates that over the past three years, more than 300 Spanish speaking LEP individuals have been assisted at SMART related outreach events in the City of Wilsonville.

5) Construction, Site or Location of Facilities

SMART has not sited, located or constructed any facility requiring an equity analysis since the last Title VI program was approved. Minor sidewalk improvements were made at a number of locations to improve ADA access, but the locations were selected solely on the basis of the physical characteristics of the existing sidewalks.

6) Minority Representation on Planning or Advisory Boards

SMART does not currently have any standing or advisory boards. However, as part of the Transit Master Plan process SMART has established a Transit Master Plan Task Force. Staff has reached out to our community partners (detailed below) to identify and encourage the participation of minorities on the Task Force. In fact, anyone who attended the early meetings of the group was automatically invited to serve on the Task Force.

Implementation Plan:

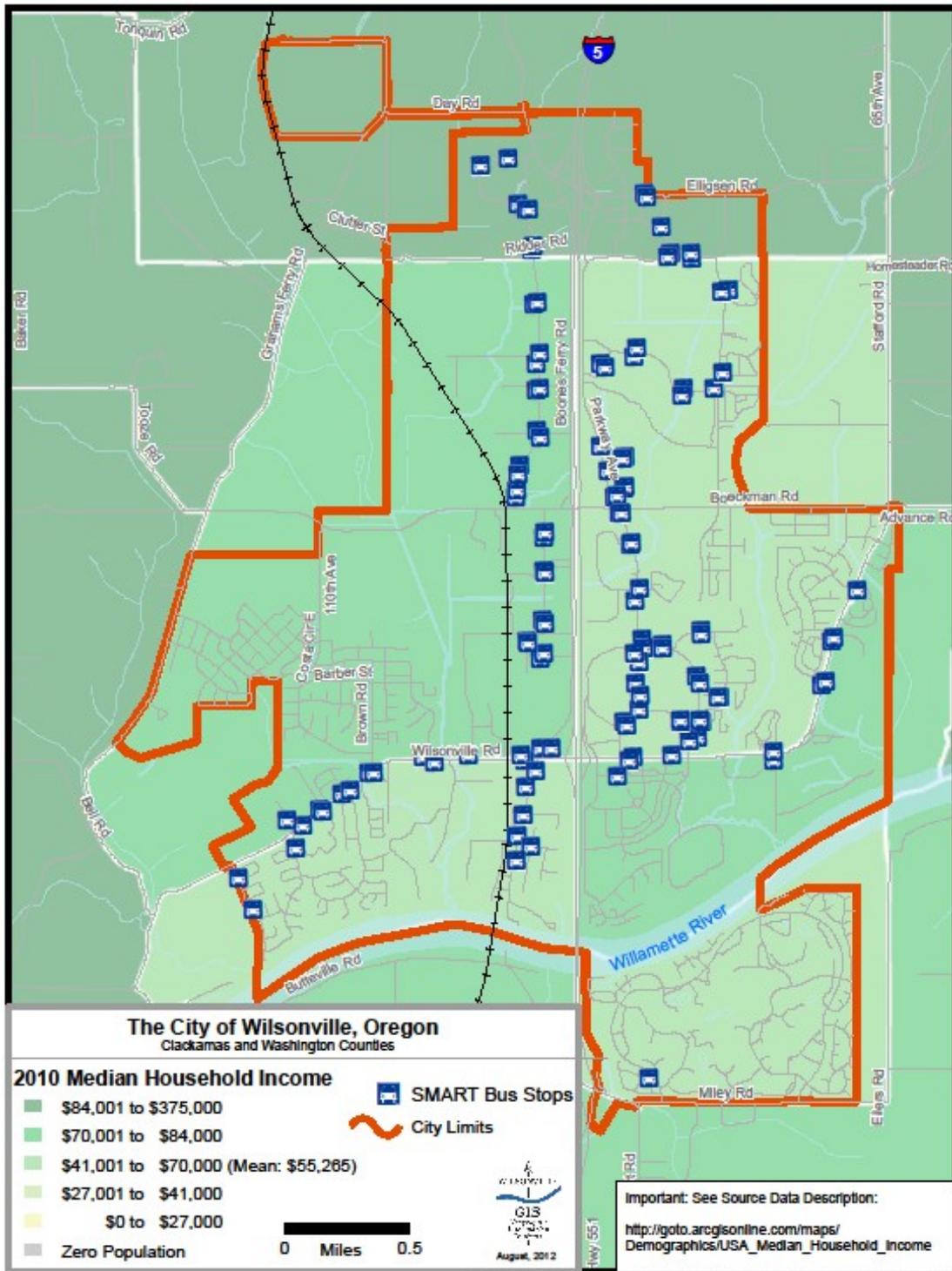
Based on the four factor analysis, SMART recognizes the need to continue providing language services in the area. A review of SMART's relevant programs, activities and services that are being offered or will be offered by the City as of November 2016 include:

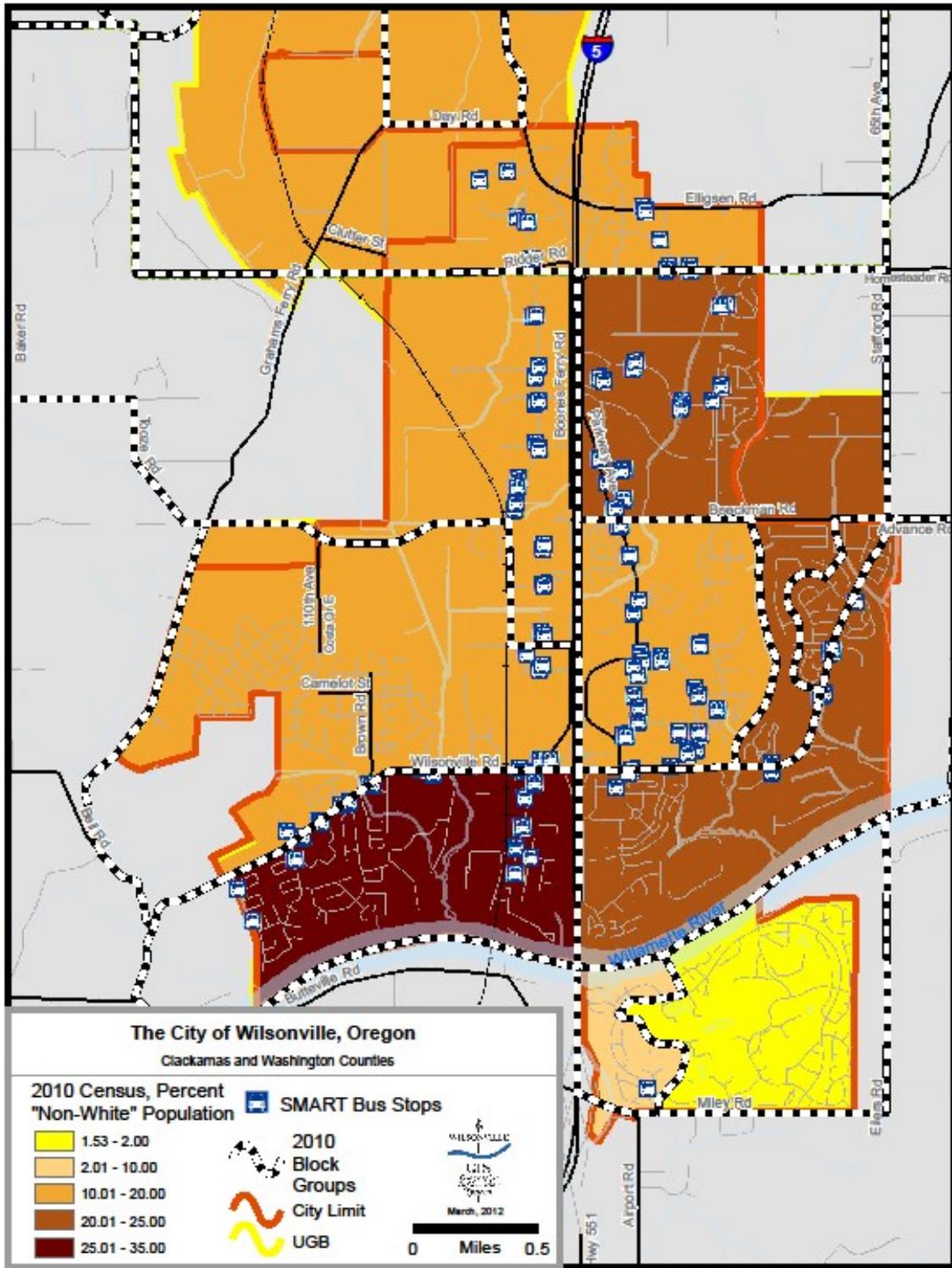
- Spanish speaking representatives are available upon request.
- Route and Schedule brochures are available in English and Spanish.
- Route and schedule information are available for Google translation into Spanish or a variety of other languages on the SMART website.
- SMART Options brochures are available in Spanish with information for bicycling and pedestrian safety.
- Transit survey conducted by SMART was made available in Spanish.
- Specific public meetings related to the Transit Master Plan, other planning efforts or major fare or service changes have been held with the Spanish speaking community in Wilsonville. Information was provided in Spanish and translators were available on-site to help with questions or concerns.

SMART's outreach and marketing initiatives have yielded a list of community organizations that provide service to populations with limited English proficiency. The following list of community organizations and schools in the area have been contacted to assist in gathering information and see what services are most frequently sought by the LEP population: Wilsonville High School, Wilsonville Art Tech High School, Wood Middle School, Boeckman Creek Primary School, Boones Ferry Primary School, Wilsonville Community Center, Wilsonville Public Library, Wilsonville businesses over 100 employees, Lowrie Primary School, and Wilsonville City Hall.

SMART will continue to contact the community organizations that serve LEP persons, as well LEP persons themselves, and perform a four factor analysis every three years to identify what, if any, additional information or activities might better improve SMART services to assure non-discriminatory service to LEP persons. SMART will then evaluate the projected financial and personnel needed to provide the requested services and assess which of these can be provided cost-effectively.

Attachment D





D:\GIS\projects\2012\061912_SMART_Census\SMART_Census.mxd

Attachment E

TITLE VI STANDARDS AND POLICIES

Pursuant to requirements set forth in the Federal Transit Administration's (FTA) Circular 4702.1B, SMART must establish and monitor its performance under quantitative Service Standards and qualitative Service Policies. The service standards contained herein are used to develop and maintain efficient and effective fixed-route transit service.

This Title VI 2016 Service Standards and Policies document is the second formal service standard document for SMART. While it was initially created to meet FTA Title VI requirements, SMART will be looking to make transit service standards and policies part of the Transit Master Plan through the update of that document.

FTA Title VI Standards & Policies

The FTA requires all fixed-route transit providers of public transportation to develop quantitative standards and qualitative policies for the indicators below:

- A. Vehicle Load Standard;
- B. Vehicle Headway Standard;
- C. On-time Performance Standard;
- D. Service Availability Standard;
- E. Vehicle Assignment Policy; and
- F. Transit Amenities Policy.

(VEHICLE) PASSENGER LOAD FACTOR - Standards for passenger capacity are used to determine if a bus is overcrowded. The chart below shows the Maximum Safe Capacity of each type of bus in revenue service, both seated and standing. The Maximum Load Factor is the ratio between seated and standing capacity.

Standard: SMART’s standard for all Routes for Maximum Load Factor is 1.5, except in the case of freeway express buses traveling more than 55 mph, which then is 1.0.

Vehicle Type	Seated	Standing	Maximum Safe Capacity	Maximum Load Factor
26 ft. Bus	21	7	28	1.3
30 ft. Bus	33	10	43	1.3
35 ft. Bus	35	11	46	1.3
40 ft. Bus	37	12	49	1.3
40 ft. freeway Bus	45	0	45	1.0

Measure: Vehicle load issues will be measured through customer complaints, driver feedback and supervisor on-board reviews.

VEHICLE HEADWAY - Vehicle headway is the measurement of the frequency of service and is the scheduled time between two trips traveling in the same direction on the same Route at a given location. SMART provides both residential and commuter service.

Standard: The chart below shows the targeted headways for each Route.

Route	Commute Period	Base Period	Type of Service
1X - Salem	60 min. (30 min. in conjunction with Salem Transit)	----	Commuter express
2X - Barbur Blvd.	30 min.	60 min.	Local in Wilsonville, then express to Barbur Blvd.
3 - Canby	60 min.	----	Out of town commuter
4 - Crosstown	30 min.	60 min.	Local
5 - 95 th Ave.	30 min.	----	Local Commuter
6 - Argyle Sq.	30 min.	----	Local commuter
7 - Villebois	2 trips a.m./2 trips p.m.	----	Local Commuter shuttle

Measure: Ensure that schedule changes of 25% or more will go through a Title VI review process.

This will ensure that SMART meets the expectation of Title VI that the minority/disadvantaged population will be provided no less service than the non-minority/non-disadvantaged populations.

ON-TIME PERFORMANCE – On-time performance is a measure of trips completed as scheduled.

Standard: SMART has set a standard that at least 92% of all trips will run on time. SMART measures on-time performance through bus schedule adherence. A bus is considered “on time” if it is within 0-5 minutes of the schedule at any time point, “late” is defined as more than 5 minutes after the scheduled departure time, and “early” is defined as anything before the scheduled departure time.

Measure: Schedule adherence will be measured through computer software that is connected to an AVL on each vehicle. The software provides highly accurate on-time performance data regularly throughout each day. Ride checks, field checks, and trip checks will be performed periodically to ensure the computer program maintains accuracy.

SERVICE AVAILABILITY - Service availability (a.k.a. service access) is a general measure of the distribution of Routes within the SMART service area.

Standard: SMART’s goal is to ensure that 85 percent of City residents live within walking distance (i.e., no more than 1/4 mile) of a bus stop. SMART service continues to be particularly strong in neighborhoods with significant minority and low-income populations.

Measure: Transit access is determined by mapping all active bus stops within the system and then calculating the population (based on 2010 Census data) within 1/4 mile radii of those stops. This information is then compared to the City’s total population.

VEHICLE ASSIGNMENT POLICY - Vehicle assignment refers to the process by which transit vehicles are placed into service in on Routes throughout the SMART’s system

Standard: Vehicles are rotated throughout the SMART system, with newer vehicles serving all areas of the system. Specific vehicles are assigned to Routes only when required by operating conditions (e.g., in cases where a smaller bus is required to provide service on narrower streets).

Measure: Daily assignments are reviewed to ensure that the most equitable distribution is made. Generally, within the small city of Wilsonville, the same buses serve both the minority/disadvantaged neighborhoods and the non-minority/non-disadvantaged neighborhoods. As such, there is no pattern of providing poorer quality vehicles in minority or disadvantaged neighborhood.

DISTRIBUTION OF TRANSIT AMENITIES - Distribution of Transit Amenities is a general measure of the distribution of transit amenities (items of comfort, convenience and safety) available to the general riding public

Standard: Bus stop signs: SMART ensures that bus stops are easily identifiable, safe, and accessible places to wait for the bus. Seats can be applied to signs as needed.

Shelters: Although some shelters are provided by developers in new growth areas, SMART uses ridership as the primary criterion for determining shelter placement when public funds are used. Minimum threshold for shelter consideration is an average of 10 or more boardings per weekday. A seat bench is included with all shelters.

Trash can placements: Trash cans are provided at all shelters. They are mounted on either the shelter or bus stop sign pole so as to not block ADA pads or pedestrian walkways. At other stops, trash cans are provided on an as needed basis.

Measure: The distribution of transit amenities is determined by demand. Annually, SMART reviews ridership levels to make decisions on how limited federal resources should be spent. Currently, passenger amenities are spread equitably throughout the SMART service area.

Attachment F



COMMENT CARD

Please complete this card and return it to the Operator, drop off at City Hall, or mail to 29799 SW Town Center Loop E. Wilsonville, OR 97070

NAME: _____
DATE: _____
PHONE: _____
EMAIL: _____
ADDRESS: _____

WOULD YOU LIKE SOMEONE TO CONTACT YOU? YES NO

COMMENTS:

The City of Wilsonville operates services and programs without regard to race, color, and national origin. Please contact the City of Wilsonville with questions, comments, or complaints about SMART's non-discrimination policies.

Smart@ridsmart.com 503-682-7790



Tarjeta de Comentario

Por favor complete esta tarjeta y devuélvela al conductor del autobus, o dejéla en o envíela a 29799 SW Town Center Loop, E, Wilsonville, OR 97070

NOMBRE Y APELLIDO: _____

FECHA: _____
TELÉFONO: _____
CORREO ELECTRÓNICO: _____

DIRECCIÓN: _____

¿Le gustaría hablar con alguien en español sobre este comentario SÍ NO

COMENTARIO:

SMART está dedicado a proveer servicios y programas sin respeto a raza, color de piel, y nacionalidad. Por favor comuníquese con el Director de Tránsito de la Ciudad de Wilsonville si tiene preguntas o comentarios sobre la política de no discriminación o para presentar una queja.

Smart@ridsmart.com 503-682-7790

Appendix D – Planning Framework

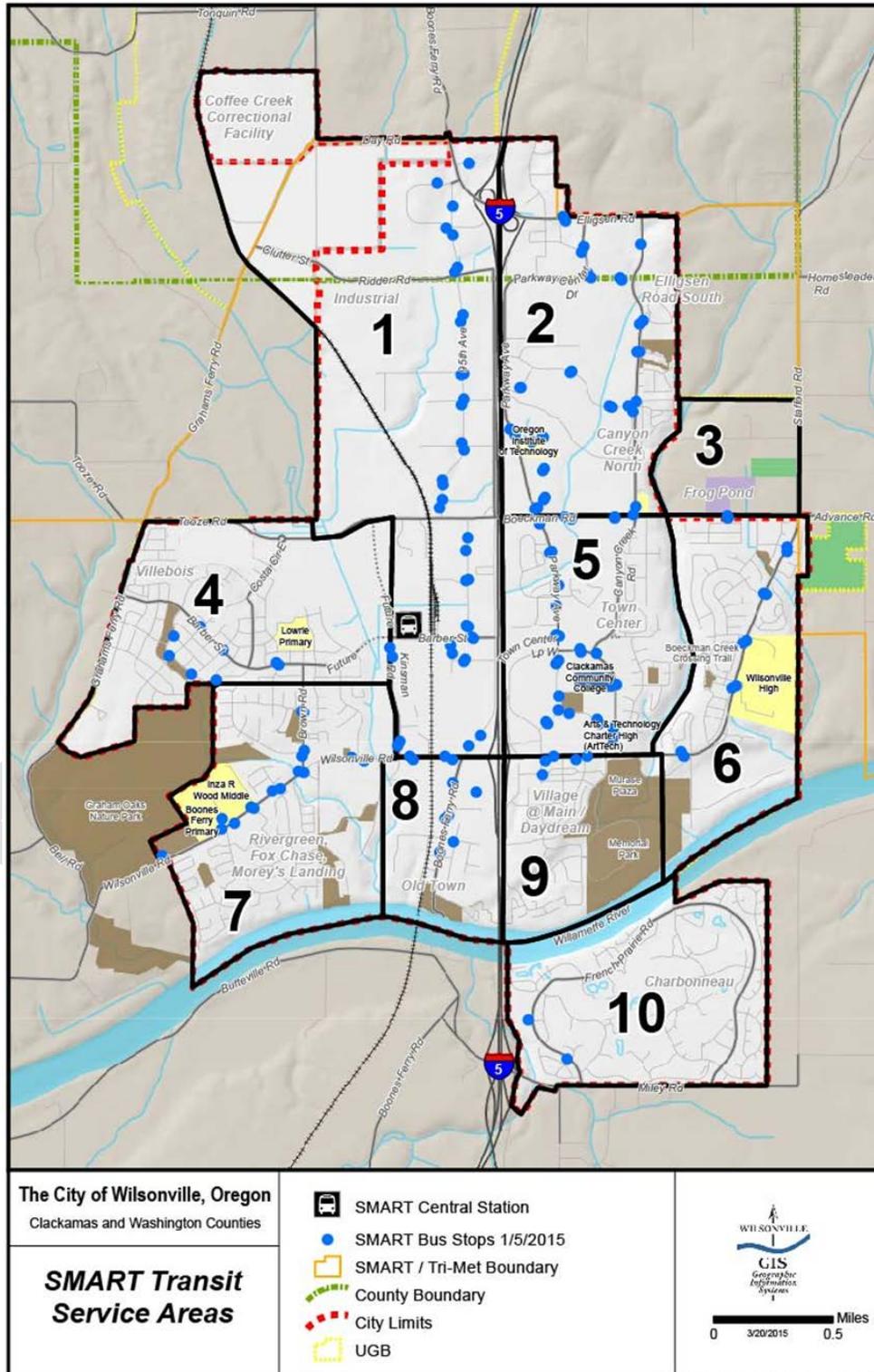
The following plans, policies and documents were considered most relevant for the SMART Transit Master Plan Update:

Plan	Agency	Description
Oregon Transportation Plan (OTP) (2006)	ODOT	The OTP is the statewide multimodal transportation plan. It defines goals, policies, and strategies to guide the development of state, regional, and local transportation plans. The OTP does not recommend specific projects but provides a framework for prioritizing transportation improvements and funding.
Regional Transportation Plan (RTP) (2014)	Metro	The RTP proposes investing more than \$22 billion in local, regional, state and federal funds during the next 25 years to improve safety, system reliability and travel choices for everyone, revitalize downtowns and main streets, create jobs and support the region's economy, and reduce our region's carbon output.
Regional Travel Options Strategic Plan (2012)	Metro	Metro's Regional Travel Options (RTO) program supports Metro's mission of creating a great place by increasing the awareness of non-single occupancy vehicle (SOV) travel options such as biking, walking, taking transit, and ridesharing.
Transportation System Plan (TSP) (2013)	City of Wilsonville	The Wilsonville Transportation System Plan (TSP) is the City's long-term transportation plan and is an element of its Comprehensive Plan. It includes policies, projects, and programs that could be implemented through the City's Capital Improvement Plan, development requirements, or grant funding.
Tri-County Coordinated Transportation Plan for Seniors & Persons with Disabilities (2016)	TriMet	Vision: Guide transportation investments toward a full range of options for seniors and people with disabilities, foster independent and productive lives, strengthen community connections, and strive for continual improvement of services through coordination, innovation, and community involvement.
Regional Active Transportation Plan (2014)	Metro	Provides a vision, plan and policies for communities in our region to increase transportation options and support economic development, healthy active living and equity. An agreed upon regional strategy knits together local plans and projects efficiently, consistently and cohesively.
Salem- Keizer Transit Long-Range Regional Transit Plan (LR RTP) (2013)	Salem – Keizer Transit	The LR RTP provides a blueprint for Salem-Keizer Transit operations for the next 20 years and prioritizes future transit service investments amid limited resources.
Climate SMART Strategy (2014)	Metro	The Climate Smart Strategy is a set of policies, strategies and near-term actions to guide how the region moves forward to integrate reducing greenhouse gas emissions with ongoing efforts to create the future we want for the Portland Metro Region

Plan	Agency	Description
Oregon Transportation Options Plan (2015)	ODOT	The Oregon Transportation Options Plan is directed towards the education and advertisement of different transportation strategies throughout the Metro region. While most plans focus on the improvement and expansion of transit systems, the Oregon Transportation Options Plan is committed to providing investment and awareness within the current state of the system so that people can make informed decisions on how to travel in a way that has a healthy impact on our economy, environment, and society.
Employee Commute Options Program (1996)	DEQ	The Oregon Legislature passed a series of laws designed to protect air quality in the Portland metropolitan area that includes Employee Commute Options (ECO). The Oregon Department of Environmental Quality (DEQ) then established a set of Administrative Rules to implement the law. The ECO rules set more specific goals for trip reduction that specifically target businesses with more than 100 employees.
Americans with Disabilities Act	Federal	The Americans with Disabilities Act (ADA) requires SMART and all other public transit agencies that operate fixed-route local systems to provide paratransit or other special service to individuals with disabilities who have difficulty using fixed-route services. The law requires that SMART provide ADA service that is comparable to the level of service provided to individuals without disabilities, who can use the fixed-route system.
Oregon Transportation Planning Rule (2011)	Department of Land Conservation and Development	This division implements Statewide Planning Goal 12 (Transportation) to provide and encourage a safe, convenient and economic transportation system. This division also implements provisions of other statewide planning goals related to transportation planning in order to plan and develop transportation facilities and services in close coordination with urban and rural development. The purpose of this division is to direct transportation planning in coordination with land use planning.
Clackamas County Transportation System Plan (2013)	Clackamas County	Clackamas County Transportation Plan calls for increasing transit use by encouraging land use patterns, development designs, and street and pedestrian/bikeway improvements that support transit. The plan sets a goal of transit service within 1/4 mile of most residences and businesses within the Portland Metropolitan UGB.
Washington County Transportation System Plan (2015)	Washington County	Washington County's Transportation Plan places a strong emphasis on regional connections and on strategies to increase transit efficiency and access. The Plan calls for improving bicycle and pedestrian access to transit stops. It also calls for road improvements and for private development in close proximity to major bus stops, commuter rail stations, and existing and proposed light rail stations to include appropriate features to support and complement existing and future transit services.

Appendix E – Neighborhood Characteristics

The following data was collected in 2015 as part of an Existing Conditions Report. Data was collected by bus drivers within a span of a week.



Area 1: Westside Industrial (Coffee Creek, 95th & Boberg Road areas)

Overview

The Westside Industrial area is located just west of the I-5 Freeway. The industrial area forms a swath from Wilsonville Road north to Elligsen/Day Road and includes the Coffee Creek Wetland area to the west. The majority of development located south of Elligsen Road between SW 95th & Boberg/Boones Ferry is industrial, with some commercial uses. The largest employers currently located in the area include Convergys, Rite Aid Distribution, Microsoft, TE Connectivity Precision Interconnect, Coca Cola Bottling Company and the Coffee Creek Correctional Facility (which continues to be within TriMet's service territory in spite of being within the City of Wilsonville).

With the exception of the State Correctional Facility which is located in the northwest corner of this area just off Day Road, the land located in the Coffee Creek area is sparsely developed. The recently completed Coffee Creek Master Plan created a detailed transportation and land use plan for that area and development plans for expansion to the north into the Basalt Creek area and neighboring City of Tualatin.

The Westside Industrial area is also home to Wilsonville's SMART Central Station and the southernmost terminus of TriMet's Westside Express Service (WES) commuter rail. The SMART Central Station serves as the main transfer point for the entire SMART system including connections to neighboring regional transit providers.

Currently, the major north/south streets that serve the Westside Industrial area include 95th Avenue/Boberg, and Boones Ferry Road. Major east/west streets include Boeckman and Elligsen Roads, which offer direct connections from this area to Wilsonville's east side. In addition to these existing streets, Day/Elligsen Road, Grahams Ferry Road and the planned Kinsman Road extension will provide important access to the developing northern Coffee Creek and Basalt Creek areas.

Other key streets for SMART include Kinsman Road, Barber Street and Boones Ferry Road in the southern part of this neighborhood area, all of which provide access between Wilsonville Road and the SMART Central. The Commerce Circle Loop located near Elligsen Road is also an important transit street as it provides a transfer point between TriMet's 96 service and SMART's Route 5.

There is limited residential development within the Westside Industrial area. The one major exception is the Walnut Mobile Home Park located between Boeckman Road and Boberg Street – which includes about 57 units. Children who live within this area generally attend Lowrie Primary School (located on SW Brown Road), Wood Middle School (on Wilsonville Road West) and Wilsonville High School (on Wilsonville Road East).

Commuting

As a major employment area in the City, jobs in the Westside Industrial area tend to provide more blue-collar employment with a focus on manufacturing, warehouse and wholesale trade. There are an estimated 7,000 employees who work within this area. The largest concentration of these workers commute from Portland and Wilsonville, but workers also live in other neighboring communities such as Salem, Tigard, Tualatin, Woodburn, Beaverton and Sherwood.

Existing Services & Amenities

The location of the SMART Central Station in the southern portion of the Westside Industrial area means that businesses along Barber Street are served by transit throughout the day – as all seven lines provide some service to the area during the weekday; and Route 4 provides service on Saturday but only along Wilsonville Road and not directly to the SMART Central Station. Route 5, along 95th Avenue, provides weekday peak hour service to businesses located on or near Boberg Road and 95th Avenue; and TriMet Line 96 connects with SMART's Route 5 at Commerce Circle seven times during peak service hours.

Fixed-Route

As noted above, this area includes the SMART Central Transit Center. Because of this, ridership is high, with about 448 boardings per day. More than 80 percent of those boardings occur at the Transit Center. Other key stop areas include the transfer point between TriMet 96 and the SMART Route 5 at Commerce Circle and 95th Avenue. Route 5 sees about 25 boardings per day. Also in this area, the closest stop to Wilsonville Road on Boones Ferry (near Fred Meyer) sees about 30 boarding per day.

Dial-a-Ride

Dial-a-Ride pickups and drops offs are also limited in this area (on average less than 10 per day). The Coffee Creek Correctional Facility sees the most boarding/alighting activity in this area as it is the current transfer point between TriMet LIFT and SMART Dial-a-Ride.

Major Opportunities

- Partner with TriMet to streamline transit service between SMART Central, TriMet's line 96 and SMART's Route 5 to eliminate duplicative service and the extra transfer currently required for passengers traveling to and from Portland.
- Kinsman Road expansion could provide alternate routes for Route 5.
- The employment area offers opportunity for large carpool coordinating.

Identified Concerns

- The nature of manufacturing and warehouse facilities that operate most hours of the day. Current limited hours of transit operation do not always match the needs of the employees in this area.
- The current transfer point between SMART and TriMet LIFT has been identified as a concern for DAR riders – they would like to see the transfer point moved to the Holiday Inn near Commerce Circle.

Area 2: Northeast Neighborhoods

(Elligsen Road, Eastside Industrial/Commercial and Canyon Creek areas)

Overview

The Northeast Neighborhood area includes both sides of Elligsen Road, south to Boeckman and east of I-5 to the City boundary. This area is made up of the East Industrial Campus neighborhood and the Canyon Creek residential neighborhood, with the major dividing line between residential and employment found east and west of Canyon Creek Road.

The Eastside Industrial area is located between I-5 and Canyon Creek Road. It is home to Wilsonville's largest employers and institutions of higher learning including Xerox, FLIR, Mentor Graphics, D.W. Fritz, Rockwell Collins, Oregon Tech and Pioneer Pacific College.

The Canyon Creek Neighborhood is located just to the east of these major employers. Largely residential, the Canyon Creek Neighborhood includes large multi-unit housing developments such as Canyon Creek Meadows, Canyon Creek Estates and the Carriage Oak Community. Sidewalks line all of the public streets but there are gaps in the bicycle lane network through this area. The one major exception is along Parkway Avenue from Xerox north to Argyle Square. Here there is no safe pedestrian or bicycle connection and access to this nearby commercial area is limited to the east side of this area along Canyon Creek Road. The one major multi-use-path starts in the southern part of this neighborhood on the Mentor Graphics Campus and provides a paved trail that meanders south through undeveloped fields to the Town Center area. This trail is signed as private property and could be developed by Mentor Graphics in the future.

Children living in the Northeast Neighborhood area generally attend Lowrie Primary and Wood Middle school, which are over two miles from the area on the west side of Wilsonville. Wilsonville High School is located less than two miles to the southeast.

Commuting

The Eastside Industrial area is the second largest employment area in Wilsonville. It provides jobs for over 6,000 skilled workers including high-tech and professional service industries. Of employees working in this area, close to 8 percent live in Wilsonville. The remaining employees commute from other nearby communities, including Portland (about 13%), Beaverton, Tigard, Tualatin, Hillsboro, Lake Oswego and Salem (2-4%).

In addition to workers who commute daily to this area, there are also more than 1,200 residents who live in the Canyon Creek Neighborhood and commute from their homes to jobs. Of that number, approximately seven percent (100) of the residents have jobs within Wilsonville (which might include those in the Eastside Industrial area); and another 14 percent (200) commute to jobs in Portland. Many of the others commute to jobs up and down the I-5 corridor (Salem, Eugene/Springfield, Tigard, Corvallis, etc.)

Existing Services & Amenities

The Northeast Neighborhoods are served by the weekday peak hour Route 6: Canyon Creek and the Route 2X: Barbur throughout the weekday and on Saturday. Combined, these routes provide 15 minute peak-hour service to the major employers in this area.

Fixed-Route

The Northeast Industrial area sees about 200 boardings per day. Key stops include the major employers (Mentor Graphics, Rockwell Collins, FLIR and Xerox) and the apartment and housing development areas along Canyon Creek Road.

Dial-a-Ride

Dial-a-Ride pickups and drops offs average less than 15 per day. Argyle Square (Target/Costco) and Oregon Tech see the most boarding/alighting activity for DAR in this area.

Major Opportunities

- With the majority of the workforce and a large share of the residential population in this area commuting during peak times, improved transit service could capture some of the highest ridership in the City.
- New extension of Canyon Creek Road to Town Center Loop creates opportunities for future transit service.

Identified Concerns

- Lack of mid-day service may deter Oregon Tech students from using the service due to classes going throughout the day.

Area 3: Frog Pond

Overview

The City of Wilsonville is currently completing a master planning process that will define the future of the 500-acre Frog Pond/Advance Road area. This process will establish a Master Plan for the area and define expectations for the type of neighborhoods that will be developed there in the future. Following completion of the Plan, the project team will further refine the area within the Urban Growth Boundary (UGB) (mostly west of Stafford Rd) and develop zoning and other implementation tools needed to implement the Plan. The City of Wilsonville is expecting more than 600 single-family households and an elementary school in the West Neighborhood which is already inside the UGB. The East and South neighborhoods are expected to have similar density.

Expected to be largely residential, the Frog Pond area will include Wilsonville-West Linn School District plan to build a second middle school for Wilsonville just east of Stafford Road which is under construction and opening in Fall 2017. This new middle school will ease overcrowding at Wood Middle School (on the west side of Wilsonville) and offer a closer middle school option for many east side neighborhoods.

Key east/west access to this area will be along Boeckman/Advance Road while Stafford/Wilsonville Road will provide key north/south access. Once developed, this area should also offer improved pedestrian/bicycle access along Boeckman Road.

Existing Services & Amenities

Currently, SMART provides very limited service to this area, as part of the current cross-town Route 4.

Major Opportunities

- The new middle school could serve a more convenient bus turn-around point than where it currently turns around (at Mentor Graphics).
- Development with some retail could be a potential desired destination.

Identified Concerns

- Increased demand from the new residential development without additional revenue could put a stress on SMART existing resources.

Area 4: Villebois

Overview

Villebois is a master planned community, located primarily on the old Dammasch State Hospital site. The Villebois Master Plan calls for 2,645 housing units and as of now, approximately two-thirds have been built. Upon completion, the developed community will offer a mix of single family homes and multifamily unit options – including town homes and apartment complexes such as the existing Renaissance Court, Rain Garden Apartments and The Charleston.

Barber Street, Brown Road, Montebello and 110th Avenues provide key connections between Villebois and other areas of town. All existing streets have sidewalks and pedestrian/bike paths that offer key connections for residents. An extension of Barber Street from Villebois east to Kinsman Road was completed in 2016 which now allows for direct connection between Villebois and the SMART Central and from Villebois to Boones Ferry Road.

Children in the area generally attend Lowrie Primary School – which is located on Lisbon Street, within the Villebois neighborhood, and Wood Middle School on Wilsonville Road. The High School is located about three miles to the east on Wilsonville Road.

Commuting

There are 611 residents within this neighborhood that are commuting daily to jobs. Of this number, about 120 commute to jobs in Wilsonville and 150 commute to jobs in Portland. The remaining employees in this area typically commute to other nearby communities including Beaverton, Hillsboro, Tualatin and Lake Oswego.

Because this is largely a residential area, employment opportunities within Villebois are limited. As of today, the jobs that are located in Villebois are mostly due to the Lowrie Primary School and people working from home.

Existing Services & Amenities

SMART service to this area is limited. Route 7: Villebois currently serves the neighborhood via Brown Road with two trips in the morning and two trips in the evening.

Fixed-Route

SMART sees about eight boarding rides per day.

Dial-a-Ride

There is an increase in demand for Dial-a-Ride pickups and drops offs in this area which currently averages 20 per day. The Charleston and Rain Garden Apartments tend to have the most active DAR usage in the area.

Major Opportunities

- Close proximity to schools may offer opportunities to encourage parents/children to bike or walk to school and then take transit or other options to work.
- Adapting current Route to provide more frequent and direct service could increase ridership.

Identified Concerns

- This area was identified by the community as needing additional transit service in the City's 2013 Transportation System Plan.
- Some streets are not wide enough to facilitate lay-over or turn-around opportunities for larger transit vehicles, but these streets provide no identified problems for smaller transit vehicles.

DRAFT

Area 5: Town Center

(Renaissance, Ash Meadow, Jory Trail, Courtside, Vlahos neighborhoods and Town Center Commercial Area)

Overview

This area runs from Boeckman Road south to Wilsonville Road and from the Boeckman Creek Corridor on the east to the I-5 Freeway on the west. The area includes a major retail and commercial area called Town Center. Wilsonville City Hall, the US Post Office, Clackamas Community College Wilsonville Campus, Wilsonville Arts and Technology Alternative High School, the Wilsonville Community Center and other related City facilities are located here, as are major retailers, restaurants, movie theatres, commercial activities and Safeway.

Despite the commercial feel, many residents also call this area home – particularly in those areas just south of Boeckman Road and north of the Town Center Loop. Major residential areas include new mixed residential developments like Renaissance, Ash Meadows, Jory Trail and older more established neighborhoods to the east such as Courtside and Vlahos. Multifamily housing units are included throughout this area; the largest of these include Terrene at the Grove, Sundial, Woodleaf, and Jory Trail. This area also includes a significant number of retirement communities including The Springs, Portera, and Winfield Village.

The Mentor Graphics company (recently acquired by German company Siemens) holds title to approximately 60 undeveloped acres on the south side of Boeckman Road. That property is expected to become available for development in the future and will certainly create a demand for additional transit services.

Boeckman Road, Parkway Avenue, Town Center Loop, and Wilsonville Road are key connecting roadways in the area. In addition, the recent completion of Canyon Creek Road south to Town Center Loop provides an important north/south connection for the east side of Wilsonville. Most of the development in this area has an established network of sidewalks. Wilsonville Road offers some east/west bicycle access in the area. Despite this, north/south bicycle lane access is limited – though the new Canyon Creek Road extension and the restriping of Town Center Loop East to create a bike lane has recently improved safety and access in this area. Most of the children in this area attend Boones Ferry Elementary and Wood Middle School which are located west on Wilsonville Road and Wilsonville High School which is east. The communities closest to Boeckman (like Renaissance and Ash Meadows), however, attend Lowrie Primary in Villebois instead of Boones Ferry, utilizing Boeckman Road for access.

Commuting

There are approximately 2,000 employees who work in this area – making it the third largest employment area within Wilsonville. Of those, just over 12 percent (250) live in Wilsonville; another 11 percent (230) live in Portland, the remaining commute from other nearby communities.

There are also about 1,193 residents who live in the Town Center area and commute daily from their homes to jobs. Of that number, about 21 percent (250) commute to jobs within Wilsonville (which might include those in the Town Center area); and another 25 percent (300) commute to jobs in Portland. The rest commute to jobs in Beaverton, Hillsboro, Tualatin, Tigard, Oregon City or Lake Oswego.

Fixed-Route

With about 250 boardings per day, the Town Center area sees some of the largest ridership numbers in Wilsonville. Key stops include the areas near the Community Center/City Hall and stops throughout Town Center Loop east.

Dial-a-Ride

The Town Center area also sees some of the largest DAR numbers – with about 56 pickups and drop offs per day. Key pick up/drop off locations include Winfield Village and The Springs senior housing facilities as well as Safeway and the City Community Center.

Major Opportunities

- The Canyon Creek Road extension offers new opportunities to serve this area.
- Town Center redevelopment provides a chance to Route buses to desired destinations.

Identified Concerns

- The redevelopment may cause some detours for SMART in the upcoming years. There are difficult places to turn around.
- Route 4's stop at SMART central can become a long wait time for someone traveling from east to west Wilsonville.

Area 6: Southeast Neighborhoods (Wilsonville Meadows, Boulder Creek and Landover neighborhoods)

Overview

This area is located on the east side of Wilsonville. It runs from the City limits to Boeckman Creek and from Boeckman Road to the Willamette River and incorporates the Wilsonville Meadows, Boulder Creek and Landover neighborhoods. This area is largely single family residential but includes four major apartment complexes, all located along Wilsonville Road: Boulder Creek, Berkshire Court, Hathaway Court and Bridge Creek.

The largest employer in the area is the Wilsonville-West Linn school district which has teachers and support staff at Wilsonville High School and Boeckman Elementary School on Wilsonville Road.

Children living in the east side neighborhood area generally attend Boeckman Creek Primary School and Wilsonville High School, both of which are located along Wilsonville Road in this neighborhood. Wood Middle School, located on the other end of Wilsonville Road – slightly over two miles to the west, is the designated middle school for this community. Construction of a new middle school along Advance Road, northeast of Area 6, has now begun.

Commuting

According to the Longitudinal Employer-Household Dynamics (LEHD) which uses Census information and 2011 State Employment Data, some 1,330 individuals within these neighborhoods are employed. Of those, 18 percent work jobs in Wilsonville, another 20 percent commute to jobs in Portland. The remaining employees in this area commute daily to other nearby communities.

Because this is largely a residential area, employment opportunities within the area are limited. The one major employer in the area is the Wilsonville-West Linn School District which employs teachers and staff at both the Boeckman Creek Primary and Wilsonville High Schools.

Existing Services & Amenities

SMART provides 30 minute service to the Southeast Neighborhood Area on Wilsonville Road as far north as Wilsonville High School during an extended peak (5am - 10am; 2pm - 7:30pm) and hourly service during the midday and on Saturdays with the Route 4 – Wilsonville Road. A few peak trips throughout the day continue on past Wilsonville High School to serve Mentor Graphics on Boeckman Road.

There are stops on Wilsonville Road that serve the Southeast Neighborhoods. Most residents live within 1/3 mile walking distance of these stops.

Fixed-Route

This is another strong ridership area – with just under 150 boardings per day. Key stops are focused nearest the Wilsonville High School with over 70 percent of the ridership coming from the Meadows Loop and Parkway stops.

Dial-a-Ride

This residential area averages less than five DAR pickup and drop offs per day – the majority coming from individual homes.

Major Opportunities

- Close proximity to schools may offer opportunities to encourage parents/children to bike or walk to school and then take transit or other options to work.
- Opportunity for bus to turn-around.

Identified Concerns

- None identified.

DRAFT

Area 7: Southwest Neighborhoods

(Rivergreen, Fox Chase, Morey's Landing, Park at Merryfield, Silver Creek and Montebello neighborhood areas)

Overview

The Southwest Wilsonville Neighborhood area extends from the Willamette River North to Camelot Road and from the western City Boundary east to Kinsman Road. Once farm lands, the Southwest Wilsonville Neighborhood area was developed into traditional residential areas, beginning in the 1960s. The majority of housing in the area is single family homes, though there are some large multifamily developments along Wilsonville Road including Autumn Park, Wilsonville Heights, Timber Creek Village, Wiedemann Park, Carriage Estates and Montebello Apartments, among others.

Wilsonville Road, a designated minor arterial in the Wilsonville Transportation System Plan, is the only major through street to serve this neighborhood area. Located in the middle of the southwest Wilsonville neighborhood, it serves to split the area into two distinct neighborhood groups with the Rivergreen/Fox Chase/Morey's Landing communities located to the south of Wilsonville Road and the Park at Merryfield, Silver Creek and Montebello communities located to the north.

A limited number of neighborhood streets provide some north/south connection from the neighborhood areas to Wilsonville Road including Willamette Way West, Willamette Way East, Wellington Road and Orchard Drive/Guiss Way and Brown Road. A variety of other loop or cul-de-sac streets serve these neighborhood areas. These streets are specifically designed to reflect the residential nature of the community by slowing and mitigating through traffic. The majority of the streets within this southwest neighborhood area have sidewalks and several bike and pedestrian paths offer important connections between neighborhoods at dead-end streets.

The public elementary and middle school for the majority of children within the Southwest Neighborhood area is with Boones Ferry Elementary School and the Inza Wood Middle School. Both of these schools are located just across Wilsonville Road on Willamette Way east and are within ½ mile or less of most homes within this neighborhood. Wilsonville High School is located more than two miles away on the east side of town.

The only major exception is the Montebello neighborhood, which is in the Lowrie Primary School area. Lowrie School is just north of Montebello in Villebois. A pedestrian path within the Montebello community allows direct pedestrian access from the neighborhood to the Lowrie school grounds.

Commuting

There are 1,252 individuals within this neighborhood that are employed. Of those, 20 percent have jobs in Wilsonville, another 27 percent commute to jobs in Portland. The remaining employees in this area commute regularly to other nearby communities.

Because this is largely a residential area, employment opportunities within the area are limited. The one major employer in the area is the Wilsonville-West Linn School District that employs teachers, and other support staff at the Boones Ferry and Wood Schools.

Existing Services & Amenities

SMART provides 30 minute service to the Southwest Neighborhood Areas as far west as Willamette Way East on Wilsonville Road during an extended peak (5a.m.-10a.m.; 2p.m.-7:30p.m.) and hourly service during the midday and on Saturdays with the Route 4 – Wilsonville Road. A few trips throughout the day provide service as far east as Graham Oaks Nature Park. The Route 7 also provides limited peak hour service to the Montebello and Park at Merryfield Neighborhoods on Brown Road.

There are 16 stops on Wilsonville and Brown Road that serve the area. Over 80 percent of residents live within 1/3 mile walking distance of these stops.

Fixed-Route

With about 130 boardings per day, this area sees consistent ridership. Key stops include the apartment complexes along Wilsonville Road and the Wood Middle School area.

Dial-a-Ride

Another largely residential area, Dial-a-Ride use is low with about 10 riders per day. The largest concentration for Dial-a-Ride is at the Brookside Senior Living Apartment in the Montebello neighborhood.

Major Opportunities

- Close proximity to school; may offer opportunities to encourage parents/children to bike or walk to school and then target transit or other options to work.

Identified Concerns

- This area was identified by the community as needing additional transit service in the 2013 Transportation System Plan.
- Adequate turnaround and layover locations due to street design have made serving this area difficult.

Area 8: Old Town

Overview

The Old Town historic neighborhood is located on the west side of Wilsonville. It borders the I-5 freeway on the east; runs to Kinsman/Industrial Way on the west and from the Willamette River north to Wilsonville Road.

The Old Town area contains a mix of housing types and retail/commercial areas. The bulk of single family housing is found close to the river, while most of the multifamily and retail/commercial areas are located closer to Wilsonville Road. Employment in the area comes from retailers like Fred Meyer and small commercial businesses. Bell Tower Apartments and Boones Ferry Village are the major multifamily complexes within the area. Both are located on the south side of the Fred Meyer complex on Boones Ferry Road.

Wilsonville Road borders Old Town on the north and is the key arterial connecting Old Town with the rest of the City. Boones Ferry Road, a neighborhood collector, provides the only access from Wilsonville Road into the Old Town neighborhood. While all of the commercial/retail area near Wilsonville Road has sidewalks, much of the area near the river does not. A striped bicycle lane runs the full length of Boones Ferry Road in the Old Town area. This bicycle lane connects with the Boones Ferry Trail near the waterfront and provides a direct connection (under I-5) to the neighborhoods east of the freeway.

Public school options for children in this neighborhood include Boones Ferry Elementary and Inza Wood Middle School. Both are located just over a mile west of the neighborhood on Wilsonville Road. The public high school, Wilsonville High, is located on the east side of town – roughly 1 ½ miles east of the Old Town neighborhood.

Commuting

There are about 520 employees who work in this area. Of those, just less than six percent (31) live in Wilsonville. Another 11 percent (54) live in Portland and the remainder commute from other nearby communities.

There are also about 161 residents who live in the Old Town area who are employed and commute daily from their homes to jobs. Of that number, about 21 percent (30) of the residents work in Wilsonville (which might include those working in the Old Town area); and another 26 percent (42) commute to jobs in Portland. The remaining employees mostly commute to jobs in Beaverton, Hillsboro, Tualatin, Tigard, Oregon City or Lake Oswego.

Existing Services & Amenities

SMART provides 30-minute service along Boones Ferry Road during an extended peak (5a.m.-10a.m.; 2p.m.-7:30p.m.) and hourly service during the midday and on Saturdays with Route 4 – Wilsonville Road.

Fixed-Route

Modest ridership (about 80 boarding per day) can be found in the Old Town neighborhood – with close to 80 percent coming from the stops nearest Fred Meyer.

Dial-A-Ride

The Old Town area also sees about 20 pickups and drop offs per day – with the majority these also focused on the Fred Meyer area.

Major Opportunities

- The shopping area promotes a lot of ridership for those completing errands.
- Arrowhead road extension could connect Old Town to the Southwest neighborhoods.

Identified Concerns

- Access and turn-around options are limited.

DRAFT

Area 9: Village at Main / DayDream

Overview

The Village at Main/Day Dream area is located just south of the Town Center Area. It runs from Wilsonville Road south to the river and from the Boeckman Creek Corridor on the west to the I-5 freeway. Restaurants, retail and commercial businesses line Wilsonville Road. The Village at Main, a collection of town homes and apartments, as well as commercial property, sits just off Wilsonville Road on Town Center Loop West, while single-family homes can be found in the Daydream and other neighborhoods closer to the river. This area is also home to Memorial Park, the City's Public Library and the Marquis Wilsonville Assisted Living Facility.

Wilsonville Road, designated a minor arterial in the Wilsonville Transportation System Plan, is the only major through street to serve this neighborhood area providing a key connection between this area and other parts of town. Memorial, Parkway, Holly and Rebekah Roads are the key connecting roadways providing access from the neighborhood to Wilsonville Road. Neighborhood children attend Boones Ferry Primary, Wood Middle School and Wilsonville High School – all are located along Wilsonville Road nearly two miles from the neighborhood.

Commuting

There are about 630 employees who work in this area. Of those, just over 12 percent live in Wilsonville; another eight percent live in Portland, the remaining commute from other nearby communities. There are also about 650 residents who live in the Village at Main/Daydream area and are employed. Of that number, about 22 percent work within Wilsonville (which may include jobs in this area); and another 24 percent commute to jobs in Portland. The rest commute to jobs in Beaverton, Hillsboro, Tualatin, Tigard, Oregon City, Lake Oswego or other nearby locations.

Fixed-Route

While boardings in Village at Main are relatively low, about 40 boarding per day – over 80 percent of that number is found at the pull in circle stop at Town Center Loop West and Main. This is significant, because the “loop” is out of direction and adds to the overall travel time on the Route 4 - Wilsonville Road. SMART is now planning to move this stop to Wilsonville Road in order to improve efficiency of east/west travel.

Dial-a-Ride

Dial-a-Ride pickups and drop offs average less than two per day.

Major Opportunities

- High density population creates lots of potential for high ridership.

Identified Concerns

- Stop proximity to the neighborhood may not be convenient enough to be desirable for residents to walk to.

Area 10: Charbonneau

Overview

Charbonneau is the only Wilsonville neighborhood south of the Willamette River. Running from the river south to Miley Road and from the I-5 freeway east to Eilers Road, this golf course community is one of Oregon's earliest planned communities. Designed in 1972, Charbonneau has a small commercial district and housing types ranging from condominiums and apartments to traditional single-family homes, golf-course homes, waterfront properties and gated estates. It is home to a sizeable retirement community (Springridge Court) which offers many associated amenities.

Miley Road is the main street to serve this neighborhood area providing a key connection between Charbonneau and the rest of the City. French Prairie Road is a loop that connects with Miley Road on both ends providing a ring of access for the community around the Charbonneau Golf and Country Club.

Much of the commercial area of the community has sidewalks, though local residential streets do not. Some of the existing pedestrian paths are on private property and not designed to meet ADA standards. A marked pedestrian/bicycle path provides access to about $\frac{3}{4}$ of French Prairie Road, though the traffic treatments along the roadway make bicycle access relatively safe throughout this neighborhood.

Children living in the Charbonneau area attend schools in the Canby School District, with the nearest primary, middle and high school about four miles away.

Commuting

There are approximately 1,120 individuals within Charbonneau who are employed. Of those, seven percent work at jobs in Wilsonville, another 20 percent commute to jobs in Portland. The remaining employees in this area commute to other nearby communities.

Because this is largely a residential area, employment opportunities within Charbonneau are limited. The one major employer is the Charbonneau Golf and Country Club and SpringRidge at Charbonneau – Senior Living Community. Unlike other areas of Wilsonville, employees working in this area are more likely to commute from the Canby or Woodburn area than other nearby communities.

Existing Services & Amenities

SMART bus service connects Charbonneau to the rest of Wilsonville and the City of Canby with the Route 3: Charbonneau/Canby Route. Fixed-route service on the Route 3 is limited and ridership has been low, especially since CAT stopped service to Wilsonville – with only eight peak hour trips each week day.

Fixed-Route

Fixed-route ridership in Charbonneau is limited – averaging less than 8 boardings per day.

Dial-a-Ride

Dial-a-Ride averages 15 pickups and drop offs per day. The largest concentration for DAR is at the SpringRidge Senior Living Complex.

Major Opportunities

- A designated shuttle for the Charbonneau residents could provide more direct and mid-day service.

Identified Concerns

- Low ridership possibly due to the service being commute hour only as part of the Canby service.
- Neighborhood is hard to access to due congestion on I-5 and the Boone Bridge.

DRAFT

Appendix F – TMP Public Outreach Summary



TRANSIT MASTER PLAN

PUBLIC

OUTREACH

SUMMARY

Winter 2017





Public Outreach Summary

INTRODUCTION

In January 2016, South Metro Area Regional Transit (SMART) formally began updating the 2008 Wilsonville Transit Master Plan (TMP). The TMP is a broad look ahead to the type of transit system and supportive transportation options required to meet Wilsonville's mobility needs.

From the outset, SMART directed a process to involve a diverse and broad spectrum of existing and potential system users, and the businesses that support transit through payroll taxes.



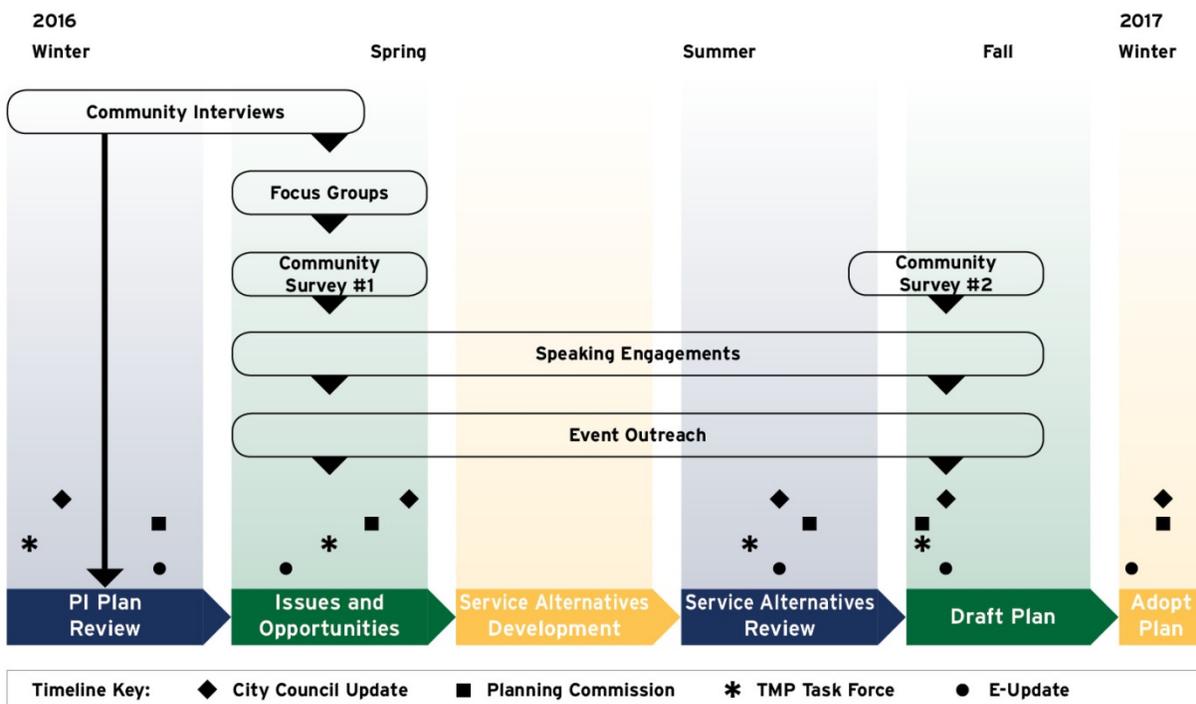
Outreach Photos

Three key phases:

- 1) **Issues and Opportunities Identification** *Winter 2016*
 Informed community partners and stakeholders of the project purpose and framework, and listened to their perspectives on where to focus SMART resources.

- 2) **Service Alternatives Development** *Spring 2016*
 Based on input from the Issues and Opportunities phase, SMART service planners and Jarrett Walker and Associates developed draft service alternatives.

- 3) **Service Alternatives Review** *Summer 2016*
 Review by community partners and stakeholders via multiple and accessible outreach methods of the proposed service alternatives and potential funding strategies.



Values guide involvement:

- Realistic:** be clear about the project constraints, objectives, and parameters
- Inclusive:** reach out to everyone, including those who don't use computers or face other barriers
- Meaningful:** provide timely information that is accurate and easily accessible
- Transparent:** make decisions public with key project materials available

To identify issues and opportunities SMART asked:

What are your priorities when you can't have it all?

This frame helped SMART stakeholders to understand the trade-offs SMART faces in delivering transit services with available resources. Public responses grounded and illuminated the issues and opportunities facing Wilsonville and set the stage for transit service alternatives development. These options will be available for community consideration in summer and fall 2016.

OUTREACH APPROACH

- Consistent, reliable, accessible information with identified SMART contact person
- Thorough stakeholder analysis
- Draft Public Involvement Plan vetted with key stakeholders
- Representative stakeholders interviewed from throughout Wilsonville
- Small issue-focused meetings held
- Non-traditional outreach targeted to those with low-income, people with disabilities, young and elderly people
- E-updates to Interested Parties List
- Timely response to all submitted comments and questions
- Electronic kiosks with information and survey placed at high visibility locations
- Speaking engagements at civic organizations
- Updates to relevant committees and City Council
- Transit Master Plan website with comment and survey functions
- Media (print, TV)

OUTREACH METHODS

Beginning in spring 2016, staff used a series of methods to adhere to SMART's value of inclusion.

Project Website Development

A bright, inviting, and accessible website provides community members a one-stop location to learn about the project, see upcoming events, project documents, available input opportunities, and option to sign up for project updates.

Community Survey #1

An informative and brief survey posed questions on the key tradeoffs for SMART to consider in service alternatives development including:

- **Which types of trips do you currently use transit for?**
- **Which types of trips would you want to use transit for, but currently cannot?**
- **Are short or long transit trips more important to you?**
- **At what times should SMART primarily target services?**
- **Transit can be spread out, to get close to everyone, or it can be concentrated into frequent Routes. Which would you rather do?**

Launched on March 1, 2016 with pro-active outreach efforts, the survey received **over 800 responses** via a variety of methods including on-line, mobile kiosks, and in-person paper surveys.

Community Survey #2

SMART launched a second survey on August 8, 2016 to illustrate these service tradeoffs and ask about a spectrum of potential service alternatives to gauge the public's priorities:

- **How to balance ridership and coverage goals?**
- **How to balance rush-hour service with service other times of day and week?**
- **How to balance local and intercity (out of town) services?**

Over 500 respondents provided feedback.

See Appendix A for a complete list of locations and community partners instrumental in a successful survey response rate.



Mobile Kiosks

Electronic kiosks placed at high visibility locations such as Wilsonville City Hall, Wilsonville Public Library, Oregon Institute of Technology, and Wilsonville Community Center made input easy for stakeholders on the move.



Paper Surveys

Bi-lingual surveys accompanied the mobile kiosk stands and were distributed to large employers, schools, higher education institutions, large housing complexes, and in partnership with community organizations.

Informational Bookmark Tear-Offs

In partnership with local businesses, community organizations, and city services, over 8,000 tear-offs were distributed throughout the community and on SMART buses. Brightly colored and easily accessible, these bookmarks connected mobile devices to the survey via code scan.

Display Outreach

Project staff conducted survey outreach at retail outlets, WES Station, SMART Central Station, employee break rooms, educational institution lobbies, and more.



E-Updates

With the TMP's Interested Parties List of **over 1,300**, the project sent

E-Updates announcing:

- Project Overview
- Survey Launch #1
- Survey Reminder
- Survey Launch #2
- Survey Reminder
- Draft TMP Announcement & Public Hearings Notification
- City Council Action (to be sent late March 2017)

City departments, community businesses, faith-based organizations and other partners assisted in forwarding notices to their networks of residents, employees, students, and congregants.

Encuesta sobre la Comunidad de SMART # 1

¿Cuáles son sus prioridades cuando no se puede tener todo?

Wilsonville necesita escuchar a sus miembros para actualizar el Plan Maestro de Tránsito para servir mejor a nuestra comunidad. Por favor, tome un momento y proporcione sus pensamientos en la siguiente encuesta. Este estudio es el resultado de consultas de carácter de servicio electorales para mejorar la comunidad que vivimos. Estos comentarios importantes de la comunidad servirán para informar y guiar a los encargados de tomar las decisiones para el futuro.

Para obtener más información o para tomar esta encuesta en otro momento, por favor vaya a la página web: www.plansmartwilsonville.com

Planema SMART Paseo SMART Plan SMART

P1: Por favor, conténcenos de sus hábitos:
¿Qué tipo de viajes actualmente utiliza en su tránsito?
 Por favor, marque todo lo que se corresponde.

Viajes al trabajo
 Viajes a la escuela
 A la recreación
 Mandados (comerciales), reuniones o eventos
 Clases de México
 Viajes regionales
 Otros

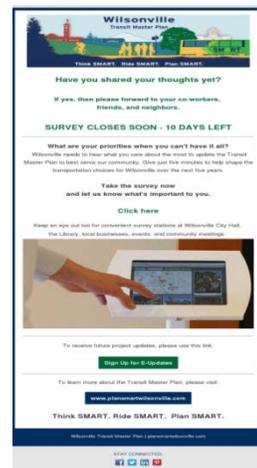
¿Cuáles tipos de viajes desea de utilizar el tránsito de autobuses pero en la actualidad no puede?
 Por favor, marque todo lo que se corresponde.

Viaje al trabajo
 Trabajo / reuniones ciudadanas
 Compras de escuela
 Recreación
 Mandados, reuniones, eventos
 Clases México
 Viajes regionales

Comentarios: ¿Por qué no?

¿Cómo se describe? Por favor, marque todo lo que se corresponde.

Residente de Wilsonville
 Vivo en un hogar para gente con bajos ingresos
 Empleado en Wilsonville
 Estudiante fuera de Wilsonville
 Otro viajero
 Persona viviendo con una discapacidad
 Otro extranjero
 Estudiante en Wilsonville
 Estudiante fuera de Wilsonville



Media

The Wilsonville Spokesman reported twice about the project launch and announced the on-line survey.

Using the city wide monthly newspaper, Boones Ferry Messenger, SMART announced and reminded residents of survey availability.

Stakeholder Interviews

Project staff met one-on-one to interview and explore further the tradeoffs facing SMART. Participants included:

- Businesses
- Elected Officials
- City Staff
- Community Groups
- Educational Institutions
- Home Owner Associations

Workshop and Targeted Focus Discussion Groups

Community Workshop

Project Team and consultants held a large stakeholder workshop with community representatives to provide the necessary understanding of transit planning for well-informed decision-making and a community supportive Transit Master Plan for Wilsonville.

Title VI/ Environmental Justice (EJ) Populations

To ensure that the impacts and benefits of the Wilsonville Transit Master Plan are equitably experienced regardless of race, national origin, gender, disabilities, English language proficiency or being low-income, project staff sought initial input on outreach methods with community organizations and conducted two targeted discussion groups:

- Title VI Focus Group (Low-income and Spanish Speaking)
- Older Adults and People with Disabilities

Business Discussion Groups

Coordinated in partnership with the Greater Wilsonville Chamber of Commerce, two groups of business representatives met with project staff to discuss trade-offs, issues, and opportunities.



SUMMARY OF COMMUNITY INPUT

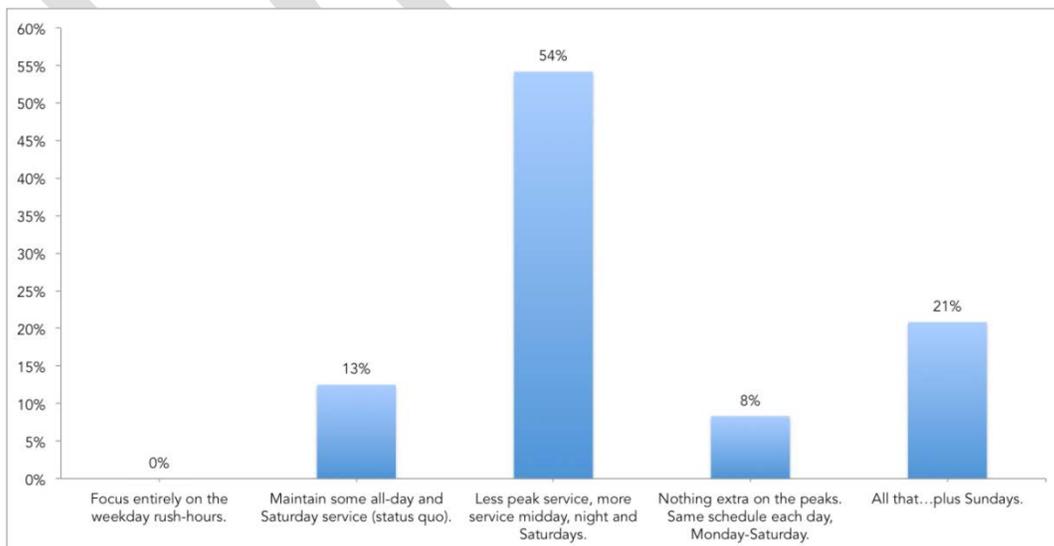
Project Team and consultants created a variety of venues for interaction with diverse stakeholders, who were polled on some of the trade-offs addressed in the online survey. What follows is a summary of input collected from the Wilsonville TMP Community Workshop, community-wide survey, stakeholder interviews, and targeted focus groups.

Community Workshop Results

Should SMART focus on inter-city services, or within-city services? (Similar to Q2 from the survey)

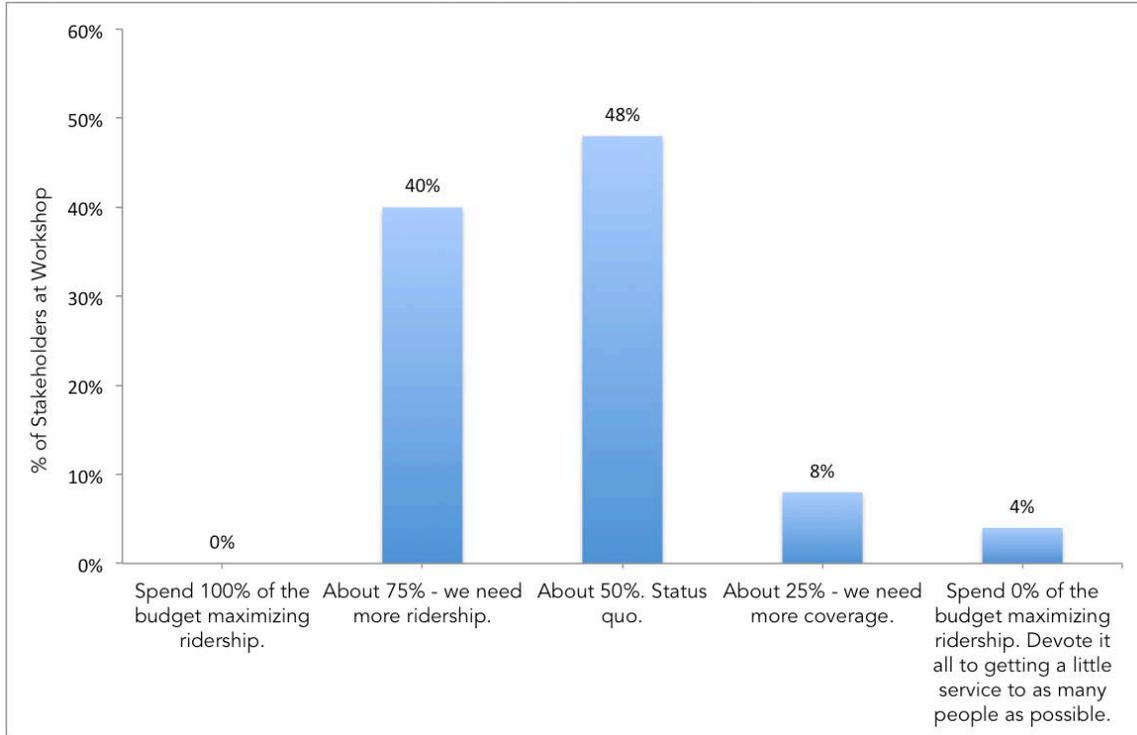
Stakeholders almost equally split on whether there should be more intercity or more local service emphasis. However, 38% were happy with the status-quo balance.

Should SMART focus more on rush-hours or more on all-day all-week service? (Similar to Q3.)



Stakeholders expressed fairly strong support for a move away from rush-hour service and towards flatter, all-day all-week schedules.

**How should SMART balance maximizing ridership and providing coverage?
(In practice, this means balancing frequency with walking distance, similar to Q4.)**



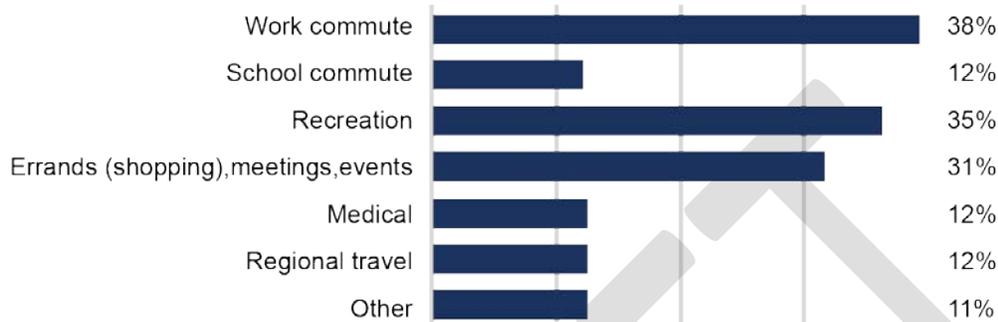
After a long conversation about what leads to high ridership and the trade-off between having few frequent Routes or many low-frequency Routes, the stakeholders were polled on how to balance these competing goals.

While nearly half of stakeholders expressed support for the current balance of maximizing ridership vs. providing coverage, 40% want to see more focus on ridership, and therefore less coverage.

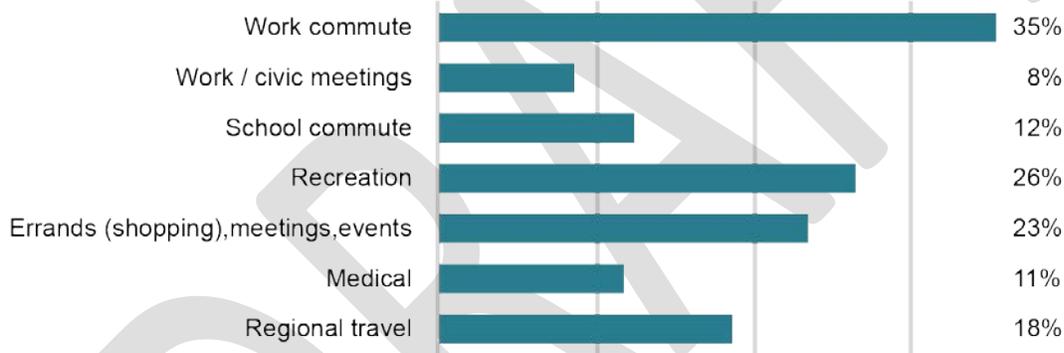
Community Survey #1 Results

During a period of six weeks, the TMP project staff received 772 survey responses through the website and bilingual paper surveys.

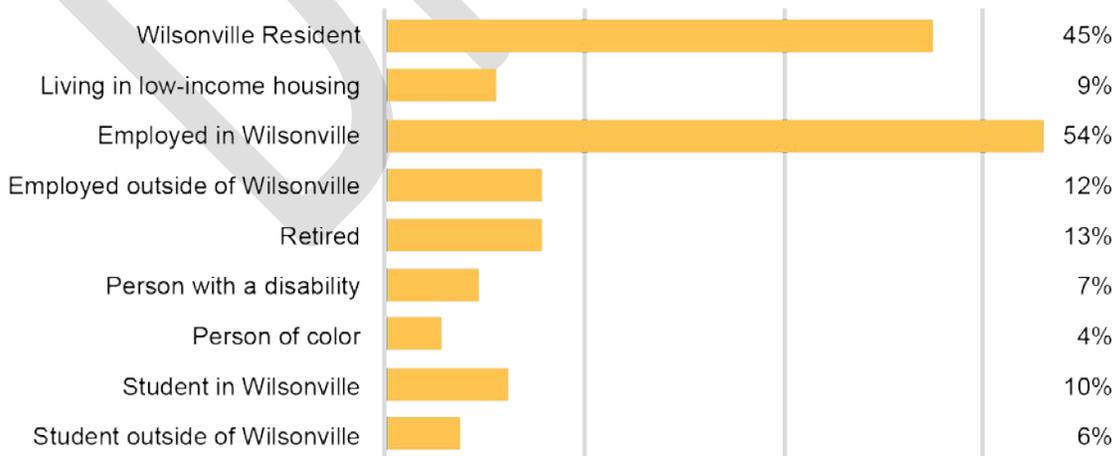
Q1a) Which types of trips do you currently use transit for?



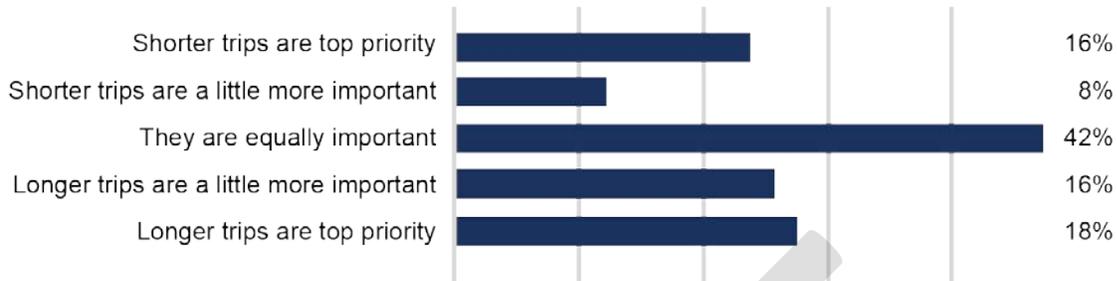
Q1b) Which types of trips do you want to use transit for but currently cannot?



Q1c) How would you describe yourself?



Q2) People make both short transit trips in town and longer transit trips to other cities in the region. Which is more important to you?



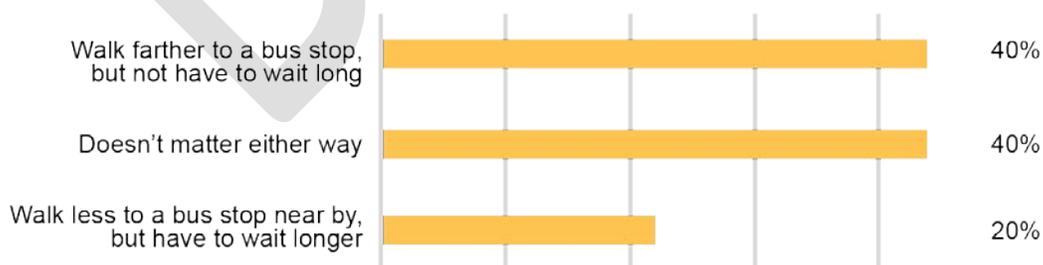
Slightly more survey respondents said that they think longer trips are more important to serve with transit than short trips.

Q3) Some people commute to work during rush-hour for 9-5 jobs, while others work different schedules. People could use transit for other kinds of trips besides their work commute, as well as during evenings and weekends. At what times should SMART primarily target services?



More survey respondents expressed support for a shift towards all-day and all-week service than for maintaining SMART's current focus on weekday rush hours.

Q4) Transit can be spread out, to get a little close to everyone, or it can be concentrated into frequent Routes. Help us understand your preference.

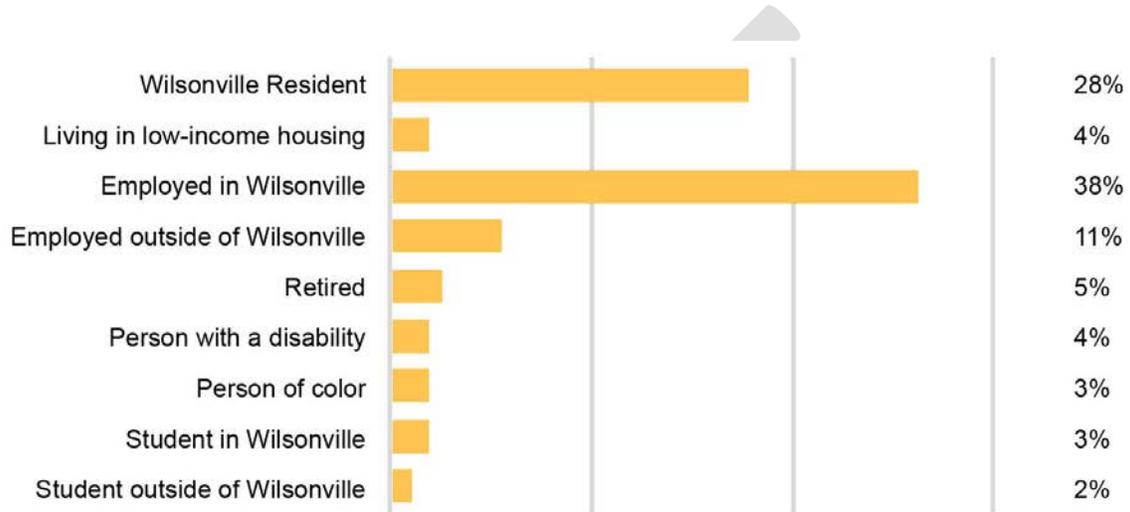


Short waits are only possible, within a fixed budget, if an agency provides less coverage and therefore more frequency. For local transit, frequency is key to high ridership. This survey question is about the *individual* experience of a high ridership transit system versus a high coverage transit system: in a high ridership system, waits are short but walks are longer.

Community Survey #2 Results

The Service Alternatives Survey administered on line, via electronic kiosks, and at community events received 550 responses. The key question aimed to understand the community’s balance between intercity focused and locally-focused service alternatives. The response data shows the majority is employed in Wilsonville and suggests a favoring towards more intercity service.

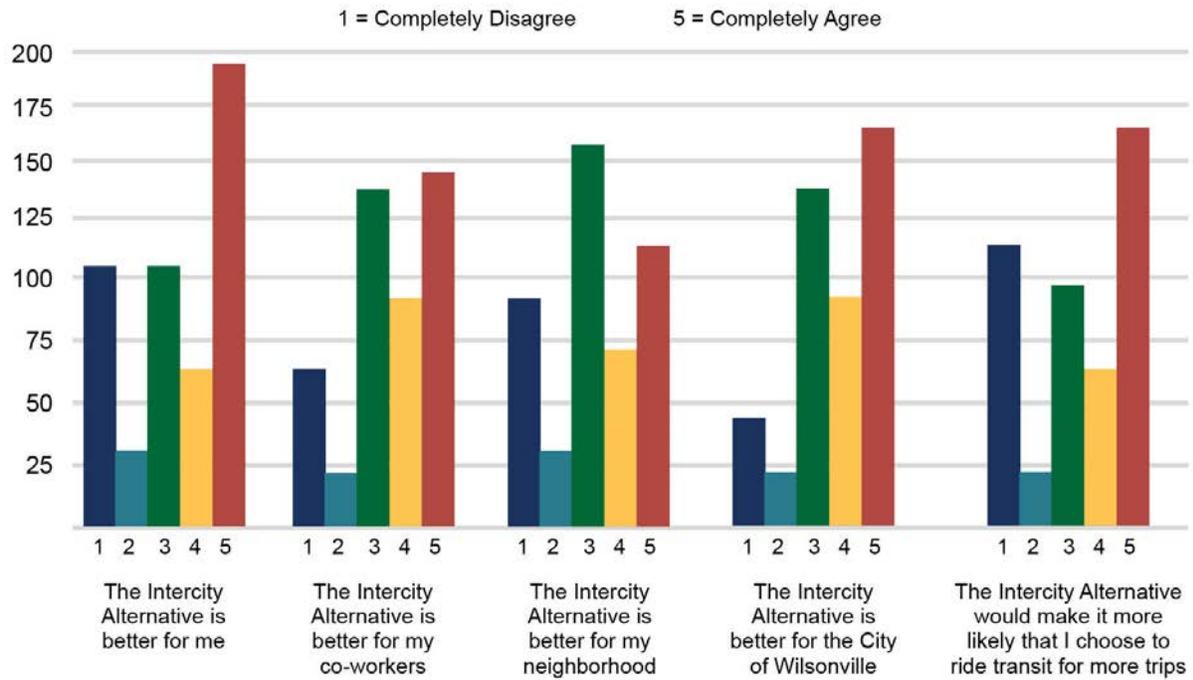
Q1) How would you describe yourself?



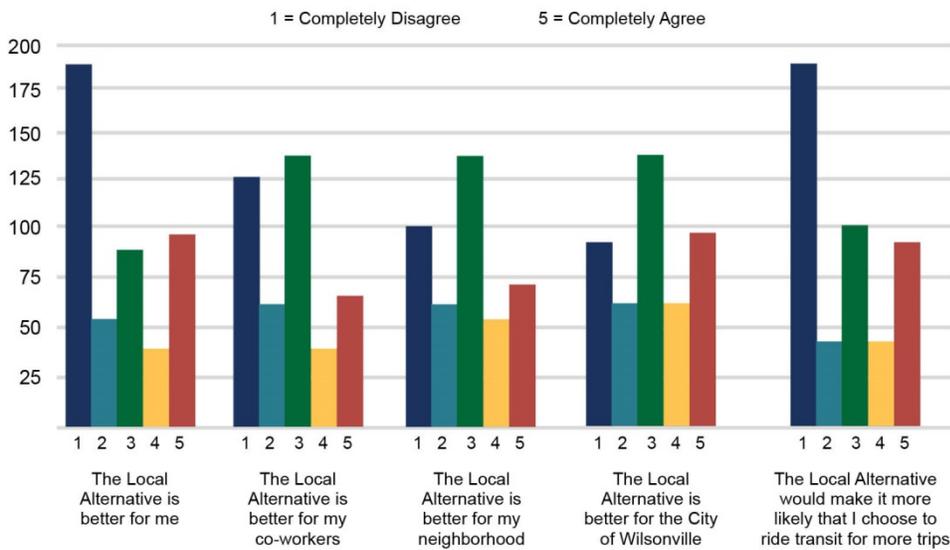
Q2) Did you participate in the first survey?



Q3) For the Intercity-Focused Alternative, please rank the questions below on a scale of 1-5.



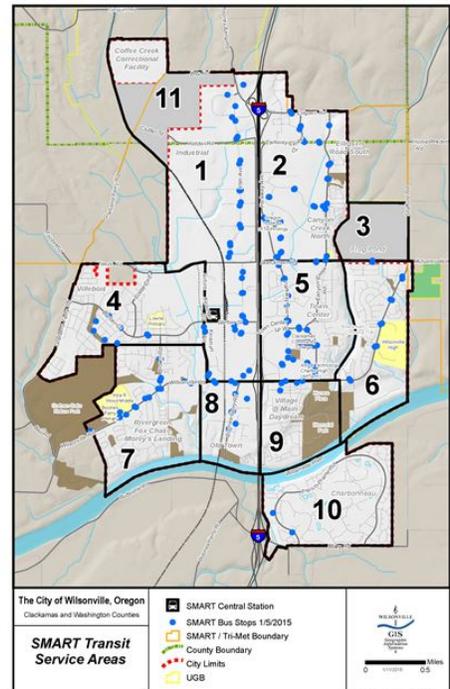
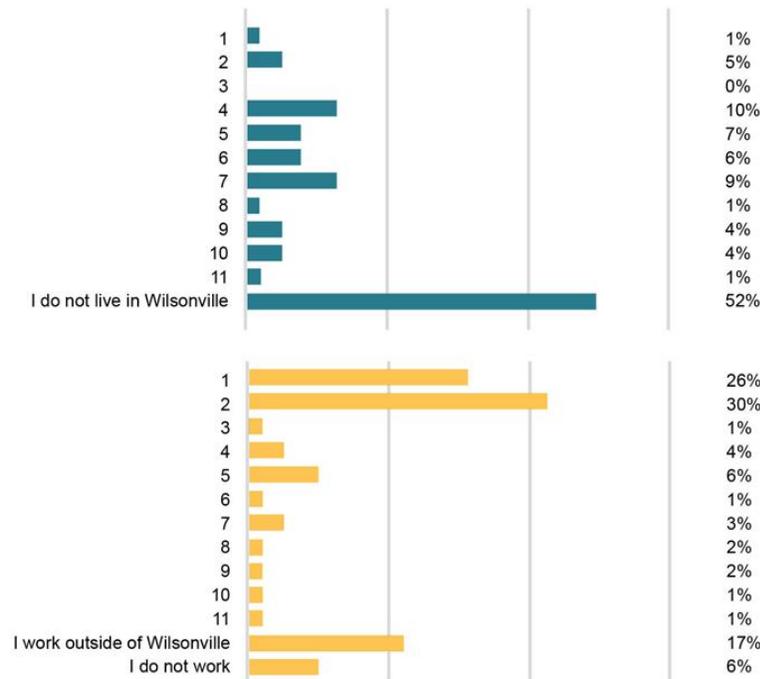
Q5) For the Locally-Focused Alternative, please rank the questions below on a scale of 1-5.



Q7: Which of the below options comes closest to the balance between Intercity-Focus and Local-Focus that you prefer?



Q8: Using the service map, tell us where you live and work:



Stakeholder Interviews and Focused Discussion Results

Support the economy

- Tourism could be served well with more routes on weekends to Salem and PDX
- More access from airports and other cities important to Wilsonville
- SMART'S role is to provide Wilsonville with a work force
- Important to serve workers in and out of community

Enhance connectivity

- Proximity of stops near schools for new middle school
- Oregon City is critical location for social services
- Plan for transit in new developing areas
- Target high density neighborhood and growth in industrial areas
- Stronger connections to Portland
- More WES service
- East to west within Wilsonville take much too long

Expand service times

- Traditional 9-5 no longer the norm for businesses with multiple shifts
- Need later service for evening shifts
- More times to address after-school needs
- Weekend service
- Quick service between transit and higher education facilities
- Priority should be given to the shift times with the highest number of workers

Provide additional transportation options

- Promote ridesharing (vanpooling/carpooling)
- Explore additional car sharing opportunities
- Explore bike sharing

Get the word out

- Lack of awareness that service is free within Wilsonville by English and non English speakers
- Schools, students, and families are not aware of free service
- Travel training needed
- Need to work with employment agencies to reach daily in-flux of temporary workers

Create partnerships

- Use back-to-school information to highlight SMART services to parents and students
- Include in admission and orientation packets to higher education facilities
- Explore increases in vanpooling
- Create stronger partnerships with Tri-Met and SAMTD for more transportation options

Explore additional funding mechanisms

- Fix the transit districts' boundaries to match location of businesses
- Businesses are dealing with minimum wage increases
- People wanting more service causes businesses concern about financing

Focus group participants named a number of transit outcomes that relate to either maximizing ridership (target high density and move large numbers of workers) or to providing coverage regardless of ridership (provide access to social services and new developing areas). In the focus group setting, we did not ask them to resolve this conflict. Insight into how people want SMART to resolve these conflicting goals may be better gleaned from the online survey and the stakeholder workshop, where respondents were asked to make a trade-off.

Considerations for Service Alternatives Development

The input of the online survey respondents, stakeholder workshop attendees, stakeholder interviewees, and focus groups participants suggest that SMART could shift its priorities slightly, on two key trade-offs, with public support:

- **The importance of rush-hour, relative to the rest of the day.** Only 28% of online survey respondents said that service during the peaks is more important than the rest of the day and week. Similarly, of the polled stakeholders, only about 13% supported the status-quo level of emphasis on peak service; the rest wanted to see a small or major move towards flatter, all-day all-week schedules. People who participated in focus groups expressed a great deal of interest in service outside of rush hours.
- **How to balance providing frequency to maximize ridership, and providing low-frequency coverage services to more places.** A large minority of stakeholders at the workshop asked for a shift towards higher frequencies and/or higher ridership. Among survey respondents, about twice as many people prefer short waits than short walks, suggesting higher support for a more frequent network than an infrequent network that gets close to everyone.

On the matter of *local vs. intercity trips*, only a slightly larger number of survey respondents and stakeholders expressed support for longer, intercity trips than short, local trips.

Service Alternatives Key themes:

Preference for more intercity service

- Connections to Oregon City remain critical
- Proposed frequencies may be challenging for higher education students
- Focus on rush hour does not apply to many of Wilsonville employer shifts

Transportation Options

- Explore additional options like ridesharing, car and vanpooling, bike sharing, car sharing, and ridesourcing to augment SMART services
- Involve Chamber of Commerce in this conversation

Considerations for local service

- Need to continue to serve low-income apartment complexes
- More service for arts and culture sites

APPENDICES

Outreach Overview

Outlined are the stakeholder groups reached and by what method during Phase 1 of the Wilsonville TMP.

Mobile Kiosk Placement

City Hall
 Wilsonville Public Library
 Boones Ferry Elementary School
 Clackamas Community College

Display Outreach

Wilsonville Community Center
 SMART Central Station
 Thriftway
 Safeway
 Oregon Technical Institute
 Town Park Center
 Wilsonville Farmers Market
 SMART Central
 Charbonneau Country Club
 Wilsonville Community Center
 Montague Park
 Wilsonville Community Sharing
 Sofia Park
 Autumn Park
 Oregon Technology
 Costco
 Creekside Apartments
 Microsoft
 Fred Meyer
 Mentor Graphics
 Pioneer Pacific College
 Vision Plastics
 Flir
 Target
 Edge Family Fitness
 Bullwinkle's Family Fun Center

Informational Bookmark Tear-Offs

SMART buses
 Wilsonville Public Library
 Fred Meyer
 Qdoba (stapled to all "to go" orders)
 Large and small employers

Paper Survey Outreach

Convergys
 Vision Plastic
 Gillespie Graphics
 Xerox
 Mentor Graphics
 Clackamas Community College
 Autumn Park (Spanish survey distribution)
 Valley Christian Church
 Saint Cyril Catholic Church
 SMART Central
 Shopper Shuttle

Community Workshop

Convergys
 Xerox
 Mentor Graphics
 Coffee Creek Correctional Facility
 City of Wilsonville Community Development
 City of Wilsonville Community Planning
 City of Wilsonville Planning Commission
 SMART Transit Mater Plan Task Force
 Oregon Institute of Technology
 Clackamas Community College
 Wilsonville Chamber of Commerce
 Wilsonville Public Library Foundation
 Charbonneau Home Owners Association
 Charbonneau Country Club
 Mayor Knapp
 Councilor Stevens

Issues and Opportunities Focus Groups

Business Community
 Republic Services
 Hasson Company Realtor
 Pacific Residential
 IBEW Local 48

Centrex Construction
Columbia Bank
Langdon Farms
Bittner & Hans
Crowley Landscaping Management
Washington County Planning
Commission

Title VI & Environmental Justice (Low
income/Limited English Proficiency)

Lowrie Elementary School
West Linn Wilsonville School District
Northwest Housing Alliance
Coordinator
Wilsonville Public Library Spanish
Outreach Coordinator
SMART Bilingual Driver
Clackamas County Social Services
Developmental Disabilities Coordinator
Clackamas County Social Services
Children, Youth, & Families
Creekside Woods

Older Adults / ADA

Clackamas County Social Services
Volunteer Connections
Creekside Woods Senior Housing
SMART Paratransit
City of Wilsonville ADA
Wilsonville Community Center
Wilsonville Community Sharing

Service Alternatives Focus Groups

Note: These groups were combined in order to foster understanding of competing transit needs.

Convergys
Wilsonville City Councilor
City of Wilsonville Planning Department
Xerox Corporation
Oregon Institute of Technology
Langdon Farms
Clackamas County Children and Youth
Services
Clackamas Community College
Transit Master Plan Task Force
Wilsonville Planning Commission
Wilsonville Art and Culture Council
Greater Wilsonville Chamber of
Commerce
Wilsonville Development Review Board
Committee
Wilsonville School District Community
Services
Wilsonville Library Foundation
Wilsonville Parks and Recreation
Wilsonville Community Sharing

Stakeholder Interviews

Wilsonville Youth Sports
City of Wilsonville Councilor Lehan
City of Wilsonville City Manager
City of Wilsonville Public Works
West Linn Wilsonville School District
Pioneer Pacific College
Microsoft
Fry's Electronics
Wilsonville Holiday Inn
World of Speed
Employment Express / Tualatin
Chamber of Commerce
American Family Insurance

For a look at all public comments and meeting notes, please see the www.plansmartwilsonville.com website. The comments are categorized geographically. Some comments may apply to multiple categories. Comments are verbatim. No spelling or punctuation errors are corrected.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: June 5, 2017		Subject: Resolution No. 2634 Adopting the April 2017 Transportation System Development Charge Methodology Report and Establishing the Charge Rate Staff Member: Mike Ward, P.E. Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: 6/5/17 <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. 2634.			
Recommended Language for Motion: I move to approve Resolution No. 2634.			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities Objective – Build fully interconnected and effective transportation modes		<input checked="" type="checkbox"/> Adopted Master Plan(s) 2013 Transportation System Plan and 2016 TSP Amendment	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

The Council will consider adopting the Transportation SDC Methodology Report and the recommended TSDC rate.

EXECUTIVE SUMMARY:

FCS Group has completed a study of the City’s Transportation System Development Charge (TSDC) consistent with the adopted 2013 (updated in 2016) Transportation System Plan (TSP) and current regional and county plans. Using cost estimates which have been escalated to 2017 dollars, they have established a methodology for the maximum defensible TSDC. The recommended TSDC is \$13,731 for a single-family dwelling unit (to replace our current TSDC of \$7,695 per single family dwelling unit). For non-residential land uses, the TSDC will be calculated using the same unit cost, trip generation estimates from the Institute of Traffic Engineers (ITE) Manual for the particular land use, and the size of the development.

The methodology differs from our existing methodology, changing from average vehicle trips to average daily person trip-ends (ADPT), using a calculation for the average number of people in a vehicle for the Wilsonville area. This conversion was calculated with assistance by DKS and Associates, the City’s contract transportation engineer, and includes pass-by trips for certain use types. While some land use types are expected to be more vehicle-centric, such as the Coca-Cola, some will tilt more toward bicycle and pedestrian, such as Boones Ferry Park. It is believed that these uses generally will average out. This methodology is becoming commonly used to calculate TSDCs in the Metro region and recognizes that non-vehicular transportation modes are funded with TSDCs.

As part of the study, the Home Builder Association was consulted to receive their input. They initially expressed concern about the potential TSDC increase. Staff and FCS Group carefully considered project and cost reductions based on expected development and realistic project delivery in the next 10+/- years during which time the TSDCs should be reviewed periodically and updated as necessary. In response to this deliberate project list review, the proposed maximum defensible TSDC was reduced from \$22,345 to \$13,731 for a single family home and \$1,471 per ADPT to \$904 per ADPT for non-residential uses.

Projects, timing of needs, and funding assumptions should be regularly reviewed as new development and associated funding strategies become clearly identified to assure the Wilsonville TSDC remains appropriate.

EXPECTED RESULTS:

TSDCs increase as needed to fund transportation improvements to serve growth.

TIMELINE:

Rate increases would go into effect 30 days from adoption of the resolution.

CURRENT YEAR BUDGET IMPACTS: n/a

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS: Staff and FCS Group have meet with the Home Builders Association (HBA) on several occasions since the initial draft was produced this past autumn. Initial plans listed all projects from the TSP.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

It is important to keep the TSDC updated in order to anticipate how revenue may be generated for the improvements needed to provide capacity, mobility, and operations for all modes as the city grows and experiences higher demands throughout the Wilsonville transportation system. If such growth-related revenues are not generated, the existing system may fall short and detrimentally impact community livability in Wilsonville.

ALTERNATIVES: 1) Rates could be phased in over a number of years, which would provide time for longer term planning for developers. 2) Rates could be set at a point lower than the maximum defensible. Both of these alternatives have the effect of reducing developer costs, but will also reduce the minimum TSDC revenue needed to address city-wide improvements to accommodate new trips from growth and to meet adopted level of service standards for the Wilsonville transportation system.

CITY MANAGER COMMENT:

ATTACHMENTS:

Resolution No. 2634

RESOLUTION NO. 2634

A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE TRANSPORTATION SYSTEM DEVELOPMENT CHARGE METHODOLOGY REPORT AND ESTABLISHING THE CHARGE RATE

WHEREAS, the City has adopted Street System Development Charge (SDC) methodologies and charges over time, the most recent by Resolution No. 2098 in 2008; and

WHEREAS, the City has adopted a new Transportation System Plan (TSP) (adopted in 2013 and updated in 2016), including the list of transportation improvement projects to address the City's needs through the 2035 horizon; and

WHEREAS, the City has an interest in building and maintaining a fully interconnected and efficient transportation system for all travel modes; and

WHEREAS, the City continues to grow which increases the demand on the transportation system and requires additional capacity be planned and constructed in a timely manner; and

WHEREAS, the City desires to have growth-related development pay for transportation improvements commensurate with what is needed to mitigate the associated new trips and impacts on the City's transportation system; and

WHEREAS, considering the new TSP and project list, the City determined that an update to the TSDC methodology was necessary; and

WHEREAS, ORS 223.302 establishes the process for establishing and modifying system development charges and was used to complete this TSDC update; and

WHEREAS, the City contracted with FCS Group to review the existing Metro, Clackamas and Washington County, and Wilsonville TSPs, update the TSDC methodology, and determine the maximum defensible transportation system development charge using standard practices; and

WHEREAS, the attached April 2017 Transportation System Development Charge Methodology Report (Report), Public Review Draft, presents the results of their analysis; and

WHEREAS, **Exhibit A** to the Report, TSDC By Land Use, will be used to calculate TSDCs; and

WHEREAS, city staff engaged the Home Builders Association of Metropolitan Portland in a collaborative process on two occasions prior to release of the draft report (August 23, 2016 and February 17, 2017); and

WHEREAS, notice was issued pursuant to ORS 223.304 to interested parties (see **Exhibit B** to the Report, Notification Record) and advertised on the City's website on April 5, 2017; and

WHEREAS, the Public Review Draft will be renamed Adopted after the City Council adopts this resolution.

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

1. The Transportation System Development Charge Methodology Report, attached hereto and incorporated herein, is adopted.
2. The Transportation System Development Charge is set at the maximum defensible as determined by the report and identified in **Exhibit A** to the Report, attached hereto and incorporated herein, and to be implemented 30 days after adoption of the is resolution.
3. Proper notice was provided to interested parties as documented in **Exhibit B** to the report, attached hereto and incorporated herein.
4. Resolution No. 2634 replaces Resolution No. 2098.
5. The resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 5th day of June, 2017, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Akervall
Councilor Stevens
Councilor Lehan

Attachments:

Transportation System Development Charge Methodology Report – Public Review Draft

Exhibit A – TSDC By Land Use

Exhibit B – Notification Record

City of Wilsonville



TRANSPORTATION
SYSTEM DEVELOPMENT
CHARGE
METHODOLOGY REPORT

Public Review Draft

April 2017

FCS GROUP

Oregon Office

4000 Kruse Way Place, Bldg 1, Ste 220

Lake Oswego, OR 97035

T: 503.841.6543

TABLE OF CONTENTS

SECTION I: INTRODUCTION.....	1
A. System Development Charges	1
B. Project	1
C. Calculation Overview	2
C.1 Reimbursement Fee	2
C.2 Improvement Fee	2
C.3 Adjustments	3
C.3.a Fund Balance	3
C.3.b Compliance Costs	3
SECTION II: SDC CALCULATIONS	4
A. Growth Calculation.....	4
B. Reimbursement Fee Cost Basis	4
C. Improvement Fee Cost Basis	5
D. Compliance Cost Basis	6
SECTION III: CONCLUSION	7
A. Calculated SDC	7
B. Credits, Exemptions, and Discounts	7
B.1 Credits.....	7
B.2 Exemptions.....	8
C. Indexing	8
D. Comparison	9
E. Fee Basis	9
APPENDIX	11
Appendix A – Reimbursement Fee Eligible Costs	11
Appendix B – Transportation SDC Project List.....	12

SECTION I: INTRODUCTION

This section describes the policy context and project scope upon which the body of this report is based.

A. SYSTEM DEVELOPMENT CHARGES

Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish system development charges (SDCs), one-time fees on new development paid at the time of development. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth.

ORS 223.299 defines two types of SDCs:

- ◆ A reimbursement fee that is designed to recover “costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists”
- ◆ An improvement fee that is designed to recover “costs associated with capital improvements to be constructed”

ORS 223.304(1) states, in part, that a reimbursement fee must be based on “the value of unused capacity available to future system users or the cost of existing facilities” and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must “promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.” A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or do not otherwise increase capacity for future users may not be included in the improvement fee calculation. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

B. PROJECT

The City contracted with FCS GROUP to perform an SDC update. We conducted the study using the following general approach:

- ◆ **Framework for Charges.** In this step, we worked with City staff to identify and agree on the approach to be used and the components to be included in the analysis.

- ◆ **Technical Analysis.** In this step, we worked with City staff to isolate the recoverable portion of facility costs and calculate SDC rates. We present the technical analysis in **Appendices A and B.**
- ◆ **Draft Methodology Report Preparation.** In this step, we documented the calculation of the SDC rates included in this report.

C. CALCULATION OVERVIEW

In general, SDCs are calculated by adding a reimbursement fee component and an improvement fee component—both with potential adjustments. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge. Below are details on the components and how they may be adjusted. **Exhibit 1.1** shows this calculation in equation format:

Exhibit 1.1 – SDC Equation						
Eligible costs of available capacity in existing facilities	+	Eligible costs of capacity-increasing capital improvements	+	Pro-rata share of costs of complying with Oregon SDC law	=	SDC per Trip
Units of growth in demand (Trips)		Units of growth in demand (Trips)				

C.1 Reimbursement Fee

The reimbursement fee is the cost of available capacity per unit of growth that such available capacity will serve. In order for a reimbursement fee to be calculated, unused capacity must be available to serve future growth. For facility types that do not have available capacity, no reimbursement fee may be calculated.

C.2 Improvement Fee

The improvement fee is the cost of planned capacity-increasing capital projects per unit of growth that those projects will serve. The unit of growth becomes the basis of the fee. In reality, the capacity added by many projects serves a dual purpose of both meeting existing demand and serving future growth. To compute a compliant SDC rate, growth-related costs must be isolated, and costs related to current demand must be excluded.

We have used the capacity approach to allocate costs to the improvement fee basis.¹ Under this approach, the cost of a given project is allocated to growth by the portion of total project capacity that represents capacity for future users. That portion, referred to as the improvement fee eligibility percentage, is multiplied by the total project cost to determine that project’s improvement fee cost basis.

¹ Two alternatives to the capacity approach are the incremental approach and the causation approach. The incremental approach is computationally complicated because it requires the computation of hypothetical project costs to serve existing users. Only the incremental cost of the actual project is included in the improvement fee cost basis. The causation approach, which allocates 100 percent of all growth-related projects to growth, is vulnerable to legal challenge.

C.3 Adjustments

Two cost basis adjustments are applicable to both reimbursement and improvement fees: fund balance and compliance costs.

C.3.a Fund Balance

To the extent that transportation SDC and/or Transportation Development Tax (TDT), a tax run by Washington County consistent with SDC law, revenue is currently available in a fund balance held by the City of Wilsonville, that revenue is deducted from its corresponding cost basis. This prevents “double-charging” for projects that will be constructed with existing fund balance monies. All fund balance deductions will be from the improvement fee cost basis because the TDT and current SDC contain only an improvement fee cost basis.

C.3.b Compliance Costs

ORS 223.307(5) authorizes the expenditure of SDCs for “the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.” To avoid spending monies for compliance that might otherwise have been spent on growth-related projects, this report includes an estimate of eligible compliance costs in the SDC calculation.

SECTION II: SDC CALCULATIONS

This section provides the rationale and calculations for proposed transportation SDCs. As discussed previously, an SDC can include three components: a reimbursement fee, an improvement fee, and a compliance cost recovery fee. Below we provide detailed calculations for each component of the fee.

A. GROWTH CALCULATION

The growth calculation is the basis by which an SDC is charged, measured in units that most directly reflect the source of demand. For transportation SDCs, the most applicable and administratively feasible unit of growth is trips.

Wilsonville’s prior transportation SDC growth calculation was based on P.M. peak-hour vehicle trip-ends. The proposed SDC methodology utilizes an average daily person trip-end (ADPT) basis for calculating future trip growth. Whereas P.M. peak-hour trips only include vehicle trips that occurred between 4 and 6 p.m., ADPTs include vehicle trips during the entire day along with estimated people per vehicle and non-motor vehicle trips that utilize bicycle and pedestrian facilities. This appropriately accounts for a balanced transportation system with a mix of motor vehicle, bicycle, and pedestrian facilities. **Exhibit 2.1** shows the trips growth in Wilsonville during the planning period based on the Wilsonville Transportation System Plan in ADPTs. The person trip (ADPT) adjustment is based on models of Wilsonville’s specific transportation patterns and is consistent with the Metro (regional government) transportation model and the adopted Wilsonville Transportation System Plan. The conversion of vehicle trips to person trips indicates the number of people expected to utilize a land use on an average day (including multiple people per vehicle plus those walking and biking), rather than just the number of arriving/departing vehicles.

Exhibit 2.1: Transportation Customer Base - Average Daily Person Trips: 2010 to 2035						
	2010	2017 proj.	2035 proj.	Growth	Growth as a % of Future Customers	Compound Ann'l Growth Rate
Household: Trips	125,204	141,420	193,426	52,006	26.89%	1.76%
Employee: Trips	108,115	123,406	173,404	49,998	28.83%	1.91%
Total Trips	233,320	264,826	366,830	102,004	27.81%	1.83%

Source: City of Wilsonville Transportation System Plan, DKS Associates, and ITE Handbook 9th Edition, compiled by FCS GROUP. Excludes pass-through trips that do not originate or terminate in Wilsonville.

B. REIMBURSEMENT FEE COST BASIS

The reimbursement fee cost basis is the cost of capacity available in the existing system. Calculation of the reimbursement fee begins with the historical cost of assets or recently completed projects that have unused capacity to serve future users. For each asset or project, the historical cost is adjusted by that portion of the asset or project that is available to serve future users. To avoid charging growth for facilities provided at no cost to the City or its ratepayers, the reimbursement fee cost basis may be reduced by any grants or contributions used to fund the assets or projects included in the cost basis. Furthermore, unless a reimbursement fee will be specifically used to pay debt service, the reimbursement fee cost basis should be reduced by any outstanding debt related to the assets or

projects included in the cost basis to avoid double charging. These reductions result in the gross reimbursable cost.

The current estimated value of Wilsonville’s excess capacity in the transportation system was determined based on previous expenditures for SDC-funded projects. Eligible reimbursement costs reflect the amount of current infrastructure capacity that will accommodate future growth. For this analysis, we assume the capacity of any project built with SDC monies will be reduced at the projected annual rate of growth in person trips during the planning period. **Exhibit 2.2** shows the reimbursement fee basis calculation (see **Appendix A** for SDC fund expenditures).

Exhibit 2.2: Reimbursement Fee Basis Calculation		
Fiscal Year Ending 6/30:	Annual Expenditures	Remaining Capacity¹
2007	\$524,144	\$435,910
2008	\$1,516,766	\$1,284,902
2009	\$879,845	\$759,212
2010	\$1,915,762	\$1,683,851
2011	\$1,946,140	\$1,742,375
2012	\$792,956	\$723,139
2013	\$2,750,813	\$2,555,285
2014	\$665,497	\$629,694
2015	\$830,507	\$800,447
2016	\$1,330,871	\$1,306,564
Total	\$13,153,301	\$11,921,378

Source: City of Wilsonville, compiled by FCS GROUP.

¹Assume capacity is reduced by the annual trip growth rate of 1.83% as determined by the Wilsonville Transportation System Plan (see Exhibit 2.1).

C. IMPROVEMENT FEE COST BASIS

The improvement fee cost basis is based on a specific list of planned capacity-increasing capital improvements. The portion of each project that can be included in the improvement fee cost basis is determined by the extent to which each new project creates capacity for future users.

Since portions of the City of Wilsonville fall within Washington County, the City has historically collected a local transportation SDC as well as the Washington County Transportation Development Tax (TDT). This methodology assumes that the City will continue its current policy of only charging the local transportation SDC since it is higher than the TDT. The City will continue to account for TDT funds separately from SDC funds, and will account for TDT payments separate from the SDC, but the TDT will not be charged in addition to the citywide SDC.²

Exhibit 2.3 shows the total improvement fee cost basis with reductions that will be explained below (see **Appendix B** for a complete list of the projects and eligibility by project). The eligible portion shown in the exhibit is a weighted average of all project allocations.

² Charging only the local transportation SDCs in Wilsonville eliminates the potential for double counting improvement costs or administrative costs on City projects that may be listed on both the Wilsonville transportation SDC and the Washington County TDT project lists.

Exhibit 2.3: Improvement Fee Cost Basis	
	Total
Total Project Costs	\$176,319,908
Total Eligible Portion	48.26%
SDC-Eligible Cost	\$85,083,554
SDC/TDT Fund Balance	(\$6,666,094)
Improvement Fee Cost Basis	\$78,417,460

Source: Appendix B, compiled by FCS GROUP.

As noted in **Exhibit 2.3**, after calculating the total improvement fee-eligible cost we must deduct the ending fund balance for the SDC/TDT fund. Deducting these funds avoids double-charging for projects that could be built with available funds. See **Exhibit 2.4** for the fund balance adjustment.

Exhibit 2.4: Improvement Fee Cost Adjustments	
Fund Balance Adjustment	Cost Adjustments
SDC Street Fund Balance¹	\$6,666,094

Source: City staff, compiled by FCS GROUP.

¹SDC Street Fund contains both SDC and TDT monies.

D. COMPLIANCE COST BASIS

ORS 223.307(5) authorizes the expenditure of SDCs on “the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.” This SDC methodology assumes compliance costs of two percent of the improvement cost basis plus cost estimates for a future SDC methodology update and transportation system plan update. See **Exhibit 2.5** for a complete list of the compliance cost estimates.

Exhibit 2.5: Compliance Cost Estimates	
	Estimate
Transportation SDC Updates	\$30,000
Transportation System Plan Update	\$150,000
Percent of Improvement Fee Costs	\$1,701,671
Total	\$1,881,671

Source: City staff, compiled by FCS GROUP.

*'Percent of Improvement Fee Costs' are equal to two percent of the improvement fee cost basis before deductions.

SECTION III: CONCLUSION

A. CALCULATED SDC

Dividing the sum of the cost bases described above by the projected average daily person trip (ADPT) growth produces the proposed transportation SDC. **Exhibit 3.1** summarizes the components of the SDC. The total proposed SDC is \$905 per ADPT.

Exhibit 3.1: Transportation	
Reimbursement Fee	
SDC Funded Infrastructure	\$ 11,921,378
Less: Debt Principle	\$ -
	\$ 11,921,378
Growth to End of Planning Period	102,004 ADPT
Reimbursement Fee	\$ 117 per ADPT
Improvement Fee	
Capacity Expanding CIP	\$ 85,083,554
Less: SDC Fund Balance	\$ (6,666,094)
	\$ 78,417,460
Growth to End of Planning Period	102,004 ADPT
Improvement Fee	\$ 769 per ADPT
Compliance Fee	
Costs of Compliance	\$ 1,881,671
Growth to End of Planning Period	102,004 ADPT
Compliance	\$ 18 per ADPT
Total System Development Charge	
Reimbursement Fee	\$ 117 per ADPT
Improvement Fee	\$ 769 per ADPT
Compliance Fee	\$ 18 per ADPT
Total SDC	\$ 904 per ADPT

Source: Previous tables, compiled by FCS GROUP.

B. CREDITS, EXEMPTIONS, AND DISCOUNTS

The City of Wilsonville will continue to establish local policies for issuing credits, exemptions, annual adjustments, and other administrative procedures.

B.1 Credits

A credit is a reduction in the amount of the SDC for a specific development. ORS 223.304 requires that credit be allowed for the construction of a qualified public improvement which: is required as a condition of development approval; is identified in the City's capital improvements program; and either is "not located on or contiguous to property that is the subject of development approval," or is located "on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project...."

Additionally, a credit must be granted “only for the cost of that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve” the particular project up to the amount of the improvement fee. For multi-phase projects, any “excess credit may be applied against SDCs that accrue in subsequent phases of the original development project.”

In addition to these required credit policies required by state law, the City may adopt a local resolution that: provides a greater credit amount (than required by state law); establishes a system providing for the transferability of credits; provides a credit for a capital improvement not identified in the City’s SDC Capital Improvements Plan; or provides a share of the cost of an improvement by other means (i.e., partnerships, other City revenues, etc.).

In event a developer is entitled to SDC and TDT credits for the same improvement (e.g., an improvement that inside and outside the City boundary), SDC credits and TDT credits must be accounted for separately. Furthermore, SDC credits may not be used to meet TDT payment obligations. Please refer to the Washington County TDT Procedures Manual for policies regarding TDT credits.

B.2 Exemptions

The City may exempt specific classifications of development, such as minor additions, from the requirement to pay transportation SDCs. The City may not arbitrarily exempt customers or customer types from SDCs. It must have a cost or demand-based justification.

C. INDEXING

Oregon law (ORS 223.304) also allows for the periodic indexing of system development charges for inflation, as long as the index used is:

- “(A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
- (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
- (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order.”

Wilsonville City Code dictates that the City index its charges to the *Engineering News Record* Construction Cost Index (ENR CCI) for the City of Seattle. This index is used for all infrastructure types within the City when indexing occurs. There is no comparable Oregon-specific ENR CCI index.

Another local index used by Washington County and jurisdictions within Washington County is the TDT annual escalation rate. The TDT uses a five-year rolling average of the national highway CCI (weighted 50%), Bureau of Labor Services employment cost index (weighted 30%), and Washington County land value changes (weighted 20%).

We recommend Council adopt an annual index for the transportation SDC via resolution that best reflects council priorities.

D. COMPARISON

The maximum defensible transportation SDCs per this methodology are higher than the current SDCs being charged in Wilsonville. **Exhibit 3.2** shows the current and estimated maximum defensible transportation SDCs for new construction of certain land use development types.

	City SDC ¹	Washington County TDT ²	Maximum Defensible SDC
Single Family Home, per DU	\$7,695	\$8,458	\$13,731
Multifamily Home, per DU	\$4,771	\$5,533	\$9,447
Office Park, per 1,000 SFGFA	\$11,389	\$11,738	\$16,598
Supermarket, per 1,000 SFGFA	\$42,324	\$23,413	\$57,582

Source: City staff and FCS GROUP estimates.

¹Wilsonville SDC applies in Clackamas County

²Washington County TDT Applies in Washington County as of 7/1/2017

E. FEE BASIS

The transportation SDC is based on the number of person trips that a change in land use generates. The Institute of Transportation Engineers (ITE) *Trip Generation Manual* contains trip rates based on studies conducted nationwide and provides the base data of unadjusted counts of trips generated by various types of land use. The trip numbers are generally in vehicle trips. For administrative ease, we recommend the City charge the SDC based on the ADPT conversion factors and ITE land use classifications.

Land use trip generation rates in this methodology includes all trips entering or leaving a particular use and removes pass-by and diverted/linked trips because they would occur regardless of development activity.³

The number of net new average daily vehicle trips (ADVTs) generated per day for each type of land use is calculated using the following formula:

$$ITE\ ADVT\ Trip\ Rate \times (1 - \% \text{ Pass-by Trips}) = Adjusted\ ADVT\ Trip\ Rate$$

Then, the adjusted ADVTs are transformed to ADPTs using a multiplier of 1.61 ADPT per ADVT.

$$Adjusted\ ADVT \times Person\ Trip\ Conversion\ Factor\ (1.61) = Adjusted\ ADPT$$

The SDC per unit of development is calculated for each type of land use by multiplying the number of ADPTs for each land use by the SDC per ADPT.

$$SDC\ \$\ per\ ADPT \times New\ ADPT\ by\ Land\ Use = SDC\ \$\ Amount$$

In the event that the ITE does not contain a land use category that reflects a new development being considered, the City SDC Administrator shall calculate the transportation SDC based on accepted practices using a multiplier of 1.61 ADPT per ADVT. The City may also allow the applicant to

³ Pass by and diverted/linked trips are trips that interrupt a trip between the origin and destination. Pass-by trips do not require additional movement from the intended route, while diverted/linked trips are those in which a person turns off the intended route to a side street for a land use. Both are deducted from the total trips of a land use.

submit a traffic study for city review/approval by an Oregon-registered professional engineer that identifies net new person trip generation estimates created by the proposed development.

APPENDIX

Appendix A – Reimbursement Fee Eligible Costs

Street SDC Fund SDC-Related Expenditures										
Fiscal Year Ending 6/30:	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
49120 Trf out – CIP and Other	\$524,144	1,516,766	879,845	1,915,762	1,946,140	792,956	2,750,813	665,497	\$830,507	

Source: City of Wilsonville annual budget documents, compiled by FCS GROUP.
Actual annual expenditures on transportation capacity improvements in SDC fund.

Fund 640 Activity - FY 2016-17	
Resources	
Beginning Balance 7/1/15	\$ 5,461,081
New SDC Revenues	2,639,577
Interest Earnings	43,752
Available Resources	\$ 8,144,410
Expenditures	
Project Uses	
Credit Card Processing	\$ 7,925
Miscellaneous Charges	139,520
Total Project Uses	\$ 1,330,871
Total Expenses	\$ 1,478,316
Ending Fund Balance 6/30/16	\$ 6,666,094

Source: City of Wilsonville, compiled by FCS GROUP.

Appendix B – Transportation SDC Project List

Transportation Capital Improvements, 2016 to 2035							
Project #	Name	Description	2017 Cost Estimate	Project Timing	City Share of Costs Eligible for SDC	SDC-Eligible %	SDC-Eligible Costs
UU-05	Parkway Avenue Urban Upgrade	Upgrade to meet applicable cross-section standards (i.e., 3 lanes with bike lanes, sidewalks, and transit stop improvements)	\$5,286,684	Years 0-5	70%	100%	\$3,700,679
UU-08	Garden Acres Road Urban Upgrade	Upgrade Garden Acres Road to a three-lane collector with bicycle lanes and upgrade the Garden Acres Road/Day Road intersection to either a signal or roundabout. Realign Ridder Road to Garden Acres Road. Close the existing Clutter Road connection to Grahams Ferry Road after completion of Project RE-13. Close the existing Coffee Creek Correctional Facility driveway to Grahams Ferry Road and relocate the driveway to Cahalin Road.	\$15,241,782	Years 0-5	25%	100%	\$3,810,446
RE-13	Java Road Connection & Signal	Construct Java Road from Boones Ferry Road to Grahams Ferry Road and Garden Acres Road with a signal at the Java Road/Grahams Ferry Road intersection and disconnect Clutter Street from Grahams Ferry Road.	\$3,277,261	Years 5-10	25%	100%	\$819,315
SI-03	Stafford Road/65th Avenue Intersection Improvements	Improve turn radii, sight distance and grade differential by combining intersections as either a roundabout or traffic signal	\$2,114,674	Years 15-20	25%	100%	\$528,668
BW-14	City Wayfinding	Provide bicycle, pedestrian, and transit wayfinding signage directing users to/from the Ice Age Tonquin Trail, the SMART and WES transit center, and other points of interest throughout the city	\$68,727	Years 0-5	100%	28%	\$19,111
RE-11	Meridian Creek Middle School Public Street Improvements	Construct the collector roadways and site improvements associated with the proposed Meridian Creek Middle School Site.	\$297,439	Years 0-5	100%	100%	\$297,439
RE-12A	Frog Pond West Neighborhood Collector Roads	Construct the collector roadways within the west neighborhood as identified in the Frog Pond Area Plan.	\$562,169	Years 5-10	100%	100%	\$562,169
UU-09	Printer Parkway Urban Upgrade	Upgrade Printer Parkway to a three-lane collector with bicycle lanes and multiuse paths.	\$3,679,652	Years 0-5	100%	100%	\$3,679,652
UU-10	Advance Road Urban Upgrade	Upgrade Advance Road to collector standards starting at Stafford Road to the proposed 63rd Avenue (entrance to proposed Meridian Creek Middle School).	\$453,824	Years 0-5	100%	100%	\$453,824

Transportation Capital Improvements, 2016 to 2035							
Project #	Name	Description	2017 Cost Estimate	Project Timing	City Share of Costs Eligible for SDC	SDC-Eligible %	SDC-Eligible Costs
TI-01	Pedestrian Access to Transit	Construct sidewalk and curb ramp improvements at SMART stops throughout the city to meet ADA requirements, create safe street crossings, and connect new development with transit (includes retrofits at substandard stops)	\$211,467	Years 0-5	100%	28%	\$58,803
TI-02	Transit Street Improvements	Widen roadways or construct sidewalk extensions on a case-by-case basis to improve transit on-time performance and passenger/pedestrian safety; may involve on-site bus turnarounds with property owner approval	\$317,201	Years 0-5	100%	28%	\$88,204
SI-P2	Grahams Ferry Road Undercrossing Improvements at Railroad Bridge	Reconstruct existing railroad under-crossing to City of Wilsonville Minor Arterial standards; Higher Priority project list includes project development portion of this project (costs are separate)	\$4,758,016	Years 15-20	100%	50%	\$2,379,008
SI-02	Grahams Ferry Railroad Undercrossing Project Development	Perform project development including roadway alignment and geometry.	\$528,668	Years 10-15	25%	28%	\$36,752
BW-02	95th Avenue Sidewalk Infill	Fill in gaps in the sidewalk network on the east side of 95th Avenue from Boeckman Road to Hillman Court, and construct transit stop improvements	\$89,874	Years 5-10	100%	28%	\$24,991
RT-03A	Ice Age Tonquin Trail	Construct sections of the Ice Age Tonquin Trail north of Boeckman Road; City to construct portion within City limits (approximately \$750,000) and coordinate portion farther north with Washington County and neighboring cities	\$2,156,967	Years 10-15	33%	100%	\$711,799
RW-01	Boeckman Road Bridge and Corridor Improvements	Widen Boeckman Road from Boberg Road to 500 feet east of Parkway Avenue to include additional travel lanes in both directions along with bike lanes and sidewalks; project includes reconstruction of the bridge over I-5 and improvements at Boeckman Road/Boberg Road and Boeckman Road/Parkway Avenue intersections and adjacent transit stops	\$14,379,781	Years 15-20	100%	60%	\$8,627,869

Transportation Capital Improvements, 2016 to 2035							
Project #	Name	Description	2017 Cost Estimate	Project Timing	City Share of Costs Eligible for SDC	SDC-Eligible %	SDC-Eligible Costs
UU-01	Boeckman Road Dip Improvements	Upgrade at vertical curve east of Canyon Creek Road to meet applicable cross-section standards (i.e., 3 lanes with bike lanes, sidewalks, and transit stop improvements); options should also be considered to make connections to the regional trail system and to remove the culvert and install a bridge	\$12,920,656	Years 10-15	100%	100%	\$12,920,656
UU-02	Boeckman Road Upgrade	Upgrade to meet applicable cross-section standards (i.e., 3 lanes with bike lanes, sidewalks, and transit stop improvements); project includes a traffic signal or roundabout at the Boeckman Road-Advance Road/Stafford Road-Wilsonville Road Intersection	\$1,241,882	Years 0-5	100%	28%	\$345,329
UU-06	Stafford Road Urban Upgrade	Upgrade to meet applicable cross-section standards (i.e., 3 lanes with bike lanes, sidewalks, and transit stop improvements). Project costs cover the east side of the road, west side oversizing, and roundabout options.	\$4,440,815	Years 5-10	100%	100%	\$4,440,815
BW-04	Boeckman Road Bike Lanes and Sidewalk Infill	Construct bike lanes (both sides of street) and sidewalks (south side of street) from Parkway Avenue to Canyon Creek Road	\$544,528	Years 5-10	100%	50%	\$272,264
RE-04B	East West Connector Corridor Construction (Phase from Boones Ferry to Kinsman)	Construct remaining 2-lane roadway with bike lanes, sidewalks, and transit stop improvements from Wilsonville Road to Boones Ferry Road (connect at either Bailey Street or 5th Street); includes roadway connection to Kinsman Road (with bike lanes and sidewalks), portion of Ice Age Tonquin Trail connecting to trail terminus on Arrowhead Creek Lane, and Brown Road/Kinsman Road intersection	\$8,458,695	Years 0-5	0%	100%	\$0
RE-04C	East West Connector Corridor Construction (Phase from Kinsman to Brown)	Construct remaining 2-lane roadway with bike lanes, sidewalks, and transit stop improvements from Kinsman Road to Brown Road	\$7,359,304	Years 10-15	100%	100%	\$7,359,304
RE-06	Costa Circle Loop Extension	Construct remaining 2-lane roadway with bike lanes, sidewalks, and transit stop improvements from Barber Street to Villebois Drive to Mont Blanc Street	\$3,172,011	Years 0-5	100%	100%	\$3,172,011

Transportation Capital Improvements, 2016 to 2035							
Project #	Name	Description	2017 Cost Estimate	Project Timing	City Share of Costs Eligible for SDC	SDC-Eligible %	SDC-Eligible Costs
RE-08	Kinsman Road Extension (South)	Construct 2-lane roadway with bike lanes, sidewalks, and transit stop improvements from Barber Street to Boeckman Road; project also includes a roundabout at Kinsman Road/Boeckman Road intersection	\$8,881,629	Years 0-5	55%	100%	\$4,884,910
UU-03	Brown Road Upgrades	Upgrade to meet cross-section standards (i.e., 3 lanes with bike lanes, sidewalks, and transit stops)	\$3,700,679	Years 0-5	100%	28%	\$1,029,045
UU-07	Tooze Road Urban Upgrade	Upgrade to meet cross-section standards (i.e., 3 lanes with bike lanes, sidewalks, and transit stop improvements); includes roundabout at Grahams Ferry Road/Tooze Road intersection	\$8,352,961	Years 0-5	25%	100%	\$2,088,240
BW-03	Boberg Road Sidewalk Infill	Fill in gaps in the sidewalk network on the east side of the roadway from Boeckman Road to Barber Street, and construct transit stop improvements	\$396,501	Years 10-15	100%	50%	\$198,251
RT-06	Willamette River Bike/Pedestrian and Emergency Bridge Project Development	Perform feasibility study and project development for bike/pedestrian/emergency bridge over the Willamette River to provide a non-motorized alternative to the I-5 freeway deck	\$1,459,125	Years 0-5	0%	100%	\$0
BW-08	Town Center Loop Pedestrian, Bicycle, and Transit Improvements	Create more direct connections between destinations within Town Center area, improve accessibility to civic uses and transit stops, retrofit sidewalks with curb ramps, highlight crosswalks with colored pavement, and construct other similar treatments that support pedestrian, bicycle, and transit access and circulation; also construct shared-use path along Town Center Loop West from Wilsonville Road to Parkway Avenue and restripe Town Center Loop East from Wilsonville Road to Parkway Avenue to a three-lane cross-section with bike facilities	\$528,668	Years 5-10	100%	28%	\$147,006
BW-09	I-5 Pedestrian and Bikeway Overcrossing	Construct bike/pedestrian bridge over I-5 approximately aligned with Barber Street to improve connectivity of Town Center area with businesses and neighborhoods on west side of I-5; include aesthetic design treatments	\$8,458,695	Years 10-15	100%	100%	\$8,458,695

Transportation Capital Improvements, 2016 to 2035								
Project #	Name	Description	2017 Cost Estimate	Project Timing	City Share of Costs Eligible for SDC	SDC-Eligible %	SDC-Eligible Costs	
BW-10	French Prairie Drive Pathway	Construct 10-foot wide shared-use path along French Prairie Drive from Country View Lane to Miley Road or reconfigure existing roadway to remove a travel lane in each direction and add bicycle and pedestrian facilities	\$1,205,364	Years 10-15	100%	28%	\$335,175	
SR-01	Boeckman Creek primary Safe Routes to School Improvements	Construct a bicycle parking shelter near the school and a new 10 to 12-foot bike path on the south side of the existing sidewalk that meanders south of the tree line and connects to the existing marked crosswalk near the school parking lot	\$68,727	Years 5-10	20%	0%	\$0	
RT-01B	Boeckman Creek Trail (South)	Construct north-south trail through east Wilsonville following Boeckman Creek, with connections to neighborhoods, parks, and intersecting roads (may need a boardwalk for various sections and would require a comprehensive public process)	\$1,215,937	Years 5-10	25%	28%	\$84,529	
UU-P2A	Boones Ferry Road Urban Upgrade	Upgrade Boones Ferry Road from Wilsonville Road to Ridder Road with bike lanes on both sides and sidewalks on west side only	\$6,238,287	Years 15-20	100%	28%	\$1,734,677	
LT-P4	Canyon Creek Trail	Shared Use Path from Canyon Creek Park to Boeckman Creek Trail providing connectivity to neighborhoods to the south	\$211,467	Years 10-15	100%	100%	\$211,467	
BW-P4	Wilsonville Road Enhanced Pedestrian Crossing at Rose Lane	Install new pedestrian crossing adjacent to Rose Lane and nearby transit stops; potential crossing treatments include, but are not limited to, rectangular rapid flashing beacons (RRFBs), signage, etc.	\$105,734	Years 10-15	100%	0%	\$0	
LT-P5	New School Site Trail	Shared Use Path from Boeckman Creek Elementary School to planned school and park site, with possible connections to adjacent neighborhoods	\$740,136	Years 0-5	50%	100%	\$370,068	
10133	French Prairie Bicycle/Pedestrian/Emergency Bridge from Boones Ferry Rd. to Butteville Rd.	New bicycle/pedestrian/emergency vehicle only bridge crossing the Willamette River.	\$21,146,737	Years 10-15	25%	100%	\$5,286,684	

Transportation Capital Improvements, 2016 to 2035							
Project #	Name	Description	2017 Cost Estimate	Project Timing	City Share of Costs Eligible for SDC	SDC-Eligible %	SDC-Eligible Costs
RW-02	Day Road Widening	Widen Day Road from Boones Ferry Road to Grahams Ferry Road to include additional travel lanes in both directions along with bike lanes and sidewalks; project includes improvements at the Day Road/Boones Ferry Road and Day Road/Grahams Ferry Road intersections	\$10,794,223	Years 5-10	25%	50%	\$1,349,278
RE-P1	Boones Ferry Road Extension	Construct 2-lane roadway from Ridder Road to Commerce Circle with bike lanes, sidewalks, and transit improvements to facilitate access and circulation in the area surrounding Ridder Road and 95th Avenue	\$2,146,464	Years 15-20	100%	100%	\$2,146,464
BW-P1	Cahalin Road Bike Lanes and Sidewalks	Construct bike lanes and sidewalks from Garden Acres Road extension to Ice Age Tonquin Trail	\$740,136	Years 15-20	100%	100%	\$740,136
BW-P2	Commerce Circle Loop Sidewalk Infill	Fill in gaps in the sidewalk network on Commerce Circle Loop	\$105,734	Years 15-20	100%	100%	\$105,734
LT-P2	Area 42 Trail	Shared Use Path from Kinsman Road to Day Road	\$224,868	Years 10-15	100%	0%	\$0
LT-P3	BPA Power Line Trail	Shared Use Path from Day Road to Ice Age Tonquin Trail providing trail users access to City's northern industrial area	\$528,668	Years 15-20	100%	0%	\$0
UU-P3 A/B	Elligsen Road Urban Upgrade	Upgrade Elligsen Road from Parkway Center to Stafford Road to meet applicable crosssection standards including bike lanes, sidewalks, and transit improvements	\$6,344,021	Years 15-20	25%	28%	\$441,019
8600	Boones Ferry from Basalt Creek Parkway to Day	Widen to 5 lanes	\$1,163,071	Years 10-15	100%	100%	\$1,163,071
Total			\$176,319,908				\$85,083,554

Source: Wilsonville 2013 Transportation System Plan, Washington County TDT Project List as Amended 1-20-15, and the City of Wilsonville, compiled by FCS GROUP. Costs escalated to 2017 using the Engineer News Record, Seattle Construction Cost Index. Original costs in TSP from 2011 and TDT project list or Metro RTP project costs escalated from 2014.

**Transportation System Development Charge
Methodology Report
EXHIBIT A
TSDC Per Land Use**

EXHIBIT A
City of Wilsonville
TSDC Charge per Land Use

Wilsonville Transportation SDC by Land Use, FY 2017/18										
ITE Code	Land Use	Unit	ITE Average Daily Trips	Primary Trip Adjustments as a Percent of Total ¹	ITE Adjusted Average Daily Trips	Number of Person Trips ²	Reimbursement Fee	Improvement Fee	Compliance Fee	Total SDC per Unit
750	Office Park	1,000 SFGFA	11.42*	100%	11.42	18.36	\$2,146	\$14,114	\$339	\$16,598
760	Research and Development Center	1,000 SFGFA	8.11*	100%	8.11	13.04	\$1,524	\$10,023	\$241	\$11,787
770	Business Park	1,000 SFGFA	12.44*	100%	12.44	20.00	\$2,337	\$15,374	\$369	\$18,081
812	Building Materials and Lumber Store	1,000 SFGFA	45.16*	100%	45.16	72.60	\$8,485	\$55,812	\$1,339	\$65,636
813	Free-Standing Discount Superstore	1,000 SFGFA	53.42	72%	38.46	61.83	\$7,226	\$47,535	\$1,141	\$55,902
814	Variety Store	1,000 SFGFA	64.03*	48%	30.57	49.15	\$5,744	\$37,786	\$907	\$44,437
815	Free-Standing Discount Store	1,000 SFGFA	57.24*	48%	27.33	43.94	\$5,135	\$33,779	\$811	\$39,725
816	Hardware/Paint Store	1,000 SFGFA	51.29*	45%	22.82	36.69	\$4,288	\$28,208	\$677	\$33,173
817	Nursery (Garden Center)	1,000 SFGFA	68.10*	82%	55.84	89.77	\$10,492	\$69,014	\$1,656	\$81,162
820	Shopping Center	1,000 SFGFA	42.70*	50%	21.41	34.42	\$4,023	\$26,460	\$635	\$31,117
826	Specialty Retail Center	1,000 SFGFA	44.32*	82%	36.34	58.42	\$6,828	\$44,915	\$1,078	\$52,820
841	Automobile Sales	1,000 SFGFA	32.30*	100%	32.30	51.93	\$6,069	\$39,919	\$958	\$46,946
843	Automobile Parts Sales	1,000 SFGFA	61.91*	44%	27.24	43.79	\$5,118	\$33,666	\$808	\$39,592
848	Tire Store	1,000 SFGFA	24.87*	69%	17.08	27.45	\$3,209	\$21,106	\$506	\$24,821
850	Supermarket	1,000 SFGFA	102.24*	39%	39.62	63.69	\$7,444	\$48,963	\$1,175	\$57,582
851	Convenience Market (Open 24 Hours)	1,000 SFGFA	737.99*	33%	240.04	385.89	\$45,100	\$296,662	\$7,119	\$348,881
857	Discount Club	1,000 SFGFA	41.80*	57%	23.83	38.30	\$4,477	\$29,446	\$707	\$34,627
862	Home Improvement Superstore	1,000 SFGFA	38.03	44%	16.73	26.90	\$3,144	\$20,681	\$496	\$24,321
863	Electronics Superstore	1,000 SFGFA	45.04*	100%**	45.04	72.41	\$8,462	\$55,664	\$1,336	\$65,462
880	Pharmacy/Drugstore without Drive-Through	1,000 SFGFA	90.06	42%	38.13	61.29	\$7,163	\$47,118	\$1,131	\$55,412
881	Pharmacy/Drugstore with Drive-Through	1,000 SFGFA	96.91*	38%	36.83	59.20	\$6,919	\$45,512	\$1,092	\$53,523
890	Furniture Store	1,000 SFGFA	5.06*	37%	1.86	2.98	\$349	\$2,293	\$55	\$2,697
912	Drive-in Bank	1,000 SFGFA	148.15*	27%	40.49	65.10	\$7,608	\$50,046	\$1,201	\$58,855
931	Quality Restaurant	1,000 SFGFA	89.95*	43%	38.23	61.46	\$7,183	\$47,246	\$1,134	\$55,562
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	127.15*	40%	50.54	81.25	\$9,496	\$62,464	\$1,499	\$73,459
934	Fast-Food Restaurant with Drive-Through	1,000 SFGFA	496.12*	41%	203.13	326.56	\$38,166	\$251,049	\$6,024	\$295,238
937	Coffee/Donut Shop with Drive-Through	100 SFGFA	81.86	11%	8.96	14.40	\$1,683	\$11,072	\$266	\$13,021
938	Coffee/Donut Kiosk	100 SFGFA	180.00	11%	19.80	31.83	\$3,720	\$24,470	\$587	\$28,778
944	Gasoline/Service Station	VFP	168.56	35%	59.00	94.84	\$11,084	\$72,912	\$1,750	\$85,746
945	Gasoline/Service Station with Convenience Market	VFP	162.78	13%	20.80	33.44	\$3,908	\$25,706	\$617	\$30,231
946	Gasoline/Service Station with Car Wash	VFP	152.84	24%	36.51	58.70	\$6,860	\$45,124	\$1,083	\$53,067

Source: ITE Trip Generation Manual, 9th Edition, and City staff, compiled by FCS GROUP.

¹Primary trip adjustments include pass by trips and diverted/linking trips.

²Person trips calculated with 1.61 person trips equal to one average daily person trip, provided by DKS.

*Estimate provided by City staff based on previous traffic studies.

**Estimate.

EXHIBIT A

City of Wilsonville

TSDC Charge per Land Use

Wilsonville Transportation SDC by Land Use, FY 2017/18										
ITE Code	Land Use	Unit	ITE Average Daily Trips	Primary Trip Adjustments as a Percent of Total ¹	ITE Adjusted Average Daily Trips	Number of Person Trips ²	Reimbursement Fee	Improvement Fee	Compliance Fee	Total SDC per Unit
110	General Light Industrial	1,000 SFGFA	6.97*	100%	6.97	11.21	\$1,310	\$8,614	\$207	\$10,130
120	General Heavy Industrial	1,000 SFGFA	1.50*	100%**	1.50	2.41	\$282	\$1,854	\$44	\$2,180
130	Industrial Park	1,000 SFGFA	6.83*	100%	6.83	10.98	\$1,283	\$8,441	\$203	\$9,927
140	Manufacturing	1,000 SFGFA	3.82*	100%	3.82	6.14	\$718	\$4,721	\$113	\$5,552
150	Warehousing	1,000 SFGFA	3.56*	100%**	3.56	5.72	\$669	\$4,400	\$106	\$5,174
151	Mini-Warehouse	1,000 SFGFA	2.50*	100%	2.50	4.02	\$470	\$3,090	\$74	\$3,634
152	High-Cube Warehouse/Distribution Center	1,000 SFGFA	1.68*	100%**	1.68	2.70	\$316	\$2,076	\$50	\$2,442
160	Data Center	1,000 SFGFA	0.99	100%	0.99	1.59	\$186	\$1,224	\$29	\$1,439
210	Single-Family Detached Housing	Dwelling unit	9.45	100%	9.45	15.19	\$1,775	\$11,676	\$280	\$13,731
220	Apartment	Dwelling unit	6.50	100%	6.50	10.45	\$1,221	\$8,033	\$193	\$9,447
230	Residential Condominium/Townhouse	Dwelling unit	5.65	100%	5.65	9.09	\$1,062	\$6,984	\$168	\$8,204
240	Mobile Home Park	ODU	4.90	100%	4.90	7.88	\$921	\$6,058	\$145	\$7,124
254	Assisted Living	Bed	2.56	100%	2.56	4.12	\$482	\$3,167	\$76	\$3,725
310	Hotel	Room	7.86	100%	7.86	12.63	\$1,476	\$9,709	\$233	\$11,418
320	Motel	Room	5.63	100%	5.63	9.05	\$1,058	\$6,958	\$167	\$8,183
411	City Park	Acre	6.13	100%	6.13	9.86	\$1,152	\$7,579	\$182	\$8,913
417	Regional Park	Acre	4.99	100%	4.99	8.02	\$938	\$6,169	\$148	\$7,255
430	Golf Course	Acre	5.27	100%	5.27	8.47	\$990	\$6,515	\$156	\$7,662
492	Health/Fitness Club	1,000 SFGFA	30.32	100%	30.32	48.75	\$5,697	\$37,474	\$899	\$44,070
495	Recreational Community Center	1,000 SFGFA	33.82*	100%	33.82	54.37	\$6,354	\$41,797	\$1,003	\$49,155
520	Elementary School	1,000 SFGFA	15.43*	59%	9.10	14.64	\$1,710	\$11,251	\$270	\$13,231
522	Middle School/Junior High School	1,000 SFGFA	13.78*	59%	8.13	13.07	\$1,528	\$10,048	\$241	\$11,817
530	High School	1,000 SFGFA	12.89*	59%	7.61	12.23	\$1,429	\$9,399	\$226	\$11,053
540	Junior/Community College	1,000 SFGFA	27.49*	100%	27.49	44.19	\$5,165	\$33,974	\$815	\$39,955
560	Church	1,000 SFGFA	9.11*	100%	9.11	14.65	\$1,712	\$11,259	\$270	\$13,241
565	Day Care Center	1,000 SFGFA	74.06*	33%	24.44	39.29	\$4,592	\$30,205	\$725	\$35,521
590	Library	1,000 SFGFA	56.24*	100%	56.24	90.41	\$10,567	\$69,506	\$1,668	\$81,740
610	Hospital	1,000 SFGFA	12.17	100%	12.17	19.56	\$2,287	\$15,041	\$361	\$17,688
620	Nursing Home	1,000 SFGFA	7.60*	100%	7.60	12.22	\$1,428	\$9,393	\$225	\$11,046
630	Clinic	1,000 SFGFA	31.45*	100%**	31.45	50.56	\$5,909	\$38,868	\$933	\$45,710
710	General Office Building	1,000 SFGFA	11.03*	66%	7.28	11.70	\$1,368	\$8,997	\$216	\$10,581
714	Corporate Headquarters Building	1,000 SFGFA	7.98*	100%**	7.98	12.83	\$1,499	\$9,862	\$237	\$11,598
715	Single Tenant Office Building	1,000 SFGFA	11.65*	100%**	11.65	18.73	\$2,189	\$14,398	\$345	\$16,932
720	Medical-Dental Office Building	1,000 SFGFA	36.13*	100%	36.13	58.08	\$6,788	\$44,652	\$1,071	\$52,512
731	State Motor Vehicles Department	1,000 SFGFA	120.90	100%	120.90	194.36	\$22,715	\$149,418	\$3,585	\$175,718
732	United States Post Office	1,000 SFGFA	108.19*	100%	108.19	173.93	\$20,327	\$133,710	\$3,208	\$157,245

**Transportation System Development Charge
Methodology Report
EXHIBIT B
60-day and 90-day Notification Record**

City of Wilsonville
60-Day Public Notice of
Transportation System Development Charge
Methodology Modifications

The City of Wilsonville hereby issues public notice, pursuant to ORS 223.304, of its intent to modify the local system development charge for transportation facilities.

A draft technical report addressing the methodology and calculation of the proposed charges on new development within Wilsonville is available for review at Wilsonville City Hall, located at 29799 SW Town Center Loop East, Wilsonville, OR 97070, and the City website at www.ci.wilsonville.or.us, or by calling the Wilsonville Engineering Department at 503-682-4960.

A public hearing to take comments regarding the proposed system development charges is tentatively scheduled June 5, 2017 for 7:00 p.m. at Wilsonville City Hall. If you wish to comment but cannot attend the public hearing, please address written comments as follows:

City of Wilsonville
Mike Ward, Civil Engineer
Engineering Department
29799 SW Town Center Loop E
Wilsonville, OR 97070
ward@ci.wilsonville.or.us

Written comments must be received by May 10, 2017 to be considered.



April 18, 2016

Subject: Notice of Proposed Hearing to Adopt Transportation System Development Charges (SDCs) and to Adopt a Revised Transportation Capital Improvement Plan

This letter serves as notice that the City of Wilsonville is considering making changes to the Transportation SDC's. The Public Hearing concerning adoption of a transportation development charge, which will revise and replace the existing street system development charge, will be held July 20, 2016 at City Hall.

Copies of the plan, when available, will be obtained at the front desk of City Hall, by calling (503)682-4960. The street capital improvement plan is included in the 2013 Transportation System Plan. The CIP will be modified to reflect and update from 2013 to 2016 and to include information required in ORS 223.303. Adoption of the transportation SDC resolution will also include adoption of the revised capital improvement plan.

This letter constitutes notice of the proposed modifications to the persons who have requested written notice under ORS223.304(6)

If you have specific suggestions or questions concerning the methodology or the ordinance for the revised transportation system development charges please contact Mike Ward via email (ward@ci.wilsonville.or.us) or phone (503-570-1546).

Sincerely,

Nancy Kraushaar
Community Development Director

cc: PC Requested Written Notice – Home Builders Association
Courtesy Copies: Potentially Impacted Developers
Sandy King, City Recorder
Barbara Jacobson
File

Name	Company	Address	City	State	Zip
Tualatin Valley Water District		1850 SW 170 th Ave.	Beaverton	OR	97005-4211
Columbia Cable of Oregon		14200 SW Brigadoon Ct.	Beaverton	OR	97005
City Planner	City of Canby	PO Box 930	Canby	OR	97013
Mike Strauch, District Manager	ODOT Region 2A	9200 SE Lawnfield Road	Clackamas	OR	97015
Diane Taniguchi-Dennis	Clean Water Services	2550 SW Hillsboro Hwy.	Hillsboro	OR	97123
Andy Back	Wash. County Long Range Planning	155 N. First Avenue	Hillsboro	OR	97124
James Clark	BPA, Realty Department	2715 Tepper Lane	Keizer	OR	97303
Justin Wood, Assoc. Dir. of Government & Builder Rel.	Home Builders Associations	15555 SW Bangy Road, Suite 301	Lake Oswego	OR	97035
Jon Kloor, Government & Political Rel. Coord.	Home Builders Associations	15555 SW Bangy Road, Suite 301	Lake Oswego	OR	97035
Mike McCallister	Clackamas Co. Transportation & Development	150 Beaver creek Road	Oregon City	OR	97045
	Oregon Dept of Environ Quality	811 SW Sixth Avenue	Portland	OR	97204
Brian Harper	Metro	600 NE Grand Avenue	Portland	OR	97232
Anthony Buczek	Metro	600 NE Grand Avenue	Portland	OR	97232
Paulette Copperstone	Metro	600 NE Grand Avenue	Portland	OR	97233
Manager, Community Development	Metro Growth Management Services	600 NE Grand Avenue	Portland	OR	97232
Engineering Department	NW Natural Gas	220 NW 2 nd Avenue	Portland	OR	97209
Attn: Development Review	ODOT	123 NW Flanders Street	Portland	OR	97209
Ben Baldwin	Tri-Met Project Planning Dept	4012 SE 17th Avenue	Portland	OR	97202
Bobbi Burton	Community Coordinator, Facilities Division	2575 Center Street, NE	Salem	OR	97310
Doug Young	Department of Corrections	2575 Center Street NE	Salem	OR	97310
John Lilly	Department of State Lands	775 Summer Street, NE	Salem	OR	97301-1279
Bill Ferber, Region Manager	Oregon Water Resources Department	725 Summer Street, NE, Suite A	Salem	OR	97301
Sherwood School Dist Admin Office		23295 SW Main Street	Sherwood	OR	97140
Planning Director	City of Sherwood	22560 SW Pine Street	Sherwood	OR	97140
Aquilla Hurd-Ravich	City of Tualatin	18880 SW Martinazzi Avenue	Tualatin	OR	97062
Dr. Kathy Ludwig	West Linn/Wilsonville School District 3JT	22210 SW Stafford Rd.	Tualatin	OR	97062
Tualatin Valley Fire and Rescue		29875 SW Kinsman Road	Wilsonville	OR	97070
Tualatin Valley Fire and Rescue		8445 SW Elligsen Road	Wilsonville	OR	97070
Brian Buswell	Portland General Electric	9480 SW Boeckman Road	Wilsonville	OR	97070
Frank Lonergan	United Disposal Services	10295 SW Ridder Road	Wilsonville	OR	97070
	Chamber of Commerce	8565 SW Salish Lane	Wilsonville	OR	97070



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: June 5, 2017	Subject: Resolution No. 2633 Collective Bargaining Agreement between the City of Wilsonville and Wilsonville Municipal Employees Association (WilMEA); 2017-2019 Staff Member: Jeanna Troha, Assistant City Manager Department: Human Resources	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments:	
Staff Recommendation: Staff recommends the Council adopt Resolution No. 2633.		
Recommended Language for Motion: I move to approve Resolution No. 2633.		
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 checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Oregon State Statute requires city councils to approve all Collective Bargaining Agreements between the employer and union/local association. The issue before the City Council is consideration of the Collective Bargaining Agreement with the Wilsonville Municipal Employees Association for July 1, 2017 -June 30, 2020.

EXECUTIVE SUMMARY:

The current WilMEA Collective Bargaining Agreement expires June 30, 2017. For several months the bargaining teams have worked cooperatively with one another to find solutions to issues and address concerns with a goal of reaching agreement on contract that was fair for both parties. The process began in January and concluded with the Association membership ratifying the contract in May.

Attached is the redline version of the Collective Bargaining Agreement which shows language changes to specific articles within the contract. With any Collective Bargaining Agreement the most significant item is compensation which includes wages and benefits. A summary of the cost of living increases and cost share for health insurance is listed below. In the negotiation process we look at our comparable cities to ensure we are in line with what they are providing employees for wages and health insurance contributions.

Summary of Economic Result Changes: 3 year agreement - 2015-2017

Wage Adjustment	WilMEA
July 1, 2017	2.0 %
July 1, 2018	2.25%
July 1, 2019	2.25%

EXPECTED RESULTS:

TIMELINE:

Collective Bargaining Agreement July 1, 2017 through June 30, 2020

CURRENT YEAR BUDGET IMPACTS:

Funds were not specifically budgeted in personnel services for the 2017-2018 Proposed Budget, but held back in contingency funds because negotiations were underway. Now that negotiations are complete, Finance staff will evaluate the impacts and, if necessary, propose a budget adjustment during FY 2017-18 fiscal year to transfer funds from the various contingency accounts within the City's funds to the appropriate accounts.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 5/18/2017

LEGAL REVIEW / COMMENT:

Economic results reflect the guaranteed cost of living increase. Members also continue to be eligible for a 4% merit increase, as was the case in the past.

Reviewed by: BAJ Date: 5/22/17

COMMUNITY INVOLVEMENT PROCESS:

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

ALTERNATIVES:

CITY MANAGER COMMENT:

ATTACHMENTS:

Resolution No. 2633

RESOLUTION NO. 2633

A RESOLUTION ADOPTING COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF WILSONVILLE AND WILSONVILLE MUNICIPAL EMPLOYEES ASSOCIATION (WILMEA)

WHEREAS, the City of Wilsonville and Wilsonville Municipal Employees Association have negotiated a three -year collective bargaining agreement for FY 2017-2020;

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

1. The City Manager is authorized on behalf of the City to execute the negotiated and ratified collective bargaining agreement with Wilsonville Municipal Employees Association for FY 2017-2020, attached here as Exhibit-A as if fully set forth herein.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 5rd day of June, 2017, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, MAYOR

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Attachments:

- Exhibit A - Collective Bargaining Agreement with Wilsonville Municipal Employee Association For FY 2017-2020

CITY OF WILSONVILLE

and

WILSONVILLE MUNICIPAL EMPLOYEES ASSOCIATION

COLLECTIVE BARGAINING AGREEMENT

JULY 1, 201~~7~~5 THROUGH JUNE 30, 20~~17~~2017

Page 322 of 377
TABLE OF CONTENTS

PREAMBLE.....	3	ARTICLE 13 – Holidays.....	18
ARTICLE 1 – Recognition.....	3	13.1 Holidays Observed.....	18
1.1 Association Recognition.....	3	13.2 Holidays Falling on Scheduled Days Off.....	1848
1.2 Covered Employees.....	3	13.3 Holidays During Leave.....	1948
1.3 Employee Descriptions.....	3	13.4 Holiday Pay.....	19
1.4 New Classifications.....	4	13.5 Holiday Work.....	19
1.5 Department.....	4	ARTICLE 14 – Vacation.....	1949
ARTICLE 2 – Non-Discrimination.....	4	14.1 Accrual.....	1949
ARTICLE 3 – Management Rights.....	4	14.2 Eligibility.....	1949
ARTICLE 4 – Association Security.....	5	14.3 Maximum Accrual.....	2049
4.1 Checkoff.....	5	14.4 Scheduling.....	2049
4.2 Fair Share.....	5	14.5 Pay Upon Separation.....	20
4.3 Religious Objection.....	5	14.6 Vacation Cancellation.....	20
4.4 Electronic Membership Data.....	55	14.7 Vacation Transfer.....	20
ARTICLE 5 – Association Business.....	55	ARTICLE 15 – Sick Leave.....	2020
5.1 Representatives.....	55	15.1 Accrual.....	2020
5.2 Access.....	6	15.2 Utilization.....	2020
5.3 Bulletin Board.....	6	15.3 Notification.....	21
5.4 Collective Bargaining Activities.....	6	15.4 Use of Other Accrued Leave.....	2124
5.5 Use of the City Email.....	6	15.5 Family Medical Leave.....	2124
ARTICLE 6 – Hours of Work.....	66	15.6 Physician Evaluation.....	2124
6.1 Workweek.....	66	15.7 Transfer.....	2124
6.2 Regular Work Schedule.....	7	15.8 Required Leave.....	2224
6.3 Modified Work Schedule.....	7	15.9 Return to Work.....	2224
6.4 Work Schedules.....	7	ARTICLE 16 – Educational Opportunities.....	22
6.5 Rest and Meal Periods.....	8	16.1 Tuition Reimbursement.....	22
ARTICLE 7 – Overtime.....	8	16.2 Professional Development Compensation.....	2222
7.1 Waiver.....	8	16.3 Work-Related Courses.....	2322
7.2 Definition.....	8	16.4 Cost of Textbooks.....	23
7.3 Assignment.....	8	ARTICLE 17 – Other Leaves.....	2323
7.4 Form of Compensation.....	88	17.1 Criteria and Procedure.....	2323
7.5 Pyramiding.....	88	17.2 Approval.....	2323
7.6 Payment Upon End of Employment.....	9	17.3 Termination of Leave.....	2323
7.7 Callback.....	9	17.4 Employee Status.....	2323
7.8 Pager Time.....	9	17.5 Bereavement Leave.....	2323
ARTICLE 8 – Special Allowances.....	10	17.6 Jury/Witness Duty.....	24
8.1 Use of Personal Vehicle.....	10	17.7 Military.....	2424
8.2 Licenses.....	10	17.8 Inclement Weather.....	2424
8.3 Safety Equipment.....	11	ARTICLE 18 – Discipline.....	2424
8.4 Clothing.....	11	18.1 Discipline and Discharge.....	2424
8.5 Physical Examination.....	1144	18.2 Excluded Employee.....	2524
ARTICLE 9 – Probationary Period.....	1144	18.3 Imposition.....	2525
9.1 Original Appointments.....	1144	18.4 Representation Rights.....	2525
9.2 Promotions.....	1242	18.5 Due Process.....	2525
ARTICLE 10 – General Provisions.....	1242	18.6 Just Cause Standards.....	2625
10.1 Seniority.....	1242	18.7 Notice of Discipline.....	2626
10.2 Outside Employment.....	13	18.8 Discovery Materials.....	2626
10.3 Contracting Out.....	13	ARTICLE 19 – Grievance Procedure.....	2626
10.4 Job Vacancies.....	1343	19.1 Grievance Defined.....	2626
10.5 Labor/Management Meetings.....	14	19.2 Grievance Procedure.....	2626
10.6 Position Description.....	14	19.3 Time Limits.....	2828
10.7 Transfer of Bargaining Unit Work.....	1444	19.4 Discovery Materials.....	2828
10.8 Policy and Procedures.....	1444	ARTICLE 20 – Personnel Records.....	2828
ARTICLE 11 – Reduction in Force.....	1444	20.1 Access.....	2828
11.1 Layoff.....	1444	20.2 Disciplinary Records.....	2928
11.2 Recall.....	1545	20.3 File Purging.....	2928
11.3 Notice.....	1545	20.4 Signature Requirement.....	2929
ARTICLE 12 – COMPENSATION.....	16	ARTICLE 21 – Strikes.....	2929
12.1 Wages.....	16	21.1 Prohibition.....	2929
12.2 Merit Increases.....	16	21.2 Association Obligation.....	2929
12.3 Foreign Language Premium.....	1646	21.3 Lockout.....	3029
12.4 Workers' Compensation.....	1646	ARTICLE 22 – Savings Clause.....	3029
12.5 Health Insurance.....	1746	ARTICLE 23 – Status of Agreement.....	3030
12.6 Long Term Disability Insurance.....	1747	23.1 Complete Agreement.....	3030
12.7 City's Right to Modify Plans and/or Benefits.....	1747	23.2 Amendments.....	3030
12.8 Retirement.....	1747	ARTICLE 24 – Term of Agreement.....	3134
12.9 Work Out of Classification.....	1847	Appendix A – Salary Schedule.....	Error! Bookmark not defined.32
12.10 Promotion.....	1847		
12.11 Reclassification.....	18		

PREAMBLE

This Agreement is entered into between the City of Wilsonville, hereinafter referred to as the "City," and the Wilsonville Municipal Employees Association, hereinafter referred to as "Association."

ARTICLE 1 – RECOGNITION

1.1 Association Recognition. The City recognizes the Association as the sole and exclusive collective bargaining representative of all employees covered by this collective bargaining agreement.

1.2 Covered Employees.

Overall Unit. All regular and part-time employees of the City of Wilsonville, excluding the following: supervisory and confidential employees as defined by ORS 243.650(6) and (23); transit employees as defined in ORS 243.738, together with fleet mechanics; interns and/or students; temporary employees; seasonal employees; and employees on on-call status. This unit shall be subject to the collective bargaining dispute resolution process according to strikeable units as under PECBA.

1.3 Employee Descriptions.

Regular Full-Time employees shall be defined as employees who are regularly scheduled to work forty (40) hours a week.

Regular Part-Time employees shall be defined as employees who are regularly scheduled to work twenty (20) or more hours per week.

Less-than-half-time employees shall be defined as employees who are scheduled to work less than twenty (20) hours per week. Less than half time employees are not eligible for any employee benefits or accrual of employee benefits, including but not limited to, holidays, insurance, retirement, or paid leaves. Notwithstanding the above, a less than half time employee who is required to work on a recognized holiday will be compensated at time and one-half for all hours worked on the holiday.

Temporary and Seasonal employees are those employees working less than 1600 hours per calendar year. Such employees are not part of the bargaining unit and are generally covered by City policy.

Grant funded positions: Positions which are funded by a grant covering 15% or more than the total compensation of the position, including benefits provided under City policy, are not part of the bargaining unit, except under the following:

- A. When a position is 15% or more grant funded for a duration of more than 12 months, and if the grant is renewed for an additional period of time exceeding another 12 months, the employee will be included as a member of bargaining unit upon the renewal of the grant.

For all Grant Funded positions:

- 1) Grant funded positions, regardless of bargaining unit status, serve an initial six (6) month probation period upon initial hire.
- 2) An employee placed in the bargaining unit under a grant funded position does not have recall rights, (Article 11). If the City elects to adopt the position into the budget as a fully funded City position, while the employee is currently employed, recall rights are re-established.
- 3) If the grant is discontinued at any time or not funded after expiration, the position is ended.

1.4 New Classifications. Whenever the City develops a new classification, it shall develop a job description for the position and assign a wage rate. Once this procedure is completed, the City shall notify the Association in writing. In the event the Association does not agree with the assigned wage rate, the Association shall notify the City within fourteen (14) days prior to implementation. The Association may request to bargain pursuant to ORS 243.698. The City shall not be precluded from filling the position during negotiations.

1.5 Department. For purposes of this agreement, the Departments are Administration, Community Development, Finance, Human Resources/Risk Management, Legal, Library, Parks & Recreation, Public Works, and Transit.

ARTICLE 2 – NON-DISCRIMINATION

There shall be no discrimination by the City against any employee because of age, race, marital status, mental or physical disability, national origin, sex, religion, or any other protected class, in accordance with applicable law. Neither will the City discriminate based on gender identity or sexual orientation. The provisions of this Agreement shall be applied without discrimination to all employees.

ARTICLE 3 – MANAGEMENT RIGHTS

Except as expressly modified or restricted by a specific provision of this Agreement, all charter, statutory and other managerial rights, prerogatives, and functions are retained and vested exclusively in the City, including, by way of description and not limitation, the rights, in accordance with its sole and exclusive judgment and discretion: to direct and supervise all operations and functions; to manage and direct the work force, including, by way of description and not limitation, the right to determine the methods, processes, locations and manner of performing work; to hire, promote, transfer and retain employees; to determine schedules of work and work load; to purchase, dispose of and assign equipment and supplies; to determine the need for a reduction or an increase in the work force; to establish, revise and implement

standards for hiring, classification, promotion, quality of work, safety, materials and equipment; to implement new and to revise or discard, wholly or in part, methods, procedures, materials, equipment, facilities and standards, and to sub-contract or contract projects or works it deems appropriate. Utilization of any management rights not specifically limited by this Agreement shall be at the City's discretion, provided any bargaining obligation arising from ORS 243.650-672 and the Status of Agreement article (Article 23) contained herein is satisfied. The City's failure to exercise any right, prerogative, or function hereby reserved to it, or the City's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the City's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

ARTICLE 4 – ASSOCIATION SECURITY

4.1 Checkoff. The City agrees to deduct the uniformly required Association membership dues and other authorized fees, contributions or assessments once each month from the pay of those employees who have authorized such deductions in writing.

4.2 Fair Share. Fair share shall be deducted from the wages of non-member employees in accordance with ORS 243.666(1) and 243.672(1)(c). Fair share deductions shall be made for the month in which the employee was hired. The aggregate deductions of all fair share payers shall be remitted together with an "itemized reconciliation" to the Association no later than the fifth (5th) working day of the month following the month for which the fair share deductions were made.

4.3 Religious Objection. Bargaining unit members who exercise their right of non-association when based on a bona fide religious tenet or teaching of a church or religious body of which such employee is a member, shall pay an amount equivalent to regular monthly Association dues to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Association. Such payment shall be remitted to that charity by the employee and this fact certified by the employee to the City within fifteen (15) calendar days of the time dues or fair share payment would have been taken out of the employee's paycheck. The City shall, within fifteen (15) calendar days of its receipt, send a copy of such certification to the Association. If an employee fails to provide certification to the City by the fifteenth (15th) day, the City shall resume dues or fair share deductions until such notice is provided.

4.4 Electronic Membership Data. The City will furnish the Association, upon reasonable request, using an electronic medium, the following information for each bargaining unit employee: name; employee identification number; fair share/member status; amount of dues withheld; classification; base pay rate; hire date; and full-time/part-time status.

ARTICLE 5 – ASSOCIATION BUSINESS

5.1 Representatives. The Association will notify the City, in writing, of the names of its representatives and/or elected officers within thirty (30) days of any changes.

5.2 Access. Representatives of the Association shall have reasonable access to the City's facilities to visit employees when necessary during working hours. Notice of such visits to non-public areas shall be given to the department head and the visits shall be conducted in a manner that minimizes any work disruption.

Association representatives/officers will be granted reasonable time off and access to employee work locations during working hours to process grievances through the arbitration step.

5.3 Bulletin Board. Bulletin board space in each building of the City shall be provided the Association for the posting of meeting notices and other information directly related to the Association affairs of the employees covered by this contract.

5.4 Collective Bargaining Activities. The City will allow up to three employees reasonable time off, without loss of pay, for the purpose of collective bargaining sessions, or additional time subject to mutually agreed ground rules. No more than two (2) employees may be off from work from any one division.

5.5 Use of the City Email.

- 1) The parties recognize that the City email system, and all portions thereof, is at all times the sole property of the City. This resource is provided or assigned to employees to facilitate the orderly and efficient conduct of the public's business. In general, all such communications are subject to disclosure. The City will not assert any exceptions or exemptions from disclosure as to public records that happen to contain messages relating to Association activity by City employees. The parties recognize that the City may review all City emails in the City system at any time.
- 2) Employees elected/appointed to official positions with the Association and/or representatives may use the City's email system to conduct Association business for the limited purposes of:
 - a) Notifying Association members of meetings and scheduling meetings (date, time, place, and agenda);
 - b) Scheduling meetings among Association officers and/or representatives (date, time, place, and agenda); and
 - c) Filing official correspondence to the City (e.g., grievance documents).
- 3) Such email communications may only be prepared and sent during non-work time, which is limited to before and after work, and during meal and rest periods.

Misuse of the City email system will be subject to the disciplinary process.

ARTICLE 6 – HOURS OF WORK

6.1 Workweek. Except as provided in Section 6.3, the workweek shall begin on Sunday at 12:01 A.M. and end on at midnight on the following Saturday.

6.2 Regular Work Schedule. The regular schedule for regular full-time employees shall normally consist of five (5) consecutive eight (8) hour days in a workweek with two (2) consecutive days off between regular work weeks.

Based on specific bona fide operational needs, the City may assign a work schedule that has a break in consecutive hours or days. If an assignment to a non-consecutive work schedule becomes necessary, the affected employee(s) shall meet with their supervisor and may suggest alternatives. Once the work schedule change is made, employees will be given an opportunity to bid for the schedule based on their seniority. The parties have adopted this provision for the purpose of encouraging full-time employment while accommodating the operational needs of the City. However, this Section is not intended to create any obligation of the City to guarantee any level of work hours or days.

6.3 Modified Work Schedule. A modified work schedule is a schedule which varies from an eight (8) hour work day and/or varies in consecutive days worked. An employee may apply in writing for authorization to work a modified work schedule, for example, four/ten (4/10) hour days.

As long as the schedule meets the operational and service needs of the City, no employee will be denied a modified work schedule. Modified work schedules may be modified, revised, and/or eliminated consistent with Section 6.4 below.

In the event the City grants a modified work schedule, the City reserves the right to modify the workweek.

6.4 Work Schedules. Regular employees shall be notified of their work schedule, including the employee's workdays and hours. Employees will be given notice of work schedule changes ten (10) work days in advance of the change. If a ten (10) day notice is not given, the employee shall be compensated at the overtime rate as per Article 7.4 for all hours worked outside the regular schedule until the notice requirement is met.

Notwithstanding the above, the ten (10) day notice is not required in the following circumstances:

- A. In the case of an emergency and for the duration thereof;
- B. Mutual agreement between the City and the employee; or
- C. Additional or substituted hours assigned to part-time employees.

An emergency shall be defined as a situation beyond the City's control that requires a schedule change to meet operational needs, e.g., impact of inclement weather, natural disasters, illness or injury. Emergency work schedule changes will be discussed with the Association upon request, but such discussions are not a precondition to implementing the changes.

Employees may exchange days, shifts, or hours of work with supervisor approval provided such change does not result in the payment of overtime or presents a disruption to the normal routine

of duties. Such exchanges shall not be considered as schedule changes necessitating the ten (10) day notice.

6.5 Rest and Meal Periods. All employees working ~~more than five-six (65)~~ or more consecutive hours in any workday shall receive at least a one-half (1/2) hour unpaid lunch break and a fifteen (15) minute paid break during each four (4) consecutive hour work period. Part-time employees working at least four (4) hours in a workday shall receive a fifteen (15) minute paid break period.

Modification of State Law. The provisions of this Section regarding appropriate meal periods and rest periods are intended to modify state law concerning meal periods and rest periods as allowed under OAR 839-020-0050.

ARTICLE 7 – OVERTIME

7.1 Waiver. The City and the Association agree to waive application of ORS 653.268 and shall utilize the following provisions in determining compensation for overtime.

7.2 Definition. Overtime shall be compensated for time worked in excess of eight (8) hours in any one day or forty (40) hours per workweek at a rate of one and one-half (1-½) times the employee's regular rate of pay. For the purposes of calculating overtime, paid leaves do not count as hours worked.

For those employees working a modified work schedule, as under Article 6.3, overtime shall be compensated for time worked in excess of the daily scheduled shift or in excess of forty (40) hours per workweek. Part time employees shall be compensated for time worked in excess of forty (40) hours per workweek.

Overtime shall be computed to the nearest fifteen (15) minutes, either way. Personal clean-up time shall count for purposes of overtime compensation.

7.3 Assignment. Overtime work must be authorized by management. An employee may be directed and assigned by the City to work in addition to the employee's regular work schedule. The City shall equally offer overtime assignments among those bargaining unit employees in the department who volunteer for the time and are qualified to perform the necessary work.

7.4 Form of Compensation. The employee may receive payment as compensation for overtime or shall be compensated with time off at one and one-half (1-½) times the regular rate. Compensatory time shall not accrue beyond forty (40) hours. Compensatory time off will not be unreasonably denied, and shall be taken as approved by the department head, consistent with the needs of the City. This section shall not preclude the parties from mutually agreeing to temporarily exceed the 40 hour cap for an employee due to special circumstances up to 240 hours.

7.5 Pyramiding. There shall be no pyramiding of overtime. Time for which overtime or premium compensation may be paid under any provision of this Agreement shall not be counted as time worked for the purpose of computing overtime or premium compensation under any

other provision, or any applicable rule or regulation, it being intended and agreed that overtime or premium compensation shall not be duplicated or pyramided for the same time worked or credited.

7.6 Payment Upon End of Employment. Upon ending the employment relationship, an employee shall be paid for unused compensatory time at the employee's final regular rate of pay.

7.7 Callback. Employees called back to work outside of their regular work hours shall be compensated with a minimum of three (3) hours of overtime. The calculation of overtime starts when the employee arrives at work and ends when the work is completed. This callback shall not apply if an employee is called back within three (3) hours of the beginning of his/her callback shift. Callback will apply on an employee's regular day off if overtime is not scheduled in a single block of time. As provided above in Section 7.5, Pyramiding, the City will not be required to compensate an employee twice for the same hours. Specifically, an employee called back more than once in a three (3) hour period shall only receive compensation for one callback. For example, one callback shall apply if an employee is called back two (2) or more times between 8:00 pm and 11:00 pm. However, if the last callback requires the employee to work later than 11:00 pm, work performed beyond 11:00 pm shall be compensated at the normal overtime rate.

Scheduled overtime will be treated as callback if the City fails to schedule the time in a single block.

7.8 Pager Time. "Pager time" is defined as the period of time an employee is required to be ready and available for work outside of his/her regular work hours. During the pager time, the employee shall be required to respond to work calls and shall be required to comply with the City's Drug-Free Workplace & Anti-Drug and Alcohol policy. During the pager time, employees generally will be required to report to work within 45 minutes of the pager call. Employees unable to report to work within 45 minutes, due to circumstances beyond their control, must communicate with a supervisor immediately.

One pager shall be assigned to each of the following two groups: 1) Utilities; and 2) Parks, Facilities, and Roads.

The City will require employees to be on pager time on a rotating basis. In November of each year, the City will post a list of pager time for each of the two groups. The City will assign employees in each group to seven (7) consecutive days of pager time, on a rotating basis, beginning with the least senior employee in each group.

Employees may voluntarily trade (exchange assigned pager time with another employee) or transfer (giving assigned pager time to another employee) their pager time with another qualified employee in their group. Voluntary trades or transfers may only be done for seven (7) consecutive days. Employees must notify their supervisor via email of any voluntary trade or transfer as soon as possible and no later than the next calendar day after the trade or transfer is made.

No employee may carry the pager for more than two (2) consecutive weeks. No employee may accept a transfer of the pager for more than three (3) weeks during a calendar year. Employees must accurately report their pager time on their timesheets.

Employees on pager time for seven (7) consecutive days will be paid ten (10) straight time hours in addition to their regular and overtime wages. Employees will be paid an additional five (5) straight time hours per holiday during their seven (7) consecutive days of pager time.

No overtime shall be paid unless the employee is required to return to work.

ARTICLE 8 – SPECIAL ALLOWANCES

8.1 Use of Personal Vehicle. Whenever an employee is authorized to use a personal vehicle in the performance of official City duties, the employee shall be reimbursed at the rate established by the IRS as the maximum allowable rate for business travel. All mileage reimbursed shall be as a result of authorized personal vehicle use. "Authorized" means approved by the employee's Department Head or the City Manager/designee.

The City will verify and announce the allowable IRS rate as of January 1 of each year.

Employees who are required to use a personal vehicle for City use must provide proof of insurance as required by state statute when requested by the City.

8.2 Licenses. The City shall pay the fees associated with obtaining and maintaining a SMV/CDL license when required by the City to perform the duties of an employee's job, excluding the regular driver's license.

The City will continue to maintain required certificates, licenses and memberships at no cost to employees. In the case of a required CDL, the City will pay the associated administrative fees and the basic DOT examination for obtaining and maintaining the license for any cost above that of maintaining a regular driver's license. The City will offer opportunities for desired certificates, licenses and memberships on an available funds basis. Whenever an employee can obtain or retain a higher certification that is pertinent to his/her job, the City will maintain that higher level of certification so long as there is no additional cost to the City and certification of the same nature at a lower level is a requirement of his/her job.

Funds permitting, employees who hold current job-related certifications, licenses, or memberships will receive first priority for maintaining them. Employees interested in obtaining job-related certifications, licenses or memberships will be allowed the opportunity to apply for licenses, memberships or certifications based on a rotational system beginning with the most senior of those who volunteer.

Employees who voluntarily transfer or are promoted to another classification that has a requirement for certifications or licenses may be required to cover the cost of obtaining those certifications or licenses.

8.3 Safety Equipment. The City shall provide required safety equipment as listed below and/or as deemed necessary by OSHA and the City will replace this equipment as necessitated by wear and tear on the job.

Hard hats, ANSI-approved safety-toed boots up to \$ 150 for boots or an amount determined by the supervisor and Human Resources, gloves (rubber and regular), safety vests, rubber boots, rain gear, safety glasses, hearing protection, masks and respirators.

8.4 Clothing. The City will provide clothing and reimbursements to regular full-time employees and regular part-time employees as provided below:

Coveralls as needed.

Insulated coveralls as needed.

Shirts, annually: Operations (5 qty), Stormwater Coordinator (5 qty), Industrial Pre-Treatment Technician (5 qty).

Jeans: Operations, Stormwater Coordinator, Industrial Pretreatment Tech, Engineering Inspectors, and Building Inspectors not to exceed \$180 per fiscal year. This benefit is taxable to the employee and will be disbursed in monthly payments.

Jackets: 1 Jacket – Planner; 1 Spring and 1 Winter Jacket for: Stormwater Coordinator, Industrial Pretreatment Tech, Engineering Inspectors, Building Inspectors, and Operations as needed.

Clothing and laundry service will be provided as follows: Public Works – Standard Coveralls

Where no monetary allowance is provided, employees will be required to turn in clothing and equipment in order to receive new clothes and equipment on an as needed basis.

8.5 Physical Examination. When employees are required to undergo a physical exam for licensing or certifications for the purposes of their position, such as DOT examinations, the City shall bear the expense for the basic examination. Employees shall be required to see the City's choice in physicians. The City shall provide three (3) different choices in physicians, one of which will be female and one of which will be male. Employees receiving notice of loss of CDL or medical card must report such to the supervisor.

ARTICLE 9 – PROBATIONARY PERIOD

9.1 Original Appointments. All original appointments and hiring of new employees, shall be tentative and subject to a probationary period of not more than six (6) consecutive months from the date of initial employment, except that employees hired as less than half time will remain on probation for 1040 hours or one (1) year, whichever comes first from the hire date. In the event the probationary period is interrupted, it may be extended by the period of the interruption, but not to exceed twelve (12) months from the date of hire.

In cases where the responsibilities of a position are such that a longer period is necessary to demonstrate an employee's qualifications, the probationary period may be extended in the sole discretion of the City; however, no probationary period shall be extended beyond twelve (12) months. The employee and the Association shall be notified in writing of any extension and the reasons therefor. Upon the employee's request, a meeting will be scheduled where the employee is afforded the opportunity to discuss the extension with his/her supervisor. If the employee is not notified of the intent to extend probation within the first six (6) months, probation will be considered completed thereafter.

If an employee's probationary period is being extended for the purposes of obtaining a certification or license, the probationary period will end upon the employee achieving the necessary certification or license.

During the initial probationary period (including any extension thereof, but not after a promotion), the employee shall not be eligible for vacation benefits, but shall earn vacation credit to be taken at a later date. Upon request, the City may allow an employee to use earned vacation hours during probationary periods.

During the initial probationary period, the employee shall accrue and be eligible to use sick leave.

Probationary employees may be terminated or disciplined for any reason, and such action shall not constitute a violation of this contract, nor be subject to the grievance procedure.

Upon completion of the probationary period, the employee shall be considered to have satisfactorily demonstrated qualifications for the position, shall gain regular status, and shall be given a copy of the passing performance evaluation.

9.2 Promotions. A current non-probationary employee who is successful in his/her bid for a promotion within the bargaining unit will serve a six (6) month probationary period for the sole purpose of determining whether the employee can perform the duties of the new position. If the employee is unable to perform the duties of the new position, he/she shall be entitled to return to his/her former job with all seniority and benefits.

In the event the promotional opportunity is outside of the bargaining unit, the employee retains the right to return to the bargaining unit if his/her failure to make probation within six (6) months is for anything other than disciplinary reasons. Time spent outside the bargaining unit will not accrue toward bargaining unit seniority.

ARTICLE 10 – GENERAL PROVISIONS

10.1 Seniority. For the purpose of this Agreement, seniority shall be defined as an employee's length of service (actual hours worked, less overtime or comp time hours) within the bargaining unit except as provided below. The City shall provide the Association with a seniority list annually.

If an employee has a break in service for a voluntary reason and returns to employment within twelve (12) months of the break in service, all previous seniority and rates of vacation accrual shall be restored.

Seniority shall be terminated if an employee:

- a) Resigns for voluntary reasons and does not return within twelve (12) months.
- b) Is discharged or resigns in lieu of disciplinary action.
- c) Is laid off and fails to respond to written notice provided in Article 11, Reduction in Force.
- d) Is laid off work for a period of time greater than two (2) years.
- e) Is retired.

Seniority shall not be affected by use of paid leaves, FMLA, OFLA, military leave under applicable statute, and worker's compensation.

10.2 Outside Employment. Notice of outside employment while an employee of the City shall be given to the City Manager or his/her designee. The City reserves the right to require termination of that employment when it:

- a) Proves incompatible with the employee's City work schedule;
- b) Detracts from the efficiency of the employee in his/her City work;
- c) Results in a conflict of interest; or
- d) Poses a safety hazard.

10.3 Contracting Out. Only if contracting work out results in the layoff or demotion of current bargaining unit employees, the City shall notify the Association no less than seventy days (70) days prior to the issuance of any request for proposals or consideration of proposals to contract out work presently and regularly performed by bargaining unit employees. Such notification shall include a detailed analysis of the likely impact on the bargaining unit, and shall also outline the supporting reasons the City deemed pertinent to its decision. If there are financial reasons underlying the decision, the supporting reasons will include economic rationale.

The Association shall have forty-five (45) days from the receipt of such notice to request bargaining over the impacts on the employee of the proposed contracting out on bargaining unit employees. Upon such timely request, the City shall meet with the Association and enter into mid-term bargaining (ORS 243.698) only over the effects of the contracting out decision. In any event, the Association shall be given the opportunity to discuss alternatives with the City.

For the purpose of this Article, effects bargaining shall only be required if the decision to contract out work will create a layoff or demotion of current bargaining unit employees. In the event of a bona fide emergency, notice may be less than seventy (70) days.

10.4 Job Vacancies. Except for reclassifications, the City agrees to post all newly-created positions, promotional opportunities, and/or job openings within the bargaining unit for five (5)

workdays prior to any other recruitment process occurring, except that temporary positions may be filled without such notice. The parties may agree to waive this five (5) workday posting requirement. If the duties of the newly-created job are currently being performed by a bargaining unit member, the job will be posted internally only. A copy of all postings will be delivered to the Association at time of posting.

Current employees will be given first opportunity to apply for promotional opportunities within the bargaining unit. In the event the City decides to open the recruitment to outside applicants, the City will notify each internal applicant of the reason(s) for the decision. Regardless of whether or not the City requests outside applicants, all qualified employees will be given an opportunity to interview and full consideration for the position should they participate in an interview.

10.5 Labor/Management Meetings. The parties will, upon mutual agreement, meet regularly to discuss labor-management issues regarding the administration of this Agreement or other issues of concern.

10.6 Position Description. Employees will be provided a copy of their position description at the time of hire. A copy of the position description will be placed in the employee's personnel file. Each employee's position description will be reviewed annually during his/her annual review. If the review results in a modification of the position description, or if a change is made to the position descriptions between annual reviews, the employee and Association will be given an updated copy and a copy will be placed in the employee's personnel file. The copies provided will clearly denote changes made to the job description.

Whenever the City desires to change a job description, it shall provide a copy of proposed changes to the Association fourteen (14) days prior to the proposed implementation date.

10.7 Transfer of Bargaining Unit Work. Nothing prohibits the City from assigning non-bargaining unit employees, including but not limited to employees, supervisors, and managers, work presently and regularly performed by bargaining unit employees in cases of emergencies as determined by the City, absences, relief, training employees, or other incidental bargaining unit work.

10.8 Policy and Procedures. Whenever a procedure or policy is developed or a change is made to an existing written procedure or policy, the City will provide a copy to the Association for review 14 calendar days prior to implementation. In the event the Association makes a demand to bargain within this time, the City shall enter into bargaining pursuant to ORS 243.698. In the event the change is based on urgent circumstances, the City may implement upon notice to the Association. The PECBA process otherwise applies.

ARTICLE 11 – REDUCTION IN FORCE

11.1 Layoff. If there are changes of duties in the organization, lack of work, or lack of funds, the City Manager may lay off employees. Layoffs are at the discretion of the City.

All temporary and seasonal positions shall be laid off prior to the layoff of any regular status bargaining unit employees, so long as the temporary work falls within the usual and customary duties of the bargaining unit employees.

An employee shall be given notice of a layoff as soon as reasonably possible, but no less than fourteen (14) calendar days before the effective date. Notice of the layoff will be given to the Association, or designee, and to the employee.

Employees shall be laid off in a department in the inverse order of their bargaining unit seniority within the job description affected by the layoff. The City Manager shall first make every reasonable effort to integrate those employees into another position for which the employee is qualified, as determined by the City, by transfer or consider alternatives to layoff by the Association.

Within individual departments, a bargaining unit employee scheduled for layoff may bump the least senior employee at the same or lower salary range occupying a position the employee previously held in the employee's present department. An employee wishing to bump must exercise his or her right within five (5) calendar days from the date he/she receives his or her layoff notice. To bump to the position, the employee must have completed probation in the position he/she is bumping to. A bump will only be allowed if the employee is still able to perform the essential functions of the job and has all the qualifications presented in the job description. In the event an employee does not currently have the relevant certification/license, the employee is still eligible to exercise this bumping right provided the pertinent certification/license is and can be obtained within six (6) months.

An employee who bumps another employee must complete probation in the job with respect to the essential functions of that job. Failure to complete probation within six (6) months will result in the employee's layoff from that job and the employee will be subject to recall under Sections 11.2 and 11.3.

In an effort to minimize the disruption to the workforce, an employee who is bumped will not have a right to bump and will be laid off.

When layoffs occur in a part-time position, part-time seniority cannot be applied to the same full-time position in the department. This means a part-time employee cannot bump a full-time employee under any circumstances.

11.2 Recall. Employees who were laid off shall be recalled to the position they were laid off from, if it still exists, by inverse order of their layoff, and shall remain eligible for recall for two (2) years. As a result of a layoff, the City reserves the right to direct the work load to other employees.

11.3 Notice. It shall be the responsibility of the employees laid off to keep the City informed of the address at which they may be reached and re-employment shall be offered in person or by certified mail addressed to the last address furnished by the employee. When an offer of re-employment has been made, the laid off employee shall advise the City of acceptance within five

(5) calendar days and shall report for duty within ten (10) days of the receipt of the notification by the City. Any employee who fails to accept re-employment at his/her previous position when offered by the City in accordance with provisions of this Article shall be deemed to have forfeited all recall rights.

ARTICLE 12 – COMPENSATION

12.1 Wages.

~~If the Association ratifies this Agreement by no later than 5 p.m. on August 11, 2015, effective July 1, 2015, or upon ratification and approval by City Council, whichever is later, each employee base wage will be increased by two percent (2%).~~

Effective July 1, 201~~8~~⁶, each employee base wage will be increased by two ~~and one quarter percent (2.25%)~~.

~~Effective July 1, 2019, each employee base wage will be increased by two and one quarter percent (2.25%).~~

12.2 Merit Increases. Merit increases within the employee's salary range will be granted to regular full-time and regular part-time employees annually based on satisfactory performance and continuous service. Less than half-time employees will be granted step increases upon either reaching 2,080 hours or two years (whichever comes first).

Movement within the salary range shall be at least four percent (4%), not to exceed the classification's pay range. The City will retain the right to grant employees movement greater than four percent (4%) and grant employees at the top of their range bonuses if deemed appropriate. Discretionary increases above 4% and bonuses are not grievable.

In the event movement within the City's salary range is denied, the employee will be entitled to appeal the decision through the grievance procedure. The Employer will provide reasonable notice of deficiency prior to denial of an employee's movement within the salary range.

12.3 Foreign Language Premium. The City shall pay an additional three percent (3%) above regular base salary to employees fluent in a language other than English (such as Spanish, Russian, or American Sign Language) if the City determines the second language is beneficial to operations.

The City will establish a process to determine an employee's fluency.

12.4 Workers' Compensation. Employees receiving Workers' Compensation benefits will be allowed to integrate their sick leave or other paid leave with the payments so they will receive their net salary amount each pay period. The "net" shall be defined as their salary less state and federal income taxes and FICA at the time of the injury or illness.

The City will provide employees with full benefits, at the contribution levels outlined in Section 12.4, Insurance, below, while on Workers' Compensation for up to one (1) full year after the date of covered illness or injury.

The City and the Association agree that light-duty opportunities will be assigned to employees if work is available and the employee is certified by a physician to perform the duties of the position.

12.5 Health Insurance.

The City will contribute no more than ninety percent (90%) of the monthly premium per regular full-time employee toward either the Kaiser plans or Copay plans with accompanying dental options. The employee will be responsible for the difference and will pay the monthly amount through a payroll deduction.

Regular part-time employees will be responsible for paying a percentage of the selected health insurance plan premiums on a prorated basis according to their full-time equivalent (FTE) identified on their Personnel Action Form (PAF). The City's contribution will not exceed ninety percent (90%) of the monthly premiums.

The City will also continue to maintain CIS Life Plan 5 (\$ ~~5025~~,000) and the matching accidental death and dismemberment benefit.

The City shall not be obligated to increase its dollar contributions to the plans after June 30, ~~2020~~¹⁷, unless otherwise mutually agreed or negotiated by the parties.

The City will provide employees with the opportunity to contribute to a Flexible Spending Account.

12.6 Long Term Disability Insurance. The City will provide employees with long-term disability insurance as specified in the policy manual.

12.7 Short Term Disability Insurance. The City will make available, at the employees' expense, a Short Term Disability Insurance policy.

12.87 City's Right to Modify Plans and/or Benefits. The City retains the right to change the plan benefits, insurance carriers, and/or administrators as long as it provides benefits comparable to its current healthcare plan set forth in Section 12.5, Insurance.

12.98 Retirement. The City shall continue to participate in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan Pension (OPSRPP) or any successor plan as required by the governing statutes and administrative rules and will continue to pick-up the employee's contribution of six percent (6%). In the event it is determined by the Legislature, courts, or initiative that the City cannot pick up the employee's contribution, the six percent (6%) shall revert to salary.

The City will continue to participate in the program for use of unused accumulated sick leave as an “option” choice for employees as provided by statute and administrative rule.

12.109 Work Out of Classification. Assignments of personnel to a higher classification on an acting basis may be made by the City. When such assignments are made, they shall be specific and placed in writing to the employee. When so assigned for more than 4 hours in the workday, the employee shall be compensated at five percent (5%) above their current salary.

The City will not change assignments to avoid payment on work out of class, unless such change is an operational necessity.

12.110 Promotion. Employees who are promoted shall receive at least a five percent (5%) pay increase, so long as such increase does not exceed the range the employee is moving to. Reclassifications are not subject to 12.10.

12.111 Reclassification. In order to provide easy access for employees, the City will place all classification descriptions for the bargaining unit on the City’s intranet site. Whenever a request for reclassification is made, the City will notify the Association President. The City will acknowledge receipt of reclassification requests within thirty (30) days.

ARTICLE 13 – HOLIDAYS

13.1 Holidays Observed. The City shall observe the following paid holidays:

New Year's Day - January 1st	Labor Day - First Monday in September
M. L. King, Jr.'s Birthday - 3rd Mon. in January	Veterans' Day - November 11 th
Presidents' Day - 3rd Monday in February	Thanksgiving Day - 4 th Thursday in November
Memorial Day - Last Monday in May	Day after Thanksgiving
Independence Day - July 4 th	Christmas Day - December 25 th

All regular full-time City employees shall be paid eight (8) hours at their regular straight-time hourly wage for all holidays referred to under this Section. An employee has the option of using vacation, compensatory time, leave without pay, or work extra hour(s) to offset this benefit when given a day off that exceeds eight (8) hours within the pay period.

Regular part-time employees shall receive holiday pay on a prorated basis, as determined by their respective FTE identified on their PAF, not to exceed eight (8) hours.

13.2 Holidays Falling on Scheduled Days Off. For employees whose normal week is Monday through Friday, whenever a holiday falls on Saturday, the preceding Friday shall be given as a holiday. If it falls on Sunday, the following Monday shall be given as a holiday. The same pattern will be followed for employees whose workweek is other than Monday through Friday.

Whenever a holiday falls on an employee's first day off, the preceding day shall be considered the holiday. When a holiday falls on an employee's second day off, the following day shall be considered the holiday.

When a holiday falls on a Monday or Friday giving the majority of City employees a three (3) day weekend, an employee whose days off are other than Saturday and Sunday may, with supervisor approval, choose to take the day preceding or the day after his/her weekend off as a holiday in lieu of taking the actual holiday, thus giving his/her a three (3) day weekend like other City employees.

13.3 Holidays During Leave. Holidays that occur during paid leave time of any type shall not be charged against such leave.

13.4 Holiday Pay. If any employee works on a recognized holiday, that employee shall be paid for all hours worked at time and one-half the regular rate of pay plus regular holiday pay. The time and one-half pay specified above shall occur only on the actual holiday.

13.5 Holiday Work. In scheduling holiday work, the City shall first solicit volunteers from the qualifying work group and give all volunteering employees equal opportunities for holiday work by rotating assignments. When insufficient numbers of people volunteer for holiday work, employees (other than temporary and seasonal employees) shall be assigned on a rotational basis by inverse seniority.

ARTICLE 14 – VACATION

14.1 Accrual.

Vacation leave shall accrue monthly and may be taken when earned. Full-time employees will accrue vacation according to the following accrual schedule:

<u>Months of Service</u>	<u>Accrued Leave Hours (rate)</u>
0-60	7.33 <u>8</u> hours / 121 days
61-120	10.67 <u>11.33</u> hours / 176 days
121-180	12.67 <u>13.33</u> hours / 2019 days
181+	15.34 <u>16</u> hours / 243 days

Part-time employees shall accrue vacation leave on a prorated basis, as determined by their respective FTE identified on their PAF, not to exceed the maximum monthly accrual for full-time employees.

14.2 Eligibility. New employees shall not be eligible for vacation leave during probation, although vacation leave shall accrue from the beginning of employment. Up to 40 hours of

vacation may be taken after satisfactory completion of probation. Upon request, the City, may allow an employee to use earned vacation days during probationary periods.

14.3 Maximum Accrual. Employees shall be required to take one (1) week of vacation per year, but may only accrue up to 240 hours of vacation leave with pay.

14.4 Scheduling. Supervisors shall schedule vacation for their respective employees with due consideration for the desires of the employees and the City's work requirements. Vacation schedules may be amended to allow each supervisor to meet emergency situations. In the event that more than one (1) employee has requested the same vacation period off and the workload does not permit all employees to have that period off, the supervisor shall first ask for any volunteers who are willing to reschedule their request. In the event there are insufficient volunteers, preference shall be granted on the basis of seniority provided, however, that each employee may only exercise his/her seniority for vacation bidding once per calendar year.

14.5 Pay Upon Separation. Upon separation from employment, unused vacation benefits earned will be paid out with the final paycheck.

14.6 Vacation Cancellation. In the event approved vacation leave is canceled by the City, the employee shall be notified of the cancellation in writing. Unrecoverable transportation, lodging deposits or other bona fide expenses such as hunting tags, event tickets, etc., will be reimbursed by the City.

14.7 Vacation Transfer. Subject to the requirements above in maximum accrual, the City shall have a leave sharing plan that will allow employees to transfer accumulated vacation leave to a leave sharing bank that satisfies the requirements of federal law. Employees who suffer "a medical emergency" and who have exhausted all paid leaves may qualify as recipients of leave donated by a coworker into the leave sharing bank. Donated leaves are irrevocable. Requests for leave donations and leave donation transfers must be submitted in writing.

Whenever an employee is receiving wages and benefits as a result of donated time, the donated time shall be used to offset any and all benefits or roll-up expense to the City.

ARTICLE 15 – SICK LEAVE

15.1 Accrual. All regular full-time City employees shall earn sick leave with full pay at the rate of eight (8) hours for each calendar month of service. Sick leave shall accrue from the date of employment.

Regular part-time employees shall accrue sick leave on a prorated basis, as determined by their respective FTE identified on their PAF, not to exceed eight (8) hours.

15.2 Utilization. Employees are eligible for sick leave for the following reasons:

- a) Non-occupational personal illness or physical disability.
- b) Quarantine of an employee by a physician for non-occupationally related disability.

- c) Illness of an immediate family member requiring the employee to remain at home. For the purposes of this Section, immediate family member shall include spouse, domestic partner, parents (including step-parents), children (including step-children and foster children), current father-in-law and mother-in-law, grandparents, grandchildren, and other relatives living in the employee's household.
- d) Necessity for medical or dental care.
- e) Any time utilized under this Section will be utilized in increments of fifteen (15) minutes which will be rounded up to the next quarter (1/4) hour on each occasion.

Documentation of the need for sick leave from an employee's attending physician may be required at the City's discretion for absences in excess of three (3) consecutive work days, or if the City has reason to believe that the employee is abusing sick leave privileges. Misuse of sick leave benefits will be subject to disciplinary action. The City will pay any charges or fees (not covered by health insurance) from the employee's attending physician for providing documentation.

15.3 Notification. An employee who is unable to report for work as scheduled shall report the reasons for absence to his/her supervisor one (1) hour prior to the time the employee is expected to report for work. Sick leave with pay shall not be allowed unless such report has been made or unless emergency circumstances existed to justify the failure to report. Additionally, the employee must call in to report any continuing need to be absent to his/her immediate supervisor prior to the start of each subsequent shift to be eligible for sick leave benefits on these workdays. No daily notice will be required when the employee has submitted a doctor's note which specifically states he/she will be unable to return to work until a certain date.

15.4 Use of Other Accrued Leave. Once sick leave is exhausted, an employee with a serious illness or injury can use other forms of accrued leave (e.g., vacation, compensatory time, etc.).

15.5 Family Medical Leave. Employees shall be granted twelve (12) weeks leave upon request pursuant to ORS 659.470-494. Employees must use, in the following order, sick leave, compensatory time, accrued vacation, and/or leave without pay while on Family Medical Leave. The employee shall submit his/her request for Family Medical Leave in writing.

15.6 Physician Evaluation. The City may require an employee to see a physician of the employee's choice whenever it objectively believes the employee may be unable to safely perform his/her job. The employee will bear the cost of the physician's visit. When it becomes necessary to seek a physician's certification, the City will inform the employee and the Association and place the employee on paid administrative leave until the employee can be examined. The City will be required to pay the employee for the time spent traveling to and from the doctor if outside of administrative leave hours, and will pay mileage. If concerns regarding the employee's ability to safely perform his/her job continue, the City may require the employee to see a physician of the City's choosing. The City will bear the cost of the physician's visit.

15.7 Transfer. The City shall have a leave sharing plan that will allow employees to transfer accumulated sick leave to a leave sharing bank that satisfies the requirements of federal law. Employees who suffer "a medical emergency" and who have exhausted all paid leaves may

qualify as recipients of leave donated by a coworker into the leave sharing bank. The transferring employee must maintain a sick leave balance for his/her own use of at least 480 hours. Requests for leave donations and leave donation transfers must be submitted in writing.

Whenever an employee is receiving wages and benefits as a result of donated time, the donated time shall be used to offset any and all benefits or roll-up expense to the City.

15.8 Required Leave. The City Manager/designee may require an employee to use sick leave and leave the work place if it is determined the employee is too ill to work or could expose his/her illness to the public or other employees.

15.9 Return to Work. The City may require an employee to provide documentation from his/her attending physician stating he/she is able to return to work when returning from sick leave.

ARTICLE 16 – EDUCATIONAL OPPORTUNITIES

16.1 Tuition Reimbursement. The City may reimburse an employee for full tuition costs for one (1) class per term, not to exceed three (3) classes per year, provided that:

- a) The class is directly related to the employee's work (or to a position to which an employee can reasonably expect to be promoted).
- b) The employee has made prior arrangement with his/her supervisor and received approval from the City Manager/designee for reimbursement prior to registration for such course.
- c) Prior to reimbursement by the City, the employee must submit evidence of satisfactory completion of the course. Satisfactory completion means the employee receives a grade of “C” or better, or a passing grade in a pass/fail class.
- d) The employee is not receiving reimbursement for tuition from any other source.
The employee agrees to continue employment with the City at least six (6) months following satisfactory completion of the course or will reimburse the City for tuition costs paid during his/her last six (6) months of employment with the City.

16.2 Professional Development Compensation. The City shall allow time off with pay and shall pay all expenses of attending classes, lectures, conferences, or conventions, when attendance is on an assignment basis and approved by the City Manager/designee, as set forth in the City’s Professional Development, Travel, and Meals policy. Studying or preparing for classes, lectures, conferences, or conventions shall not be allowed on work time.

Employees who are required to attend out-of-town training, either by the department supervisor or as required by the City to maintain required job-related certifications/licenses, will be paid for the travel time outside of their normal schedule, consistent with Oregon Administrative Rule 839-020-0045. Travel time for required local training will also be paid if it exceeds the normal commute time the employee experiences traveling to and from work. If this time causes them to exceed forty (40) hours in a week, it will be paid at the applicable overtime rate or employees may flex their schedule to compensate for the hours. However, if it is foreseeable the travel time will cause the employee to exceed forty (40) hours in a workweek, the employee must receive the City’s approval of the overtime. Meals shall be reimbursed according to the City’s

Professional Development, Travel, and Meals Policy. Employees who voluntarily attend training that is approved by the City during the employee's normal work schedule shall only be compensated for their normal work schedule.

16.3 Work-Related Courses. When an employee wishes to take a work-related course(s) which is only offered during regular working hours, the City Manager/designee may either:

- a) Pay for the cost of the course and related tests in advance, provided that the employee supervisor for alternative working hours. In the event the employee fails to pass or complete the course or tests, the employee will be required to reimburse the City for the advanced costs; or
- b) Allow time off with pay provided the employee pays his/her own tuition costs and prior arrangements are made with his/her supervisor and approved by the City Manager/designee.

16.4 Cost of Textbooks. The cost of textbooks and technical publications required for courses for an employee's current position shall be the responsibility of the City. Upon completion of such courses, the textbooks and technical publications shall remain City property.

ARTICLE 17 – OTHER LEAVES

17.1 Criteria and Procedure. All requests for an unpaid leave of absence shall be submitted in writing to the City Manager or a designee. The written application must describe the reason for the request and confirm a specified date at which the employee is expected to return to work.

17.2 Approval. Requests for leave will be evaluated on a case by case basis with the operational requirements of the City in mind. Subject to those requirements, approval will not be unreasonably withheld. Requests for leave to conduct Association business will be evaluated in a non-discriminatory fashion.

17.3 Termination of Leave. Notice that the employee has accepted employment or entered into full-time business or occupation may be accepted by the City as a resignation when the employment or business is inconsistent with the reason leave was requested and granted. Any employee who is granted a leave of absence without pay under this Section and who inexcusably fails to return to work immediately upon the expiration of said leave of absence, shall be considered as having resigned his/her position with the City.

17.4 Employee Status. Employees on leave without pay remain employees covered by this Agreement, entitled to its non-economic benefits such as access to the grievance procedure. Unless required by law or otherwise specified in this Agreement, employees on leave without pay shall not accrue any economic benefits, including seniority.

17.5 Bereavement Leave. Full-time employees may be granted up to forty hours of paid leave in the event of the death of an immediate family member. The leave is intended to allow the employee time to attend the funeral and make necessary arrangements. Part-time employees will be eligible for bereavement leave on a pro-rata basis, as determined by their respective FTE

identified on their PAF, not to exceed forty (40) hours. An immediate family member includes: the spouse of an employee, the domestic partner of an employee, and children and parents of the domestic partner; the biological, adoptive, or foster parent or child of the employee; the grandparent or grandchild of the employee; the parent-in-law of the employee; the sibling of the employee; or a person with whom the employee was in a relationship of in loco parentis. Under Oregon family leave legislation, employees can take a maximum of two weeks of leave per death of an immediate family member, up to a maximum of 12 weeks per leave year. This leave is counted as OFLA leave. Upon application and mutual agreement with the employee's supervisor, the employee may use accumulated leave after the forty (40) hours of compensated bereavement leave. Such request for additional leave shall not be unreasonably denied.

Deviations from the definition of immediate family shall not be allowed; however, the City will consider other leave for employees who wish to take time off as a result of some other person who is significant to him/her.

17.6 Jury/Witness Duty. When a City employee is called for jury duty or is subpoenaed as a witness in a criminal matter, or in a civil matter arising from his/her City employment, he/she will not suffer any loss of regular City compensation or benefits he/she would have earned during such absence. The combination of daily jury/witness hours and hours worked by the employee will not exceed the employee's daily work schedule.

Employees shall contact their supervisor immediately following the completion of jury/witness duty each day. The supervisor will determine whether the employee is required to return to work following the completion of jury/witness duty.

Employees must either waive the juror/witness compensation or must sign the funds over to the City.

17.7 Military. Military leave is granted to all employees absent from work due to service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Generally, advanced notice is required prior to taking military service or training leave.

17.8 Inclement Weather

In the event an employee is unable to make it to work because of inclement weather or the City offers to send employees home as a result of the same, the employee will have the option of using any accrued leave, except sick leave, or take leave without pay.

If an employee reports for work during inclement weather and the City decides to not have the employee work, the employee shall be compensated for a minimum of two (2) hours of work.

ARTICLE 18 – DISCIPLINE

18.1 Discipline and Discharge. No covered employee shall be disciplined or discharged except for just cause. Oral warnings, even if reduced to writing, are not considered to be discipline and

may not be protested through the grievance procedure. Disciplinary actions include, but are not limited to: written reprimands, suspensions, demotions and discharge. Whenever an employee is disciplined the employee shall be asked to sign the notice of disciplinary action as specified in Section 20.4, Signature Requirement, and the employee may refuse to do so.

Informal discipline and corrective actions, such as counseling, specific directives, work improvement plans, oral warnings (even if reduced to writing) and other similar actions are not considered discipline and will not be placed in the personnel file as such. Corrective actions are not subject to the grievance process. They may be used for notice of disciplinary sanctions and are subject to review in yearly evaluations. Employees may provide written rebuttal within ten (10) calendar days, to be placed with the informal discipline or corrective action.

18.2 Excluded Employee. Probationary employees (as defined in Section 9.1, Original Appointments), less-than-half-time, temporary, and seasonal employees may be terminated or disciplined for any reason, and such action shall not constitute a violation of this contract, nor be subject to the grievance procedure.

18.3 Imposition. If a supervisor has reason to discipline an employee, he/she shall make a reasonable effort to impose such discipline in a manner that will not unduly embarrass the employee before other employees or the public.

18.4 Representation Rights. Upon request, an employee will be entitled to have an Association representative (as under Article 5.1) and/or Association Counsel, without unreasonable delay, present whenever the employee is being interviewed regarding a matter that could lead to a disciplinary action against the employee. Employees subject to discipline, as defined in Section 18.1, will be provided 48 hours written notice of intent to interview the employee. The notice will include facts sufficient to identify the allegation of misconduct, notice of place and time of the interview, and the right to have Association representation ~~or Counsel present as per above.~~ An employee's representation rights may only be invoked in accordance with the standard set forth by the Oregon Employment Relations Board. During any interview of this nature, either party may record the proceeding. If the meeting is recorded, the party making the recording will be obliged to provide a copy of the recording if requested by the other party. If a copy of the recording is requested, a reasonable fee may be imposed.

The supervisor is encouraged to advise an employee of his/her right to ~~Union~~-Association representation on a matter that might lead to discipline.

18.5 Due Process. Prior to imposition of an economic disciplinary sanction, the following procedural due process shall be followed:

- a) The employee shall be given advance written notice of the charges or allegations that may subject them to discipline and of the disciplinary sanctions being considered.
- b) The employee will be given an opportunity to refute the charges or allegations either in writing or orally in an informal hearing prior to the implementation of any discipline. If discharge is the disciplinary sanction being considered, the employee will be given at

least seven (7) calendar days' notice of the informal hearing, unless mutually agreed to schedule it earlier.

18.6 Just Cause Standards. For the purpose of this Agreement, just cause shall be determined based on the following questions:

- a) Did the City give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?¹
- b) Was the City's rule or managerial order reasonably related to a) the orderly, efficient or safe operation of the City's business; and b) the performance the City might properly expect of the employee?
- c) Did the City, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
- d) Was the City's investigation conducted fairly and objectively?
- e) At the investigation, did the City obtain substantial and compelling evidence or proof that the employee was guilty as charged?
- f) Has the City applied its rules, orders and penalties evenhandedly and without discrimination to all employees?
- g) Was the degree of discipline administered by the City reasonably related to a) the seriousness of the employee's proven offense; and b) the record of the employee and his/her service with the City?

18.7 Notice of Discipline. When an employee is disciplined, the ~~Local~~-Association President/designee will be given notice of the action against the employee, unless the employee declines that such notice be given.

18.8 Discovery Materials. In the event the ~~Union~~-Association or employee requests a copy of the disciplinary investigation or related materials, the City may apply reasonable costs for copies or administrative time beyond the de minimis standard.

ARTICLE 19 – GRIEVANCE PROCEDURE

19.1 Grievance Defined. A grievance is any dispute concerning the application, interpretation or enforcement of this Agreement.

19.2 Grievance Procedure. This shall be the exclusive procedure and remedy involving any alleged violation of this Agreement.

¹ The parties agree that there are some offenses that are so egregious that forewarning of consequences is not necessary.

Step 1. The employee, with or without an Association representative, shall first take up the grievance with his/her immediate supervisor within ~~ten-fourteen~~ (14) calendar days immediately following the date the employee had or should have had knowledge of the grievance. The Association representative will not present the Step 1 grievance. The supervisor will then issue a response within ~~ten-fourteen~~ (14) calendar days immediately following the date the employee discussed the grievance with his/her immediate supervisor.

Step 2. If the grievance is not resolved at Step 1, the affected employee(s) shall present the grievance in writing to the Department Head with a copy to Human Resources within ten (10) calendar days immediately following the date his/her immediate supervisor's response was received or communicated to the affected employee. At this and each subsequent step of the grievance procedure, the written grievance submitted by the Association or employee(s) shall include:

- a) A statement of the grievance and the factual allegations upon which it is based;
- b) The Section(s) of this contract alleged to have been violated;
- c) The remedy sought; and
- d) The name and signature of the employee(s) involved in the grievance, except in the case of a group grievance. In such case, an officer of the local Association will sign.

Within ten (10) calendar days of receipt of the Step 2 grievance, the Department Head and Human Resources will meet with the grievant and, if the grievant requests, a representative of the Association. In the event a meeting cannot be scheduled because of the unavailability of any party, the parties shall then mutually agree to another date. In any event, the employee/Association will be given at least twenty-four (24) hours' notice of such meeting. Grievances filed by the City shall be initiated at Step 2 and filed with the Association's President.

The Department Head shall render a written decision within ten (10) calendar days following the Step 2 meeting.

Step 3. If the grievance is not resolved at Step 2, the affected employees(s) shall present the grievance in writing to the City Manager within ten (10) calendar days following the Department Head's response.

Within ten (10) calendar days of receipt of the Step 3 grievance, the City Manager will schedule a meeting to discuss the grievance with the grievant, and if the grievant requests, with a Association representative. The City Manager shall render a written decision within ten (10) calendar days following the Step 3 meeting.

Step 4. If the grievance is not resolved at Step 3 and if the Association or City wishes to pursue the grievance further, the party shall submit the grievance to arbitration by written notice to the

City Manager or Association President within ten (10) calendar days following the due date for the Step 3 response or the date the Step 3 response was received, whichever date is sooner.

Unless the parties mutually agree upon an arbitrator, the party requesting arbitration shall, within fourteen (14) calendar days of their notice to proceed to arbitration, submit a written request to the Oregon Employment Relations Board for a list of the names of seven (7) arbitrators ~~who are members of the National Academy of Arbitrators~~ with their principle place of residence in Oregon or Washington. Upon receipt of the list, the parties shall determine by the toss of a coin who will strike first, and the parties shall then continue to alternate strikes until only one (1) name remains and the remaining name shall be the arbitrator.

The arbitrator shall have no power to modify, add to or subtract from the terms of this Agreement and shall be confined to the interpretation and enforcement of this Agreement. The arbitrator's decision shall be in writing and shall be submitted to the parties within thirty (30) calendar days following the close of the hearing. The arbitrator's decision shall be final and binding on the affected employee(s), the Association and the City.

Either party may request the arbitrator to issue subpoenas but, if issued, the cost of serving a subpoena shall be borne by the party requesting the subpoena. Each party shall be responsible for compensating its own witnesses and representatives during the arbitration hearing-, except that employees that are subpoenaed for the hearing shall not suffer any time loss during the time it is necessary for them to testify. The non-prevailing party shall pay the arbitrator's fees and expenses, and the arbitrator, as part of the award, shall designate the non-prevailing party for such purpose.

19.3 Time Limits. All parties subject to these procedures shall be bound by the time limits contained herein. If either party fails to follow such limits, the following shall result:

- a) If the grievant or the Association fails to advance the grievance to the next step in a timely fashion, the right to binding arbitration of the grievance shall be waived.
- b) If the City or the Association, at any step, fails to respond in a timely fashion, the grievance shall proceed to the next step.

Time limits may be extended by written agreement of the parties.

19.4 Discovery Materials. In the event the Association requests materials for review, such as for processing a grievance, the City may apply reasonable costs for copies or administrative time beyond the de minimis standard.

ARTICLE 20 – PERSONNEL RECORDS

20.1 Access. Each employee shall have the right to review and copy the contents of his/her own personnel file. The City may apply reasonable costs for copies or administrative time, unless the copies and administrative time are de minimus.

In addition to the Association's rights as the exclusive representative, at his/her option and upon presentation of a signed release, an employee may authorize an Association representative to review the contents of his/her file.

20.2 Disciplinary Records. Each employee shall be given a copy of all disciplinary materials placed in his/her file. An employee may include an explanatory statement for the personnel file in answer to any reprimand or other form of discipline if the employee chooses not to grieve such action.

20.3 File Purging. Written reprimands/~~warnings~~ may be removed from an employee's file, at his/her request, after three (3) years following the date of the last written reprimand/~~warning~~ so long as no other disciplinary action has occurred within that three (3) year time period. Any material, other than performance evaluations, directly associated with the items being purged, will also be removed from the file. Documents removed from the personnel file shall be placed in a confidential file maintained by the Human Resources Department. Such purged documents will not be used against an employee for the purpose of progressive discipline. Purged documents may be used in any civil or arbitration proceeding for the purpose of establishing consistency of disciplinary action, showing the employee is on notice of a rule, impeachment, lack of discrimination, the existence of mitigating or extenuating circumstances and compliance with legal obligations. The Association will have equal access, upon request, to these files for the same purposes.

20.4 Signature Requirement. Before any material reflecting negatively on the employee is placed in the employee's file, the employee shall sign a receipt containing the following disclaimer:

"Employee's signature only acknowledges receipt of material. The employee's signature does not necessarily indicate agreement or disagreement."

| This shall not apply to a termination notice.-

ARTICLE 21 – STRIKES

21.1 Prohibition. The Association and its members, as individuals or as a group, will not initiate, cause, participate or join in any strike, work stoppage, or slowdown, or any other restrictions of work, at any location in the City during the term of this contract except for under ORS 243.698 or as under PECBA. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established in the City by the Association or by any other labor organization when called upon to cross picket lines in the line of duty. Disciplinary action, including discharge, may be taken by the City against any employee or employees engaged in a violation of this Article.

21.2 Association Obligation. In the event of a strike, work stoppage, slowdown, picketing, observance of a picket line, or other restriction of work in any form, either on the basis of individual choice or collective employee conduct, the Association will immediately, upon

notification, attempt to secure an immediate orderly return to work, or as under those rights as provided by PECBA.

21.3 Lockout. There shall be no lockout of employees during the term of this Agreement.

ARTICLE 22 – SAVINGS CLAUSE

Should any portion of this contract be determined to be contrary to law or ruled in violation of law, the determination shall be deemed to apply only to that specific portion, and all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. Upon such determination, the parties agree to negotiate regarding the invalidated portion under the mid-term bargaining provisions of ORS 243.698. Negotiations shall commence within thirty (30) days.

ARTICLE 23 – STATUS OF AGREEMENT

23.1 Complete Agreement. This Agreement incorporates the sole and complete agreement between the City and the Association resulting from these negotiations.

23.2 Amendments. This Agreement may be amended at any time by mutual Agreement of the Association and the City.

In the event the City wishes to implement or change any condition of employment that is a mandatory subject of bargaining which was not discussed in the negotiations that created the current Agreement, the City shall inform the Association of the condition it wishes to implement or change. The Association will have fourteen (14) days to make a demand to bargain. If the Association makes a timely demand to bargain under PECBA, the City shall enter into the mid-term bargaining provisions of ORS 243.698. If the Association does not demand to bargain, the City may implement or change the condition it has proposed. The Association waives any right to bargain matters it raised during negotiations but which were not embodied in the Agreement.

ARTICLE 24 – TERM OF AGREEMENT

This Agreement shall be effective upon execution and shall remain in full force and effect to June 30, 20~~17~~20. This agreement shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing no later than January 1 of the expiring year that it desires to bargain a successor agreement. In the event notice to bargain a successor agreement is provided, negotiations will be initiated within 30 days or as mutually agreed.

This Agreement is hereby executed on this ____ of _____, 201~~5~~7 by:

The City of Wilsonville

Wilsonville Municipal Employee Association

Bryan Cosgrove date
City Manager

~~Thomas Reeder~~Beth Wolf date
Association President

Range	Position	Monthly		Hourly	
		Low	High	Low	High
5		\$1,960.40	\$2,497.73	\$ 11.31	\$ 14.41
6		\$2,010.67	\$2,560.13	\$ 11.60	\$ 14.77
7		\$2,059.20	\$2,622.53	\$ 11.88	\$ 15.13
8		\$2,111.20	\$2,690.13	\$ 12.18	\$ 15.52
9		\$2,163.20	\$2,756.00	\$ 12.48	\$ 15.90
10		\$2,216.93	\$2,827.07	\$ 12.79	\$ 16.31
11		\$2,272.40	\$2,898.13	\$ 13.11	\$ 16.72
12		\$2,329.60	\$2,969.20	\$ 13.44	\$ 17.13
13	Nutrition Program Assistant	\$2,386.80	\$3,040.27	\$ 13.77	\$ 17.54
14		\$2,445.73	\$3,118.27	\$ 14.11	\$ 17.99
15		\$2,506.40	\$3,196.27	\$ 14.46	\$ 18.44
16		\$2,570.53	\$3,277.73	\$ 14.83	\$ 18.91
17		\$2,636.40	\$3,359.20	\$ 15.21	\$ 19.38
18		\$2,702.27	\$3,442.40	\$ 15.59	\$ 19.86
19		\$2,766.40	\$3,529.07	\$ 15.96	\$ 20.36
20		\$2,835.73	\$3,617.47	\$ 16.36	\$ 20.87
21	Library Clerk I	\$2,908.53	\$3,709.33	\$ 16.78	\$ 21.40
22		\$2,981.33	\$3,801.20	\$ 17.20	\$ 21.93
23		\$3,055.87	\$3,896.53	\$ 17.63	\$ 22.48
24	Library Clerk II Nutrition Coordinator I	\$3,132.13	\$3,993.60	\$ 18.07	\$ 23.04
25		\$3,210.13	\$4,092.40	\$ 18.52	\$ 23.61
26	Administrative Assistant I	\$3,289.87	\$4,192.93	\$ 18.98	\$ 24.19
27	Nutrition Coordinator II	\$3,371.33	\$4,300.40	\$ 19.45	\$ 24.81
28	Support Services Coordinator	\$3,456.27	\$4,407.87	\$ 19.94	\$ 25.43
29		\$3,542.93	\$4,517.07	\$ 20.44	\$ 26.06
30	Accounting Technician Administrative Assistant II Information Systems Assistant I Permit Technician I	\$3,629.60	\$4,628.00	\$ 20.94	\$ 26.70
31	Facilities Maintenance Specialist Parks Maintenance Specialist Roads Maintenance Specialist Utilities Maintenance Specialist	\$3,723.20	\$4,744.13	\$ 21.48	\$ 27.37
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$3,815.07	\$4,867.20	\$ 22.01	\$ 28.08

Range	Position	Monthly		Hourly	
		Low	High	Low	High
33		\$3,910.40	\$4,986.80	\$ 22.56	\$ 28.77
34	Engineering Technician Outreach Librarian Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Sewer Vactor Operator II	\$4,007.47	\$5,109.87	\$ 23.12	\$ 29.48
35		\$4,106.27	\$5,238.13	\$ 23.69	\$ 30.22
36	Assistant Planner Water Distribution Technician	\$4,212.00	\$5,368.13	\$ 24.30	\$ 30.97
37	Facilities Maintenance Technician Parks Lead Maintenance Specialist Recreation Coordinator II Roads Lead Maintenance Specialist	\$4,316.00	\$5,505.07	\$ 24.90	\$ 31.76
38	Information Systems Assistant II Public Works Analyst Storm Water Management Coordinator	\$4,425.20	\$5,640.27	\$ 25.53	\$ 32.54
39	Accountant Building Inspector/Plans Examiner I Industrial Pre-Treatment Coordinator	\$4,532.67	\$5,780.67	\$ 26.15	\$ 33.35
40	Adult Services Librarian Senior Engineering Technician Youth Services Librarian	\$4,647.07	\$5,928.00	\$ 26.81	\$ 34.20
41		\$4,763.20	\$6,077.07	\$ 27.48	\$ 35.06
42	Associate Planner Information Systems Analyst	\$4,882.80	\$6,226.13	\$ 28.17	\$ 35.92
43	Building Inspector II Senior Accountant	\$5,005.87	\$6,382.13	\$ 28.88	\$ 36.82
44		\$5,130.67	\$6,539.87	\$ 29.60	\$ 37.73
45		\$5,260.67	\$6,704.53	\$ 30.35	\$ 38.68
46	Plans Examiner	\$5,390.67	\$6,874.40	\$ 31.10	\$ 39.66
47	Network Administrator Senior Planner	\$5,525.87	\$7,046.00	\$ 31.88	\$ 40.65

Range	Position	Monthly		Hourly	
		Low	High	Low	High
7		\$2,106.00	\$2,681.47	\$ 12.15	\$ 15.47
8		\$2,158.00	\$2,750.80	\$ 12.45	\$ 15.87
9		\$2,211.73	\$2,818.40	\$ 12.76	\$ 16.26
10		\$2,267.20	\$2,891.20	\$ 13.08	\$ 16.68
11		\$2,322.67	\$2,964.00	\$ 13.40	\$ 17.10
12		\$2,381.60	\$3,036.80	\$ 13.74	\$ 17.52
13	Nutrition Program Assistant	\$2,440.53	\$3,107.87	\$ 14.08	\$ 17.93
14		\$2,501.20	\$3,187.60	\$ 14.43	\$ 18.39
15		\$2,563.60	\$3,267.33	\$ 14.79	\$ 18.85
16		\$2,627.73	\$3,352.27	\$ 15.16	\$ 19.34
17		\$2,695.33	\$3,435.47	\$ 15.55	\$ 19.82
18		\$2,762.93	\$3,520.40	\$ 15.94	\$ 20.31
19		\$2,828.80	\$3,608.80	\$ 16.32	\$ 20.82
20		\$2,899.87	\$3,698.93	\$ 16.73	\$ 21.34
21	Library Clerk I	\$2,974.40	\$3,792.53	\$ 17.16	\$ 21.88
22		\$3,048.93	\$3,886.13	\$ 17.59	\$ 22.42
23		\$3,125.20	\$3,984.93	\$ 18.03	\$ 22.99
24	Library Clerk II Nutrition Coordinator I	\$3,203.20	\$4,083.73	\$ 18.48	\$ 23.56
25		\$3,282.93	\$4,184.27	\$ 18.94	\$ 24.14
26	Administrative Assistant I	\$3,364.40	\$4,286.53	\$ 19.41	\$ 24.73
27	Nutrition Coordinator II	\$3,447.60	\$4,397.47	\$ 19.89	\$ 25.37
28	Support Services Coordinator	\$3,534.27	\$4,506.67	\$ 20.39	\$ 26.00
29		\$3,622.67	\$4,619.33	\$ 20.90	\$ 26.65
30	Accounting Technician Administrative Assistant II Information Systems Assistant I Permit Technician I	\$3,711.07	\$4,732.00	\$ 21.41	\$ 27.30
31	Facilities Maintenance Specialist Parks Maintenance Specialist Roads Maintenance Specialist Utilities Maintenance Specialist	\$3,806.40	\$4,851.60	\$ 21.96	\$ 27.99
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$3,901.73	\$4,976.40	\$ 22.51	\$ 28.71

Range	Position	Monthly		Hourly	
		Low	High	Low	High
33		\$3,998.80	\$5,099.47	\$ 23.07	\$ 29.42
34	Engineering Technician Outreach Librarian Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Sewer Vector Operator II	\$4,097.60	\$5,224.27	\$ 23.64	\$ 30.14
35		\$4,198.13	\$5,356.00	\$ 24.22	\$ 30.90
36	Assistant Planner Water Distribution Technician	\$4,307.33	\$5,489.47	\$ 24.85	\$ 31.67
37	Facilities Maintenance Technician Parks Lead Maintenance Specialist Recreation Coordinator II Roads Lead Maintenance Specialist	\$4,413.07	\$5,628.13	\$ 25.46	\$ 32.47
38	Information Systems Assistant II Public Works Analyst Storm Water Management Coordinator	\$4,524.00	\$5,766.80	\$ 26.10	\$ 33.27
39	Accountant Building Inspector/Plans Examiner I Industrial Pre-Treatment Coordinator	\$4,634.93	\$5,910.67	\$ 26.74	\$ 34.10
40	Adult Services Librarian Senior Engineering Technician Youth Services Librarian	\$4,751.07	\$6,061.47	\$ 27.41	\$ 34.97
41		\$4,870.67	\$6,214.00	\$ 28.10	\$ 35.85
42	Associate Planner Information Systems Analyst	\$4,992.00	\$6,366.53	\$ 28.80	\$ 36.73
43	Building Inspector II Senior Accountant	\$5,118.53	\$6,526.00	\$ 29.53	\$ 37.65
44		\$5,246.80	\$6,687.20	\$ 30.27	\$ 38.58
45		\$5,378.53	\$6,855.33	\$ 31.03	\$ 39.55
46	Plans Examiner	\$5,512.00	\$7,028.67	\$ 31.80	\$ 40.55
47	Network Administrator Senior Planner	\$5,650.67	\$7,203.73	\$ 32.60	\$ 41.56

Range	Position	Monthly		Hourly	
		Low	High	Low	High
8		\$2,206.53	\$2,813.20	\$ 12.73	\$ 16.23
9		\$2,262.00	\$2,882.53	\$ 13.05	\$ 16.63
10		\$2,317.47	\$2,957.07	\$ 13.37	\$ 17.06
11		\$2,374.67	\$3,029.87	\$ 13.70	\$ 17.48
12		\$2,435.33	\$3,104.40	\$ 14.05	\$ 17.91
13	Nutrition Program Assistant	\$2,496.00	\$3,177.20	\$ 14.40	\$ 18.33
14		\$2,556.67	\$3,258.67	\$ 14.75	\$ 18.80
15		\$2,620.80	\$3,340.13	\$ 15.12	\$ 19.27
16		\$2,686.67	\$3,428.53	\$ 15.50	\$ 19.78
17		\$2,756.00	\$3,513.47	\$ 15.90	\$ 20.27
18		\$2,825.33	\$3,600.13	\$ 16.30	\$ 20.77
19		\$2,892.93	\$3,690.27	\$ 16.69	\$ 21.29
20		\$2,965.73	\$3,782.13	\$ 17.11	\$ 21.82
21	Library Clerk I	\$3,042.00	\$3,877.47	\$ 17.55	\$ 22.37
22		\$3,118.27	\$3,972.80	\$ 17.99	\$ 22.92
23		\$3,196.27	\$4,075.07	\$ 18.44	\$ 23.51
24	Library Clerk II Nutrition Coordinator I	\$3,276.00	\$4,175.60	\$ 18.90	\$ 24.09
25		\$3,357.47	\$4,277.87	\$ 19.37	\$ 24.68
26	Administrative Assistant I	\$3,440.67	\$4,383.60	\$ 19.85	\$ 25.29
27	Nutrition Coordinator II	\$3,525.60	\$4,496.27	\$ 20.34	\$ 25.94
28	Support Services Coordinator	\$3,614.00	\$4,608.93	\$ 20.85	\$ 26.59
29		\$3,704.13	\$4,723.33	\$ 21.37	\$ 27.25
30	Accounting Technician Administrative Assistant II Information Systems Assistant I Permit Technician I	\$3,794.27	\$4,837.73	\$ 21.89	\$ 27.91
31	Facilities Maintenance Specialist Parks Maintenance Specialist Roads Maintenance Specialist Utilities Maintenance Specialist	\$3,891.33	\$4,960.80	\$ 22.45	\$ 28.62
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$3,990.13	\$5,089.07	\$ 23.02	\$ 29.36

Range	Position	Monthly		Hourly	
		Low	High	Low	High
33		\$4,088.93	\$5,213.87	\$ 23.59	\$ 30.08
34	Engineering Technician Outreach Librarian Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Sewer Vactor Operator II	\$4,189.47	\$5,342.13	\$ 24.17	\$ 30.82
35		\$4,291.73	\$5,477.33	\$ 24.76	\$ 31.60
36	Assistant Planner Water Distribution Technician	\$4,404.40	\$5,612.53	\$ 25.41	\$ 32.38
37	Facilities Maintenance Technician Parks Lead Maintenance Specialist Recreation Coordinator II Roads Lead Maintenance Specialist	\$4,511.87	\$5,754.67	\$ 26.03	\$ 33.20
38	Information Systems Assistant II Public Works Analyst Storm Water Management Coordinator	\$4,626.27	\$5,896.80	\$ 26.69	\$ 34.02
39	Accountant Building Inspector/Plans Examiner I Industrial Pre-Treatment Coordinator	\$4,738.93	\$6,044.13	\$ 27.34	\$ 34.87
40	Adult Services Librarian Senior Engineering Technician Youth Services Librarian	\$4,858.53	\$6,198.40	\$ 28.03	\$ 35.76
41		\$4,979.87	\$6,354.40	\$ 28.73	\$ 36.66
42	Associate Planner Information Systems Analyst	\$5,104.67	\$6,510.40	\$ 29.45	\$ 37.56
43	Building Inspector II Senior Accountant	\$5,232.93	\$6,673.33	\$ 30.19	\$ 38.50
44		\$5,364.67	\$6,838.00	\$ 30.95	\$ 39.45
45		\$5,499.87	\$7,009.60	\$ 31.73	\$ 40.44
46	Plans Examiner	\$5,636.80	\$7,186.40	\$ 32.52	\$ 41.46
47	Network Administrator Senior Planner	\$5,777.20	\$7,366.67	\$ 33.33	\$ 42.50



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: June 5, 2017</p>	<p>Subject: Resolution No. 2632 Establishment of a Traffic Infraction Diversion Program (traffic school) offered as an option available through the City’s Municipal Court Violations Bureau in adjudicating certain traffic violations under specific parameters</p> <p>Staff Member: Keith Katko Department: Finance/Municipal Court</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd 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</p>	<p><input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable</p> <p>Comments:</p>	
<p>Staff Recommendation: Staff recommends approval of Resolution No. 2632.</p>		
<p>Recommended Language for Motion: I move to approve Resolution No. 2632.</p>		
<p>Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>		
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL:

Whether to establish a program to be offered through the City’s Municipal Court Violation Bureau where adult drivers (over 18 years) who are issued certain types of citations under listed circumstances are given an adjudication option to be diverted from the Municipal Court into a

program that educates drivers on traffic safety (i.e. traffic school). Terms and qualifications will be established by the City's Municipal Court Judge and Oregon Revised Statutes. Exhibit A outlines sample terms and condition for proposed traffic school agreement.

EXECUTIVE SUMMARY:

The City of Wilsonville Municipal Court uses a violation bureau, as allowed under ORS 153.800 and under the supervisory authority of the City's Judge, to streamline case management and maximize court efficiency. The violations bureau is able to resolve many cases in an expeditious, impartial, and consistent manner without its patrons having to see a judge. The City's violation bureau is able to reduce fines for certain violations and under certain conditions using a uniform fine schedule established by the Chief Justice of the Oregon Supreme Court. It can offer payment plans and accept payment by phone, mail, internet, or in person. The existence of a violations bureau is beneficial to both the Court and its patrons alike as many cases can be resolved in an expeditious, impartial, and consistent manner without patrons having to attend court. The City's Municipal Court Violations Bureau currently employs an array of programs to encourage public safety and /or education. Current programs offered include an equipment fix-it program, discounts for good drivers, and payment plans. The equipment fix-it program allows for the dismissal of a cited equipment violation and corresponding fine once the violation has been repaired and an administrative fee remitted to the Court. Defendants, with a qualified infraction and with no convictions in the prior 3 years, are generally offered a 20% reduction in their citation fine amount.

The City's Municipal Court already has two active diversion (traffic school) programs: (1) a seatbelt program and (2) a youth offender program. The seatbelt program is offered through the City's Violation Bureau. For the youth offender program, however, youth offenders must see the judge before diversion is allowed. In both cases, once the defendant completes the terms of his or her diversion program, attends class, and remits the appropriate fees, the violation is dismissed. The proposed adult diversion program would be an expansion of existing diversion opportunities currently offered.

The proposed adult diversion program would mean defendants eligible for adult diversion would request traffic school and pay a specified fee at the time of the request instead of paying the base fine listed on their citation. Defendants would also be responsible for paying for the traffic school class. Upon successful completion of the agreement, the charge would be dismissed and would not appear on their driving record. With many Oregon traffic courts offering a similar program, including Beaverton, Tigard, Woodburn, Happy Valley, Bend, and Ashland, as well as Oregon county and state courts, adult defendants often request traffic school in order to prevent a conviction from appearing on their driving record.

Benefits of an established diversion program include:

- It promotes compliance by educating drivers about safe driving and relevant laws that they are expected to obey. Public safety may improve if traffic violators can receive training on traffic safety.

- It rewards qualified drivers for their good driving records in allowing them a one-time opportunity to keep their unblemished driving records clean.
- It affords patrons of the Wilsonville Court system a benefit being offered in some other traffic courts.
- It affords efficiency to the City's court system by encouraging some drivers who might otherwise plead "not guilty" an acceptable option, thereby relieving pressure on the court's trial dockets.
- The diversion fee would be set similar to the discounted fine amount currently offered to good drivers under the Court's good driver discount program, under which most diversion applicable candidate would already qualify.

A drawback of any diversion program is possible diminishment of the usefulness of driving records as an analytical tool for measuring a driver's lawfulness and/or competency with regards to traffic laws. As such, no basis is established for any future court sanctions or as a useful metric potentially for auto insurance companies in setting rates.

Also, there is no public entity, such as the Oregon Department of Motor Vehicles, that tracks all Oregon drivers who have utilized adult diversion programs to ensure that a driver is not repeatedly participating in diversion programs in various jurisdictions throughout the state to avoid traffic convictions. However, many local jurisdictions use the same diversion programs which do track their participants and will reject individuals who do not meet the requirements of a particular jurisdiction's diversion program.

EXPECTED RESULTS:

Enable adult drivers with good driving records an option to attend traffic school in order to avoid a conviction on their driving records.

TIMELINE:

Begin the Violations Bureau program for citations issued after July 1, 2017.

CURRENT YEAR BUDGET IMPACTS:

This program would not impact the current year budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 5/12/2017

LEGAL REVIEW / COMMENT:

Reviewed by: ARG Date: 5/16/17

COMMUNITY INVOLVEMENT PROCESS:

The Municipal Court will initiate a public education campaign notifying defendants of the adult diversion option.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): Enable adult drivers with good driving records an option to attend traffic school in order to avoid a conviction on their driving records.

ALTERNATIVES:

CITY MANAGER COMMENT:

ATTACHMENTS:
Resolution No. 2632

RESOLUTION NO. 2632

A RESOLUTION OF THE CITY OF WILSONVILLE TO ESTABLISH A TRAFFIC INFRACTION DIVERSION PROGRAM AS AN OPTION AVAILABLE THROUGH THE CITY'S MUNICIPAL COURT VIOLATIONS BUREAU

WHEREAS, the City of Wilsonville Municipal Court has a violations bureau under ORS 153.800 for processing certain traffic violations committed within City limits; and

WHEREAS, it is the general policy of the City to establish policies and procedure that allow the City to operate in the most efficient manner; and

WHEREAS, it is the general policy of the City through its Municipal Court to promote public safety through public education, adjudication, and compliance programs; and

WHEREAS, traffic diversion (school) programs promote compliance and traffic safety by educating drivers about safe driving and relevant laws that they are expected to obey; and

WHEREAS, offering a traffic infraction diversion program will streamline case management and increase Court efficiency; and

WHEREAS, the Municipal Court judge supports the traffic diversion program; and

WHEREAS, the City has authority to create a program under its violation bureau where drivers who are issued certain types of citations under the listed circumstances are diverted from the Municipal Court into a program that educates drivers on traffic safety;

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

1. To establish a Traffic Infraction Diversion Program to be offered through the City's Municipal Court Violation Bureau where adult drivers who are issued certain types of citations under certain terms and qualifications are given an adjudication option to be diverted from the Municipal Court into a program that educates drivers on traffic safety (i.e., traffic school).
2. The City Council hereby establishes a traffic diversion program as described in the attached **Exhibit A**.
3. The Municipal Court is delegated the authority to select appropriate providers of the traffic training for violators diverted into the program and to adopt all necessary rules, including adjusting the required fees, for administering the program.

4. This Resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this ____ day of _____, 2017, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

Attachments:

Exhibit A – City of Wilsonville Traffic School Program

EXHIBIT A

City of Wilsonville Traffic School Program

This program is designed to allow drivers the opportunity to recognize and review their driving habits, attitudes, and behaviors. The objective is to motivate drivers to heighten their driving awareness and establish safer driving techniques for the enhanced safety of the entire community. If qualified for the program, a defendant may voluntarily enter into the traffic school program.

Qualifications for the program are as follows:

1. The violator is cited for a single Class B, C, or D moving violation that does not involve an accident, excluding violations under ORS 806.010 (driving uninsured) and ORS 806.012 (failure to carry proof of financial responsibility). Class A violations are ineligible.
2. The violator has no previous moving violation convictions or traffic crime convictions anywhere within the State of Oregon within the previous three (3) years.
3. The violator has not participated in a traffic diversion program in the previous three (3) years within the State of Oregon.
4. The violator has a valid non-commercial driver license or permit.
5. The violator has no outstanding unpaid City of Wilsonville parking citations.

Terms for the program are as follows:

1. Pay a specified fee in lieu of the base fine that is equivalent to seventy-five percent (75%) of the base fine to the Municipal Court with a request for traffic school. At May 2017 the base fine schedule and corresponding 75% fee would be as follows:

Class	Violation	Fine	Fee
B	Non-Special	\$260	\$195
C	Non-Special	\$160	\$120
D	Non-Special	\$110	\$82

2. Submit a “no contest” plea, which will be suspended pending the completion of traffic school. Diversion must be elected at the time a plea is entered or it will not be available.
3. Complete a traffic school program, from the list of schools that have been approved by the Municipal Court, within sixty (60) days of the court date as printed on the original citation. No extension is permitted for any reason.

Upon successful completion of the terms of the program, the traffic violation charge will be dismissed and will not appear on the defendant’s driving record. If the fine is not paid and the class is not completed within 60 days, the no contest plea shall be entered, and the full presumptive fine assessed, plus a \$50.00 noncompliance fee, will be due on the 61st day.

CITY OF WILSONVILLE

Monthly Report



COMMUNITY DEVELOPMENT DEPARTMENT

April 2017

From The Director's Office

Greetings! You will find lots of interesting information about our department activities in this month's report. April highlights from my office include:

We welcomed Laura Ruggles and Susi Korinek as our new Permit Tech I staff who will assist all of our divisions and cover the front counter. Thank you so much to the temps we had assisting since Barbara Baker and Jenny Dark departed our team. They (Lauren and Anna) are staying on for another month to assist with a backlog in our public records archiving.

Charlie Tso and I attended a very interesting presentation at the Portland Bureau of Transportation about autonomous vehicles (AVs) and why it will be important for policies to be established before they arrive (oops—they already have!). Their consultant shared research findings about model predictions for the impacts of AVs on vehicle miles traveled (VMT) and transit ridership. Stay tuned for more information as we learn more. Wilsonville will want to be involved in regional planning for AVs.

Miranda Bateschell, Chris Neamtzu, Jordan Vance, and I had the opportunity to tour part of the Basalt Creek Concept Plan area—the Central Subarea—to ground-truth possible development feasibility. We dodged a few tree branches on the windiest day of the year!

County Commission Chair Jim Bernard and Councilor Charlotte Lehan met with city and county staff to map out some of the complexities of the French Prairie Bike/Pedestrian/Emergency Bridge planning effort. We advanced discussion on some important issues such as who might own the bridge, and how does the County boat launch impact the bridge location selection.

Several of our engineers and I attended the American Public Works Association (APWA) conference in Seaside where we enjoyed some excellent presentations and informative networking with our peers. Zach Weigel and I presented on the Charbonneau Consolidated Improvement Plan.

I participated in an ODOT-sponsored Stakeholder Advisory Committee meeting for their update to Transportation System Plan (TSP) Guidelines. The update is welcome and timely as many transportation policies and regulations have changed, approaches to TSP preparation have evolved, and there are many newcomers to the profession in Oregon.

I hope you enjoy the amazing reports from our team that follow!

–Nancy Kraushaar, PE, Director

Building Division

What-cha Looking At?

On April 14, 2017, the Wilsonville Building Inspection staff hosted a morning lab class for Chemeketa's new Building Inspection Technology (BIT) program.

During the class, eight students toured the new Meridian Creek Middle School and several new homes at Villebois that were under various stages of construction.

While at the middle school, BIT students heard from seasoned Building Inspector Brian Pascoe (shown below in the blue hard hat) about the importance of ensuring that contractors build projects in accordance with the approved set of plans. Brian pointed out the locations of critical firewalls on the plans and engaged students in a lively discussion about ensuring that fire separations occur within construction.



After showing students the approved plans, Brian took them to the location of a firewall and discussed building code requirements for several built-in fire safety features such as:

- **Draft Stops** - A solid barrier which stops air movement within a floor, wall, or ceiling cavity.
- **Fire Blocking** - Solid blocking which creates smaller compartments to limit flame spread within floor, wall, and ceiling spaces.
- **Smoke/Fire Dampers** - A mechanical device in an HVAC system which automatically closes in the event of a fire. This helps to limit the spread of smoke or flame from one area to another.

Students learned a lot about building inspections and were very appreciative of the opportunity to ask questions of Brian and the contractor. One student stated, "This is great. The building codes are so technical and contain jargon that is not easy to picture or understand. Brian helped me to see firsthand what the code is talking about - he made it real."



For questions about building safety inspections or other construction topics, Building staff are a resource and happy to answer questions.

And that's what we're looking at.

Economic Development

URA Task Force Meeting

The Urban Renewal Task Force was convened for the first time in 2017 on April 24 to discuss important updates concerning urban renewal activities in Wilsonville. Key updates from the meeting include:

- Year 2000 URA Maximum Indebtedness: Bill Bach motioned to allow Staff to proceed with a substantial amendment process to fund the Boeckman Dip Bridge, first analyzing the feasibility of a West Side District amendment vs. a Year 2000 amendment and providing a recommendation for City Council consideration. Motion was seconded by Cindy Dolezel. Motion passed 5-0.
- TIF Zone Program Evaluation: Staff requested added flexibility in TIF program criteria to negotiate with developers—particularly for Building 83, which is challenging for developers due to the high cost of improvements needed and general development limitations due to BPA easement on the north and Significant Resource Overlay Zone (SROZ) on the east. Al Steiger motioned to allow Staff to pursue modifications to the TIF Zone Program. Motion was seconded by Jessica Pelz. Motion passed 5-0.
- Coffee Creek Update: Staff provided an informational update on status of the Coffee Creek Urban Renewal Area, financing of the first capital project (Garden Acres Road), and the project plan to adopt form-based code in this district. No recommendations were sought by Staff from the Task Force for these topics.

Business Outreach / Events

Ongoing planning and promotion of business outreach events to take place in early May, including:

- May 3: Chamber of Commerce “Morning Spark” event to provide update to small business community about Town Center Redevelopment plan and survey results.
- May 9: Small business focus group to address questions, comments, and concerns about Town Center Redevelopment plan.
- May 10: Workforce Solutions Roundtable in partnership with Clackamas Community College to help local employers learn about and access resources provided by the City and CCC.

Economic Development, Cont.

Recruitment

There are ongoing recruitment efforts to attract traded-sector companies to Wilsonville, with focus on utilization of Coffee Creek Industrial Area and TIF Zone sites. Below is a summary of the key projects/business inquiries received from traded sector companies (via regional economic development partners) in 2017:

Project Name	Source	Type of Industry	Building Size Needed	Other Specifications	Jobs	Average Wages (Estimated)	Response (Y or N)	Reason	Sites
Project Partition	Business Oregon	Food & Beverage	40K SF	Shovel-ready, within 15-30 miles from I-5	32	N/A	N	No property match, waste water processing limitations	N/A
Project Coast	Business Oregon/ GPI	Semi-conductor	50K SF	Near Intel	33	\$82K	Y	N/A	Building 83
Project Bugle	GPI	Healthcare	60K SF	Attractive Designed; highly amenitized open design	100	\$42K	Y	N/A	27200 SW Parkway Ave Bldg W1
Project Frostbite	GPI	Advanced Manufacturing	120-140K SF	New construction, 35 foot height	91	N/A	Y	N/A	Coffee Creek?

Engineering Division, Capital Projects

5th Street / Kinsman Road Extension (4196):

Surveying and geotechnical investigation work in the project area has been completed. Preliminary design work on the stream crossings has been started.

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

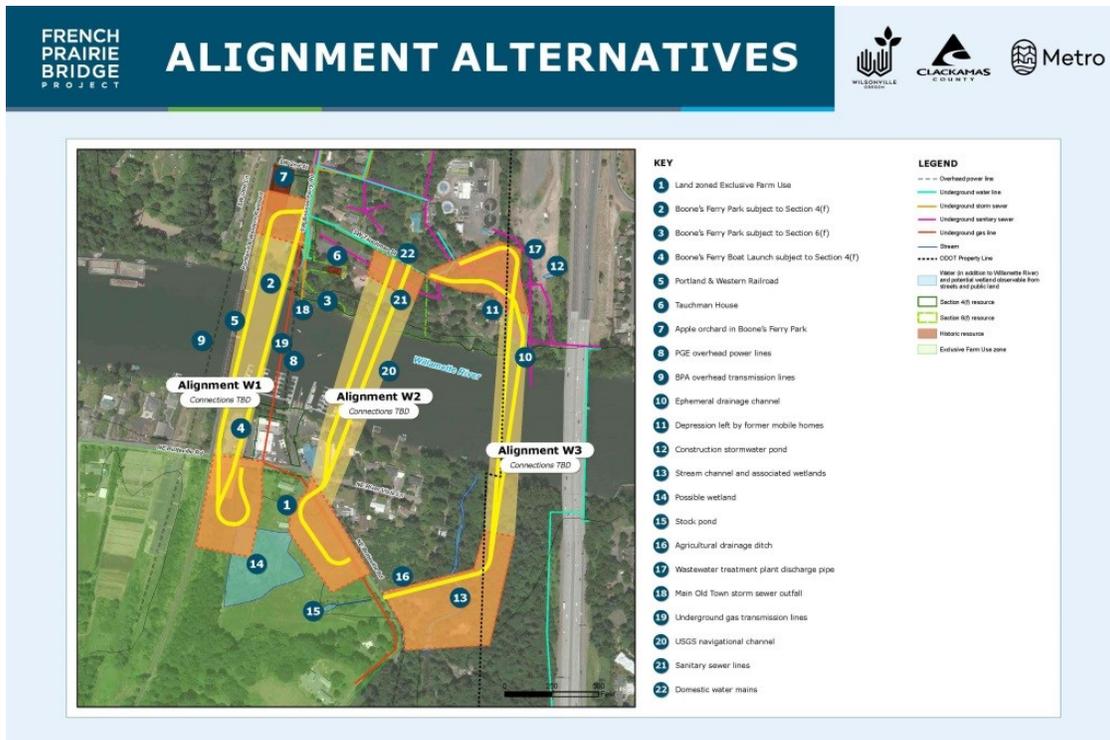
This project continues the replacement and repair of the most deficient sewer and storm pipes within Charbonneau. This project represents the second of three planned phases to construction over three years. Construction has been rescheduled to begin towards the end of July 2017 to better align with the pipe lining contractor’s availability and reduce construction impacts on the neighborhood. Construction will be completed in October 2017.

Exit 283 Congestion Improvements (4199):

Design work continues for the southbound ramp widening and Fred Meyer south exit modification. A third project (restriping plan and specifications for north Boones Ferry Road) is complete and will be part of the upcoming bid package for Annual Street Maintenance.

French Prairie Bridge (9137):

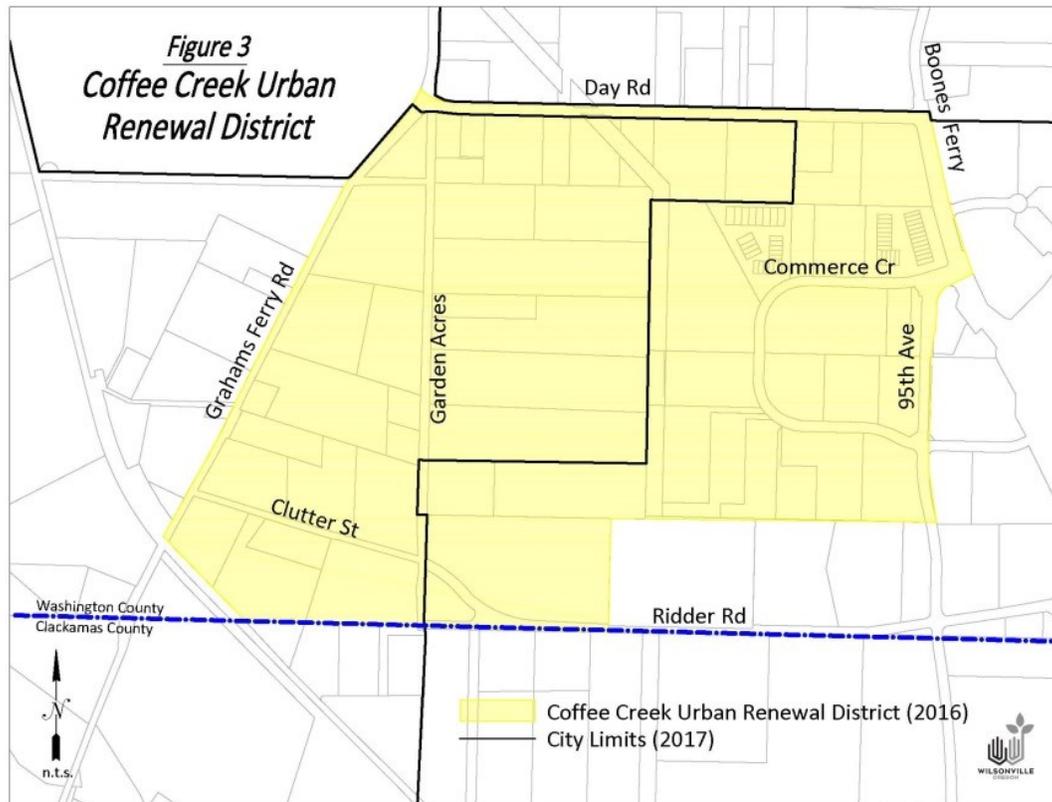
This project will determine the final location, alignment, and design type and includes preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. The project team has developed draft bridge evaluation criteria based on feedback received from the first Technical Advisory Committee (TAC), Task Force, and Open House meetings. The evaluation criteria will be used to select one of the three bridge alignments pictured below. Technical feedback on the draft evaluation criteria will be provided by the TAC on May 10. The Task Force will finalize the evaluation criteria at their next meeting on May 22. Project completion is anticipated in July 2018.



Engineering Division, Capital Projects, Cont.

Garden Acres Road (4201):

Reconstruction of Garden Acres Road will be the first project in the new Coffee Creek Urban Renewal District. Design Proposals are due on May 4, with the design contract pre-scheduled for Council action on July 3.



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 a 30" sanitary sewer pipe (Coffee Creek Interceptor Upsizing (CIP 2079)) and installation of 66" water line for the Willamette Water Supply Program (CIP 1127). Boeckman Road is closed between Villebois Drive and 95th Avenue and is anticipated to reopen towards the end of July. The closure is necessary to construct the new concrete roundabout intersection at Kinsman Road. Roadway fill is nearly complete. The last sections of the Willamette Water Supply Program (WWSP) 66" pipeline are being installed. WWSP waterline installation at the Boeckman/Kinsman intersection is pictured to the right. Sanitary sewer line installation along the new Kinsman Road alignment is nearly complete. Construction is anticipated to be complete in June 2018.



Engineering Division, Capital Projects, Cont.

Library Improvement (8098):

Concept alternatives are complete and have been vetted by library staff, but a final decision has not been made, delaying the start of the final design. A change order for HVAC design is pending. Final design completion remains targeted for June 30, with construction budgeted in Fiscal Year 17/18.

Water Treatment Plant Master Plan Update (1122):

Cost Proposal negotiations with Carollo Engineers is being finalized and is expected to be on the Council agenda on May 15 or June 5.

Willamette River Stormwater Outfalls (7053):

Plans will be submitted this month to the Army Corps of Engineers and to the Oregon Department of State Lands to obtain federal and state permitting. Receiving these permits typically takes 6 - 9 months. Reconstruction of the outfalls is anticipated to occur in summer 2018.

WWSP Coordination (1127):

Meetings are being held on a bi-weekly basis to facilitate coordination of the WWSP pipeline with various important City projects, including Kinsman Road (CIP 4004), the 5th Street / Kinsman Connector (CIP 4196), and Garden Acres Road (Coffee Creek Urban Renewal Area). Other coordination/meetings on raw water pump station improvements and seismic upgrades at the WTP are also continuing.

WWTP Outfall Replacement (2095):

Design was completed in March but the bid package is on hold pending a permit from the Army Corp of Engineers (USACE). The permit delays mean the City cannot bid and complete the project before the State (ODFW) mandated October 31 in-water-work-window expires. Recognizing the City is not at fault for the permit delay, Oregon DEQ issued the City a notice authorizing a one year delay.

Engineering Division, Private Development

Ash Park:

A demolition permit and grading permit have been issued for this 12-lot subdivision just north of the Ash Meadows Condominiums. The existing, abandoned recreation building and tennis courts have been demolished.

Aspen Meadows Canyon Creek Subdivision (formerly Boeckman-Lewallen):

Construction is almost complete on this 14-lot subdivision at Canyon Creek Road South. and Daybreak Street. Streets have been paved, and curb, gutter, sidewalks and driveways have all been installed.

Meridian Creek Middle School:

Off-site construction work on Boeckman, Stafford, and Advance is going strong. Advance Road is closed from April 29 to May 19 between Wilsonville Road and 60th Avenue for complete reconstruction of the roadway. At this time north-south traffic through the intersection will also be shifted west. Boeckman Road between Wilsonville Road and Willow Creek will be closed for two weeks in early June for its reconstruction. Businesses and citizens should anticipate off and on lane closures as work progresses. Both 63rd Avenue and Hazel Street (new streets accessing the school) have been paved. Project completion is expected before start of school in September 2017.

Villebois:

VB Central – Camden Square (43 lots located south of Montague Park) is under construction. VB East - Tonquin Meadows 4 (57 lots located north of Lowrie Primary) plans have been approved and construction should begin in May. This subdivision will complete construction of Coffee Lake Drive between Barber Street and Villebois Drive. A pre-construction meeting for VB Central – Berkshire No. 2 (17 lots located on north side of Barber near Costa Circle West) has been held and construction will start soon. A pre-construction meeting for VB Central – Mont Blanc is scheduled and construction should start shortly thereafter. These subdivisions will construct and complete the remaining segments of Villebois Drive North allowing traffic, cyclists, and pedestrians direct access from Boeckman Road through Barber Street,

Villebois Parks:

Construction is ongoing in Trocadero Park (RP-5) located just east of Edelweiss Park and north of Berlin Avenue – sidewalks have been constructed, and the restroom building is getting underway. Plans are under review for RP 7 & 8, located north and east of Tonquin Meadows on the east side of Villebois.



Trocadero Park under construction.

Natural Resources

Willamette River Outfall Monitoring (CIP Projects 7051 and 7053)

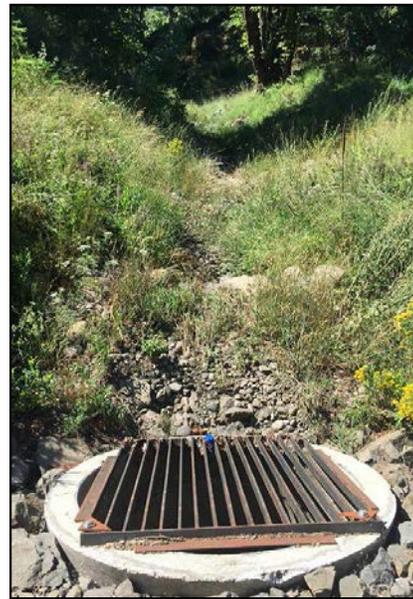
In the Fall of 2013, the Morey's Landing and Rivergreen stormwater outfall channels were reconstructed. Over the last three years, the City has contracted with Shannon & Wilson (geotechnical and environmental consultants) to monitor the condition of the outfall channels and the impacts of stormwater runoff.

In the Fall of 2015, interim erosion control measures were installed at the Willamette Way West outfall channel. In 2016, the City contracted with Shannon & Wilson to monitor the interim measures over the next three years.

To date, none of the outfall channels and associated improvements have been negatively impacted by stormwater runoff. They are performing well, functioning in accordance with design intent, and meeting erosion control expectations.



Morey's Landing channel and outfall (2014)



Morey's Landing channel and outfall (2016)



Rivergreen channel and outfall (2014)



Rivergreen channel and outfall (2016)

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
- Villebois Regional Parks 7 & 8
- Digital monument sign at Wilsonville High School
- Hilton Garden Inn, SW Parkway Avenue and SW Memorial Drive (tear down and replace current hotel)

Administrative Land Use Decisions Issued

- 2 Class I Administrative Reviews
- 8 Type A Tree Permits
- 4 Type B Tree Permits
- 3 Class I Sign Permits
- Single-family permits

Old Town Single-family Architectural Standards Project

The Planning Division is pleased to announce the selection of a consultant team for completion of architectural standards for review of single-family homes and accessory structures in the Old Town Neighborhood. The selected team consists of The Urban Collaborative of Eugene as the lead firm with the support of architect Steve Coyle. The project will complete one of the remaining action items from the 2011 adoption of the Old Town Neighborhood Plan. The project will be active through the summer with adoption of the architectural standards expected in September/early October.

Planning Division, Long Range



BASALT CREEK CONCEPT PLAN

During April, the City of Wilsonville worked with KPFF Consulting Engineers on a development feasibility analysis for the central subarea of the Basalt Creek Planning Area. The purpose is to determine what types of employment uses, if any, would be achievable. Staff anticipate having findings to present to City Council in May.

At the April 12 Planning Commission work session, Staff updated the Commission on the status of the Basalt Creek project in light of the recent proposal made by the City of Tualatin to shift additional acreage to residential use. Staff discussed the Basalt Creek Concept Plan with City Council at the April 17, 2017 work session. Since City Council remains committed to the area developing as employment lands, Wilsonville Staff continue to reach out to IGA partners Metro, City of Tualatin, and Washington County to determine next steps.

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



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.

On April 19, 2017, the members of the Task Force for the Town Center Plan gathered for their second meeting at Wilsonville City Hall. Task Force members, guided by consultants and staff, reviewed the Town Center Plan Vision and Goals that were drafted from input from the first Task Force meeting, online survey responses, and input received from the public kickoff event. The information will be finalized to be presented at a joint Planning Commission and City Council work session on May 15, 2017.

During April, staff continued to promote the project website in order to glean the public's thoughts on what they would like to see in the future Town Center. The project team also met with local stakeholders to get their perspective on the future of Town Center as it relates to their business needs.

For more information about the Town Center Plan project visit www.wilsonvilletowncenter.com.

Planning Division, Long Range Cont.



FROG POND

The Frog Pond West Master Plan (phase 2) will guide future development of the Frog Pond West neighborhood.

On April 3, 2017 the City Council conducted a work session to discuss the Frog Pond West Master Plan Infrastructure Funding Plan. Again, the April 17th City Council public hearing was continued to Monday, June 19, 2017 to allow staff and the development community additional time to address the details of infrastructure funding.

Information presented at Council can be found in the meeting packet on our City Council Agenda website at <http://www.ci.wilsonville.or.us/AgendaCenter>.

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 April, Jordan Vance, City of Wilsonville Economic Development Manager, and Kimberly Rybold, Associate Planner, assumed the City's project management role on the FBC to guide it to final adoption. Staff is currently working with the project consultant on developing a schedule for summer work sessions with the Development Review Board panels, Planning Commission, and City Council to gather feedback on outstanding policy and process considerations identified in July 2015.

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

Board & Commission Updates

DEVELOPMENT REVIEW BOARD (DRB)

DRB Panels A and B did not meet in April.

PLANNING COMMISSION

The Planning Commission convened on April 12, 2017 where the March 8, 2017 Planning Commission Meeting minutes were accepted as presented with a correction made off the record. Dwight Brashear, City of Wilsonville Transit Director, reviewed the draft Transit Master Plan (TMP) at the work session. The commissioners made suggestions and noted corrections to the TMP which will return to the Planning Commission on May 10, 2017 for a public hearing. Miranda Bateschell shared the 2016 Housing Report and addressed comments and questions from the Commission. The 2016 Housing Report is available on our website at <http://www.ci.wilsonville.or.us/documentcenter/view/11537>. Miranda also provided informational updates on the Basalt Creek Concept Plan. The meeting concluded after discussion about the March 2017 City Council Action Minutes and the 2017 Planning Commission Work Program.