

**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING  
FEBRUARY 23, 2017  
7:00 P.M.**

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

Mayor Tim Knapp

Council President Scott Starr  
Councilor Susie Stevens

Councilor Kristin Akervall  
Councilor Charlotte Lehan

**CITY COUNCIL MISSION STATEMENT**

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

---

**Executive Session is held in the Willamette River Room, City Hall, 2<sup>nd</sup> Floor**

- 5:00 P.M. EXECUTIVE SESSION [45 min.]**  
A. Pursuant to ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents  
ORS 192.660 (2)(e) Real Property Transactions  
ORS 192.660(2)(f) Exempt Public Records  
ORS 192.660(2)(h) Litigation
- 5:45 P.M. REVIEW OF AGENDA [5 min.]**
- 5:50 P.M. COUNCILORS' CONCERNS [5 min.]**
- 5:55 P.M. PRE-COUNCIL WORK SESSION**
- A. Purchase of Vactor Truck Questions (Simonton) [5 min.]  
B. Low Income Housing Property Tax Exemptions (Cole) [10 min.] Page 1  
C. Red Light Camera (Cole) [10 min.] Page 4  
D. Community Development Planning Fees (Cole) [20 min.] Page 12
- 6:55 P.M. ADJOURN**
- 

**CITY COUNCIL MEETING**

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a special session to be held, Thursday, February 23, 2017 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on 2017. Remonstrances and other

documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

**7:00 P.M. CALL TO ORDER**

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

**7:05 P.M. MAYOR'S BUSINESS**

- A. City Attorney Employment Contract Page 21
- B. Upcoming Meetings Page 26

**7:20 P.M. COMMUNICATIONS**

- . Nancy DeSouza, Executive Director, Oregon Travel Information Council/Oregon Travel Experience (staff – Ottenad)

**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.

**7:40 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

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

**7:50 P.M. CONSENT AGENDA**

- A. Resolution No. 2614 Page 27  
A Resolution Of The City Council Of The City Of Wilsonville Acting As The Local Contract Review Board, Authorizing Staff To Enter Into A Contract For The Purchase Of A Replacement Combination Sewer/Catch Basin Cleaning Truck
- B. Minutes of the February 6, 2017 Council Meetings. (staff – King) Page 31

Information Items – No Council action necessary. Page 41

**8:00 P.M. CITY MANAGER'S BUSINESS**

**8:05 P.M. LEGAL BUSINESS**

**8:15 P.M. ADJOURN**

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be

2/15/2017 5:00 PM Last Updated

scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting:-  
Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503)570-1506 or [king@ci.wilsonville.or.us](mailto:king@ci.wilsonville.or.us)



**CITY COUNCIL MEETING  
STAFF REPORT**

|   |  |
|---|--|
| <p><b>Meeting Date:</b><br/>February 23, 2017</p>   | <p><b>Subject:</b> Information Only: Property Tax exemptions requests for Autumn Park Apartments, Charleston Apartments, Creekside Woods, Wiedemann Apartments and Rain Garden Apartments.</p> <p><b>Staff Member:</b> Cathy Rodocker<br/><b>Department:</b> Finance</p> |
| <p><b>Action Required</b></p> <p><input type="checkbox"/> Motion<br/> <input type="checkbox"/> Public Hearing Date:<br/> <input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:<br/> <input type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date:<br/> <input type="checkbox"/> Resolution<br/> <input checked="" type="checkbox"/> Information or Direction<br/> <input checked="" type="checkbox"/> Information Only<br/> <input type="checkbox"/> Council Direction<br/> <input type="checkbox"/> Consent Agenda</p> | <p><b>Advisory Board/Commission Recommendation</b></p> <p><input type="checkbox"/> Approval<br/> <input type="checkbox"/> Denial<br/> <input type="checkbox"/> None Forwarded<br/> <input type="checkbox"/> Not Applicable</p> <p><b>Comments:</b></p>                   |
| <p><b>Staff Recommendation:</b> Information Only.</p>   |  |
| <p><b>Recommended Language for Motion:</b></p>  |  |
| <p><b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>   |  |
| <p><input checked="" 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:**

At the March 20<sup>th</sup> Council meeting, the Council will be presented the requests for property tax exemptions for the properties located within the city limits that offer lower rent to families, seniors and individuals meeting the low income requirement. The low-income requirement, set annually by the Federal Government, is 60% of the estimated state median income. Staff is anticipating receiving applications from the five existing complexes in the City that meet the low-income criteria: Autumn Park Apartments, Charleston Apartments, Creekside Woods, Rain Garden Apartments and Wiedemann

Apartments. The properties have received the property tax exemption status requests in previous years and are currently in compliance with the requirements stated in ORS 307.540-307.548.

**EXECUTIVE SUMMARY:**

Providing affordable housing in Wilsonville has been a long standing goal with City Council. The first resolution to allow property tax exemption status for low income housing was approved by Council on December 15, 2003. Currently, there are five facilities that provide 366 units within the city for low income housing rental rate reductions. All properties are required to meet State and Federal funding requirements which include annual physical inspections and an annual audit of financial activity and programmatic compliance.

The rate reduction per apartment varies from complex to complex as the reduction is based on the property's tax exemption the property receives and the number of reduced rate units in the complex. The complex passes the tax exemption savings onto their renters and most complexes provide additional services including monthly activities. Each year, the properties will provide the City with estimated savings passed on to their renters based on the current property values and that information will be provided in the March 20<sup>th</sup> staff report. Below, however, is the financial information provided by the properties that requested property tax exemption status for low-income housing last year:

Autumn Park Apartments, 10920 SW Wilsonville Rd (1, 2 and 3 bedroom units)  
NW Housing Alternatives: 144 units, Reduced rent = \$76/month per unit

Charleston Apartments, 11609 SW Toulouse St (1 bedroom units)  
NW Housing Alternatives: 51 units, Reduce rent =\$44/month per unit

Creekside Woods, 7825 SW Wilsonville Rd (1 and 2 bedroom units)  
NW Housing Alternatives: 84 units, Reduced rent =\$50/month per unit

Rain Garden Apartments, 29197 SW Orleans Ave (Studio Apartments)  
Caritas Community Housing Corp: 29 units, Reduced rent =\$50/month per unit

Wiedemann Apartments, 29940 SW Brown Rd, (1 and 2 bedroom units)  
Accessible Living, Inc.: 58 units, Reduced rent = \$133/month per unit

Based on the information provided by the property managers, last year the total rents for low income families, seniors, and individuals were lowered by approximately \$318,600. Currently, the property tax exemptions are approved by the City and the West Linn/Wilsonville School district. The State of Oregon requires a majority of the taxing districts to approve the tax exempt status and together the City and West Linn/Wilsonville School district continue to meet the majority approval requirement.

**EXPECTED RESULTS:** Information only.

**TIMELINE:**

Applications for renewal requests are received prior to March 1st. Initial property tax exemption requests are required to pay a \$250 application fee for each property. Renewal requests require a \$50 application fee. The City certifies the property tax exemption with the Assessor's office at Clackamas County immediately following Council's approval. The deadline to certify to the Assessor's office is April 1<sup>st</sup>.

**CURRENT YEAR BUDGET IMPACTS:**

Based on the latest current assessed values, the exempt properties have a combine assessed value of \$20,550,880. Based on the City's current tax rate of \$2.5206/\$1000, the total amount of forgone property tax revenue will be approximately \$51,800.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 2/13/17

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:**

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

Property tax exemptions assist in the availability of housing for low-income families and individuals.

**ALTERNATIVES:**

The property tax exemption may be removed if the property is being used for any purpose other than the provision of low income housing, or if the property is no longer eligible under the stated provisions of ORS 307.540 to 307.548. Section E of the renewal application requires the applicant to acknowledge compliance with the requirements.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**



**CITY COUNCIL MEETING  
STAFF REPORT**

|   |   |
|---|---|
| <p><b>Meeting Date:</b><br/><br/>February 23, 2017</p>  | <p><b>Subject: Red Light Photo Radar</b><br/><br/><b>Staff Member:</b> Susan Cole<br/><b>Department:</b> Finance</p>  |
| <p><b>Action Required</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Motion</li> <li><input type="checkbox"/> Public Hearing Date:</li> <li><input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:</li> <li><input type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date:</li> <li><input type="checkbox"/> Resolution</li> <li><input type="checkbox"/> Information or Direction</li> <li><input checked="" type="checkbox"/> Information Only</li> <li><input type="checkbox"/> Council Direction</li> <li><input type="checkbox"/> Consent Agenda</li> </ul> | <p><b>Advisory Board/Commission Recommendation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approval</li> <li><input type="checkbox"/> Denial</li> <li><input type="checkbox"/> None Forwarded</li> <li><input type="checkbox"/> Not Applicable</li> </ul> <hr/> <p><b>Comments:</b><br/>Red-Light Photo Radar Program</p> |

**ISSUE BEFORE COUNCIL:** To discuss whether to implement a Red Light Photo Radar Program at the intersections of Wilsonville Road/Boones Ferry Road and Wilsonville Road/Town Center Loop West.

**EXECUTIVE SUMMARY:** Traffic congestion surrounding the intersections of Wilsonville Road/Boones Ferry Road and Wilsonville Road/Town Center Loop West has been the subject of many complaints and extensive discussion. Red light running and intersection blocking are problems that a Red Light Photo Radar Program may assist with in terms of encouraging drivers to modify their behavior and not run red lights at these two intersections. However, if a driver enters an intersection on a green light and then is unable to clear the intersection, the Red Light Photo Radar Program would not detect it.

How the program works is that a company installs the red light camera at their cost. New technology is radar based, so streets are not torn up. The company earns its money by taking a share of the red-light violation fine – a flat fee or percent per citation, so the jurisdiction pays only when a citation is generated. Red light violations carry a \$260.00 fine. However, based on driving record, this could be reduced to \$208.00. Additionally, flat fees totaling \$61.00 per

citation are paid to the County and State. The Red Light Photo company would then take its share, and the balance remaining would come to the City through its Municipal Court.

For a citation to be issued to the driver, a police officer does have to review the photos generated to verify violations, meaning the City does have to dedicate time of an officer to review the red-light camera citations. Some cities dedicate up to four hours per week to review red light photo violations, and just review as many as they can within that timeframe, but it is up to each city how much time is dedicated and how many violations are generated by the Red Light Photo Radar Program. Typically, there is a spike in violations for a time period immediately following the implementation, and then violations trail off as drivers learn of the technology and modify their behavior.

Neighboring communities that have Red Light Photo Radar Programs currently in place have been contacted in order to gather a comparison of the following general program information:

### **Tualatin**

The City of Tualatin implemented their Red Light Photo Radar Program in 2009. As of March, 2016, they have two intersections being monitored by their program. The goal with a Red Light Photo Radar Program is to curb bad driving behavior, in order to create safer intersections. Tualatin's Bridgeport Village intersection has seen a change in driving behavior with fewer red-light violations and accidents.

When first installed, there was a very high amount of citations being issued. This has now plateaued. Tualatin recommends anticipating a beginning surge at the start of the program because it will take extra staff to process the influx of citations, but that the work does plateau and drops off, so staffing plans should reflect that cycle.

Tualatin has loops installed in the road a certain distance from the intersection. These loops measure if a vehicle is going faster than 12 mph. If so, the intersections cameras are initialized in order to capture the violation. It should be noted newer technology is radar based.

Once violations are generated, the company loads the videos in a queue for an officer to review and sign off on as a valid citation. These videos are in queue for a limited amount of days before the citations are no longer able to be issued, so it is imperative that officers review and approve or reject the offenses in a timely manner.

### **Newberg**

The City of Newberg implemented their Red Light Photo Radar Program in 2008. They currently have one intersection active, but will be removing the cameras by the end of 2016 due to the bypass going in. The original reason for installing their cameras was to try to cut down on the number of wrecks that were occurring in the intersection. For the first four years, the number of citations was very high. They began to see progress in driver behavior change in the fifth year.

### **Beaverton**

The City of Beaverton implemented their Red Light Photo Radar Program about twenty years ago. They currently have four active intersections that generate around 600 citations a month. They renegotiated about six years ago and signed a five year agreement with RedFlex with an annual auto-renewal each year after that.

**Sherwood**

The City of Sherwood implemented their Red Light Photo Radar Program about seven years ago. They currently have two active intersections that generate around 250 citations per month.

**Summary Table:**

| City      | Company Used | # of Cites / Month | RedFlex Charges Per Citation   | Contract Length        |
|-----------|--------------|--------------------|--|------------------------|
| Tualatin  | RedFlex      | 350                | \$60 for 1 <sup>st</sup> 50 -<br>\$50 for 51 - 100<br>\$40 for 101- 150<br>\$25 for 151+ | One Year               |
| Newberg   | RedFlex      | 130                | \$87.33  | One Year               |
| Beaverton | RedFlex      | 600                | \$40   | 5 Year w/ Auto-Renewal |
| Sherwood  | RedFlex      | 250                | \$60   | ?                      |

Photo Red Light citations are issued as Class B violations at \$260.00 each. RedFlex does not charge for equipment, or installation. They only charge fees per violation.

**Application to Wilsonville**

Wilsonville has experienced traffic congestion on Wilsonville Road near the I-5 Interchange. The intersections of Wilsonville Road/Boones Ferry and Wilsonville Road/ Town Center Loop West become very congested – typically when there are traffic issues on I-5 and the on-ramp storage capacity is exceeded. Drivers block the intersections which impedes other vehicle movements as the signals cycle. The City has control of these intersections – in other words, ODOT is not involved in the signal maintenance or keeping these intersections clear. The City is exploring whether installing red-light cameras at these intersections would help to keep these intersections clear.

The main challenge with red-light photo radar at these intersections is that left-turning traffic that block the intersection would not necessarily trigger the red-light camera, because the camera is triggered by motion. For south-bound Boones Ferry to east-bound Wilsonville Road travel, left-turning vehicles from Boones Ferry may enter the intersection on a green light, but due to stopped traffic on Wilsonville Road, may not be able to clear the intersection by the time the light cycle changes. A red-light photo radar may not help in this circumstance because the photo radar is tripped only when the vehicle crosses the stop bar (crosswalk) during a red-light. Although, the mere presence of a red-light photo radar could act as a deterrent and influence driving behavior, and motivate the driver to not enter the intersection if they can see they are unable to clear it.

If a Red Light Photo Radar Program were implemented, the Wilsonville Police Department would need to allocate officer time to review violations generated from the cameras in order for citations to be issued to the offending drivers. If officers do not have time to review the violations, then no citations would be issued, though the Red Light Photo Radars would still be taking photos of drivers who violate the red light signal.

The City's Planning Commission has heard comments relating to a Red Light Photo Radar Program. At their December 22, 2016 meeting, Commissioner Levit suggested the installation of such cameras, and noted that drivers are running red lights on Wilsonville Road and blocking

intersections. Commissioner Millan also noted during that meeting that red light running had become a common problem and many citizens were concerned. At the January 18, 2017 meeting, staff confirmed to the Planning Commission that a police officer would need to dedicate time to review violations generated by the Red Light Photo Radar Program in order for citations to be issued, and that such a program is not designed to capture those who block intersections, only those who run red lights.

Two citizens have contacted the City through its Citizen Request Module on the City's website, expressing their observations about witnessing drivers running red lights. These citizens expressed concerns about observed red-light running even though the intersections were clear. Their comments are attached.

**NEXT STEPS:** If the Council would like to proceed on implementing a Red Light Photo Radar Program, staff will develop any necessary enabling legislation and bring it forward for the Council's consideration at a later meeting.

**Attachments:**

Citizen comments received through the City's Citizen Request Module.

Request: 2821165 Entered on: 08/10/2016 2:18 PM

**Customer Information**

**Name:** Sean Weigel  
**Address:** 7900 SW Racquet Ct  
 Wilsonville, OR 97070

**Phone:** (503) 551-5109  
**Alt. Phone:**  
**Email:** sean\_weigel@msn.com

**Request Classification**

**Topic:** Traffic Signal Cameras  
**Status:** Closed  
**Assigned to:** Susan Cole

**Request type:** Complaint  
**Priority:** Normal  
**Entered Via:** Web

**Description**

To whom it may concern:

There is an epidemic of red traffic light runners in the city. Every day I'm at the intersection of either Town Center Loop West&Wilsonville Rd or Wilsonville Rd&I5 South onramp, and many drivers are blatantly running the red lights. To say it has become a very common occurrence would be an understatement. Drivers will even stop for the red light, and then proceed quickly through the intersection, deciding not to wait for the next cycle of lights. Or their light will turn red and the next 2-3 cars will BEGIN to enter the intersection to run the red light, potentially causing a head on collision. When this happens during busier times of the day around 5pm on weekdays at the intersection of Wilsonville Rd & I5 South onramp, the cars will often block the intersection to perpendicular traffic, and create momentary gridlock while drivers blare their horns in rage for their actions. These occurrences show blatant disregard for both safety and the law, and are becoming more apparent since there are no countermeasures in place to deter them.

My question in summary is this: Is the city aware of this issue and inclined to implement a red-light camera system (or other deterrent) in the city's trouble areas? Or is there an avenue by which people can send dash-cam video footage that will lead to potential repercussions for offenders?

Please let me know how I can further assist in this matter.

Sincerely,

Sean W

**Reason Closed**

Thank you for your comments, the City appreciates your time in reaching out to us regarding the traffic congestion surrounding the I-5 interchange. The City is aware of these issues, and is exploring many options to mitigate the congestion and to encourage drivers to comply with traffic regulations. One option the City is exploring is the use of red-light running camera technology.

**Date Expect Closed:** 08/24/2016

**Date Closed:** 08/25/2016 08:14 AM **By:** Beth Wolf

**Enter Field Notes Below**

**Notes:**

---



---



---

---

---

---

Notes Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

**Follow-up Information**

**#1: 08/11/2016 09:31 AM - Added internal information by Candi Garrett**

Hi Susan -  
Steve said to forward this onto you since you recently presented a report to Council on red light cameras and to Chief Smith for enforcement.  
Thank you.  
Candi

**Customer Information**

**Name:** Elizabeth Robledo  
**Address:** 10903 SW Glenbrook Ct.  
Wilsonville, OR 97070

**Phone:** (503) 957-4968  
**Alt. Phone:**  
**Email:** therobledos@msn.com

**Request Classification**

**Topic:** Traffic Signal Cameras  
**Status:** Closed  
**Assigned to:** Jeanna Troha

**Request type:** Question  
**Priority:** Normal  
**Entered Via:** Web

**Description**

I read the 7-18-2016 Council Packet with the information regarding installing red-light cameras at the intersections of Wilsonville Road and Boones Ferry and at the Wilsonville Road 1-5 ramps. The packet indicates the cameras likely wouldn't be useful because the problem stems from back-ups created by cars getting onto the freeway. I strongly disagree with this assessment.

I have only lived in Wilsonville 2 years, and I have personally witnessed nearly four incidents (including today!) when a car nearly hit a pedestrian at the intersection of Boones Ferry and Wilsonville road. Cars turning left - heading towards Fred Meyer/Albertsons are running that right light 5-6 seconds after it has turned red. The crosswalk signal indicates it is safe to cross and the pedestrian steps into the crosswalk only to have a car race around that turn.

In none of the instances I witnessed was the intersection blocked in any way. In fact, most of these happened when the onramp was completely clear. These are just people who don't want to wait for another cycle of the light. I can understand the concern with the red light cameras, but is there any way you can dedicate a traffic officer (motorcycle?) to patrol that intersection for a period of time? My hope is that if people start getting nailed with tickets (and see others getting ticketed) they will stop on the yellow. The city could make a fortune off tickets from that left turn alone. Otherwise I fear someone will get hit before a change is made.

Thank you for your consideration.

**Reason Closed**

This ticket has been closed with a 7/23 email response from Jeanna Troha. Thank you for your inquiry.

**Date Expect Closed:** 07/29/2016

**Date Closed:** 07/28/2016 4:35 PM **By:** Holly Miller

**Enter Field Notes Below**

**Notes:**

---

---

---

---

---

Notes Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

### Follow-up Information

**#2: 07/23/2016 5:50 PM - Message sent to customer by Jeanna Troha**

The City Council discussed the use of a red light camera at their council meeting last week. The Council decided additional research was needed to determine how much additional police staff time will be required to review all the photos the camera will take and determine if a citation is warranted or not. Based on the research findings, the City Council will decide if they want to move forward with implementing red light cameras on a pilot basis. The camera will identify those that run a red light but will not identify those that are stopped in an intersection. The City Council also discussed other strategies to reduce the number of drivers that block intersections. The City will be gathering additional police data to provide to the City Council. The police are aware of the issue and are applying methods to address the issues without making the congestion worse. There will also be police officers on bikes patrolling many intersections this summer. Thank you for your concerns about the safety in Wilsonville. The City Council is working diligently to find a solution to these issues.

**#1: 07/15/2016 2:36 PM - Added internal information by Candi Garrett**

Hi Jeanna -

I left the email of this CRM and an explanation on your desk. Steve said it's more yours since it deals with the police. He said Susan Cole could provide info on the redlight camera portion. I spoke with her and let her read it and I told her you'd probably ask for her comments and you can reply back with both of your comments.

Thank you.

Candi



## CITY COUNCIL MEETING STAFF REPORT

|   |  |   |   |
|---|--|---|---|
| <b>Meeting Date:</b><br>February 23, 2017   |  | <b>Subject:</b> Community Development Planning Fee Restructure<br><br><b>Staff Member:</b> Susan Cole, Finance Director; Nancy Kraushaar, Community Development Director<br><b>Department:</b> Finance, Community Development   |   |
| <b>Action Required</b>  |  | <b>Advisory Board/Commission Recommendation</b>   |   |
| <input type="checkbox"/> Motion<br><input type="checkbox"/> Public Hearing Date:<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date:<br><input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date:<br><input type="checkbox"/> Resolution<br><input type="checkbox"/> Information or Direction<br><input type="checkbox"/> Information Only<br><input checked="" type="checkbox"/> Council Direction<br><input type="checkbox"/> Consent Agenda |  | <input type="checkbox"/> Approval<br><input type="checkbox"/> Denial<br><input type="checkbox"/> None Forwarded<br><input checked="" type="checkbox"/> Not Applicable<br><br><b>Comments:</b> Proposal to restructure planning permit fees based upon the consultant work of the FSC Group. |   |
| <b>Staff Recommendation:</b> Staff recommends restructuring planning permit fees to achieve financial sustainability for the Planning Division.   |  |   |   |
| <b>Recommended Language for Motion:</b> n/a   |  |   |   |
| <b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>  |  |   |   |
| <input type="checkbox"/> Council Goals/Priorities   |  | <input type="checkbox"/> Adopted Master Plan(s)   | <input type="checkbox"/> Not Applicable |

**ISSUE BEFORE COUNCIL:** Based on the Evaluations of Land Use Development and Planning Review Fees completed by FCS Group and presented to Council most recently at the September 8, 2016 Council work session, staff is proposing to restructure the planning fees. Staff is seeking Council review and feedback on the fee structure presented.

**EXECUTIVE SUMMARY:** The analysis and report completed by FCS Group concluded that the Land Use Development and Planning Review Fees only recover 45% of their cost with no other clear revenue source. In order to maintain the high level of service and benefits to the

community provided by the Planning Division, a closer look at these fees and how they are structured needed to occur. The main objective of maintaining a sustainable revenue source is to ensure that the Division has the resources to continue to provide a customer service level that makes certain growth occurs in a manner that benefits the whole community. One example of this high level of service can be found in the efforts that have gone into Villebois.

The planning process is very labor intensive and can span long periods of time. Staff prides themselves on providing excellent customer service, not only to those wanting to develop, but also to the community in the form of reviews by the Planning Commission and the Development Review Board. Many of the steps in the planning process do not trigger a fee per se, but nonetheless are part of the process and utilize staff resources. Thus, this current analysis attempts to recover the costs along the entire planning process in the fees that are charged.

In preparing the fee structure presented (see **Attachment 1**), many considerations were taken into account. Goals considered in the process included maintaining the high level of service provision, cost recovery, ensuring competitive pricing through market comparisons, and impact on users to ensure the new structure is more understandable. The new structure includes four new fees, four fee categories that have been restructured and simplified, nine fees that are being reduced, nineteen fees that are remaining the same, and forty-nine fees that are being increased.

FCS Group conducted several staff interviews and identified areas of significant staff time that had no fee set to recover those efforts. As a result, Staff has included four new fees in the proposed fee structure. The new fees are listed below:

|  |       |
|--|-------|
| <b>Document Fee - Per Legal Document</b>   | \$335 |
| <b>Erosion Control Inspection Fee</b>  |       |
| Base   | \$400 |
| Per additional Inspection  | \$75  |
| <b>Urban Reserve Concept Plan – initiated by owners</b>  | TBD   |
| <i>This fee is under review. One option is to charge a flat fee of ~ \$22,000; another option is to charge a lower base fee and then an hourly fee to capture the actual time spent.</i> |       |
| <b>Zoning Verification Letter</b>  | \$300 |

In an effort to simplify the fees and enhance customer understanding, Planning staff took an in depth look at how the fee structure is being applied and found simplifications to incorporate. The Planned Unit Development Fees are proposed to reduce from twenty-five codes and multipliers down to ten, of which four of those remaining are only applicable to Villebois. Other changes include Tentative Plat Reviews, reducing from fourteen codes down to four; Pre-application Conference from five down to three; and Site design review is proposed to increase from one line to three in order to better capture customer needs. With many of these simplifications, customers will be able to easily calculate their own fees.

Planning staff also took into careful consideration the impact each fee would have on customers as well as the market rate of the fees as compared to neighboring jurisdictions. Staff wants to

ensure the City remains both fair and competitive with the city's planning fees. To accomplish this goal staff is proposing several fees remain the same, including those associated with Villebois, Administrative Appeals, and Requests for Time Extension. Other areas were increased to recover some costs, but remained at a reduced rate to ensure we were not being cost prohibitive. For example, it was decided to keep Tree permits around 25% cost recovery, and Final Plat reviews as well as Signs at 50% cost recovery on average.

The analysis by FCS Group looked at the cost recovery of each fee individually and identified some that were being over-recovered. In an effort to bring all fees within the same recovery goal, staff is proposing to reduce some fees. The most significant area of decrease is the Temporary Use and Sign Permits; four fees in those categories are being reduced by an average of 36%. Type D Tree permits are also proposed to be reduced by 21% and DRB Review of Type C Tree Removal Plan by 77%.

In order to improve the cost recovery, it is necessary to increase fees. Some fees with the highest proposed increases include:

- Appeals requiring DRB or Planning Commission Action increasing 265% from \$950 to \$3,465. This increase reflects an intentional cost recovery of 25%. Full cost recovery was deemed to be price-prohibitive.
- Final Plat Reviews increasing on average 367% to meet a cost recovery of 50%. The fee for Partition increasing from \$190 to \$1,155, and for Subdivision from \$760 to \$2,480.
- SROZ Review Verification of Boundary Abbreviated increasing 316% from \$95 to \$395 and Review of Mitigation Monitoring Report increasing 232% from \$143 to \$475. These fees will have 100% cost recovery.
- Staff Interpretation (written) with Public notice increasing 385% from \$665 to \$3,230. This fee will have 97% cost recovery.
- Temporary Use and Sign Permits DRB Review more than 120 days (non-sign temporary uses only increasing 271% from \$950 to \$3,525. This fee will have 100% cost recovery.

All of the changes presented result in an estimated system-wide average of 84% cost recovery, and would have brought in \$182,622 in additional revenue in year studied. These changes would bring the fee structure in line with the City's Financial Policies, which state that fees should recover the direct and indirect costs associated with the fees. Costs not recovered include departmental and City-wide overhead.

Not yet included in the fee structure are optional surcharges for technology and long-range planning. As discussed with the FCS Group, some jurisdictions apply a small percent on top of each fee to recover costs associated with technological upgrades and long-range planning efforts. Adding a 1% surcharge on fees would raise approximately \$5,000 each year, depending upon the volume and type of permits.

Through the process staff took a close look at comparable jurisdictions. Highlights of the comparisons are included in **Attachment 2** and reflect efforts to remain cost competitive.

### **EXPECTED RESULTS:**

Incorporate feedback from council for the future presentation of a resolution restructuring and simplifying the Land Use Development and Planning Review Fees.

**TIMELINE:**

Following stakeholder outreach, a fee resolution would be presented in March of 2017 with an anticipated effective date of May 1, 2017.

**CURRENT YEAR BUDGET IMPACTS:**

Restructuring the planning fees would impact the Community Development Fund's revenue and put it on the path of long-term financial sustainability.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 2/8/2017

**LEGAL REVIEW / COMMENT:**

Reviewed by:            Date:

**COMMUNITY INVOLVEMENT PROCESS:**

Staff intends to prepare outreach information to distribute to the development community.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups): While this fee restructure will increase certain planning fees, it will enable the City to maintain its high level of customer service to the development community, and at the same safeguard the City's aesthetic values in reviewing new development.

Restructured fees will put the Planning Division on solid financial footing for the future, while remaining competitive with neighboring jurisdictions.

**ALTERNATIVES:**

The Council could decide to not raise the fees at this time, or could direct any number of different alternatives.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

1. Proposed Fee Structure
2. Fee comparisons

| City of Wilsonville<br>Planning Division Proposed Fees   |                    |                |                    | City of Wilsonville<br>Planning Division Current Fees       |                    |  |
|--|--------------------|----------------|--------------------|---|--------------------|--|
|  | Proposed           | Estimated Cost | Estimated Recovery | Current   | Percentage Change  |  |
| <b>Administrative Review</b>                             |                    |                |                    | <b>Administrative Review</b>                                |                    |  |
| Class I  | \$335              | \$337          | 99%                | Class I   | \$190 76%          |  |
| Class II   | \$1,455            | \$1,455        | 100%               | Class II  | \$667 118%         |  |
| <b>Annexation (+Metro)</b>                               | \$4,365            | \$4,367        | 100%               | <b>Annexation (+Metro)</b>                                  | \$2,851 53%        |  |
| <b>Appeals</b>   |                    |                |                    | <b>Appeals</b>  |                    |  |
| Administrative Decision or Interpretation                | \$475              | \$1,529        | 31%                | Administrative Decision or Interpretation                   | \$475 0%           |  |
| DRB or Planning Commission Action                        | \$3,465            | \$13,838       | 25%                | DRB or Planning Commission Action                           | \$950 265%         |  |
| Referee Decision (expedited land division)               | \$1,140            | \$3,814        | 30%                | Referee Decision (expedited land division)                  | \$1,141 0%         |  |
| <b>Architectural Review (Villebois)</b>                  |                    |                |                    | <b>Architectural Review (Villebois)</b>                     |                    |  |
| Single Family  | \$380              | \$233          | 163%               | Single Family   | \$381 0%           |  |
| Multi-family per Unit                                    | \$95               | \$5            | 1900%              | Multi-family per Unit                                       | \$95 0%            |  |
| <b>Change of non-conforming use</b>                      | \$1,010            | \$1,008        | 100%               | <b>Change of non-conforming use</b>                         | \$667 51%          |  |
| <b>Comprehensive Plan Amendment</b>                      |                    |                |                    | <b>Comprehensive Plan Amendment</b>                         |                    |  |
| Legislative text   | \$9,495            | \$9,495        | 100%               | Legislative text  | \$3,802 150%       |  |
| Legislative text with BM 56 notice                       | \$10,345           | \$10,344       | 100%               | Legislative text with BM 56 notice                          | \$7,033 47%        |  |
| Legislative map  | \$6,400            | \$6,401        | 100%               | Legislative map   | \$3,802 68%        |  |
| Legislative map with BM 56 notice                        | \$7,250            | \$7,251        | 100%               | Legislative map with BM 56 notice                           | \$7,033 3%         |  |
| Quasi-judicial map                                       | \$3,115            | \$3,115        | 100%               | Quasi-judicial map  | \$2,851 9%         |  |
| Quasi-judicial map with BM 56 notice                     | \$3,965            | \$4,627        | 86%                | Quasi-judicial map with BM 56 notice                        | \$6,083 -35%       |  |
| <b>Conditional use permit</b>                            |                    |                |                    | <b>Conditional use permit</b>                               |                    |  |
| Accessory Use to SFD in Wilamette River Greenway         | \$1,710            | \$1,707        | 100%               | Accessory Use to SFD in Wilamette River Greenway            | \$667 156%         |  |
| All Others   | \$2,530            | \$2,532        | 100%               | All Others  | \$2,281 11%        |  |
| <b>Erosion Control Inspection Fee</b>                    |                    |                |                    |   |                    |  |
| Base   | \$400              | \$1,887        | 21%                |   | New                |  |
| Per additional Inspection                                | \$75               | n/a            |                    |   |                    |  |
| <b>Expedited Land Division</b>                           |                    |                |                    | <b>Expedited Lan Division</b>                               |                    |  |
| Under ORS 197  | \$1,140            | \$1,008        | 113%               | Under ORS 197   | \$1,141 0%         |  |
| +per lot   | \$20               | n/a            |                    | +per lot  | \$19 5%            |  |
| Villebois  | Double regular fee | n/a            |                    | Villebois   | Double regular fee |  |
| <b>Final Plat Review Fee</b>                             |                    |                |                    | <b>Final Plat Review Fee</b>                                |                    |  |
| Partition  | \$1,155            | \$2,312        | 50%                | Partition   | \$190 508%         |  |
| Subdivision  | \$2,480            | \$4,965        | 50%                | Subdivision   | \$760 226%         |  |
| <b>Parks Plan Review Fee</b>                             | \$2,610            | \$5,221        | 50%                | <b>Parks Plan Review Fee</b>                                | \$594 339%         |  |
| <b>Planned Unit Development</b>                          |                    |                |                    | <b>Planned Unit Development</b>                             |                    |  |
| Stage I Any Use  | \$2,120            | \$2,121        | 100%               | Stage I Residential   | \$1,520            |  |
| Stage I Modified   | \$1,190            | \$2,387        | 50%                | Stage I Commercial  | \$1,520            |  |
| Stage I Villebois SAP Modification                       | \$1,520            | \$2,906        | 52%                | Stage I Industrial  | \$1,520            |  |
| Stage II < 2 gross acres                                 | \$7,825            |                |                    | Stage I Public  | \$1,520            |  |
| Stage II 2 to 10 gross acres                             | \$9,785            | \$9,807        | 100%               | Stage I Villebois SAP (Per Resolution 1896)                 | \$2,281            |  |
| Stage II > 10 gross acres                                | \$11,740           |                |                    | Stage I Villebois SAP Modification                          | \$1,520            |  |
| Stage II Modified  | \$2,820            | \$5,647        | 50%                | Stage II Residential Base                                   | \$2,281            |  |
|  |                    |                |                    | Stage II Residential additional per net acre for all sites  | \$285              |  |
|  |                    |                |                    | + per unit  | \$19               |  |
|  |                    |                |                    | Stage II Commercial Base                                    | \$2,281            |  |
|  |                    |                |                    | Stage II Commercial additional per net acre for all site    | \$285              |  |
|  |                    |                |                    | + per sq ft for all bldgs >5000 sq ft                       | \$0.029            |  |
|  |                    |                |                    | Stage II Industrial Base                                    | \$2,281            |  |
|  |                    |                |                    | Stage II Industrial additional per net acre for all sites > | \$285              |  |
|  |                    |                |                    | + per sq. ft. for all bldgs > 10,000 sq. ft.                | \$0.029            |  |
|  |                    |                |                    | Stage II Public Base  | \$2,281            |  |
|  |                    |                |                    | Stage II Public additional per net acre for all sites > 5 ε | \$285              |  |
|  |                    |                |                    | + per sq. ft for all bldgs > 25,000 sq. ft.                 | \$0.029            |  |
| Stage II Villebois PDP Base                              | \$2,280            | \$9,923        | 23%                | Stage II Villebois PDP Base                                 | \$2,281            |  |
| Stage II Villebois PDP additional per net acre for all s | \$285              | n/a            |                    | Stage II Villebois PDP additional per net acre for all si   | \$285              |  |
| + per lot  | \$20               | n/a            |                    | + per lot   | \$19               |  |
|  |                    |                |                    | Stage II PDP Modification (Minor)                           | \$2,281            |  |
|  |                    |                |                    | Stage II PDP Modification (Major)                           | \$3,208            |  |
|  |                    |                |                    | Stage II Mixed Use Bldgs Base                               | \$2,281            |  |
|  |                    |                |                    | Stage II Mixed Use Bldgs Additional                         | formula            |  |
| <b>Preapplication Conference</b>                         |                    |                |                    | <b>Preapplication Conference</b>                            |                    |  |
| Residential, less than 10 lots/units                     | \$400              | \$1,599        | 25%                | Residential <50 lots/units                                  | \$190              |  |
| Other Signs only   | \$190              | \$290          | 66%                | Residential =to of >50 lots/units                           | \$381              |  |

Complete Restructure

Complete Restructure

| City of Wilsonville<br>Planning Division Proposed Fees         |          |                |                    | City of Wilsonville<br>Planning Division Current Fees          |          |                      |
|--|----------|----------------|--------------------|--|----------|----------------------|
|  | Proposed | Estimated Cost | Estimated Recovery |  | Current  | Percentage Change    |
| All Others   | \$835    | \$1,672        | 50%                | Other Signs only   | \$190    |                      |
|  |          |                |                    | Other Single bldg, <100,000 sq ft.                             | \$475    |                      |
|  |          |                |                    | All Others   | \$760    |                      |
| <b>Recorded Matter - per document</b>                          | \$335    | n/a            |                    |  |          | New                  |
| <b>Request for special meeting</b>                             |          |                |                    | <b>Request for special meeting</b>                             |          |                      |
| Staff  | \$285    | n/a            |                    | Staff  | \$285    | 0%                   |
| DRB or Planning Commission                                     | \$2,590  | \$2,588        | 100%               | DRB or Planning Commission                                     | \$1,141  | 127%                 |
| City Council   | \$2,855  | \$2,856        | 100%               | City Council   | \$2,281  | 25%                  |
| <b>Request for Time Extension</b>                              |          |                |                    | <b>Request for Time Extension</b>                              |          |                      |
| Administrative   | \$95     | \$667          | 14%                | Administrative   | \$95     | 0%                   |
| DRB Review: First Extension                                    | \$475    | \$667          | 71%                | DRB Review: First Extension                                    | \$475    | 0%                   |
| DRB Review: Second Extension                                   | \$950    | \$667          | 142%               | DRB Review: Second Extension                                   | \$950    | 0%                   |
| DRB Review: Third Extension                                    | \$1,900  | \$667          | 285%               | DRB Review: Third Extension                                    | \$1,901  | 0%                   |
| <b>Request to Modify Conditions of Approval</b>                |          |                |                    | <b>Request to Modify Conditions of Approval</b>                |          |                      |
| Administrative   | \$925    | \$928          | 100%               | Administrative   | \$475    | 95%                  |
| DRB Review   | \$2,385  | \$2,383        | 100%               | DRB Review   | \$1,141  | 109%                 |
| City Council   | \$3,380  | \$3,377        | 100%               | City Council   | \$1,141  | 196%                 |
| <b>Review of Bldg Permit Application</b>                       |          |                |                    | <b>Review of Bldg Permit Application</b>                       |          |                      |
| Residential - Deck/Garage/Carport etc.                         | \$260    | \$262          | 99%                |  | \$119    | 118%                 |
| All other Residential  | \$320    | \$319          | 100%               | All other Residential  | \$190    | 68%                  |
| All other  | \$945    | \$943          | 100%               | All other  | \$615    | 54%                  |
| or % of value of bldg, whichever is greater                    | 0.0076   | n/a            |                    | or % of value of bldg, whichever is greater                    | 0.0076   | 0%                   |
| not to exceed  | \$14,255 | n/a            |                    | not to exceed  | \$14,256 | 0%                   |
| <b>SROZ Review</b>   |          |                |                    | <b>SROZ Review</b>   |          |                      |
| Verification of Boundary Abbreviated                           | \$395    | \$394          | 100%               | Verification of Boundary Abbreviated                           | \$95     | 316%                 |
| Verification of Boundary Standard                              | \$485    | \$487          | 100%               | Verification of Boundary Standard                              | \$190    | 155%                 |
| SRIR Review Abbreviated  | \$560    | \$562          | 100%               | SRIR Review Abbreviated  | \$570    | -2%                  |
| SRIR Review Standard   | \$1,590  | \$1,590        | 100%               | SRIR Review Standard   | \$1,426  | 12%                  |
| Review Mitigation Monitoring Report                            | \$475    | \$475          | 100%               | Review Mitigation Monitoring Report                            | \$143    | 232%                 |
| <b>Signs Permits and Review (Except Temporary Signs)</b>       |          |                |                    | <b>Signs Permits and Review (Except Temporary Signs)</b>       |          |                      |
| Class I Sign Permit  | \$190    | \$161          | 118%               | Class I Sign Permit  | \$190    | 0%                   |
| Minor Adjustment as Part of Class I Sign Permit                | \$95     | \$29           | 328%               | Minor Adjustment as Part of Class I Sign Permit                | \$95     | 0%                   |
| Class II Sign Permit   | \$540    | \$1,078        | 50%                | Class II Sign Permit   | \$475    | 14%                  |
| Class III Sign Permit  | \$800    | \$1,605        | 50%                | Class III Sign Permit  | \$667    | 20%                  |
| Master Sign Plan   | \$1,340  | \$1,343        | 100%               | Master Sign Plan   | \$1,141  | 17%                  |
| <b>Site Design Review</b>                                      |          |                |                    | <b>Site Design Review</b>                                      | \$1,520  | Complete Restructure |
| Base Fee   | \$2,120  | \$5,152        | 41%                |  |          |                      |
| Additional per Occupied Building subject to review             | \$1,515  | n/a            |                    |  |          |                      |
| Additional per 5 acres, or portion thereof, of net site area   | \$1,515  | n/a            |                    |  |          |                      |
| <b>Staff interpretation (written)</b>                          |          |                |                    | <b>Staff interpretation (written)</b>                          |          |                      |
| Without public notice (including zone compliance letter)       | \$510    | \$511          | 100%               | Without public notice (including zone compliance letter)       | \$190    | 168%                 |
| With public notice   | \$3,230  | \$3,323        | 97%                | With public notice   | \$667    | 384%                 |
| <b>Street Vacation</b>   | \$3,980  | \$3,982        | 100%               | <b>Street Vacation</b>   | \$2,281  | 74%                  |
| <b>Temporary Use and Sign Permits</b>                          |          |                |                    | <b>Temporary Use and Sign Permits</b>                          |          |                      |
| Class I < 15 days  | \$65     | \$88           | 74%                | Class I < 15 days  | \$95     | -32%                 |
| Class I 15 - 30 days   | \$90     | \$88           | 102%               | Class I 15 - 30 days   | \$190    | -53%                 |
| Class I Annual Event Signs                                     | \$45     | \$88           | 51%                | Class I Annual Event Signs                                     | \$59     | -24%                 |
| Class II 31-60 days  | \$410    | \$548          | 75%                | Class II 31-60 days  | \$285    | 44%                  |
| Class II 61-120 days (signs only)                              | \$550    | \$548          | 100%               | Class II 61-120 days (signs only)                              | \$381    | 44%                  |
| Class II 61-120 days (other temporary uses, may include signs) | \$615    | \$614          | 100%               | Class II 61-120 days (other temporary uses, may include signs) | \$950    | -35%                 |
| DRB Review more than 120 days (non-sign temporary)             | \$3,525  | \$3,525        | 100%               | DRB Review more than 120 days (non-sign temporary)             | \$950    | 271%                 |
| <b>Tentative Plat Review</b>                                   |          |                |                    | <b>Tentative Plat Review</b>                                   |          |                      |
| Partition Administrative Review                                | \$1,010  | \$1,008        | 100%               | Partition Administrative Review                                | \$667    |                      |
| Partition DRB Review   | \$2,120  | \$2,121        | 100%               | Partition DRB Review   | \$1,520  |                      |
| Subdivision Base Fee   | \$3,050  | \$3,052        | 100%               | Subdivision Residential Base                                   | \$1,520  |                      |
| + per lot  | \$35     | n/a            |                    | Subdivision Residential additional per net acre for all sites  | \$285    |                      |
|  |          |                |                    | + per lot  | \$19     |                      |
|  |          |                |                    | Subdivision Commercial Base                                    | \$1,520  |                      |
|  |          |                |                    | Subdivision Commercial additional per net acre for all sites   | \$285    |                      |
|  |          |                |                    | + per lot  | \$19     | Complete Restructure |
|  |          |                |                    | Subdivision Industrial Base                                    | \$1,520  |                      |
|  |          |                |                    | Subdivision Industrial additional per net acre for all sites   | \$285    |                      |
|  |          |                |                    | + per lot  | \$19     |                      |
|  |          |                |                    | Subdivision Public Base  | \$1,520  |                      |

| City of Wilsonville<br>Planning Division Proposed Fees  |                      |                   |                       | City of Wilsonville<br>Planning Division Current Fees      |                      |                      |
|---|----------------------|-------------------|-----------------------|--|----------------------|----------------------|
|   | Proposed             | Estimated<br>Cost | Estimated<br>Recovery |  | Current              | Percentage<br>Change |
|   |                      |                   |                       | Subdivision Public additional per net acre for all sites : | \$285                |                      |
|   |                      |                   |                       | + per lot  | \$19                 |                      |
| <b>Tree Permit</b>                                      |                      |                   |                       | <b>Tree Permit</b>   |                      |                      |
| Type A 3 or fewer                                       | \$20                 | \$44              | 45%                   | Type A 3 or fewer  | \$19                 | 5%                   |
| Type B or C 3 or fewer                                  | \$100                | \$400             | 25%                   | Type B or C 3 or fewer                                     | \$95                 | 5%                   |
| Type B or C 4-10  | \$140                | \$557             | 25%                   | Type B or C 4-10   | \$95                 | 47%                  |
| + per tree  | \$10                 | \$19              | 53%                   | + per tree   | \$10                 | 0%                   |
| Type B or C 11-25                                       | \$290                | \$1,156           | 25%                   | Type B or C 11-25  | \$143                | 103%                 |
| + per tree  | \$10                 | \$19              | 53%                   | + per tree   | \$10                 | 0%                   |
| Type B or C 26 or more                                  | \$310                | \$1,244           | 25%                   | Type B or C 26 or more                                     | \$190                | 63%                  |
| + per tree  | \$10                 | \$19              | 53%                   | + per tree   | \$10                 | 0%                   |
| Type D  | \$750                | \$750             | 100%                  | Type D   | \$950                | -21%                 |
| DRB Review of Type C Removal Plan                       | \$155                | \$158             | 98%                   | DRB Review of Type C Removal Plan                          | \$667                | -77%                 |
| <b>Urban Reserve Concept Plan – initiated by owners</b> | TBD                  | TBD               |                       |  |                      | New                  |
| <b>Variance</b>   |                      |                   |                       | <b>Variance</b>  |                      |                      |
| Administrative  | \$665                | \$1,008           | 66%                   | Administrative   | \$667                | 0%                   |
| DRB Review  | \$3,020              | \$6,041           | 50%                   | DRB Review   | \$2,281              | 32%                  |
| <b>Waiver (per waiver)</b>                              | \$550                | \$1,104           | 50%                   | <b>Waiver (per waiver)</b>                                 | \$190                | 189%                 |
|   | Double<br>applicable |                   |                       |  | Double<br>applicable |                      |
| <b>Villebois Expedited Review</b>                       | fee                  | n/a               |                       | <b>Villebois Expedited Review</b>                          | fee                  | 0%                   |
| <b>Villebois FDP</b>                                    | \$1,520              | \$4,818           | 32%                   | <b>Villebois FDP</b>                                       | \$1,520              | 0%                   |
| <b>Zone Change</b>                                      |                      |                   |                       | <b>Zone Change</b>   |                      |                      |
| Legislative text  | \$9,495              | \$9,495           | 100%                  | Legislative text   | \$3,802              | 150%                 |
| Legislative text with BM 56 notice                      | \$10,345             | \$10,344          | 100%                  | Legislative text with BM 56 notice                         | \$7,033              | 47%                  |
| Legislative Map   | \$6,400              | \$6,401           | 100%                  | Legislative Map  | \$3,802              | 68%                  |
| Legislative Map with BM 56 notice                       | \$7,250              | \$7,251           | 100%                  | Legislative Map with BM 56 notice                          | \$7,033              | 3%                   |
| Quasi-judicial Map                                      | \$3,115              | \$3,115           | 100%                  | Quasi-judicial Map   | \$1,520              | 105%                 |
| <b>Zoning Verification Letter</b>                       | \$300                | \$709             | 42%                   |  |                      | New                  |

### Planning Fee Survey

| Fee Category                                      | Wilsonville Current  | Wilsonville Proposed   | Sherwood   | Hillsboro                      | Happy Valley                                 | West Linn                                 | Tigard             |
|---|--|--|--|--------------------------------|--|---|--------------------|
| <b>Administrative Review</b>                      | \$190 to \$665   | \$335 to \$1,455   | \$276 to \$2,425                                       |                                |  |   | \$90 to \$357      |
| <b>Annexation</b>                                 | \$2,851 +Metro   | \$4,365 +Metro   | 100% actual cost including staff time; \$7,500 deposit | \$1,260 +Metro                 | Actual Cost with \$3,000 or \$10,000 Deposit | \$15,000 +\$1,000 Per Acre up to \$20,000 | \$3,353            |
| <b>Appeals</b>                                    | \$475 to \$1,1141  | \$475 to \$3,465   | \$250 or 50% of original fees                          | 50% original application fee   | Actual Cost with \$1,500 or \$2,500 Deposit  | \$400                                     | \$300 to \$3,372   |
| <b>Change of non-conforming use</b>               | \$665  | \$1,010  | \$1,000  | \$1,785                        | \$500  | \$1,000 to \$3,000                        | \$731              |
| <b>Comprehensive Plan Admendment</b>              | \$3,802 to \$7,033   | \$3,115 to \$10,345  |  | \$4,200                        | \$500 to \$10,989                            |   |                    |
| <b>Concept Plan - Initiated by Property Owner</b> | \$0  | \$22,035   |  |                                |  |   |                    |
| <b>Conditional use permits</b>                    | \$665 to \$2,281   | \$1,710 to \$2,530   | \$2,072 to \$4,145                                     | \$2,625                        | \$500 to \$3,140                             | \$200 to \$4,500                          | \$731 to \$6,676   |
| <b>Erosion Control Inspection Fee</b>             | \$0  | \$400 +\$75 each additional                                    |  |                                |  |   |                    |
| <b>Expedited Land Division</b>                    | \$1,141 +\$19 per lot  | \$1,010 +\$20 per lot  | \$550 to \$2,205                                       |                                | \$10,203                                     | \$4,000 +\$300 per lot                    | \$4,830            |
| <b>Final Plat Review</b>                          | \$190 to \$760   | \$1,155 to \$2,480 +\$335 per legal document fee               | \$550 to \$6,222 + \$20 per lot                        | \$790                          | \$1,000                                      | \$200 to \$800                            | \$1,122            |
| <b>Parks Plan Review</b>                          | \$594  | \$2,610  |  |                                |  |   |                    |
| <b>Planned Unit Developemnt</b>                   | \$1,520 to \$2,281 + \$285 per acre + \$19 per lot             | \$1,190 to \$11,740  | \$2,205 + site plan review fees                        | \$735 to \$5,250 +\$20 per lot | \$250 to \$2,803 +\$300 per lot              | \$4,200 +\$400 AC                         | \$9,286 + SDR fees |
| <b>Preapplication Conference</b>                  | \$190 to \$760   | \$190 to \$835   | \$400  |                                | \$500 to \$1,000                             | \$350 to \$1,000                          | \$300 to \$718     |
| <b>Request for Special Meeting</b>                | \$285 to \$2,281   | \$285 to \$2,855   |  |                                |  |   | \$3,372            |
| <b>Request for Time Extension</b>                 | \$95 to \$1,901  | \$95 to \$1,901  | \$150 to \$300   |                                | \$100  |   | \$357              |
| <b>Request to Modify Conditions of Approval</b>   | \$475 to \$1,141   | \$925 to \$3,380   |  |                                | \$750  |   |                    |
| <b>Review of Bldg Permit Application</b>          | \$119 to \$615 or .0076 % of bldg value not to exceed \$14,256 | \$260 to \$945 or .0076 % of bldg value not to exceed \$14,256 | \$25 to \$661  |                                |  |   |                    |
| <b>SROZ Review</b>                                | \$95 to \$1,426  | \$395 to \$1,590   |  | \$1,315 to \$2,100             | \$505 to \$2,525                             | \$250 to \$2,600                          | \$731 to \$3,464   |

### Planning Fee Survey

| Fee Category  | Wilsonville Current                            | Wilsonville Proposed                                      | Sherwood                                  | Hillsboro          | Happy Valley                    | West Linn                          | Tigard                                      |
|---|--|---|---|--------------------|---------------------------------|------------------------------------|---|
| <b>Sign Permits and Review (Except Temporary Signs)</b> | \$190 to \$1,141                               | \$190 to \$1,340  | \$150 & fines for portable sign violation | \$60 to \$500      | \$50 to \$150                   | \$50 to \$250                      | \$63 to \$201                               |
| <b>Site Design Review</b>                               | \$1,520  | \$2,120 + \$1,515 per occupied bldg + \$1,515 per 5 acres | \$276 to \$6,222                          | \$315 to \$5,775   | \$250 to \$2,803 +\$300 per lot | \$2,100 + 4% of construction value | \$5,664 to \$7,358 +\$6 per \$10k over \$1m |
| <b>Staff Interpretation</b>                             | \$190 to \$665                                 | \$510 to \$3,230  | \$330                                     | \$315              |                                 | \$850                              | \$731                                       |
| <b>Street Vacation</b>                                  | \$2,281  | \$3,980   |   |                    | \$1,500                         | \$1,000 to \$6,000                 |   |
| <b>Temporary Use and Sign Permits</b>                   | \$59 to \$950                                  | \$45 to \$3,525   | \$335                                     | \$15 to \$100      | \$100 to \$300                  | \$280 to \$3,500                   | \$63 to \$357                               |
| <b>Tentative Plat Review</b>                            | \$665 to \$1,520 +\$285 per acre +\$19 per lot | \$1,010 to \$3,050 + \$35 per lot                         |   | \$2,100 to \$3,545 | \$500 to \$8,809+               | \$2,800                            | \$4,017 to \$8,890                          |
| <b>Tree Permit</b>                                      | \$19 to \$950; \$95 to \$190 +\$10 per tree    | \$20 to \$750; \$100 to \$310 +\$10 per tree              | \$60 to \$107                             |                    | \$50 to \$5,000                 |                                    | \$703 to \$2,712                            |
| <b>Variance</b>   | \$665 to \$2,281                               | \$665 to \$3,020  | \$50 to \$4,145                           | \$525 to \$1,785   | \$303 to \$2,828                | \$825 to \$2,900                   | \$357 to \$783                              |
| <b>Waiver</b>   | \$190  | \$550   |   |                    |                                 |                                    |   |
| <b>Zone Change</b>                                      | \$1,520 to \$7,033                             | \$3,115 to \$10,345                                       | \$5,330                                   | \$2,625            |                                 | \$3,000                            | \$4,218 to \$11,211                         |
| <b>Zoning Verification Letter</b>                       | \$0  | \$300   | \$50                                      |                    |                                 |                                    | \$107 to \$731                              |

**CITY OF WILSONVILLE  
EMPLOYMENT AGREEMENT  
2017-2018**

This Employment Agreement (“Agreement”) is ~~made and entered into~~ effective the 1st day of ~~January 2017~~ ~~December 2016~~ (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (the “City”), and **Barbara A. Jacobson** (“Employee”), both of whom understand and agree as follows:

**WITNESSETH:**

WHEREAS, the City desires to continue the employment of Barbara Jacobson as City Attorney of the City of Wilsonville; and

WHEREAS, it is the desire of the City to establish certain conditions of employment, establish certain benefits, and set working conditions for Employee; and

WHEREAS, Employee desires to continue employment as City Attorney of the City of Wilsonville;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

**Section 1. Duties and Work Hours**

The City hereby agrees to employ Employee as City Attorney of the City of Wilsonville. Employee agrees to devote her full-time efforts to performing the functions and duties of City Attorney, as set forth in the job description on file with the Human Resources Department, and to perform other legally permissible and proper duties and functions as the Wilsonville City Council (“Council”) assigns to her.

**Section 2. Hours of Work – Administrative Time Adjustment**

It is recognized that Employee must devote a great deal of time outside the normal office hours to business of the City and, to that end, Employee will be allowed to make reasonable adjustments as she shall deem appropriate during said normal office hours. Any extended reasonable adjustments shall be subject to consultation with the City Manager and the Mayor. **In addition, the City provides for up to five (5) compensatory time days off, to be used in Employee’s reasonable discretion at times when her workload and meeting schedule allow. [Note: Inadvertently left out of last year’s contract.]** Employee shall not receive monetary compensation for work in excess of normal office hours.

### Section 3. Employment Date and Status

Employment is at all times AT WILL, meaning Employee can resign and the City can terminate Employee's employment at any time, with or without cause, subject to the severance benefits described in **Section 8**. Employee ~~has been began~~ serving as City Attorney ~~since on~~ December 1, 2015, and December 1 shall be Employee's employment anniversary date ~~going forward~~.

### Section 4. Compensation and Car Allowance

Commencing January 1, 2017, Employee will receive annual base compensation of \$ \_\_\_\_\_ ("Salary"), together with a car allowance of \$400 per month (\$4,800 annually), ~~for a total annual compensation of \$ \_\_\_\_\_~~. In addition to the foregoing, Employee will continue to receive the City's standard benefits package, including health, dental, and life insurance, PERS benefits, and sick leave, together with contribution at 4% of Employee's base salary to the City's 401(a) retirement plan, which Employee is vested in, and twenty (20) days of vacation annually. Employee has the option to cash out five days (40 hours) of vacation time at Employee's hourly rate.

### Section 5. Dues and Subscriptions

The City agrees to budget and pay for the professional dues and subscriptions of Employee necessary for her continuation and full participation in the Oregon State Bar, governmental law section of the Oregon State Bar, land use section of the Oregon State Bar, other relevant county bar associations, the Oregon City Attorney's Association, and the National Institute of Municipal Legal Officers, which are necessary and desirable for her continued professional participation, growth, and advancement, and for the good of the City.

### Section 6. Professional Development

6.1. The City hereby agrees to, in accordance with City travel and expense guidelines and policies, budget and pay for the travel expenses of Employee for: (a) professional and official travel; (b) meetings, and occasions adequate to continue the professional development of Employee; and (c) meetings and occasions adequate to pursue necessary official and other functions for the City. These shall include the Oregon State Bar and sections of government law and land use, the City Attorney's Association, the International Municipal Law Officer's Association, and other national, regional, state, and local governmental groups and committees thereof on which Employee may serve as a member and/or have been approved by the City.

6.2. The City also agrees to budget and pay for the necessary continued legal educational expenses of Employee for short courses, institutes, and seminars that are necessary for her continued licensing as a member of the Oregon State Bar.

6.3. The City agrees to maintain the necessary legal library as agreed upon by Employee and the City.

## **Section 7. Performance Evaluations**

Council shall review and evaluate the performance of Employee annually, at or about the employment anniversary date, or more frequently than annually if performance issues exist. Said review and evaluation shall be in accordance with the specific criteria developed jointly by the City and Employee for City Attorney review. Said criteria may be added to or deleted from as Council may from time to time determine. In conjunction with such review, Council and Employee shall define such goals and performance objectives which they determine necessary for the proper operation of the City and attainment of Council's policy objectives. Council and Employee shall work together to establish priorities among those various goals and objectives. Once determined and agreed upon by Employee and Council, the goals and objectives will be reduced to writing and will be used to evaluate Employee's performance throughout that goal year. The goals will be set to generally be attainable within the time limitations specified and within the annual operating and capital budgets and appropriations provided for.

## **Section 8. Termination and Severance Pay**

8.1. In the event this Employment Agreement is terminated by Council and at such time of termination Employee remains willing and able to perform her duties under this Agreement, then if such termination is not "For Cause," the City agrees to pay Employee a severance payment equal to six (6) months' Salary plus reimbursement for health benefits in place at the time of termination ("Severance"). Payment of the Severance is conditioned upon Employee signing a Settlement and Release of Claims Agreement in consideration of such payment. Council may elect to pay the dollars portion of the Severance Payment in a lump sum or in six (6) equal monthly installments. To the extent allowed by law, COBRA medical coverage premiums will be reimbursed after payment by Employee monthly for six (6) months. Severance will not apply if Employee either does not sign the Settlement and Release of Claims Agreement or if Employee is terminated "For Cause." As used herein, "For Cause" shall mean that Employee is terminated because of malfeasance, gross negligence, insubordination, theft, deception (by material untrue statement or material intentional omission), fraud, or a criminal felony conviction.

8.2. In the event Employee is unable to work because of disability, the Severance amount set forth in **Section 9** shall apply in lieu of the above Severance.

8.3. If Employee finds other employment within the six (6) month Severance period, then Severance will cease to be paid as soon as Employee begins such other work and, if it has been paid in advance, it shall be proportionately repaid to the City. Similarly, if Employee becomes eligible for other medical coverage associated with other employment within the six (6) month period, she shall notify the City and medical coverage reimbursement will cease beginning with the first day of the month during which she begins receiving medical coverage.

8.4. In the event Employee voluntarily resigns her position with the City, Employee agrees to use good faith efforts to give the City three (3) months' notice in advance, unless the parties otherwise agree. Employee shall not be entitled to Severance if Employee voluntarily resigns, regardless of how and when notice is given.

**Section 9. Disability**

If Employee is permanently disabled or is otherwise unable to perform her duties because of sickness, accident, injury, mental incapacity, or health for a period that exceeds exhaustion of allowed state and federal family medical leaves, the City shall have the option to terminate this Agreement and, in that case, Severance will be equal to three (3) months' of wages and health benefits, but will cease to be paid as soon as disability insurance proceeds begin to be received, if such payments occur sooner than the expiration of the three (3) month Severance period.

**Section 10. Suspension in Lieu of Termination or Immediate Termination**

The City may suspend Employee with full pay and benefits at any time during the term of this Agreement, but only if a majority of Council vote to suspend Employee pending an investigation into allegations of malfeasance, gross negligence, insubordination, theft, deception, fraud, or a criminal felony charge. Suspension discussion shall occur in executive session, to the extent permitted under Oregon public meetings laws. The action to suspend will be taken in a public meeting, to the extent required by Oregon law. Employee shall be given written notice setting forth any allegations that could lead to suspension at least five (5) days prior to such executive session and shall be given the opportunity to present defenses or provide a statement during executive session, but Employee shall not be allowed to be present during Council deliberations that follow. During that five (5) day or more interim period before the matter can be heard by Council, the City may temporarily suspend Employee with pay. Nothing contained herein shall be construed to require a suspension before termination.

**Section 11. Indemnification**

The City shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Attorney. The City may compromise and settle any such claim or suit and shall pay the amount of any settlement or judgment rendered thereon. No indemnification shall apply to acts done outside the course and scope of employment.

**Section 12. Other Terms and Conditions of Employment**

Council, in consultation with Employee, shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Charter, or any other law.

**Section 13. General Provisions**

13.1. This Agreement shall constitute the entire agreement between the parties.

13.2. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

13.3. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

13.4. This Agreement may only be amended in writing, signed by both the City and Employee.

13.5. Waiver of any provision of this Agreement, either by the City or Employee, shall not constitute a future waiver of that or any other provision of this Agreement.

13.6. This Agreement shall be construed and interpreted in accordance with the laws of the State of Oregon, and venue for any dispute shall be in Clackamas County.

13.7. This Agreement, along with the City’s employment policies (as they may be amended and expanded from time to time), which have been or will be provided to and signed by Employee, sets forth the entire Agreement between the parties with respect to the subject matter contained herein and supersedes all prior agreements, negotiations, promises, or communications that are not contained herein.

IN WITNESS WHEREOF, the City of Wilsonville has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its City Recorder. Employee has signed and executed this Agreement. This Agreement may be signed in counterpart and with duplicate originals so that the City and Employee will both have an original copy of this Agreement.

CITY OF WILSONVILLE

EMPLOYEE

By: \_\_\_\_\_  
Tim Knapp  
As Its: Mayor

\_\_\_\_\_  
Barbara A. Jacobson

**CITY COUNCIL ROLLING SCHEDULE****Board and Commission Meetings 2016****Items known as of 02/15/17****FEBRUARY**

| DATE | DAY      | TIME      | EVENT                           | LOCATION         |
|------|----------|-----------|---------------------------------|------------------|
| 2/23 | Thursday | 7 p.m.    | City Council Meeting            | Council Chambers |
| 2/27 | Monday   | 6:30 p.m. | DRB Panel B                     | Council Chambers |
| 2/28 | Tuesday  | 5:30 p.m. | Town Center Plan Kick Off Event | City Hall        |

**MARCH**

| DATE | DAY       | TIME      | EVENT                               | LOCATION                   |
|------|-----------|-----------|-------------------------------------|----------------------------|
| 3/6  | Monday    | 7 p.m.    | City Council Meeting                | Council Chambers           |
| 3/8  | Wednesday | 1 p.m.    | Wilsonville Community Seniors       | Community Center           |
| 3/8  | Wednesday | 6 p.m.    | Planning Commission                 | Council Chambers           |
| 3/9  | Thurs     | 4:30 p.m. | Parks and Recreation Advisory Board | Park and Rec Admin Offices |
| 3/13 | Monday    | 6:30 p.m. | DRB Panel A                         | Council Chambers           |
| 3/15 | Wednesday | 6 p.m.    | Budget Committee Mid-Year Review    | Council Chambers           |
| 3/20 | Monday    | 7 p.m.    | City Council Meeting                | Council Chambers           |
| 3/22 | Wednesday | 6:30 p.m. | Library Board                       | Library                    |
| 3/27 | Monday    | 6:30 p.m. | DRB Panel B                         | Council Chambers           |

**COMMUNITY EVENTS****Family Heart Healthy Fair**

Saturday, February 25, Noon to 4 p.m. at the Library

February is National Heart Healthy Month – and the Library is celebrating with a Heart Healthy Fair. Visit local organizations and companies who want to help you get your heart healthy.

**Park Rental Season Opens Soon**

Reservations for park facilities for Wilsonville residents and businesses will be accepted starting on March 13 for the 2017 season. The rental season runs April 8 to October 15. Call Ahsamon at 503-570-1530 for fee information and availability.



**CITY COUNCIL MEETING  
STAFF REPORT**

|   |  |   |
|---|--|---|
| <b>Meeting Date:</b><br><br>February 23, 2017   | <b>Subject: Resolution No. 2614</b><br>Purchase of replacement combination sewer/catch basin cleaning truck.<br><br><b>Staff Member:</b> Scott Simonton<br><b>Department:</b> Fleet Services |   |
| <b>Action Required</b>  | <b>Advisory Board/Commission Recommendation</b>  |   |
| <input checked="" type="checkbox"/> Motion<br><input type="checkbox"/> Public Hearing Date:<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date:<br><input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date:<br><input checked="" type="checkbox"/> Resolution<br><input type="checkbox"/> Information or Direction<br><input type="checkbox"/> Information Only<br><input type="checkbox"/> Council Direction<br><input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Approval<br><input type="checkbox"/> Denial<br><input type="checkbox"/> None Forwarded<br><input checked="" type="checkbox"/> Not Applicable                        |   |
| <b>Comments:</b>  |  |   |
| <b>Staff Recommendation:</b> Staff recommends that Council approve Resolution No. 2614  |  |   |
| <b>Recommended Language for Motion:</b> I move to approve Resolution No. 2614   |  |   |
| <b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>  |  |   |
| <input checked="" type="checkbox"/> Council Goals/Priorities  | <input type="checkbox"/> Adopted Master Plan(s)  | <input type="checkbox"/> Not Applicable |

**ISSUE BEFORE COUNCIL:** Staff is seeking Council approval to enter into a purchase contract for the planned replacement of the City’s combination cleaning truck (commonly referred to as a “Vactor”).

**EXECUTIVE SUMMARY:** The current vehicle is a 1993 Vactor 2100, which was originally planned to be replaced in FY 13-14. This replacement date was extended due to good mechanical

condition. Replacement of this equipment was approved in the FY16-17 budget. Projected replacement cost was \$400,000.

After testing demonstrator units, and developing specifications, bids were received. A total of four bids were submitted, each offering options for outright purchase or a variety of leasing options. Upon reviewing all bids, staff concludes that an outright purchase, accepting the bid provided by Enviro-Clean Equipment, for a current model Vac-Con demonstrator unit, in the amount of \$359,489.00, provides the best value to the City. Of the four bids, the selected bid is the lowest cost option.

**EXPECTED RESULTS:** With City Council authorization, staff will promptly place the order for this unit.

**TIMELINE:** Delivery will occur within 30 days of order placement.

**CURRENT YEAR BUDGET IMPACTS:** This purchase is included in the approved FY 16-17 budget. Funds are available in the City's fleet replacement reserve account.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by:      Date:

**LEGAL REVIEW / COMMENT:**

Reviewed by: B. Jacobson      Date: 2/7/17

**COMMUNITY INVOLVEMENT PROCESS:** Approved by Budget Committee.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** (businesses, neighborhoods, protected and other groups): A new, modern cleaning truck will increase productivity of Utilities crews, allowing them to be more efficient and effective in the maintenance of the City's underground infrastructure. As compared to the current equipment, this unit will be much quieter, and will reduce air pollution.

**ALTERNATIVES:** The only known alternative would be for Council to reject Resolution No. 2614, and not execute a purchase at this time. Staff does not favor that approach, as the age of the current equipment, and pending repair needs, will likely result in increased equipment downtime and repair costs.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Resolution No. 2614

**RESOLUTION NO. 2614**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILSONVILLE ACTING AS THE LOCAL CONTRACT REVIEW BOARD, AUTHORIZING STAFF TO ENTER INTO A CONTRACT FOR THE PURCHASE OF A REPLACEMENT COMBINATION SEWER/CATCH BASIN CLEANING TRUCK**

**WHEREAS**, maintenance of the City's underground infrastructure is a key City service, and requires the use of specialized equipment owned by the City; and

**WHEREAS**, the equipment in question has surpassed its scheduled replacement date by four years; and

**WHEREAS**, planned vehicle and equipment purchases are fully funded through the City's vehicle reserve fund; and

**WHEREAS**, this purchase is included in the FY 16-17 City budget; and

**WHEREAS**, the FY 16-17 City budget was reviewed and approved by the budget committee; and

**WHEREAS**, staff has conducted a competitive procurement process consistent with state and local procurement procedures, with four bids being received from two potential vendors; and

**WHEREAS**, the bid received from Enviro-Clean Equipment, Inc., in the amount of \$359,489.00 represents the lowest responsible bid; and

**WHEREAS**, Enviro-Clean Equipment, Inc., at a price of \$359,489.00 was selected as the lowest responsible bidder through the competitive process, including all terms of the City of Wilsonville Option Clause; and

**WHEREAS**, the bid amount is within the budgeted amount available for purchase; and

**WHEREAS**, the City Council has duly appointed itself as the Local Contract Review Board and acting as the Local Contract Review Board is authorized to award the purchase contract in conformance with the State and local procurement programs as recommended by staff; and

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

Based on the above recitals, which are incorporated herein, the City Council, acting as the Local Contract Review Board, does hereby approve and authorize staff to award a contract

for purchase of a combination sewer/catch basin cleaning truck to Enviro-Clean Equipment, Inc., in the amount of \$359,489.00.

1. Enviro-Clean Equipment Inc. is the lowest, responsible bidder.
2. Funds for the purchase will be taken from the following account in the fiscal year 2016-2017 budget:

| Account       | Budget Amount |
|---------------|---------------|
| 210-210-45060 | \$359,489.00  |

3. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting on February 23, 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 – \_\_\_\_\_
- Councilor Starr - \_\_\_\_\_
- Councilor Stevens - \_\_\_\_\_
- Councilor Lehan - \_\_\_\_\_
- Councilor Akervall - \_\_\_\_\_

31 of 62  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, February 6, 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  
Chris Neamtzu, Planning Director  
Nancy Kraushaar, Community Development Director  
Delora Kerber, Public Works Director  
Jon Gail, Community Relations Coordinator  
Miranda Bateschell, Long Range Planner

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.

### **MAYOR'S BUSINESS**

A. Board and Commission Appointments.

Mayor Knapp recommended appointing Sam Scull to the Budget Committee.

**Motion:** Councilor Starr moved to ratify the appointment of Sam Scull to the Budget Committee for a 3 year term beginning 2/6/17 and ending 12/31/19. Councilor Lehan seconded the motion.

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

To the Development Review Board the Mayor recommended appointing Joanne Linville, Jennifer Willard to new terms and to reappoint James Frinell, Ronald Heberlein, Richard Martens, Shawn O'Neil, and Aaron Woods to second two year terms.

**Motion:** Councilor Lehan moved to ratify the appointment of  
Joanne Linville to a 2 year term beginning 2/6/17 and ending 12/31/18;  
Jennifer Willard to a 2 year term beginning 2/6/17 and ending 12/31/18;  
James Frinell to a second 2 year term beginning 2/6/17 and ending 12/31/18;  
Ronald Heberlein to a second 2 year term beginning 2/6/17 and ending 12/31/18;

32 of 62  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

Richard Martens to a second 2 year term beginning 2/6/17 and ending 12/31/18;  
Shawn O-Neil to a second 2 year term beginning 2/6/17 and ending 12/31/18; and  
Aaron Woods to a second 2 year term beginning 2/6/17 and ending 12/31/18.  
Councilor Starr seconded the motion.

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

The Mayor recommended appointing Jim Barns, Diana Cutaia and Kate Johnson to the Parks and Recreation Advisory Board.

**Motion:** Councilor Stevens moved to ratify the appointments of  
Jim Barns to a 4 year term beginning 2/6/17 and ending 12/31/20;  
Diana Cutaia to a 4 year term beginning 2/6/17 and ending 12/31/20; and  
Katharine Johnson to second 4 year term beginning 2/6/17 and ending 12/31/20.  
Councilor Lehan seconded the motion.

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

Mayor Knapp recommended the reappointment of Phyllis Millan to the Planning Commission.

**Motion:** Councilor Lehan moved to ratify the appointment of Phyllis Millan to a second 4  
year term beginning 2/6/17 and ending 12/31/20. Councilor Starr seconded the  
motion.

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

B. Upcoming meetings were announced by Mayor Knapp. He reported on the meetings he attended on behalf of the City and briefed the public on the Smart Growth Conference he recently attended in St. Louis, Missouri.

## **COMMUNICATIONS**

A. Bob Gibbs, Town Center Retail Analysis

Mayor Knapp introduced Bob Gibbs, a national recognized consultant who specializes in commercial and retail market analysis. Mr. Gibbs will be involved in the visioning process for the revitalization of the Town Center Area.

Miranda Bateschell familiarized Council about the Town Center Project. When the Wilsonville Town Center Plan is completed next year it will provide a community driven vision for the Town Center, establish a clear path forward to advancing that vision, and guide future development in the Town Center. She described the preparation leading to this point including the public engagement plan, work plan and schedule. The project kick off is February 28<sup>th</sup> with a presentation beginning at 6 p.m. Staff will be collecting the public's visions and ideas that will help guide future work. Data is being collected for current traffic counts, infrastructure systems, zoning code review, and market information.

Ms. Bateschell introduced Bob Gibbs, as a nationally renowned expert in retail strategies. The past 25 years he has been active in developing innovative yet practical methods for applying modern trends in commercial development. He has worked on more than 400 town centers in the United States and abroad. Mr. Gibbs provided guidance in Wilsonville for the Argyle Square development project, the Village at

33 of 62  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

Main development, and the new Library. Mr. Gibbs will be meeting with city officials and property owners to get a better picture of how national and regional trends relate to what is happening in Wilsonville.

Ms. Bateschell also introduced Mr. Alex Dupee the consultant team project manager.

Mr. Dupee provided an update on where the project is in the process, and what to expect during the next 18 months. The public will be asked for their vision ideas, and what opportunities or constraints need to be addressed during the process. In May goals for the project identified by the public process will be brought back to Council. Moving forward, concepts, goals and objectives will be developed as will the critical analysis, and alternatives that will work and that are implementable. The plan will be developed in 2018 with the project team will coming back to Council many times during the process.

Public outreach is critical for the success of the project. The goal is to build relationships, provide inclusive opportunities for input, inform decision making, build long term capacity, generate excitement and ownership; and balance diverse interests.

Mr. Gibbs explained his assignment was to estimate the amounts and types of retail that would be supportable in the Town Center. Demographic and retail information about the area was purchased that included a study to determine drive times, demographics, the types of credit cards people used, where they charged goods, where they purchased online, where they go on vacation, what kinds of cars they drive, the type of magazines they read. From that information a model was developed to compare the spending potential with the actual supply which led to a “void analysis” or the potential for spending and the supply. Even though Wilsonville’s Town Center has a considerable amount of retail and entertainment, we found the demand for 146,000 square feet of additional space today. That includes a grocery store, pharmacy, gift stores, breweries, electronics, and specialty food stores. All in all these retailers could capture about \$60 million of additional retail spending per year.

This retail could also be captured with existing retailers by expanding their stores, redoing fixtures, and merchandising. It is plausible that almost all of the \$60 million could be captured with new business models for existing retailers.

Mr. Gibbs looked at the region and considered the turn lanes, drive times, physical strengths and weaknesses of the site. He also looked at all of the shopping centers in the region, and estimated sales for many of these shopping centers, surveyed their tenant mix and expansion potential. Based on that, he established what is called “primary trade area”. This primary trade area is approximately a 3 mile ring, and it is estimated that about 60% of the spending will occur from people who live and or work within that primary trade area. Wilsonville is also capturing significant sales from beyond that trade area.

A total trade area goes out almost 8-10 miles where an additional 10-15% of sales will come from. People living there would likely come to Wilsonville twice per year.

Mr. Gibbs indicated the demographics in the primary trade area were strong, and the type of area where retailers like to deploy new stores.

Data was purchased that classified people into various “lifestyle groups”, and the report will contain a breakdown of the groups. Based on their income, work habits, recreation and leisure habits, he correlated those lifestyle categories with spending and specific stores. There is an opportunity for Wilsonville to capture more worker spending than it is currently capturing. On average, every worker supports about 25

34 of 62  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

square feet of retail and restaurant space. Wilsonville has a lot of workers within a 5-10 minute drive and we think they are looking for new opportunities for dining and shopping.

Mr. Gibbs and his team studied 75 different retail categories and identified those categories that were supportable. They estimated 105,000 square feet of additional retail could be supported today, growing to 127,000 square feet in five years, which would generate about \$37 million per year additional in sales. Those stores include apparel stores, books and music, department store merchandise, furniture, grocery, hardware, jewelry and office supplies.

They analyzed the exact square footage that would be supportable and the estimated sales that each of the categories would support. For example, it was estimated that 3,200 square feet of apparel stores were supportable, generating \$320.00 per square foot per year, or \$1 million per year in revenue. That is important for landlords because rents are about 8% of sales. If someone is looking to develop new retail center or expand an existing center, they can look at this and see if it is supportable and whether they can build a new building to support the rents. On average he was estimating \$311 per square foot in sales for all retailers, which is about 25-30 percent higher than the national average. The national average is around \$220 per square foot per year.

The study will be useful for existing retailers because they can see which categories can be expanded. This study is one that real estate developers or any retailer in or close to the Town Center can use for their business model.

The lifestyle analysis indicated there was a demand for additional restaurants and the city can support 20,000 square feet of full service restaurants. All in all the Town Center could support between 11-16 new additional restaurants generating about \$13 million in sales today. This could be carried out by building new restaurants, or by existing businesses expanding their sales.

Mr. Gibbs was pleasantly surprised with the development in Wilsonville since his last visit and with the considerable demand for expanding retailers in the Town Center.

Mr. Cosgrove asked what Mr. Gibbs was seeing nationally for on-line sales. Mr. Gibbs said online sales were growing, but they still represented 9 cents for every dollar spent. Online sales were 8-9% of the total. They were seeing online stores that started online moving to building brick and mortar stores. Amazon has announced they will build 1,000 book stores based on their online stores, bringing it full cycle. The online sales average about 9%.

Mayor Knapp wanted to know what would motivate the construction to happen; will the private sector see these additional supportable retail opportunities, or is this something the city needs to help them understand.

Mr. Gibbs said the city needed to have a plan and a vision to attract new retailers. The Portland area is considered one of the best retail markets in the country today, so there is a lot of national and regional interest, but they are going to want a plan and a vision. Many retailers are pulled towards highly walkable town centers with walk scores of 80 and higher. Retailers are finding much higher sales in highly compact walkable areas, and that's where they are building today. He mentioned some cities are hiring business recruitment consultants or staff to find retailers. They are working with local brokers and going to trade shows. The good thing is the city has the demand, which is unusual since so many areas are over retailled.

35 of 62  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

Councilor Lehan commented Wilsonville has four significant retail centers; how do we manage the four significant retail centers and then the desire for there to be neighborhood commercial in the larger neighborhoods?

Mr. Gibbs said it was fortunate the City has a strong demand for retail spending. There is retail leakage occurring for people living in the primary area, who are driving north to do a lot of their shopping. He thought the story to think about is that you could help the existing centers to keep more people here and do more of their spending here also if we could capture the office workers. This 150,000 square feet is not taking 150,000 from existing retailers, it capturing 150,000 of retail spending that is leaving this area. In the model they estimated the city would capture between 4-10% of that leakage, it is a conservative model, we're still assuming that 90% will continue to leak out; if you just capture a small part of it you would increase sales.

He encouraged neighborhood centers which in turn makes neighborhoods walkable. Although the study has been calibrated towards the Town Center, it would not be difficult to apply the research to other areas and neighborhoods.

Councilor Lehan recalled Mr. Gibbs had previously recommended for Town Center was that it should have a higher mix of class "A" office or other types of office space, and asked if that was still the case.

Mr. Gibbs did not know the city's market for office space, but there are a lot of office workers within a 5-10 minute drive of Town Center. The city may want to consider other types of land uses, residential or mixed uses. Offices do fill the restaurants in the day time.

Councilor Stevens wanted to know if Mr. Gibbs saw the Town Center as a mixed-use area combining retail and residential.

Mr. Gibbs said that it was possible, and it was the new trend to put considerable densities in places. It is now considered an amenity for people be able to walk to grocery stores, it is called "the Starbucks and Whole Foods" effect, if one can walk to either, people are willing to pay 12% more for their residential units. He thought there was the potential for creative infill in the parking lots and many retailers are reducing the amount of parking lot by half.

Mr. Dupee said they would be looking at the alternatives at Town Center and mixed use could be a component. Having a walkable area is a desirable outcome throughout the country.

Councilor Akervall wondered if the age demographic correlates with the 9% online shopping and the retail leakage.

Mr. Gibbs said internet sales are slightly higher here than the national average and they gear towards younger people. The millennials do more internet shopping than baby boomers. But a lot of people are shopping on their tablet while they are in a store; many shop on line but still go to the store for the instant gratification.

Councilor Lehan wanted to know what the future of movie theaters would be.

Mr. Gibbs thought the future of movie theaters was strong. Smaller movie houses are being built that specialize in film genres'.

Mayor Knapp thanked Mr. Gibbs for his presentation.

36 of 62  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

**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.

Scott Smith 7185 SW Montgomery Way; spoke on behalf of the residents of Montgomery Way, Schroder Way and Rose Lane. A petition in response to the Parks and Recreation Advisory Board recommendation on February 2<sup>nd</sup> for the expanded parking lot at the community garden has been prepared and signed by the residents of the area. The petition asks for a more thorough review of the concept and to take vehicles off of the residential streets. They feel the intersection at Rose Lane, Wilsonville Road and Schroder Way is not adequate for the additional traffic using the parking lot at the community garden. Mr. Smith wanted to know if they were looking at other nonresidential street access to the park.

Mr. Cosgrove explained the next step will be for the Parks and Recreation Advisory Board's recommendation to go to the Development Review Board. He recommended a spokesperson attend the meeting to get their comments on the record. Mr. Cosgrove was aware of the concerns and put together a memo for Council about the concerns and what the next steps are. Council received that memo at work session this evening. There are some options being explored, one is access from Kolbe Lane.

Molly Burns Herman 6850 SW Montgomery Way indicated her support for the petition. She was concerned the engineering data used to prepare for concept 3 was taken in November 2016, producing a low number of trips; nor was there an analysis of the pedestrian traffic for Rose Lane and Schroder which are used by the high school track team for training. Ms. Herman asked if an environmental impact statement was done due to the flooding of the swale, the impacts to the resident's wells, and wildlife. She felt the number of variances requested for the project was inappropriate, and that additional analysis should be conducted to produce a workable result.

Simon Springall, 7577 SW Vlahos Dr. thanked Council for the Martin Luther King, Jr. Proclamation. He felt support for diversity and inclusivity in the community would lead to a strong community. He asked Council to declare the city a sanctuary city to support families and communities regardless of their nationality, race, or immigration status.

The Mayor stated Councilors received communications on the sanctuary city question in the last few weeks and Council would need to discuss the matter.

**COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

Councilor Starr – Park and Recreation Advisory Board Liaison. He reported the Parks and Recreation Advisory Board will meet the second week of March. The Chamber of Commerce submitted their thoughts on the Transit Master Plan and Council will be looking at those recommendations. The Councilor announced the date of the Daddy Daughter dance.

Councilor Stevens – Library Board and Wilsonville Seniors Liaison. Councilor Stevens said the Library will be celebrating its 35<sup>th</sup> anniversary February 14<sup>th</sup> and the Imagination Library will be celebrating its five year anniversary on the 13<sup>th</sup>. She invited the public to attend the Family Heart Healthy Fair scheduled for February 25<sup>th</sup>.

Councilor Lehan – Planning Commission, CCI and Tourism Promotion Committee Liaison. The Councilor noted the next meeting date for the Planning Commission and the topics for discussion. She

37 of 62  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

reported the first meeting of the French Prairie Bike Bridge Task Force was held. The Councilor spoke about the restoration of The Grove of the States at the French Prairie Rest Area by ODOT.

Councilor Akervall – Development Review Panels A and B Liaison, announced the scheduled dates for the upcoming DRB meetings.

### **CONSENT AGENDA**

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

A. **Resolution No. 2613**

A Resolution Of The City Of Wilsonville, Acting In Its Capacity As The Local Contract Review Board, Approving The Bid Process; Accepting The Proposal Which Will Best Serve The Interest Of The City, And Awarding A Contract To Metereaders, Inc. For The Project Known As Meter Reading. (staff – Rodocker)

B. Minutes of the, January 5, 2017 and January 19, 2017 Council Meetings. (staff – King)

**Motion:** Councilor Stevens moved to approve the Consent Agenda. Councilor Akervall seconded the motion.

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

### **PUBLIC HEARING**

A. Ordinance No. 801 1st reading *Placeholder Continue to Feb. 23rd*  
An Ordinance Authorizing Ground Lease Agreement. (staff – Jacobson)

B. Ordinance No. 802 1st reading *Placeholder – Continue to Feb. 23rd*  
An Ordinance Authorizing Amending Section 6.1 Of The July 6, 2000 Agreement Regarding Water Treatment Plant Design, Construction, Operator And Property Ownership. (staff – Jacobson)

**Motion:** Councilor Lehan moved to continue Ordinance No. 801 and 802 to the February 23, 2017 Council meeting. Councilor Starr seconded the motion.

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

### **CONTINUING BUSINESS**

Ms. Jacobson read the title of Ordinance No. 804 into the record for second reading. She noted Council had received a draft of the ordinance showing the changes suggested by the City Council. The Counselor identified each of the changes.

A. **Ordinance No. 804** – 2<sup>nd</sup> Reading

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 5 By Renumbering Section 5.245 As Section 5.250 And Adding A New Section 5.245 To Create A Residential Parking Zone Program, Amending Chapter 5, Section 5.420, To Reference The New Section 5.245, And Amending Section 5.210 To Add A New Subsection 5.210(13). (staff – Jacobson)

38 of 62  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

Mr. Cosgrove informed Council the staff is working on designing the petition, application forms, and permit stickers.

Mayor Knapp asked for clarification on page 5, paragraph (h) which reads, “The residents of the residential parking zone will be required to pay the City’s actual cost of signage before any permits will be issued.” and whether the home owner association needed to pay for the signage before they can purchase a permit.

Mr. Cosgrove recalled during the public testimony both of the HOAs said they were willing to pay for the signs, and the language was to make it easy for that to occur.

Ms. Jacobson added there was a concern about the cost of the permits so in lieu of having higher permit fees; the HOA was hoping the permit fees would be lower if they purchased the signs.

Mr. Cosgrove suggested striking that sentence and that the City would pay for the signs and include the sign costs in the cost of the parking permit. Staff would estimate the cost of the permit fees to cover the costs of the signs, which would not be included in subsequent years.

Councilor Starr recalled during the last meeting some of the residents of Brenchly Estates mentioned the residents in Jory Trail Apartments were paying \$125 for parking spots. He wanted to know if the parking spots for purchase had been included in the parking spots the developer said would be available to residents, and did staff assume the parking spots would be free. The city approved a number of parking spots, but did not ask if they would be free or for purchase.

Mr. Cosgrove responded a certain number of parking spots must be provided based upon the zoning code for multi-family residential housing.

Ms. Jacobson did not know if the charging for parking spots was questioned. She recalled the Brenchly approval or most of the approvals are they are required to have so many spots for multi-family dwellings and she did not believe the question of whether the parking spots were free or not was discussed. In other words, does a renter get two free spaces, and then if a third is needed that is paid, she did not think that had been addressed.

Councilor Starr wanted staff to investigate because he did not want anyone to be taken advantage of, in other words, if that’s what the city thought and the renters thought, and once they are in they have to pay extra because there are fewer spaces, there should be some available for them to park in at no cost if they are already paying full rent.

Staff will review the conditions of approval and make inquiries about the practices. Ms. Jacobson did not believe past approvals have ever conditioned that spaces be free, typically when a tenant moves into an apartment complex they sign a rental agreement which provides how many parking spaces the tenant is entitled to, whether they are covered, or a garage which is extra; typically a renter will be allowed two cars and pay for a third.

Councilor Starr recommended taking this into consideration for the future and that we make sure we are talking about free parking spaces.

Mayor Knapp asked if Councilors wanted to remove paragraph (h) from the ordinance.

39 of 62  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

Mr. Cosgrove was amenable to the removal of paragraph (h); staff will figure out what the charge will be and pass it on.

**Motion:** Councilor Lehan moved to adopt Ordinance No 804 on second reading with paragraph Section 2(h) removed. Councilor Starr seconded the motion.

Councilor Stevens commended staff for writing the ordinance and for designing the administration and implementation process.

**Vote:** Motion carried 5-0.  
Mayor Knapp - Yes  
Councilor Starr - Yes  
Councilor Stevens - Yes  
Councilor Lehan - Yes  
Councilor Akervall - Yes

**CITY MANAGER'S BUSINESS**

Mr. Cosgrove confirmed the City Council Retreat and Goal Setting session is set for February 10, and February 11, beginning both days at 9 a.m. He distributed a draft agenda and noted the Friday session is training and closed to the public; however, the Saturday session is open to the public. Saturday's session will be held at the Willamette River Water Treatment Plant Conference Room.

**LEGAL BUSINESS** – No report.

**ADJOURN**

Mayor Knapp adjourned the City Council meeting at 8:43 p.m. and convened an Executive Session at 8:50 p.m.

Respectfully submitted,

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

ATTEST:

\_\_\_\_\_  
Tim Knapp, Mayor

40 of 62  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

**EXECUTIVE SESSION**

Following the adjournment of the City Council meeting at 8:43 p.m. Mayor Knapp called the Executive Session to order at 8:50 p.m. pursuant to ORS 192.660 (2)(e) Real Property Transactions, ORS 192.660(2)(f) Exempt Public Records, and ORS 192.660(2)(h) Litigation. All Council members were present. Staff included Bryan Cosgrove, City Manager; Barbara Jacobson, City Attorney; Delora Kerber, Public Works Director; Nancy Kraushaar, Community Development Director; and Sandra King, City Recorder.

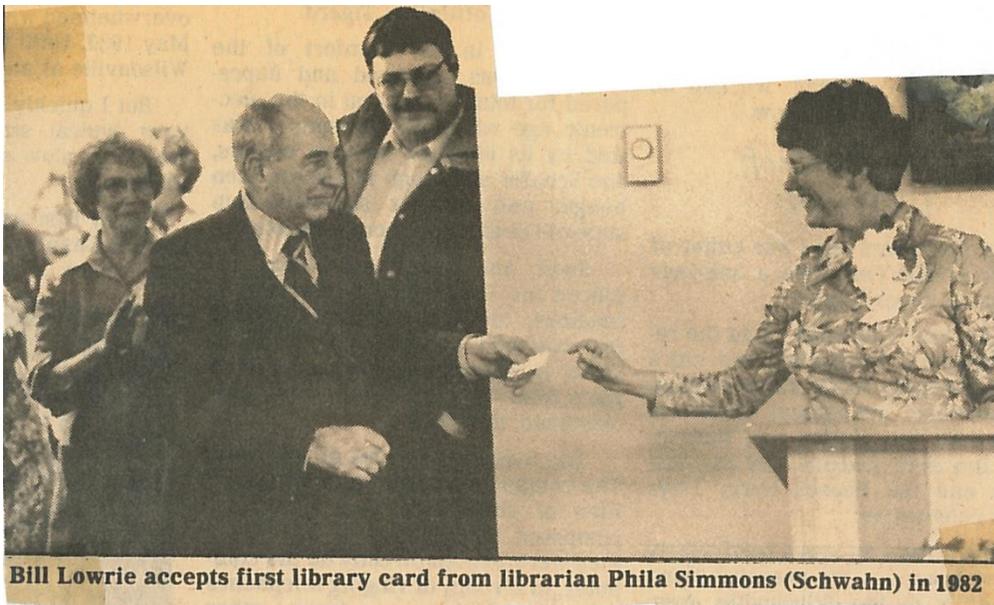
The Executive Session adjourned at 9:13 p.m.



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

**Headlines:**

**Library turns 35 years old.**



**Bill Lowrie accepts first library card from librarian Phila Simmons (Schwahn) in 1982**

At 2pm on February 14, 1982, Library Board Chair Maria Philbrook welcomed the assembled crowd to the dedication of the Wilsonville Public Library. Audrey Puntney, daughter of Inza R. Wood dedicated the Library by cutting a ribbon which was held across the library entrance by Mayor William Lowrie and West Linn School District Superintendent Dea Cox. Later, librarian Phila Simmons presented Mayor Lowrie with Wilsonville's first library card. In attendance was special guest Walt Morey, who donated autographed books to the Library. The Wilsonville Friends of the Library had had an organizational meeting earlier that month, which was chaired by Pat Burda. Thus began the Wilsonville Public Library's service to the community.

At the end of its first full year in operation the Wilsonville Library circulated 16,840 items, and held 6,791 volumes. Now, the library's collections total 130,000, and the Library circulated 476,578 items in FY2016. In addition, Library staff answered 20,000 reference questions, library computers and wireless internet access was used 60,000 times, and attendance at Library

programs totaled 32,044. The Wilsonville Public Library Foundation joined the Friends in 1998 to help provide funds for library programs and services.

To celebrate the Library's 35<sup>th</sup> birthday, the Friends and Foundation are providing cake to all comers on Tuesday, February 14<sup>th</sup>, also starting at 2pm. Additionally, library users who have fines may have those waived (up to \$10) on the 14<sup>th</sup>.

The Library looks forward to serving the community for many more decades to come.

### **Food For Fines**

During the month of February, users with fines may pay those fines by donating cans of food to Wilsonville Community Sharing. The Library will waive \$1 for each non-expired, non-perishable item donated. In past years, over 1,200 pounds of food have been donated by library users.

### **Renovation design under way**

Design and cost work is under way for the Library. As indicated by the 2015 Facility Master Plan, several library elements need updating, including making the bathrooms in non-fiction ADA accessible, replacing carpet, seismic upgrades to the shelving, and HVAC replacements. The library also would greatly benefit from a redesign of the its central areas, particularly to maximize RFID installation. Funding for the project will come from the \$1M capital fund created for each member city by the creation of the Clackamas County Library District in 2009. By late February we should be seeing initial costs for improvements and can begin making choices about what we can get done and what may need further planning.

### **Dolly Parton's Imagination Library in Wilsonville turns 5 years old**

Wilsonville's Imagination Library program turns 5 years old on Valentine's Day. Over the past 5 years, the program has sent over 33,000 books to children in the Wilsonville community, and currently there are 725 local kids enrolled in the program. Six hundred and fifty kids have graduated from the program over the last 5 years. This January, administrative control for the program was handed over to the Wilsonville Public Library Foundation. Wilsonville Kiwanis founded the program in 2012, but realized the Foundation was a better home for it as enrollment grows. Kiwanis will remain closely associated with Imagination Library in the future.

### **January Statistics**

- **E-book and downloadable audiobook circulation: 2,108**
- **Library physical item circulation : 33,947**
- **Items added: 854**
- **Items withdrawn: 1,372**
- **Volunteer hours: 901**
- **Programming Attendance: 2,057**

**Upcoming Adult Programming:**

- **Great Books Discussison Group.** February 21<sup>st</sup>, 6pm. This month, *The Prince* by Niccolo Machiavelli
- **Free Tax Help.** Saturdays 10am to 3pm. February 11<sup>th</sup> through April 15th
- **Game Day:** Board Games, Cards and Chess. Saturdays. 1-6 pm
- **History Pub,** February 28th, 6:30pm (doors open at 5pm). This month *Following Amelia: The Legacy of Oregon's 99s*, with aviation professional Debra Plymate
- **First Friday Film.** March 3<sup>rd</sup>, 6pm.
- **Book Club. March 9th, 6pm.** This month: Author Comparison: *James A. Michener*
- **Book Notes Concert.** March 11th. 2pm. This Month: *Al Andalus*
- **Curiosity Café,** March 18th, 1pm. This month: *Estate Planning Q&A for Parents with Minor Children with attorney Michelle-Shari Kruss*

**Upcoming Youth Programming:**

**Winter Weekly Schedule**

|                                       |  |   |
|---------------------------------------|--|---|
| <b>Toddler Time</b><br>Tuesdays 10 am | <b>Family Storytime</b><br>Tuesday 6:30 pm | <b>Library Playgroup</b><br>Mondays                             |
| <b>Babytime</b><br>Tuesdays 11 am     | Wednesday<br>10:30 am and 1pm              | 10:00 am and 11:30am  |
|                                       | Thursday 1:00 pm                           | <b>Read to the Dogs</b><br>Call for appointment<br>503-570-1599 |

- **Family Heart Healthy Fair.** February 25<sup>th</sup>, 12pm to 4pm. Try some family exercises, find your inner drummer with a taiko performance, and more.
- **K-2 Book Adventures,** March 16<sup>th</sup>, 4pm
- **Teen Event.** March 17<sup>h</sup>, 6:30pm
  
- **Library Board meeting. February 22nd, 6:30pm** at the Library

See more events and services at [www.wilsonvillelibrary.org](http://www.wilsonvillelibrary.org)

CITY OF WILSONVILLE

# Monthly Report

COMMUNITY DEVELOPMENT DEPARTMENT



January 2017

## FROM THE DIRECTOR'S OFFICE

Greetings! Our most successful achievement in January was receiving approval for a federal funding grant for the design of a future I-5 Walking and Biking Overcrossing (bridge) that will connect Wilsonville's west and east neighborhoods – specifically between Barber / Boones Ferry Road and Town Center Loop West (near Les Schwab). The Metro Council formally approved the funding at their February 2 meeting. Kudos to Zach Weigel on his winning funding application. Our application scored 3rd out of 27 applications. We will receive \$1.55 million to leverage our \$700,000 local match for the \$2.1 million design. With our Town Center Plan now underway, this connection plays a vital role in getting around town. The bike-ped bridge will provide a much safer alternative to Wilsonville Road and Boeckman Road for accessing jobs, services, retail, and schools. It is an important connection between the SMART Transit Center and WES and the east side of I-5. We foresee positive impacts from this project for a large and diverse segment of our community.

Our whole CD staff (even our local folks) experienced crazy winter weather conditions in January and we want to send a SHOUT OUT to the excellent efforts made by Wilsonville Public Works that provided safe access to City Hall as we ventured from our homes.

We provided comments for the final Washington County Transportation Futures Study and I attended the final Study Advisory Committee (SAC). If Council would like a recap on the Study, we can schedule same for a work session sometime this spring. The Study reviews three (3) levels of transportation investment that result in three (3) service levels to meet transportation needs in Washington County over the next 50 years. In a nutshell, the SAC concludes that we are behind and need to get moving on improving travel for all modes and all communities. The SAC also recognized the need to engage the other counties and regional partners because the needs do not stop at the Washington County line.

Jordan Vance and I are also working with Washington County on a Freight Study. The congestion and delay on I-5 have become readily apparent. The impact to freight is especially magnified when the high volume of trucks using I-5 is factored into the analysis. When the Freight Study is complete it might be a good time for the County to brief Council — when they can present both of the studies at one time.

As you will see in the following pages, all Community Development divisions are active throughout the City – from Frog Pond and the Meridian Creek Middle School on the east to Villebois on the west and from Charbonneau on the south to Coffee Creek Industrial Area on the north. –Nancy Kraushaar, PE, Director

## Building Division

### Whatcha' Looking At?

The City's Building staff performed 619 building safety inspections for new construction in January.

While completing inspections during the framing and final inspection stages, building safety inspectors look at one of the most critical life-safety features of new homes – the bedroom emergency escape window.

Our state building code requires that each bedroom have a way in/out in the event of a fire or other emergency. In new homes, this is most commonly achieved through an emergency escape window. The window must be carefully inspected to ensure that the size, location, type of window, window operation, and latch, are all in compliance with Oregon's safety codes.

For example, building safety inspector Brian Pascoe is shown during a framing inspection verifying that the emergency escape window sill is less than 44 inches from the floor and the dimensions of the window have a clear height of 24 inches and clear width of 20 inches. These dimensions are critical and correlate to the minimum size for firefighters with safety gear and air tank to access through the window as shown in the photo below (courtesy TVF&R). This is one of many important safety features of new construction that is inspected during the framing and final inspection stages.

In some cases homeowners need to be careful replacing windows in existing homes. Brian states, "Replacing a window with the same size in an existing home does not require a permit. However, if a contractor or homeowner changes the style of window, the different style can sometimes be smaller than the code required clear dimensions for emergency windows."



For questions about emergency escape windows or other construction topics, Building staff are a resource and would be happy to answer questions.

And that's what we're looking at.

## Engineering Division, Capital Projects

**5<sup>th</sup> Street / Kinsman Road Extension (4196):** Proposals have been received from three (3) consultants. Proposals will be reviewed and a contract developed with the selected Consultant. We expect to have Council approve the Consultant contract on February 23.

**Charbonneau High Priority Utility Repair Phase I (1500/2500/7500):** This project involves the replacement and repair of the most deficient sewer and storm pipes within Charbonneau in three (3) phases over the next three (3) years. Also, the project includes replacement of a recently failed 12" water line between Boones Bend Road and Mariner's Village. Construction of Phase I is complete for the most part. The Contractor is waiting for warmer, drier weather to finish minor paving and concrete work, which should be complete by the end of February.

**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 (3) planned phases to construction over three (3) years. The City is soliciting bids from qualified contractors for the construction of the utility improvements. Construction is anticipated to begin in April 2017 and wrap up at the end of Summer 2017.

**Exit 283 Congestion Improvements (4199):** Three (3) of four (4) task orders for design services are in place. ODOT indicates an IGA and expense reimbursement agreement is necessary to allow Wilsonville to construct projects in ODOT Right of Way.

**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 first Technical Advisory Committee and Project Task Force have held their first meetings and provided feedback on evaluation criteria for determining bridge alignment, type selection, and design. A draft of potential bridge alignments is shown below. The first project open house is scheduled for Wednesday, February 22 from 5 pm to 7 pm at Wilsonville City Hall. Short presentations will be held at 5:30 pm and 6:15 pm. Project completion is anticipated in July 2018.



## Engineering Division, Capital Projects, Cont.

**Gesellschaft Well Facility Upgrades (1083):** This project includes upgrades and modifications to the Gesellschaft Well controls and piping to convert the well operation to an emergency back-up supply of potable water. Design plans and specifications prepared by the City's engineering consultant, Keller Associates, are being finalized. Construction is anticipated to begin in Spring 2017.

**Kinsman Road Extension (4004):** This project involves construction of a new section of Kinsman Road between Barber Street and Boeckman Road and includes the upsizing and relocation of a 30" sanitary sewer pipe (Coffee Creek Interceptor Upsizing (CIP 2079) and installation of a 66" water line for the Willamette Water Supply Program (CIP 1127)). Roadway fill south of the box culvert has been installed and the three (3) month period of ground settlement monitoring has begun. Sanitary sewer line and water line installation along the new Kinsman Road alignment will continue throughout the winter. Construction is anticipated to be complete in June 2018.

**Library Improvement (8098):** The kickoff meeting was held on January 26. Priorities for the library staff and library foundation board members in attendance focused on a fresh look and better patron movement/circulation in the central core.

**Water Treatment Plant Master Plan Update (1122):** The Master Plan Update was pulled from the Planning Commission January 11 work session and February 8 Public Hearing. Staff will brief both the Planning Commission and City Council in mid-February on the reasoning for that decision.

**Willamette River Stormwater Outfalls (7053):** Two (2) piezometer wells have been installed at the Belnap Court site to provide groundwater elevation data so that we have an understanding of how our proposed work may affect this.

**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 East-West Connector (CIP 4196), and the Coffee Creek Urban Renewal Plan. Other coordination/meetings on raw water and seismic upgrades at the WTP are also occurring.

**WWTP Outfall Replacement (2095):** Permitting has been delayed and may cause a slip in the construction schedule because the Corp of Engineers forgot to forward the permit application to NMFS (National Marine Fisheries Service) for concurrent review.

## Engineering Division, Private Development

**Aspen Meadows Canyon Creek Subdivision (formerly Boeckman-Lewallen):** Construction is underway on this 14-lot subdivision at Canyon Creek Road South and Daybreak Street.

**Charbonneau Subdivision:** Plans are under review for this 40-lot subdivision located where the current golf driving range is.

**Meridian Creek Middle School:** K&E Excavating, Inc. was awarded the contract and plans to start construction work in February. Businesses and citizens should anticipate off and on lane closures as work progresses. Project completion expected before start of school in September, 2017.

**Villebois:** VB Central - Berkshire (10 lots located on south side of Barber near Costa Circle West) is under construction. PW construction almost completed with both Grande Pointe Phase 2 (44 lots) and Tonquin Meadows 3 (109 lots); home building permits have been issued in each subdivision. VB East - Tonquin Meadows 4 (57 lots located north of Lowrie Primary) plans have been approved; VB Central - Berkshire No. 2 (17 lots located on north side of Barber near Costa Circle West) plans are under review.

---

## Natural Resources

### **“Bee Stewards” Project:**

City staff are working with the Northwest Center for Alternatives to Pesticides, and other partners, to restore pollinator habitat, develop an integrated pest management plan, and provide education and outreach within the community. A planting plan has been developed for the Water Treatment Plant Park, which will enhance the existing landscaping and provide opportunities for pollinators. In March and April, in cooperation with Friends of Trees, the plants will be installed.

### **NPDES Stormwater Permit Renewal:**

The City’s NPDES Stormwater Permit is renewed every five (5) years. The most recent permit was issued in 2012. Over the last few months, staff and a consultant have been preparing a renewal application. The renewal application must be submitted to DEQ by February 28, 2017. Included in the renewal application are updates to the City’s Stormwater Management Plan, Monitoring Plan, and pollutant load evaluation.

## Planning Division, Current

### Projects Being Prepared for DRB Hearings

- Marion's Carpets Boones Ferry Road

### Administrative Decisions Issued

- New Entry on Boulder Creek Apartments Club House
- 4 Class I Administrative Reviews
- 2 Final Subdivision Plats
- 3 Type A Tree Permits
- 2 Type B Tree Permits
- 3 Sign Permits
- Villebois Single-family permits

---

## Planning Division, Long Range

### BASALT CREEK CONCEPT PLAN



On January 11, 2017, a site evaluation of the “central subarea” in the Basalt Creek Planning Area was commissioned by Washington County. This study considered the feasibility of employment land use in the central subarea north of the future Basalt Creek Parkway. The Tualatin City Council is meeting February 13, 2017 to discuss the Basalt Creek Land Use Concept Map dated October 2016. The Basalt Creek Concept Plan is tentatively scheduled to go before the Wilsonville Planning Commission for Work Session on June 14, 2017. General project information is available on the project website <http://www.basaltcreek.com/>.

## Planning Division, Long Range, Cont.



### WILSONVILLE TOWN CENTER PLAN

#### TOWN CENTER PLAN

The Wilsonville Town Center Plan focuses on creating a community-driven vision for the Town Center and a guide for future development efforts. We are happy to announce the Town Center Task Force appointments were confirmed this month and look forward to their participation in the project.

In January, City Council acknowledged the Town Center Plan Public Engagement and Communication Plan, which is available on the project website at [www.wilsonvilletowncenter.com](http://www.wilsonvilletowncenter.com). The consulting team also provided staff with a draft of the Town Center existing conditions (compiling land use and transportation data) for review. Once finalized, this will be placed onto the project website.

The project team was busy coordinating a February 7 visit from Bob Gibbs, a well-known retail expert. His visit included a City Council presentation, several meetings with community members, and a public event at McMenamins, co-hosted with the Chamber of Commerce, where Mr. Gibbs shared national trends for Town Centers and how that relates to the Wilsonville Town Center. The project team continues to prepare for the Town Center Plan Community Event on Tuesday, February 28, at 5:30 pm at Wilsonville City Hall. This event is open to the public and all interested stakeholders. Watch for project updates on the Town Center Plan web page.



#### FROG POND

The Frog Pond Master Plan (Phase 2) will guide future development of the Frog Pond West neighborhood.

The project team met in January to discuss the Infrastructure Funding Plan, which is needed to ensure the financial feasibility of required master plan projects. Meetings with City staff, consultants, and local developers were also held on January 24 and 25 to review infrastructure funding approaches. The project team shared the January 4, 2017 draft Frog Pond West Master Plan at the January 11, 2017 Planning Commission work session. On February 6 the City Council also received a briefing on the draft Master Plan document. This draft master plan is available on the Frog Pond Plan project web page <http://www.ci.wilsonville.or.us/628/Frog-Pond-Plan> and was also the topic of the February 8, 2017 Planning Commission work session. Information presented can be found in the meeting packet on our website at <http://www.ci.wilsonville.or.us/AgendaCenter>.

# City of Wilsonville December 2016



**Clackamas County Sheriff's Office  
2223 Kaen Rd  
Oregon City, OR 97045**

[www.co.clackamas.or.us/sheriff](http://www.co.clackamas.or.us/sheriff)

## Monthly Summary

During December 2016, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time period the Sheriff's Office answered 632 calls for service, which was an average of 20.4 calls per day.

The monthly average for calls for service during the past three years has been 541.0. The 632 calls in the City during the month of December reflect a 16.8% increase over the average during the last three years.

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

| <u>Year</u> | <u>Number of Calls</u> | <u>Monthly Average</u> | <u>Daily Average</u> |
|-------------|------------------------|------------------------|----------------------|
| 2011        | 5,539                  | 461.6                  | 15.2                 |
| 2012        | 5,709                  | 475.8                  | 15.6                 |
| 2013        | 6,230                  | 519.2                  | 17.1                 |
| 2014        | 6,558                  | 546.5                  | 18.0                 |
| 2015        | 6,689                  | 557.4                  | 18.3                 |

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

|                     | <u>Percentage of Calls Taken</u> | <u>Percentage of Traffic Stops</u> | <u>Percentage of Reports Written</u> |
|---------------------|----------------------------------|------------------------------------|--------------------------------------|
| <b>Graveyard:</b>   | <b>23.1%</b>                     | <b>36.3%</b>                       | <b>19.6%</b>                         |
| <b>Day Shift:</b>   | <b>41.0%</b>                     | <b>43.1%</b>                       | <b>46.9%</b>                         |
| <b>Swing Shift:</b> | <b>35.9%</b>                     | <b>20.6%</b>                       | <b>33.5%</b>                         |

During December 2016, 267 traffic stops were made in the City with the following breakdown for each shift.

|                          | <u>Total</u> |          | <u>Graveyard</u> |              | <u>Days</u> |              | <u>Swing Shift</u> |              |
|--------------------------|--------------|----------|------------------|--------------|-------------|--------------|--------------------|--------------|
| <b>Stops Made:</b>       | <b>267</b>   | <b>=</b> | <b>97</b>        | <b>36.3%</b> | <b>115</b>  | <b>43.1%</b> | <b>55</b>          | <b>20.6%</b> |
| <b>Citations Issued:</b> | <b>171</b>   | <b>=</b> | <b>51</b>        | <b>29.8%</b> | <b>102</b>  | <b>59.6%</b> | <b>18</b>          | <b>10.5%</b> |

Included in the above totals are 99 traffic stops (37.1%) and 96 citations (56.1%) issued by the Traffic Deputy.

### Calls for Service

| Number of Calls Per Shift              | December 2016 |              | Monthly Average 2015 |              |
|--|---------------|--------------|----------------------|--------------|
|  | <b>632</b>    |              | <b>557.4</b>         |              |
| <b>Graveyard</b><br>(2100-0700)        | <b>146</b>    | <b>23.1%</b> | <b>108.3</b>         | <b>19.4%</b> |
| <b>Day Shift</b><br>(0700-1700)        | <b>259</b>    | <b>41.0%</b> | <b>253.8</b>         | <b>45.5%</b> |
| <b>Swing Shift</b><br>(1100-0300)      | <b>227</b>    | <b>35.9%</b> | <b>195.3</b>         | <b>35.0%</b> |
| <b>Average Number of Calls Per Day</b> | <b>20.4</b>   |              | <b>18.3</b>          |              |

### Other Officer Activity

| Type of Activity               | December 2016 | 2015 Monthly Average |
|--------------------------------|---------------|----------------------|
| <b>Follow-Up Contact</b>       | <b>104</b>    | 77.5                 |
| <b>Foot Patrol</b>             | <b>4</b>      | 12.3                 |
| <b>Premise Check</b>           | <b>5</b>      | 40.1                 |
| <b>Subject Stop</b>            | <b>16</b>     | 54.9                 |
| <b>Suspect Contact</b>         | <b>6</b>      | 5.4                  |
| <b>Suspicious Vehicle Stop</b> | <b>557</b>    | 67.5                 |
| <b>Warrant Service</b>         | <b>4</b>      | 7.8                  |
| <b>Total:</b>                  | <b>196</b>    | 265.5                |

The chart on the following page shows the types of calls for service received during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

**Types of Calls**

| Type of Calls                     | December 2016 | 2015 Monthly Average |
|-----------------------------------|---------------|----------------------|
| Abandoned Vehicle                 | 1             | 1.7                  |
| Accidents (All)                   | 39            | 27.3                 |
| Alarms                            | 69            | 55.6                 |
| Animal Complaint                  | 6             | 11.7                 |
| Assault                           | 4             | 3.9                  |
| Assist Outside Agency             | 24            | 12.8                 |
| Assist Public                     | 53            | 30.5                 |
| Burglary                          | 7             | 5.3                  |
| Criminal Mischief                 | 12            | 12.3                 |
| Death Investigation               | 3             | 2.2                  |
| Disturbance                       | 45            | 27.8                 |
| Extra Patrol Request              | 2             | 2.8                  |
| Fire Services                     | 6             | 10.1                 |
| Fraud                             | 16            | 20.2                 |
| Hazard                            | 18            | 10.8                 |
| Juvenile Problem                  | 11            | 15.4                 |
| Kidnap                            |               | 0.2                  |
| Mental                            | 9             | 5.7                  |
| Minor In Possession               |               | 0.8                  |
| Missing Person                    | 1             | 1.9                  |
| Noise Complaints                  | 16            | 8.3                  |
| Open Door / Window                | 1             | 1.9                  |
| Promiscuous Shooting              | 1             | 1.2                  |
| Property Found / Lost / Recovered | 18            | 16.3                 |
| Provide Information               | 7             | 28.6                 |
| Prowler                           | 4             | 1.0                  |
| Recovered Stolen Vehicle          | 1             | 1.8                  |
| Robbery                           |               | 0.3                  |
| Runaway Juvenile                  | 7             | 3.7                  |
| Sexual Crime (All)                | 3             | 2.9                  |
| Shooting                          |               | .0                   |
| Stolen Vehicle / UUMV             | 8             | 3.7                  |
| Suicide Attempt / Threat          | 16            | 10.1                 |
| Suspicious Circumstances          | 8             | 13.4                 |
| Suspicious Person                 | 22            | 29.9                 |
| Suspicious Vehicle                | 9             | 14.9                 |
| Theft / Shoplift                  | 49            | 34.0                 |
| Threat / Harassment / Menacing    | 25            | 17.9                 |
| Traffic Complaint                 | 47            | 41.2                 |
| Unknown / Incomplete Call         | 10            | 11.8                 |
| Unwanted / Trespassing            | 11            | 13.8                 |
| Vice Complaints (Drugs)           | 2             | 5.9                  |
| Violation of Restraining Order    | 2             | 1.9                  |
| Welfare Check                     | 30            | 23.2                 |
| Other Not Listed Above            | 9             | 11.3                 |
| <b>Total:</b>                     | <b>632</b>    | <b>557.4</b>         |

**Median Response Times to Dispatched Calls**

| All Dispatched Calls  | All Calls    | Priority 1 & 2 Calls |
|---|--------------|----------------------|
| <b>Input to dispatch:</b><br>(Time call was on hold)                                  | 2:34 Minutes | 2:05 Minutes         |
| <b>Dispatch to Arrival:</b><br>(Time it took deputy to arrive after being dispatched) | 5:25 Minutes | 5:10 Minutes         |

During December, 179 reports were written. 19.6% were written by the graveyard shift, 46.9% by the dayshift units and 33.5% were written by the swing shift units.

**Reports Written**

| Type of Report        | December 2016 |
|-----------------------|---------------|
| Accident              | 14            |
| Theft                 | 39            |
| Criminal Mischief     | 8             |
| Burglary              | 3             |
| Stolen Vehicle        | 2             |
| Assault               | 7             |
| Identity Theft        |               |
| Drug Crimes           | 3             |
| Other / Misc. Reports | 103           |
| <b>Total:</b>         | <b>179</b>    |

| Shift Totals | November 2015 |
|--------------|---------------|
| Graveyard    | 35 19.6%      |
| Day Shift    | 84 46.9%      |
| Swing Shift  | 60 33.5%      |





WILSONVILLE  
PARKS & RECREATION

### Program News



Soccer Shots Pre-School Soccer kicked off at the Community Center on Saturday mornings.



Instructor Jules Moody began 3 of her popular fitness classes including: Fit Girls, Body Sculpt and Pilates Sculpt. 48 total women are participating.



2 sessions of the Healthy Bones and Balance class began. Both sessions are full with 25 participants (and a waitlist). Staff is currently exploring options to expand this popular class offering.



869 total meals were served as part of the Department's nutrition program. (552 of which were home-delivered meals)

The "Wilsonville Wellness Group" led by Personal Trainer Brad Moore began meeting with each participant having their own personal wellness goal.

Staff reorganized, alphabetized and filed all department-related documents from 2014 to present.

# Parks and Recreation

58 of 62

## Parks Maintenance Update



Cleaned up downed trees on Boeckman Creek Easement Path



Replaced backboard and rim at Town Center Park



Repaired field vandalism in Memorial Park



Cut back vegetation at Sofia Park pond

### Staff Updates

Hired full-time Parks Maintenance Specialist  
Courtney Burdick

Daron Spence passed CDL road test with Air Brake and Passenger Endorsements



Caught field vandal utilizing security camera footage

## Upcoming Events

- \* Daddy Daughter Dance ("Hawaiian Luau"): Friday, February 24th 7pm at the Community Center
- \* Wilsonville Egg Hunt: Saturday, April 15th 10am at Memorial Park Ball Fields
- \* Holistic Health Fair (formerly Spa Saturday): Saturday, April 22nd 10am at the Community Center



# PUBLIC WORKS

## JANUARY 2017

### WINTER STORM – DOWNED TREES

#### *Roads*

Public Works staff – Robert Todd, Manny Ghiselline, Arnie Gray, Sean Byrne - were kept busy this month cleaning up trees that fell down. The tree shown below “bit the dust” on Wilsonville Road at Wagner Street doing severe damage to the hand rail on the bridge. The tree exploded when it hit the street, breaking into hundreds of pieces blocking north bound traffic on Wilsonville Road.

We received great response in cleaning up the mess from Wilsonville Deputy Greg Jones who helped with traffic control and shoveling debris into the dumpster. Javier Amaya from Engineering also stopped and gave us a hand, along with other Public Works staff.



## PLUGGED CATCH BASINS

### *Utilities – Stormwater/Sewer Collections*

The Collections crew continued cleaning priority stormwater mains and catch basins this month and will transition into cleaning sanitary mains by mid-February. The City's storm and sanitary systems performed well during the storm events but crews did respond to several plugged catch basins and a plugged stormwater main during the month of January.

Vactor Operator Paul Havens, and Utilities Maintenance Specialist Ian Eglitis, clean out a plugged catch basin and jet a lateral to remove a blockage on Commerce Circle.



## AIR RELIEF REPAIR AND UTILITY LOCATING

### *Utilities – Water Distribution*

The water crew was busy this month with annual hydrant maintenance, meter installs and utility locating. During this month's storm events, the City's water system fared very well, however the crew responded to numerous calls to turn off the water due to private water line breaks. Fortunately there were no large main breaks or damage to the water system other than a damaged air relief near Fred Meyer and a two inch service line leak on Parkway Ave.

Water Technician Steve Gering (left) repairs the air relief assembly which was struck by a vehicle during the night. Water Technician Shawn Powlison (right) performs one of 856 utility locates which were requested during the month of January.



## STEIN BARN FLOOR PROJECT

### *Facilities*

Facilities crew members, Javid Yamin and Robert Todd work together to save the City big money. As mentioned in the December Council Report, the Stein Barn floor had gone under a reinstallation project in order to tighten up some of the large gaps in the floor and replace flooring boards that were showing signs of failure. The month of January presented crews with a new safety issue in regards to the barn floor. The issue was that the thickness of the boards varied as much as 1/4' to 3/8" and now that the boards were tight to one another the differences became quite noticeable and a potential trip hazard.

Contractors were called in to give quotes on how much it would cost to sand the floor down and eliminate the trip hazards. The estimate came back at close to \$10,000. Staff quickly began brain-storming and hit a home run with the idea of using a chainsaw powered de-barking tool. The tool was able to quickly remove the material and taper out the differences. An added bonus of this tool, was that it left a rough finish that closely replicated a hand-hewed look commonly found in historic barns. The total project took Javid and Robert less than half a day.

