

AGENDA

**WILSONVILLE CITY COUNCIL MEETING
NOVEMBER 21, 2016
7:00 P.M.**

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

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

Councilor Julie Fitzgerald
Councilor Charlotte Lehan

CITY COUNCIL MISSION STATEMENT

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

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

- | | | | |
|------------------|--|-----------|---------|
| 5:00 P.M. | EXECUTIVE SESSION | [15 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 | | |
| 5:15 P.M. | REVIEW OF AGENDA | [5 min.] | |
| 5:20 P.M. | COUNCILORS' CONCERNS | [5 min.] | |
| 5:25 P.M. | PRE-COUNCIL WORK SESSION | | |
| | A. Trade-offs to closing the Year 2000 Urban Renewal District (Cole / Kraushaar) | [30 min.] | Page 3 |
| | B. Planning Permit Fees (Kraushaar/Cole) | [20 min.] | Page 7 |
| | C. Transit Master Plan Update (Lashbrook/Loomis) | [30 min.] | Page 16 |
| 6:50 P.M. | ADJOURN | | |

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, November 21, 2016 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on November 8, 2016. 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.

11/15/2016 10:35 AM Last Updated

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. Upcoming Meetings Page 20

7:15 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.

7:20 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

- A. Council President Starr – (Park & Recreation Advisory Board Liaison)
- B. Councilor Fitzgerald – (Development Review Panels A & B Liaison)
- C. Councilor Stevens – (Library Board and Wilsonville Seniors Liaison)
- D. Councilor Lehan – (Planning Commission, CCI and Tourism Promotion Committee Liaison)

7:30 P.M. CONSENT AGENDA

- A. **Resolution No. 2607** Page 21
Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Ch2M Hill Engineers, Inc. For Phase 2 Final Design And Bid Phase Support Services For The Wastewater Treatment Plant Outfall Replacement Project (Capital Improvement Project #2095). (staff – Mende)
- B. Minutes of the November 7, 2016 Council Meeting. (staff – King) Page 34

INFORMATION ITEMS Page 38**7:35 P.M. CITY MANAGER'S BUSINESS****7:40 P.M. LEGAL BUSINESS****7:45 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 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



CITY COUNCIL MEETING – Work Session STAFF REPORT

Meeting Date: November 21, 2016		Subject: Closure of Year 2000 Plan (Eastside) Urban Renewal District Staff Member: Susan Cole, Finance Director; Jordan Vance, Economic Development Manager Department: Finance and Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: This District is slated to close in fiscal year 2020. The major street project of the “Boeckman Bridge” could be funded if this District were to remain open for three more years.	
Staff Recommendation:			
Recommended Language for Motion:			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Whether to proceed with Year 2000 Urban Renewal Plan closure or consider keeping it open to fund additional capital improvements.

EXECUTIVE SUMMARY:

The City of Wilsonville Year 2000 (Eastside) Urban Renewal Plan and Program is completing the projects that were outlined in the various plans, the most recent being the Wilsonville Urban Renewal Strategic Plan dated October of 2014. Therefore, the Finance Department is beginning

the process of closing down this district, which includes restructuring its debt to ensure all obligations are satisfied, and potentially “under-levying” in the succeeding fiscal years by a greater extent than currently, to match requirements once the debt is restructured. The financial plan shows the District ceasing to collect tax increment revenue after the fiscal year of 2020. Once this District stops collecting tax increment, which currently is budgeted at about \$4 million, those funds are redirected to the overlapping taxing districts, including the City. The City stands to gain approximately \$725,000 in additional property tax revenue in fiscal year 2021 if the Year 2000 Plan District ceases to collect tax increment in fiscal year 2020.

However, the City is concerned about funding improvements to Boeckman Road, which has a major dip that impedes sight distance and is narrow, both conditions compromising the safe flow of road users. In the adopted 2013 and 2016 Transportation System Plan (TSP) update and in the Frog Pond Concept Plan, City has identified the need for a bridge that would fix this issue, at an estimate of approximately \$14 million.

Because this dip is considered an existing deficiency, it is not in its entirety eligible for System Development Charges (SDCs). The portion of the project that expands multi-modal transportation, including the bike lanes and better sidewalks, however, is eligible for SDCs. Approximately \$2 million of the \$14 million could be budgeted from System Development Charges to fund such capacity expanding improvements. Other funding sources for the project have not been identified at this time, with the exception of a potential allocation from the future Frog Pond neighborhood that is being evaluated as part of the Frog Pond West Infrastructure Funding Plan.

The Boeckman Dip Bridge project area is within the Year 2000 Urban Renewal Plan area which could allow Year 2000 revenues to be used for a portion or the entire project. To do so, the plan would need to be amended to include the project (minor amendment). And depending on whether the funding from urban renewal was within or above the district’s maximum indebtedness, a substantial amendment may be required (to increase the maximum indebtedness). Staff recommends that any amendments go through the Urban Renewal Task Force for their consideration and recommendation to the City Council and Urban Renewal Agency.

Preparing the Year 2000 Plan District for closure is a multi-year endeavor. It is important for the District to carefully plan its cash flow, project timing, debt payments and tax increment received, and it can take a few years for these dynamics to unfold. The District should avoid over-collecting the increment, because then it would need to refund these payments back to the County Assessor, who in turn would need to refund it back to the over-lapping districts, and this can be administratively burdensome. Due to the success of the District, financial projections show that it has adequate resources to pay back its debt and complete the project list, while at the same time “under-levy” in subsequent fiscal years so that it has a soft-landing.

The following table displays the estimated amount of “new” property tax revenue that the overlapping jurisdictions may expect when the Year 2000 Plan District closes:

Taxing Jurisdiction	Est Amt of Prop Tax to Overlapping Jurisdictions	Total Property Tax Rev; FY 16-17	UR Increment as % of Prop Tax Rev
Clackamas County	\$691,955	\$53,670,310	1.29%
County Extension & 4-H	\$14,160	\$2,128,745	0.67%
County Library	\$114,145	\$16,906,295	0.68%
County Soil Cons	\$14,160	\$2,129,285	0.67%
City of Wilsonville	\$725,455	\$6,507,420	11.15%
ESD Clackamas	\$105,890	\$14,901,775	0.71%
Clack Comm Coll & Bond	\$202,925	\$22,106,970	0.92%
TVF&R	\$439,025	\$71,671,565	0.61%
Port of Portland	\$20,045	\$6,872,945	0.29%
W Linn/WV School & Bond	\$1,552,075	\$35,359,130	4.39%
Metro & Bond	\$32,005	\$9,320,020	0.34%
Vector Control	\$1,770	\$282,675	0.63%
	3,913,610		

However, one caveat is that it is not clear the total impact of closure on the West Linn-Wilsonville School District. The state school funding formula for schools may have an impact. Also, past analyses have shown that closure would negatively impact the School District's local option levy by increasing tax compression; so while the revenue from the School District's permanent rate may increase, it may be offset by the state school funding formula and compression on its local option levy. The prior analysis from 2014 showed the loss due to compression could be approximately \$60,000.

Staff is seeking direction on whether to pursue taking steps necessary to seek urban renewal funding for the Boeckman Road improvements.

EXPECTED RESULTS:

TIMELINE:

If Council would like to pursue urban renewal funding for the Boeckman Road improvements, staff would convene the Urban Renewal Task Force in early 2017.

CURRENT YEAR BUDGET IMPACTS:

The current year budget for the Urban Renewal Agency anticipates paying off certain portions of the urban renewal debt. If the District were to remain open, the debt may be restructured but not retired.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 11/9/2016

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

If the Council is interested in funding the Boeckman Dip Bridge with urban renewal revenue, staff recommends that the Urban Renewal Task Force be reconvened to provide input. Depending on their recommendations and the Council's direction, an urban renewal plan amendment would be prepared in accordance with Oregon law.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

ALTERNATIVES:

CITY MANAGER COMMENT:

ATTACHMENTS:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 21, 2016	Subject: Community Development Planning Fee Restructure Staff Member: Chris Neamtzu, Planning Director; Susan Cole, Finance Director Department: Community Development, Finance	
Action Required	Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: Proposal to restructure planning permit fees based upon the consultant work of the FSC Group.	
Staff Recommendation: Staff recommends restructuring planning permit fees to achieve financial sustainability for the Planning Division.		
Recommended Language for Motion: n/a		
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input 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: In preparing the fee structure presented (see **Attachment 1**), many considerations were taken into account. Goals considered in the process include cost recovery,

ensuring competitive pricing through market comparisons, and impact on users to ensure the new structure is more customer-friendly. 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:

Concept Plan - Initiated by Property Owner		\$22,035
Erosion Control Inspection Fee		
Base		\$400
	Per additional Inspection	\$75
Final Plat Review Fee		
	Document Fee - Per Legal Document	\$335
Zoning Verification Letter		\$300

In an effort to make fees more customer-friendly, planning staff took an in-depth look at how the fee structure is being applied and found simplifications to incorporate. Planned Unit Development Fees is 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 of cost recovery to ensure we were not being price prohibitive to customers. 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 are 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, bringing 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 in the form of an on-line survey, a fee resolution would be presented in January 2017 with an anticipated effective date of March 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: 11/9/2016

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

Staff intends to prepare an on-line survey and distribute to the development community soliciting their feedback on the proposed fee modifications. The input received will be shared with the City Council as part of the final review process.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): Restructured fees will enable the Planning Division to maintain the current levels of service to the community, and put it 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
Planning Division Proposed Fees**

**City of Wilsonville
Planning Division Current Fees**

	Proposed	Estimated Cost	Estimated Recovery	Current	Percentage Change
Administrative Review				Administrative Review	
Class I	\$335	\$337	99%	\$190	76%
Class II	\$1,455	\$1,455	100%	\$666	118%
Annexation (+Metro)				Annexation (+Metro)	
	\$4,365	\$4,367	100%	\$2,851	53%
Appeals				Appeals	
Administrative Decision or Interpretation	\$475	\$1,529	31%	\$475	0%
DRB or Planning Commission Action	\$3,465	\$13,838	25%	\$950	265%
Referee Decision (expedited land division)	\$1,140	\$3,814	30%	\$1,141	0%
Architectural Review (Villebois)				Architectural Review (Villebois)	
Single Family	\$380	\$233	163%	\$381	0%
Multi-family per Unit	\$95	\$5	1900%	\$95	0%
Change of non-conforming use				Change of non-conforming use	
	\$1,010	\$1,008	100%	\$666	52%
Comprehensive Plan Admendment				Comprehensive Plan Admendment	
Legislative text	\$9,495	\$9,495	100%	\$3,802	150%
Legislative text with BM 56 notice	\$10,345	\$10,344	100%	\$7,033	47%
Legislative map	\$6,400	\$6,401	100%	\$3,802	68%
Legislative map with BM 56 notice	\$7,250	\$7,251	100%	\$7,033	3%
Quasi-judicial map	\$3,115	\$3,115	100%	\$2,851	9%
Quasi-judicial map with BM 56 notice	\$4,630	\$4,627	100%	\$6,083	-24%
Concept Plan - Initiated by Property Owner				Concept Plan - Initiated by Property Owner	
	\$22,035	\$22,035	100%		New
Conditional use permit				Conditional use permit	
Accessory Use to SFD in Wilamette River Greenway	\$1,710	\$1,707	100%	\$666	157%
All Others	\$2,530	\$2,532	100%	\$2,281	11%
Erosion Control Inspection Fee				Erosion Control Inspection Fee	
Base	\$400	\$1,887	21%		New
Per additional Inspection	\$75	n/a			
Expedited Land Division				Expedited Land Division	
Under ORS 197	\$1,010	\$1,008	100%	\$1,141	-11%
+per lot	\$20	n/a		\$19	5%
Villebois	Double regular fee	n/a		Double regular fee	
Final Plat Review Fee				Final Plat Review Fee	
Partition	\$1,155	\$2,312	50%	\$190	508%
Subdivision	\$2,480	\$4,965	50%	\$760	226%
Document Fee - Per Legal Document	\$335	n/a			New
Parks Plan Review Fee				Parks Plan Review Fee	
	\$2,610	\$5,221	50%	\$594	339%
Planned Unit Development				Planned Unit Development	
Stage I Any Use	\$2,120	\$2,121	100%	\$1,520	
Stage I Modified	\$1,190	\$2,387	50%	\$1,520	
Stage I Villebois SAP Modification	\$1,520	\$2,906	52%	\$1,520	
Stage II < 2 gross acres	\$7,825			\$1,520	
Stage II 2 to 10 gross acres	\$9,785	\$9,807	100%	\$2,281	
Stage II > 10 gross acres	\$11,740			\$1,520	
Stage II Modified	\$2,820	\$5,647	50%	\$2,281	
				\$285	
				\$19	
				\$2,281	
				\$285	
				\$0.029	
				\$2,281	
				\$285	Complete Restructure
				\$0.029	
				\$2,281	
				\$285	
				\$0.029	

**City of Wilsonville
Planning Division Proposed Fees**

**City of Wilsonville
Planning Division Current Fees**

	Proposed	Estimated Cost	Estimated Recovery	Current	Percentage Change
Stage II Villebois PDP Base	\$2,280	\$9,923	23%	\$2,281	
Stage II Villebois PDP additional per net acre for all sites > 2 acres	\$285	n/a		\$285	
+ per lot	\$20	n/a		\$19	
Preapplication Conference				Preapplication Conference	
Residential, less than 10 lots/units	\$400	\$1,599	25%	\$190	Complete Restructure
Other Signs only	\$190	\$290	66%	\$381	
All Others	\$835	\$1,672	50%	\$190	
				\$475	
				\$760	
Request for special meeting				Request for special meeting	
Staff	\$285	n/a		\$285	0%
DRB or Planning Commission	\$2,590	\$2,588	100%	\$1,141	127%
City Council	\$2,855	\$2,856	100%	\$2,281	25%
Request for Time Extension				Request for Time Extension	
Administrative	\$95	\$667	14%	\$95	0%
DRB Review: First Extension	\$475	\$667	71%	\$475	0%
DRB Review: Second Extension	\$950	\$667	142%	\$950	0%
DRB Review: Third Extension	\$1,900	\$667	285%	\$1,901	0%
Request to Modify Conditions of Approval				Request to Modify Conditions of Approval	
Administrative	\$925	\$928	100%	\$475	95%
DRB Review	\$2,385	\$2,383	100%	\$1,141	109%
City Council	\$3,380	\$3,377	100%	\$1,141	196%
Review of Bldg Permit Application				Review of Bldg Permit Application	
Residential - Deck/Garage/Carport etc.	\$260	\$262	99%	\$119	118%
All other Residential	\$320	\$319	100%	\$190	68%
All other	\$945	\$943	100%	\$615	54%
or % of value of bldg, whichever is greater not to exceed	0.0076	n/a		0.0076	0%
	\$14,255	n/a		\$14,256	0%
SROZ Review				SROZ Review	
Verification of Boundary Abbreviated	\$395	\$394	100%	\$95	316%
Verification of Boundary Standard	\$485	\$487	100%	\$190	155%
SRIR Review Abbreviated	\$560	\$562	100%	\$570	-2%
SRIR Review Standard	\$1,590	\$1,590	100%	\$1,426	12%
Review Mitigation Monitoring Report	\$475	\$475	100%	\$143	232%
Signs Permits and Review (Except Temporary Signs)				Signs Permits and Review (Except Temporary Signs)	
Class I Sign Permit	\$190	\$161	118%	\$190	0%
Minor Adjustment as Part of Class I Sign Permit	\$95	\$29	328%	\$95	0%
Class II Sign Permit	\$540	\$1,078	50%	\$475	14%
Class III Sign Permit	\$800	\$1,605	50%	\$666	20%
Master Sign Plan	\$1,340	\$1,343	100%	\$1,141	17%
Site Design Review				Site Design Review	
Base Fee	\$2,120	\$5,152	41%	\$1,520	Complete Restructure
Additional per Occupied Building subject to review area (excludes single-family lots)	\$1,515	n/a			
	\$1,515	n/a			
Staff interpretation (written)				Staff interpretation (written)	
Without public notice (including zone compliance letter)	\$510	\$511	100%	\$190	168%
With public notice	\$3,230	\$3,323	97%	\$666	385%
	\$3,980	\$3,982	100%	\$2,281	74%
Street Vacation				Street Vacation	
Temporary Use and Sign Permits				Temporary Use and Sign Permits	
Class I < 15 days	\$65	\$88	74%	\$95	-32%
Class I 15 - 30 days	\$90	\$88	102%	\$190	-53%
Class I Annual Event Signs	\$45	\$88	51%	\$59	-24%
Class II 31-60 days	\$410	\$548	75%	\$285	44%
Class II 61-120 days (signs only)	\$550	\$548	100%	\$381	44%
Class II 61-120 days (other temporary uses, may incorporate signs)	\$615	\$614	100%	\$950	-35%
DRB Review more than 120 days (non-sign temporary uses)	\$3,525	\$3,525	100%	\$950	271%
Tentative Plat Review				Tentative Plat Review	

**City of Wilsonville
Planning Division Proposed Fees**

**City of Wilsonville
Planning Division Current Fees**

	Proposed	Estimated Cost	Estimated Recovery		Current	Percentage Change
Partition Administrative Review	\$1,010	\$1,008	100%	Partition Administrative Review	\$666	
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 site	\$285	
				+ per lot	\$19	
				Subdivision Commercial Base	\$1,520	
				Subdivision Commercial additional per net acre for all sit	\$285	Complete Restructure
				+ per lot	\$19	
				Subdivision Industrial Base	\$1,520	
				Subdivision Industrial additional per net acre for all sites	\$285	
				+ per lot	\$19	
				Subdivision Public Base	\$1,520	
				Subdivision Public additional per net acre for all sites > 1	\$285	
				+ per lot	\$19	
Tree Permit				Tree Permit		
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	\$666	-77%
Variance				Variance		
Administrative	\$665	\$1,008	66%	Administrative	\$666	0%
DRB Review	\$3,020	\$6,041	50%	DRB Review	\$2,281	32%
Waiver (per waiver)	\$550	\$1,104	50%	Waiver (per waiver)	\$190	189%
	Double applicable fee	n/a			Double applicable fee	0%
Villebois Expedited Review				Villebois Expedited Review		
Villebois FDP	\$1,520	\$4,818	32%	Villebois FDP	\$1,520	0%
Zone Change				Zone Change		
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%
Zoning Verification Letter	\$300	\$709	42%			New

Planning Fee Survey

Fee Category	Wilsonville Current	Wilsonville Proposed	Sherwood	Hillsboro	Happy Valley	West Linn	Tigard
Administrative Review	\$190 to \$665	\$335 to \$1,455	\$276 to \$2,425				\$90 to \$357
Annexation	\$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
Appeals	\$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
Change of non-conforming use	\$665	\$1,010	\$1,000	\$1,785	\$500	\$1,000 to \$3,000	\$731
Comprehensive Plan Admendment	\$3,802 to \$7,033	\$3,115 to \$10,345		\$4,200	\$500 to \$10,989		
Concept Plan - Initiated by Property Owner	\$0	\$22,035					
Conditional use permits	\$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
Erosion Control Inspection Fee	\$0	\$400 +\$75 each additional					
Expedited Land Division	\$1,141 +\$19 per lot	\$1,010 +\$20 per lot	\$550 to \$2,205		\$10,203	\$4,000 +\$300 per lot	\$4,830
Final Plat Review	\$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
Parks Plan Review	\$594	\$2,610					
Planned Unit Developemnt	\$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
Preapplication Conference	\$190 to \$760	\$190 to \$835	\$400		\$500 to \$1,000	\$350 to \$1,000	\$300 to \$718
Request for Special Meeting	\$285 to \$2,281	\$285 to \$2,855					\$3,372
Request for Time Extension	\$95 to \$1,901	\$95 to \$1,901	\$150 to \$300		\$100		\$357
Request to Modify Conditions of Approval	\$475 to \$1,141	\$925 to \$3,380			\$750		
Review of Bldg Permit Application	\$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				
SROZ Review	\$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
Sign Permits and Review (Except Temporary Signs)	\$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
Site Design Review	\$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
Staff Interpretation	\$190 to \$665	\$510 to \$3,230	\$330	\$315		\$850	\$731
Street Vacation	\$2,281	\$3,980			\$1,500	\$1,000 to \$6,000	
Temporary Use and Sign Permits	\$59 to \$950	\$45 to \$3,525	\$335	\$15 to \$100	\$100 to \$300	\$280 to \$3,500	\$63 to \$357
Tentative Plat Review	\$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
Tree Permit	\$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
Variance	\$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
Waiver	\$190	\$550					
Zone Change	\$1,520 to \$7,033	\$3,115 to \$10,345	\$5,330	\$2,625		\$3,000	\$4,218 to \$11,211
Zoning Verification Letter	\$0	\$300	\$50				\$107 to \$731



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 21, 2016		Subject: Status Report –Transit Master Plan Update • Staff Members: Lashbrook & Loomis Department: SMART	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments:	
Staff Recommendation: No action is required at this time.			
Recommended Language for Motion: N.A.			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Transit Master Plan, which will be updated through current planning process	Not Applicable	

ISSUE BEFORE COUNCIL: Staff intends to engage the Council in a work session discussion about possible route and schedule changes that may result from new Master Plan proposals.

EXECUTIVE SUMMARY: SMART received grant funding for the preparation of a revised Transit Master Plan (TMP), to replace the document prepared before the beginning of Westside Commuter Rail (WES) service to Wilsonville. Although progress has been slowed somewhat by turn-over in senior staff positions at SMART, a significant public outreach effort has been completed and the staff is now preparing a draft document for public review. At the Council's

work session the staff intends to review some of the major service changes that are now under consideration. They include:

- Replacing the current stop at the Barbur (Boulevard) Transit Center with the Tigard Transit Center, and providing service there only at times when the WES train is not operating – primarily mid-days and evenings;
- Continuing to provide service to the Tualatin Park & Ride (near Bridgeport Village) throughout the day;
- Improving connections with TriMet’s Route 96 (to and from Downtown Portland) at Commerce Circle, the Tualatin Park & Ride or at SMART Central; and
- Looking for opportunities to improve connections into Oregon City to provide access to social services and to Clackamas Community College.

The staff has approached this effort without knowing whether there will be reduced funding/increased funding/or stable funding available for SMART going into the future. It is clear that the costs of employee benefits will rise as a result of PERS financial liabilities. What is less certain is the availability of State or Federal grants or the prospect of other local funding after the current fiscal year.

EXPECTED RESULTS: Council discussion will help to direct Staff and consultants in the completion of a Draft Transit Master Plan document for public review.

TIMELINE: Grant funds for this project will expire June 30, 2017. By agreement, SMART is required to supply copies of the completed document to both ODOT and the Federal Transit Administration by that date. Public hearings must be held before both the Planning Commission and City Council before the plan can be adopted.

CURRENT YEAR BUDGET IMPACTS: Funds for this project were included in the City’s FY2016/17 budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: _____ Date: _____

LEGAL REVIEW / COMMENT:

Reviewed by: _____ Date: _____

COMMUNITY INVOLVEMENT PROCESS: A citizen Task Force has worked with SMART staff and consultants for more than a year on this planning process. SMART has completed two rounds of public outreach in which transit riders, local residents and payroll taxpayers have been invited to share their opinions about SMART and the services it should provide in the future. A final round of outreach will occur when the Draft Master Plan is ready for public review, leading to public hearings before both the Planning Commission and City Council. SMART staff and consultants have already received over 1,300 public comments about SMART and the services it can, and should, provide.

POTENTIAL IMPACTS or BENEFITS TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): Adoption of an updated Transit Master Plan may open new

opportunities to bring grant money into the community. Also, when implemented, the new Plan is expected to improve efficiencies and to reduce traffic congestion by providing commuters an alternative to travel in single-occupant vehicles.

ALTERNATIVES: As work on the TMP continues the City Council will have the option of deciding what sorts of changes the Council wants to implement, and which it does not wish to implement. There will be numerous alternatives to consider, including the option of postponing some changes to a future date.

CITY MANAGER COMMENT:

ATTACHMENTS:

- A. Map showing SMART's existing service routes

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2016

Items known as of 11/15/16

NOVEMBER

DATE	DAY	TIME	EVENT	LOCATION
11/21	Monday	7 p.m.	City Council Meeting	Council Chambers
11/24 11/25	Thursday & Friday	Thanksgiving Holiday City Offices Closed		
11/28	Monday	6:30 p.m.	DRB Panel B	Council Chambers

DECEMBER

DATE	DAY	TIME	EVENT	LOCATION
12/1	Thursday	10 a.m.	Tourism Promotion Committee	City Hall
12/5	Monday	7 p.m.	City Council Meeting	Council Chambers
12/7	Wednesday	6:30 p.m.	Library Board	Wilsonville Library
12/8	Thursday	10 a.m.	Tourism Promotion Committee	City Hall
12/8	Thursday	4:30 p.m.	Parks and Recreation Board Meeting	Parks and Rec Admin Building
12/12	Monday	6:30 p.m.	DRB Panel A	Council Chambers
12/14	Wednesday	1 p.m.	Wilsonville Community Seniors	Community Center
12/14	Wednesday	6 p.m.	Planning Commission	Council Chambers
12/19	Monday	7 p.m.	City Council Meeting	Council Chambers
12/26	Monday	Christmas Holiday City Offices Closed		

COMMUNITY EVENTS

Holiday Tree Lighting

Wednesday, November 30th – 5:45 p.m. Parks and Recreation Administration Building,
Town Center Park

Final Day for Toy Drive

December 14th – drop off toys at the Parks and Rec Admin Building by 5 p.m.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: 11/21/16	Subject: Resolution No. 2607 Waste Water Treatment Plant Outfall Replacement – Phase 2 Final Design and Bid Support Services (CIP #2095) Staff Member: Eric Mende, Capital Projects Engineering Manager Department: CD / Engineering	
Action Required	Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments:	
Staff Recommendation: Approve on Consent Agenda		
Recommended Language for Motion: Approve on Consent Agenda.		
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input checked="" type="checkbox"/> Council Goals/Priorities: Environmental Stewardship, Well Maintained Infrastructure	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Approve Contract Amendment #2 for Phase 2 Services (Final Design and Bidding Support) for replacement of the 40 year old WWTP outfall pipe. CH2M Hill Engineers, Inc. is the consultant. Construction is planned for summer 2017. The proposed Phase 2 Contract Amendment value is \$199,976.

EXECUTIVE SUMMARY:

Near the end of WWTP upgrade project completed in 2014, leakage from the 40 year old corrugated metal outfall pipe was discovered, and reported to the Oregon DEQ. A Warning Letter with Opportunity to Correct was issued by DEQ, specifying interim repairs followed by full replacement of the pipe and installation of a new diffuser. Interim repairs were completed in 2015. Phase 1 services (preliminary design and permitting) for the permanent replacement were authorized by Council in October 2015, and were completed by CH2M in October 2016.

This Phase 2 Contract Amendment authorizes final design and bid phase support services for the pipe replacement and new diffuser. It is expected that a Phase 3 (Construction Management) effort will follow Phase 2, using the same consultant. Since the Phase 2 consulting costs will exceed \$100,000, this Contract Amendment requires Council approval.

EXPECTED RESULTS:

The new outfall pipe and diffuser will provide wastewater discharge capacity up to 7 million gallons per day to support future growth (adequate for 20 to 50 years).

TIMELINE:

October 2015: Phase 1 services authorized by Council

October 2016: Phase 1 services completed and permit applications submitted

Phase 2: Final Design and Bidding: 11/16 to 07/17

03/2017 Permit Approvals expected

05/2017 Latest date for Permit Approvals to avoid bid/construction delay

Bid Phase: 05/2017 to 07/2017

Phase 3: Construction: 07/2017 – 10/2017 (regulatory in-water work window)

CURRENT YEAR BUDGET IMPACTS:

The Project (CIP 2095) is budgeted for Fiscal Year 16/17 at just under \$2.4 million, and includes estimated construction costs. To date expenses are approximately \$131,000.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 11/10/2016

LEGAL REVIEW / COMMENT:

Reviewed by: Barbara Jacobson Date: 11/9/16

COMMUNITY INVOLVEMENT PROCESS:

None for Phase 1. Articles or project summaries in the *Boones Ferry Messenger* and/or *Wilsonville Spokesman* are planned before construction begins; however, an Open House / public input process is not planned (this is a regulatorily required project).

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Potential positive impacts:

- Increased capacity for future growth
- Resolution of regulatory issue
- Future discharges through the new diffuser will improve water quality

Potential negative impacts:

- Increased capacity for future growth
- River and bank disturbance during construction (these will be mitigated)

ALTERNATIVES:

The project is a regulatory mandate. There are no feasible alternatives.

CITY MANAGER COMMENT:

ATTACHMENTS:

- A. Professional Services Agreement Contract Amendment #2 with Exhibits A and B
- B. Resolution No. 2607

**CITY OF WILSONVILLE
SECOND AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT**

**Waste Water Treatment Plant Outfall Replacement
Phase 2 – Project File #2095**

This Second Amendment to Professional Service Agreement (“Second Amendment”) is effective the ____ day of November, 2016 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **CH2M Hill Engineers, Inc.**, a Delaware corporation, upon the terms and conditions set forth below.

RECITALS

WHEREAS, the City awarded a contract to Consultant pursuant to an RFP issued in September 2015, which RFP specified that the contract would be awarded in up to three (3) phases and that, upon successful completion of Phase 1, the City would negotiate an amendment to the contract for Phase 2 pertaining to scope, timeline, and price; and

WHEREAS, the City and Consultant entered into a Professional Services Agreement for Phase 1 (“Agreement”) on October 23, 2015; and

WHEREAS, the City and Consultant have completed such negotiations and have agreed on scope, timeline, and price for Phase 2.

NOW, THEREFORE, incorporating the above Recitals by reference as if fully set forth below, the parties agree as follows:

AGREEMENT

1. **Contract Amendment No. 1:** The Agreement was originally amended by a change order to the scope for Phase 1, which resulted in payment of an additional Twenty Thousand Seven Hundred Fifty-One Dollars (\$20,751) to Consultant. All work under Phase 1 is now complete.
2. **Phase 2.** The Scope of Work for Phase 2 is attached hereto as **Exhibit A** and is incorporated by reference herein. The not to exceed price for Phase 2 is One Hundred Ninety-Nine Thousand Nine Hundred and Seventy-Six Dollars (\$199,976). The total hours and Consultant’s hourly rates are shown on **Exhibit B**, attached hereto and incorporated by reference herein.
3. **Deadline for Completion of Phase 2.** The deadline for completion of all Phase 2 work is August 31, 2017.

Except as set forth herein, all other provisions of the Agreement remain in full force and effect, as therein written.

The Consultant and the City hereby agree to all provisions of this Agreement.

CONSULTANT:

CITY:

CH2M HILL ENGINEERS, INC.

CITY OF WILSONVILLE

By: _____

By: _____

Rick Attanasio

Bryan Cosgrove

As Its: Designated Manager

As Its: City Manager

Employer I.D. No. 30-0100027

APPROVED AS TO FORM:

Barbara A. Jacobson, Assistant City Attorney
City of Wilsonville, Oregon

EXHIBIT A – SCOPE OF WORK

Wastewater Treatment Plant Outfall Replacement Phase 2 - #2095

The project work involves two Phases of work. The first Phase of the work was contracted on October 23, 2015. The work product of Phase 1 was a Preliminary Design Engineering Report, permitting applications and collection of site information necessary for final design. Phase 1 work is complete.

This document describes and develops budget for Phase 2 of the work. The work product of Phase 2 is final design materials and natural resources permitting support.

This Amendment No. 2 adds the following tasks:

Task 5. Project Management – Phase 2

Task 5.1. Project Management: Update project execution plan and project instructions to assist in performing the work. Prepare monthly progress reports and progress billings in a format approved by the City Project Manager. Project management responsibilities include managing the contract; directing and managing the work performed by the consultant team; scheduling, coordinating, and supervising project work; and developing monthly written project statuses, including budget and invoicing. Project will be completed by August 31, 2017. Budgets for Phase 2 are for work through August 31, 2017.

Task 5.2. Quality Management: Update and follow the Quality Management Plan (QMP) for Phase 2 of the project.

Assumptions:

- Assume 8 hours/month for Project Management.
- Nine months of invoicing.

Task 6. Natural Resources Permitting Support

Task 6.1. Provide additional project design to address regulatory agency questions related to removal-fill permit application: CH2M will provide additional technical materials and formulate responses to DSL/Corps/NMFS/ODFW questions specific to the initial Joint Permit Application (JPA). Meet with Cory Hamilton/ODOT to describe the project, obtain signature for application, and initiate process for Right of Entry. Pay DSL wetland removal-fill permit application fee.

Task 6.2. DSL State Land and Waterways Easement for Outfall Diffuser: CH2M will work with City staff and attorney to develop the application for obtaining an easement for the City.

Task 6.3. Meetings with Regulatory Agencies: Prepare for and attend meetings with regulatory agencies; anticipated meetings include up to three interagency meetings with state and federal agencies to receive input from NMFS, USACE, DSL, and ODFW. Prepare meeting notes.

Task 6.4. Permitting Support: Provide ongoing support and consultation to City staff as the design effort progresses. Adapt the permitting effort to accommodate new information during design development. Provide regular coordination with regulatory agency reviewers by phone, email, or

short (less than 1 hour) one-on-one meetings to ensure timely issuance of permits. Provide supplemental environmental and design information to the permitting agencies, as requested.

Assumptions:

- The City will pay for all fees and mitigation costs associated with activities under this task; except that CH2M will pay the \$1,023 DSL wetland removal-fill permit application fee.
- Land use development permitting to address Willamette River Greenway, significant natural resources, floodplain, trees, noise, and other elements of the Wilsonville Development Code is not included.
- Task 6.3 assumes three one-on-one meetings with regulatory agencies required to inform and advance permits. Assume meetings held at ACOE office in Portland. Each meeting attended by Permitting Lead. Two meetings also attended by PM and one meeting also attended by Senior Geotechnical.
- Task 6.4 assumes 40 hours of labor for Permitting Lead.

Task 7. Design

The objective of this task is to develop the final design for the preferred outfall diffuser based on the findings and concepts presented in the preliminary design, and to provide 60 percent, 99 percent, and final bid-ready Technical Specifications and Design Drawings.

Task 7.1. Engineering Drawings to Support Permit Application: Develop drawings to depict construction activities and final improvements in support of response to DSL questions related to the JARPA permit application and discussions with regulatory agencies.

Task 7.2. Geotechnical Analyses and Reporting: Complete geotechnical analyses for construction of the outfall pipeline and outfall diffuser and develop a geotechnical data report (GDR) and a geotechnical recommendations report (GRR).

This work task will include the following:

- Summarize geotechnical data from previously completed geotechnical explorations and laboratory testing in a GDR. The GDR will include a discussion of geologic conditions and the geotechnical explorations completed, summaries of subsurface conditions and laboratory testing, a figure showing locations of geotechnical explorations, geotechnical boring logs, and laboratory testing results. The GDR will be included as an appendix of the GRR.
- Conduct slope stability for the buried on-shore pipeline and the in-river portion of the outfall and diffuser pipe.
- Perform pile driving evaluation for outfall diffuser support piles.
- Develop GRR that includes discussion of geotechnical analyses completed, geotechnical recommendations for design, and geotechnical construction considerations.

Deliverables:

- Draft and Final Geotechnical Data Report.
- Draft and Final Geotechnical Recommendations Report.

Task 7.3. 60-Percent Deliverable: Develop and submit final design contract documents that are 60 percent complete to the City for review.

This work task will include the following:

- QA/QC review of all work products in accordance with Task 5.2.
- Prepare design development (60%) drawings.
- Prepare technical specifications (60%).
- Provide discrete technical input for incorporation into procurement and Division 0 sections of the Project Manual.
- Prepare estimate of construction costs based on design development drawings.

Deliverables:

- Written responses to City's review comments.
- 60% Design Drawings.
- Level 2 Construction cost estimate based on the project as depicted at a 60% design level.
- 60% Project Manual including General Conditions (division 0), Technical Specifications (Division 1 through 49), and any Supplemental Conditions affecting Division 1 Technical Specifications.

Assumptions:

- Provide four hard copies and one electronic PDF copy of 60 percent deliverables.
- The DEQ-approved Preliminary Design Engineering Report details the basis of the design.
- Specifications and standard details will be developed using CH2M's standard 49 Division master specifications. City staff will provide the City Division 0 (General Conditions) specifications for incorporation into the Project Manual and CH2M will use standard CH2M Division 1 specifications.
- Electrical, instrumentation and controls, building mechanical, and architectural design components are not required for this project.
- City will provide to CH2M procurement and Division 0 documents for incorporation into the Project Manual, including General Conditions, Supplemental Conditions affecting Division 0, General Requirements, bidding documents, bonds, and Instruction to Bidders. CH2M will provide Supplemental Conditions affecting Division 1 specifications.

Task 7.4. Bid Ready Documents: Prepare 99-percent Project Manual based on comments received by City, CH2M's internal quality assurance/quality control (QA/QC), and regulatory agencies for City's final review and approval. Fix-up and finalize Project Manual based on comments received by City. Provide 99 percent documents for final City review and input and prepare final Bid Ready documents.

Deliverables:

- 99 Percent Project Manual (Procurement and Division 0 material prepared and provided by City, Technical Specifications and Design Drawings) – provide four hard copies and one electronic PDF copy.
- Bid Ready Project Manual – provide one stamped original and one electronic copy (searchable PDF).
- Electronic sources files of Bid Ready Documents. Drawings will be in AutoCAD Civil 3D, including alignments, profiles, surfaces, dynamic objects, and all external reference files necessary to make the electronic files fully functional by Wilsonville staff. Project Manual will be in WORD.
- Engineer’s Construction cost estimate.

Task 7.5. Review Meetings: Conduct review meetings with City staff. It is anticipated that City staff will participate in each workshop.

Anticipated Workshops:

- A one-hour workshop with City Staff to kick-off the design effort and finalize the design and procurement approach (attended by Consultant’s project manager and appropriate lead discipline engineers [two budgeted]).
- A two-hour workshop with City Staff to review the 60% level design drawings, technical specifications, and cost estimate (attended by Consultant’s project manager and appropriate lead discipline engineer [one budgeted]).
- A one-hour workshop with City Staff to review the 99% Project Manual (attended by Consultant’s project manager and appropriate lead discipline engineer [one budgeted]).

Task 8. Bidding Services

CH2M will provide services to assist in coordinating the site activities, managing the contract for construction, monitoring the contractor’s performance, responding to design and technical submittals, and closing out the contract for construction.

Task 8.1. Bidding Phase Services: CH2M will provide technical assistance, as needed, to respond to questions from bidders and to interpret the contract documents during the bidding phase of the project. CH2M will assist in preparing technical addenda to the contract documents (if needed) for the City to issue. Project management effort for this phase of the work is included within this task.

Task 9. Optional Tasks

All Task 9 optional work requires prior written approval from the City Project Manager before being performed. These tasks are included in the Not-to-Exceed Price. Therefore, if not requested, the price shall be reduced based on Exhibit B proposed costs.

Task 9.1. Legal Description of Easements: This task includes preparation of permanent and temporary easement descriptions for outfall on ODOT property and outfall easement in the Willamette River.

Legal descriptions will be prepared by OR licensed land surveyor. This will include preparing a record of survey for the DNR permit.

CH2M will assist the City with negotiations with ODOT, specific to easement reconfiguration, up to the assumed budget.

Deliverables:

- Legal Description of temporary construction and permanent easements.
- Legal descriptions and survey for DNR permit(s).

Task 9.2. Public Outreach and Communications Support Allowance: CH2M team members will support public outreach activities, as needed and required by the City Project Manager, up to the budget amount.

Assumptions:

- This subtask is scoped as an allowance to be used as directed by the City. The extent of the Consultant's involvement will be limited to the budget available.

Task 9.3. Pre-Purchase Package: CH2M team members will develop a complete pre-purchase package for early procurement of outfall pipe. This task involves development of modified Div. 1 specifications, specific to the pipe procurement, and coordination with City's Division 0 and bidding documents. This task also involves development of an Owner-furnished equipment specification for incorporation into the bid-ready documents for contractor procurement.

Assumptions:

- This subtask is scoped as an optional task, to be utilized if permitting approvals are not in place to allow for construction in the 2017 in-water work window.

11/08/16

Exhibit B - Level of Effort and Fee
Wilsonville WWTP Outfall Improvement Project - Phase 2
CH2M

Task	Michelle Burkhart Project Manager	Quiterie Cotten Design Manager	Larry Powell Engineering Lead	Steve Mader Permitting Lead	David Wilson Technical Lead	Lorin Davis Hydraulics & Modeling Advisor	Vince Rybel Senior QC	Todd Cotten Senior Geotechnical	Diana Worthen Geotechnical	Tom Jones Cost Estimator	Kristen Jackson Engineering Support/Hydraulics	Shawn Reddell CAD & Graphics	Katie Bethards Acctg	Brenda Donnerberg Admin/Specs	Terry Goff Repro	Labor		Phase 2 - Total Labor and Expenses	
																Hours	\$		
Labor Rate																			
Task/Subtask																			
5.0 Project Management - Phase 2																			
5.1 Project Management	\$ 8,424	\$ 10,044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,133	\$ -	\$ -	\$ -	Total	\$ 20,601	\$ 20,601
5.2 Quality Management	18	54											27				99	\$16,389	\$ -
5.2 Quality Management	18																18	\$4,212	\$ -
Task Hours	36	54	0	0	0	0	0	0	0	0	0	0	27	0	0	0	117		
6.0 Natural Resources Permitting Support																			
6.1 Additional support for Removal/Fill Application	\$ 3,744	\$ 4,464	\$ -	\$ 25,584	\$ -	\$ -	\$ 868	\$ 816	\$ -	\$ -	\$ 448	\$ -	\$ -	\$ 1,248	\$ -	\$ -	Total	\$ 37,172	\$ 1,423
6.2 DSL Easement for Outfall Diffuser	2	16		24			4				4			4			54	\$ 11,080	\$ 1,023
6.3 Meetings with Regulatory Agencies	8	8		32				4						4			46	\$ 10,244	\$ -
6.4 Permitting Support	4			36										4			24	\$ 5,640	\$ 200
Task Hours	16	24	0	104	0	0	4	4	0	0	4	0	0	12	0	0	168	\$ 10,208	\$ 200
7.0 Design																			
7.1 Engineering Drawings to Support Permit Application	\$ 5,616	\$ 11,160	\$ 28,564	\$ 984	\$ 3,852	\$ 792	\$ 6,510	\$ 11,832	\$ 15,568	\$ 5,184	\$ 896	\$ 10,324	\$ -	\$ 4,160	\$ 1,640	\$ -	Total	\$ 107,082	\$ 1,030
7.2 Geotechnical Analysis and Reporting		4					4					8		4			20	\$2,740	\$ -
7.3 60-Percent Deliverable	8	24	80	4	16	4	10	26	72			8		4	4	4	124	\$18,938	\$ -
7.4 Bid Ready Documents	8	24	60		8		8	16	24	16	8	60		16	8	8	292	\$47,324	\$ -
7.5 Review Meetings	8	8	8		2		8	8	16	8		40		16	8	8	196	\$31,116	\$ 850
Task Hours	24	60	148	4	18	4	30	58	112	24	8	116	0	40	20	666		\$ 6,964	\$ 180
8.0 Bidding Phase Services																			
8.1 Bidding Phase Services	\$ 468	\$ 2,232	\$ 2,316	\$ -	\$ -	\$ -	\$ 868	\$ 816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 416	\$ -	\$ -	Total	\$ 7,116	\$ -
Task Hours	2	12	12	0	0	0	4	4	0	0	0	0	0	4	0	0	38	\$ 7,116	\$ -
9.0 Optional Tasks																			
9.1 Legal Descriptions of Easements	\$ 5,616	\$ 3,720	\$ 3,860	\$ -	\$ -	\$ -	\$ 868	\$ 816	\$ -	\$ -	\$ -	\$ 1,424	\$ -	\$ 1,248	\$ -	\$ -	Total	\$ 17,552	\$ 8,000
9.2 Public Outreach and Communications Support Allowance	8	4						4									8	\$1,488	\$ 7,500
9.3 Pre-purchase Package	16	8	20				4					16		12			16	\$3,432	\$ 500
Task Hours	24	20	20	0	0	0	4	4	0	0	0	16	0	12	0	100		\$12,632	\$ -
TOTAL HOURS - PHASE 2	102	170	180	108	18	4	42	70	112	24	12	132	27	68	20	1,089		\$189,523	\$10,453
FEE - PHASE 2	\$ 23,868	\$ 31,620	\$ 34,740	\$ 26,568	\$ 3,852	\$ 792	\$ 9,114	\$ 14,280	\$ 15,568	\$ 5,184	\$ 1,344	\$ 11,748	\$ 2,133	\$ 7,072	\$ 1,640			\$189,523	\$ 199,976

RESOLUTION NO. 2607

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT CONTRACT AMENDMENT WITH CH2M HILL ENGINEERS, INC. FOR PHASE 2 FINAL DESIGN AND BID PHASE SUPPORT SERVICES FOR THE WASTEWATER TREATMENT PLANT OUTFALL REPLACEMENT PROJECT (CAPITAL IMPROVEMENT PROJECT #2095)

WHEREAS, the City has planned and budgeted for the completion of Capital Improvement Project #2095, known as the Wastewater Treatment Plant Outfall Replacement project (the "Project"); and

WHEREAS, the City solicited Requests for Proposals from qualified consultants for the Project that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, CH2M Hill Engineers, Inc. was selected as the most qualified consultant, was awarded a contract for Phase 1 services, and performed and completed Phase 1 services to the satisfaction of the City; and

WHEREAS, the City desires to amend the Professional Services Agreement contract with CH2M Hill Engineers, Inc. to perform Phase 2 Final Design and Bid Phase Support Services;

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

1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and CH2M Hill Engineers, Inc. has provided a responsive and responsible proposal for Phase 2 services.
2. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Professional Services Agreement contract amendment with CH2M Hill Engineers, Inc. for a not-to-exceed amount of \$199,976.
3. This Resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of November, 2016, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan

Attachments:

Exhibit A – Second Amendment to Professional Services Agreement

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, November 7, 2016. Mayor Knapp called the meeting to order at 7:00 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
 Councilor Starr - excused
 Councilor Fitzgerald
 Councilor Stevens
 Councilor Lehan

Staff present included:

Bryan Cosgrove, City Manager
 Jeanna Troha, Assistant City Manager
 Barbara Jacobson, City Attorney
 Sandra King, City Recorder
 Nancy Kraushaar, Community Development Director
 Jon Gail, Community Relations Coordinator
 Dan Pauly, Associate Planner

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

Councilor Lehan identified the Wilsonville Library as an official ballot drop off location. She reminded voters ballots need to be returned by 8 p.m. Tuesday.

Mayor Knapp reported on the meetings he attended on behalf of the City and announced upcoming Council meetings. He noted City offices would be closed for Veterans Day and the Thanksgiving Holiday. The Library is hosting an election event on Tuesday and the public is invited to attend.

COMMUNICATIONS

- A. Metro Councilor Dirksen provided an update on the undertakings Metro is currently working on and distributed Metro's magazine Our Big Backyard, as well as a copy of Regional Snapshot Changing Communities which outlines how the demographics of Portland is changing.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Councilor Lehan raised concern with overplanting areas such as Graham Oaks which is changing the area from an oak savanna to shrubbery, and the overabundance of willows planted in the Boeckman Crossing which makes it difficult for migrating birds to land.

Councilor Fitzgerald suggested providing information about the cutting of trees in Graham Oaks to provide an understanding of why the trees are being cut.

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.

Brooks Faris, 29890 SW Camelot, submitted a written statement to Council regarding the removal of trees from a neighbor's property. Mr. Faris believes the neighbor has removed more trees than allowed on his permit and the City has not issued any fines.

The City Manager stated he would respond to the concerns outlined in Mr. Faris' letter, and look into the required conditions of approval for the development and how the tree removal permitting is applied and whether the permit was exceeded.

Councilor Lehan indicated the removal of trees over 6" diameter at breast height is regulated whether on public or private property. She wanted to know what the consequences were for not following the tree ordinance and what the condition of approval requirements are for development approval.

Councilor Fitzgerald asked that a summary of what the current tree permit regulations are and the guidelines for the existing program be brought back to Council.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Councilor Fitzgerald – (Development Review Panels A & B Liaison) provided an update on the holiday activities planned for the community by the Parks and Recreation Department.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) advised the Library Board will not meet in November. She announced the Library election return party, the Veterans Day remembrance, and the fall leaf drop off event.

Councilor Lehan – (Planning Commission, CCI and Tourism Promotion Committee Liaison) toured Republic Services and their recycling program. She announced the DEQ SORT bioenergy public hearing set for November 17th. The Councilor said the Planning Commission will hold their next meeting on November 9th.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

CONSENT AGENDA

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

A. Minutes of the October 3, and October 17, 2016 Council Meetings. (Staff – King)

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

Vote: Motion carried 4-0.

CONTINUING BUSINESS

A. **Ordinance No. 800** – 2nd reading

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 7 By Adding A New Section 7.570 To Impose Time, Place, And Manner Regulations On Medical Marijuana Processors And Dispensaries And Recreational Marijuana Retailers, Wholesalers, Producers, And Processors Within The City. (Staff – Jacobson)

Ms. Jacobson read the title of Ordinance No. 800 into the record on second reading. The ordinance becomes effective 30 days after passage unless the ballot measure passes banning marijuana in Wilsonville, in which case the ordinance will not take effect.

Motion: Councilor Lehan moved to adopt Ordinance No. 800 on second reading. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.
Councilor Starr - excused
Councilor Fitzgerald - Yes
Councilor Stevens - Yes
Councilor Lehan - Yes
Mayor Knapp - Yes

B. **Ordinance No. 799** – 2nd reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Public Facility (PF) Zone To The Village (V) Zone On Approximately 1.29 Acres Located In The Villebois Village Center At The Northeast Corner Of SW Costa Circle West And SW Barber Street. Comprising Tax Lot 3300 Of Section 15AC, T3S, R1W, Clackamas County, Oregon, RCS-Villebois LLC, Applicant. (Staff – Pauly)

Ms. Jacobson read the title of Ordinance No. 799 into the record on second reading.

Motion: Councilor Lehan moved to adopt Ordinance No. 799 on second reading. Councilor Fitzgerald seconded the motion.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Vote: Motion carried 4-0.
Councilor Starr - excused
Councilor Fitzgerald – Yes
Councilor Stevens - Yes
Councilor Lehan - Yes
Mayor Knapp - Yes

CITY MANAGER’S BUSINESS

Mr. Cosgrove wanted to have a conversation with Council regarding the sign code and the placement of signs in the public right of way. The current code is difficult to enforce and he would like to discuss changes.

LEGAL BUSINESS – There was no report.

ADJOURN

Mayor Knapp adjourned the meeting at 8:16 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor

CITY OF WILSONVILLE

Monthly Report



COMMUNITY DEVELOPMENT DEPARTMENT

October 2016



FROM THE DIRECTOR'S OFFICE

Welcome to Kim Rybold, our new Associate Planner. She brings a broad array of experience to the Planning Division and we are fortunate and very pleased to have her join the team.

Congratulations to Melissa Gitt, Building Inspector II, who obtained her International Codes Council Commercial Building Inspector Certificate! This takes a lot of studying and is a terrific achievement for Melissa. Her efforts bring valuable additional qualifications to the Building Division.

And belated congratulations to Dan Pauly who was promoted to Senior Planner (in August). Great job, Dan!

A major milestone was reached for the future Coffee Creek Industrial Area with the Washington County Board of Commissioners unanimously approving the city's Coffee Creek Urban Renewal Plan for the area.

We met with ODOT Freight Stakeholders Committee in Salem to advise them of the City Council's upcoming action to impose restrictions on semi-trucks on Wilsonville Road between Town Center Loop East and Boeckman/Advance Road.

The 21st Annual NPDES MS4 Stormwater Report was submitted to the Oregon Department of Environmental Quality. It's hard to believe the program has been around for over two decades! For more information, you will find this comprehensive report posted on the City's website.

Steve Adams led intensive environmental, geotechnical, and traffic studies and analyses for the Boones Ferry Road to Brown Road East-West Connector Corridor Plan. His project team hosted a public open house on October 26 where over 40 citizens attended.

Zach Weigel finalized the selection of individuals to serve on the Technical Advisory Committee and the Citizen Task Force. He received 20 applications for the Citizen Task Force - we are fortunate to have so many interested people.

Another milestone - Miranda Bateschell welcomed her project team at a half-day kick-off meeting and site tour for the Town Center Redevelopment Plan.

More details about these activities and many others that are keeping us very busy are included in this monthly report.

BE SAFE and BE SEEN as we head out into the dark mornings and evenings!

- Nancy Kraushaar, P.E.

Engineering Division, Capital Projects

Boones Ferry Road to Brown Road Connector Corridor Plan (4196): Public workshop / open house were held on September 21 and October 26. Planning Commission presentation will be on November 9; final Council presentation on December 5.

Charbonneau High Priority Utility Repair

(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 the recently failed 12" water line between Boones Bend Road and Mariner's Village. Construction of Phase I is currently underway with sanitary and storm pipe work having been completed. Installation of the new 12" water line has started and is expected to be completed mid-November 2016. Preparation for 12" water connection on Boones Bend Road pictured to the right. Weekly project updates can be found at the Charbonneau Country Club Facebook page and the project website <http://www.ci.wilsonville.or.us/651/Charbonneau-High-Priority-Utility-Repair>.



Charbonneau Walking Path Repair (4715): This project includes repair of the pathway along French Prairie Drive in Charbonneau. Existing trip hazards, drainage issues and sidewalk ramp areas will be repaired to meet ADA standards. Contractor is waiting for a day of nice weather to finish corrections identified through the final inspection. Project completion is anticipated by mid-November.

Exit 283 Congestion Improvements (4199): A Capital Improvements Project number has been assigned and budget has been transferred from CIP 4198. Task Orders have been written for design services for the four (4) projects Council discussed at the October 17th Work Session.

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. Project stakeholder interviews, identification of Technical Advisory Committee members, and selection of Task Force members is currently underway. Project completion is anticipated in July 2018.

Gesellschaft Well Facility Upgrades (1083): This project includes upgrades and modification to the Gesellschaft Well controls and piping to convert the well operation to an emergency back-up supply of potable water. The City's engineering consultant, Keller Associates, is preparing Final design plans and specifications. Final design is anticipated to be complete by the end of this year with construction occurring in the spring of 2017.

Engineering Division, Capital Projects, cont'd



Kinsman Road Extension (4004): This project involves construction of a new section of Kinsman Road between Barber Street and Boeckman Road and includes upsizing and relocation of a 30" sanitary sewer pipe (Coffee Creek Interceptor Upsizing, CIP 2079) and installation of a 66" water line for the Willamette Water Supply Program (CIP 1127). Construction is underway. Box culvert installation is complete and removal of soft, compressible soils along the roadway alignment has been completed. The Contractor, Emery and Sons, worked 24 hours a day to install the WWSP 66" waterline across the intersection of Kinsman Road and Barber Street (pictured). Water line installation along the new Kinsman Road alignment will continue throughout November. Construction is anticipated to be complete in June 2018.

Library Improvement (8098): The architect selection and negotiation of a consulting services contract to help guide this project will be completed in November.

Parkway Court Storm Sewer (7048): Bids were opened October 4th, with Paul Brothers of Boring being the winning bidder at \$92,431. Construction is underway and is scheduled for completion by November 30.

Tooze Road (4046): Right of way consultants have begun negotiations with property owners. The process is expected to take between 2 and 6 months. The 90% plans have been submitted to the City and ODOT for approval. Final design is still expected to be completed in March 2017 with bid in May.

Transportation SDC Update (4189): Staff has refined the updates to the TSDCs with the input of the Home Builders Association, and will be presenting the results to Council at the second meeting in November.

Water Treatment Plant Master Plan (1122): Review meetings on the final draft of the Master Plan have been conducted and final edits are in progress. The Final Master Plan will be brought to Council for adoption in December.

WWTP Outfall Replacement (2095): Phase I investigations and permitting are complete. A contract amendment for Phase II final design and bid phase services is in negotiations and will be brought to Council November 21st for approval.

Engineering Division, Capital Projects, cont'd

Water System Telemetry (1114): Brown & Caldwell has put a scope of services together to perform an inventory of the telemetry system, identify needs, and make a recommendation of priorities to unify the water system. The end result of following their plan should result in the Water Treatment Plan having an ability to optimize the water distribution system.

Engineering Division, Private Development

Ash Park Subdivision: Plans are presently under review for this 12-lot subdivision located just north of the Ash Meadows Condominium units.

Meridian Creek Middle School: School buildings are now going vertical. District acquisition for right-of-way and easements for off-site improvements should be completed by end of November. District plans will go out for bids in December for the off-site improvements and a contract will be awarded in January 2017.

Starbucks – Town Center Loop: Starbucks applicant has started construction to replace an aging storm line and undersized catch basins on the west side of Town Center Loop at Citizens Drive.

Villebois: Grande Pointe Phase 2 (44 lots) has been paved, Public Works construction is almost completed; Brookeside Terrace (50 lots) Public Works construction almost completed; Neighborhood Community Center and pool almost complete; Tonquin Meadows 3 (109 lots), and the neighborhood community center and pool adjacent to Villebois Drive are almost completed. Villebois East - Tonquin Meadows 4 (57 lots located north of Lowrie Primary) plans are under review; Villebois North - Fir Terrace (11 lots located off of Berlin Avenue) plans are under review; Villebois Central - Berkshire (10 lots located on Barber near Costa Circle West) plans are under review.

Engineering Division, Private Development



Villebois neighborhood community center, pool and community gardens

Building Division

Single Family Dwelling Permits YTD: 161

Major Projects Under Review:

- Expedia Cruise T.I.
- Neurotherapeutics T.I.
- Paragon Tile T.I.
- Soy Grill Teriyaki T.I.

Temporary or Certificates of Occupancy Issued:

- Connexus, 9525 SW Commerce Circle



Tonquin Meadows 3

Planning Division, Current

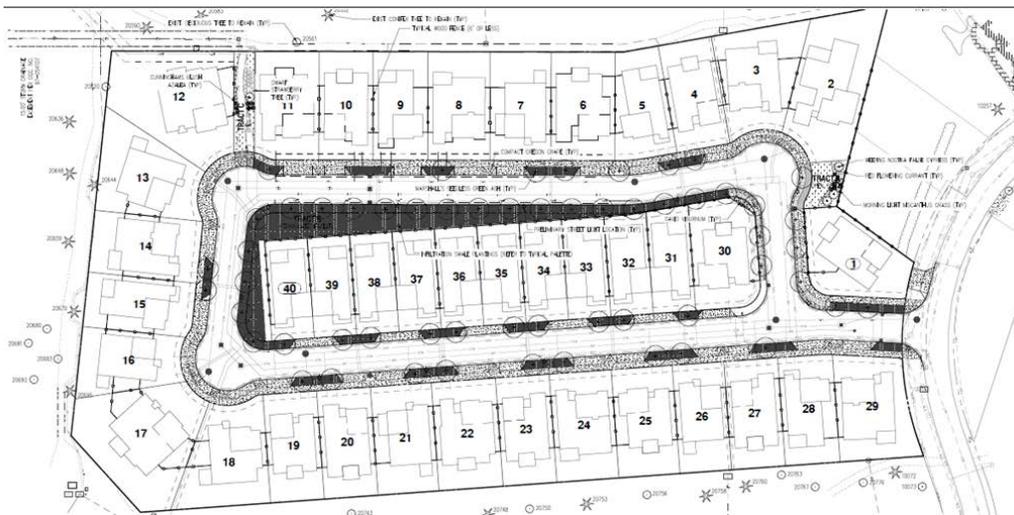
City Council

During their October 17 meeting, City Council unanimously approved on 1st reading the necessary Zone Map Amendment for the development of 16 “detached” row houses on the northeast corner of Barber Street and Costa Circle West in Villebois.



Projects Being Prepared for DRB and City Council Hearings

- Charbonneau Range 40-lot single-family subdivision. Scheduled for a hearing November 14-



Administrative Decisions Issued

- Addition of outdoor kitchen and Bocce Ball court, Terrene at the Grove Park
- 5 Class I Administrative Review decisions
- 4 Reduced setback agreements
- 9 Type A Tree Permits
- 6 Type B Tree Permits
- 2 Class I sign Permits

Notable Code Enforcement Activities

- Coordinating campaign sign enforcement with Public Works

Planning Division, Long Range

Basalt Creek Concept Plan



In October, the project team provided an update on the project, in particular the Land Use Concept Plan Map and progress on the 10 Considerations for Success; Tualatin staff at the October 10 Tualatin City Council work session and Wilsonville staff at the October 17 Wilsonville City Council work session. City of Tualatin has since been working on responding to input received from citizens, property owners and City Councilors. In addition, city staff from both cities continue to work together with partner agencies to refine the concept plan text and corresponding deliverables related to the 10 Considerations for Success. Information presented can be found in the meeting packet on our website at <http://www.ci.wilsonville.or.us/AgendaCenter>

Town Center Redevelopment

On October 24, the project team met for a half-day kickoff meeting and site visit. Consultants facilitated the meeting, and City staff lead and narrated a bus and walking tour of the Town Center area. Discussion topics included: (1) A historic overview, (2) Project objectives, draft scope of work, and schedule, (3) Project procedures and expectations regarding coordination and reporting, (4) Data coordination such as GIS information, land use plans, traffic data, utility master plans, and environmental documents needed to begin the existing conditions analysis. The consultant project team will consolidate data, including photos, annotated maps and other products, into a site tour map book that can be placed into the project website for public viewing. Watch for project updates on the Town Center Redevelopment web page: <http://www.ci.wilsonville.or.us/826/Town-Center>

Frog Pond Master Plan

The Frog Pond Master Plan (phase 2) will guide future development of the Frog Pond West neighborhood. The draft materials created to date include: working draft recommendations for zoning; residential design guidelines; street and trail designs; and parks and open space concepts. Perhaps the most critical element of the Frog Pond Master Plan is the creation of an Infrastructure Funding Plan, which is needed to ensure the financial feasibility of required master plan projects, such as Boeckman and Stafford Roads, water infrastructure, a neighborhood park, linear park and regional trail among other elements. The project team introduced several funding mechanisms that it has been investigating over the past several months at both the City Council Work Session on October 3 and Planning Commission Work Session on October 12. Information presented can be found for those meeting packets on our website at <http://www.ci.wilsonville.or.us/AgendaCenter>



Program News



450 community members came out to the annual Fall Harvest Fest on October 29th. The event was held at the Stein Boozier Barn and featured horse and wagon rides, pumpkin decorating, a costume parade and story time from the Library.

The Community Center hosted a Halloween party on October 31st featuring a ghoulish themed lunch and a costume contest. Lunches were served to 38 home-delivered meal clients and 62 Community Center diners including friends and family who attended the party.



Mini Hoopers Basketball for 1st and 2nd graders got underway with 112 participants



759 meals were delivered to home-delivered meal clients as part of the Department's nutrition program

Parks Maintenance Update



Installed new basketball backboard and rim at Boones Ferry Park



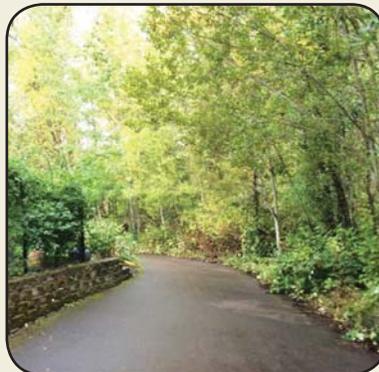
Planted 20 trees at Disc Golf Course



Pruned Big Leaf Maple at Duckworth Property - future site of trail expansion



Hosted 55 6th grade volunteers through SOLVE



Pruned and cleared vegetation at Canyon Creek neighborhood trailhead

Recently Completed/Renewed* Certifications and Trainings:

Tod Blankenship:

Playground Maint. Technician*

Zach Morse:

CDL Instructional Permit

OR Pesticide Applicator License

Playground Maint. Technician

Tommy Reeder:

3 day Community Tree

Management Institute

Tim Skipper:

Playground Maint. Technician

Daron Spence:

CDL Instructional Permit

Upcoming Events

- * Community Toy Drive: November 7th - December 14th.
Collections accepted at Parks and Rec Admin Building
- * Community Tree Lighting: Wednesday, November 30th,
6pm at Town Center Park
- * Reindeer Romp 5K and Kids Fun Run: Saturday, December 3rd
8:45 am at Family Fun Center
- * Holiday Fun Fest: Wednesday December 14th
4 pm at the Community Center





**Wilsonville Public Library
Monthly Report to Council
November 2016**

Headlines:

Patrick Duke
Library Director

**LIBRARY
BOARD**

**Megan
Chuinard, Chair**

Carolyn Berry
Reggie Gaines
Rich Dougall
Miriam Pinoli

The other election

On November 8th, **Cat in the Hat** bested **Max** from *Where the Wild Things Are* in a hotly contested election to pick the Picture Book President. Children and adults alike turned in over 356 ballots, with Cat in the Hat receiving 182 votes and Max receiving 94 votes. In a surprising outcome, there were 140 write-in votes, with Harry Potter receiving 4 votes, and Percy Jackson receiving 3 votes even though neither of these are picture book characters... hmmm. One young voter justified their vote by saying, "Max is rude and the Cat is nice." If only adults followed that logic.

Stafford Chamber Orchestra performs at the library

Join us for a high quality chamber orchestra experience! The Stafford Chamber Orchestra brings together children and teens to create a thriving musical community that values teamwork, passion and growth. Enjoy the beauty of live music shared with the greater community. December 14, 2016, 6:30 PM - 7:00 PM

Library Renovation Planning underway

Library staff, with the help of Capital Projects Manager Eric Mende, have begun meeting with architects in order to plan for the renovation of the library interior. Design elements will cover new carpet and paint for the library, as well as upgrading library restrooms to meet ADA standards, reconfiguring the reference and circulation desks, creating a comfortable seating and performance area by the magazine area, and making the Children's patio usable. Funds for the project come from \$1,000,000 in capital funds created by the creation of the Library District in 2008.

Sábado de Cine (Spanish Movie Saturday)

Give your Spanish (or English) a workout and join us one Saturday a month for Sábado de Cine (Spanish Movie Saturday). Fun, animated family features will be shown in Spanish with English subtitles. Feel free to bring a lunch or snacks. Sabado de Cine was launched by Deborah Gitlitz, the Library's Outreach Librarian, this fall in order to help attract Spanish speaking families to the library. The December performance will be December 17th, at 12pm.

October Statistics

- E-book and downloadable audiobook circulation: 2,145
- Library book circulation : 24,453
- Library Audio/Visual circulation: 11,857
- Items added: 979
- Items withdrawn: 655
- Volunteer hours: 944

Adult Services

- October Adult Program attendance: 199

Upcoming Programming:

- **History Pub** November 29th. Doors open at 5pm This month: Missoula Floods
- **Game Night:** Board Games, Cards and Chess. Wednesday November 30th. 6-8 pm
- **Book Notes Concert.** December 10th. 2pm. This Month: Carolee and Romero
- **Book Club,** December 8th, 6pm. This month: *Founding Mothers by Cokie Roberts*
- **Great Books Discussion Group,** December 20th, 6pm. *This month The Beast in the Jungle by Henry James*

Youth Services

- July Children’s Program attendance: 2,453

This Fall weekly schedule:

<p>Toddler Time Tuesdays 10 am</p> <p>Babytime Tuesdays 11 am</p>	<p>Family Storytime Tuesday 6:30 pm Wednesday 10:30 am and 1pm Thursday 1:00 pm</p>	<p>Library Playgroup Mondays 10:00 am and 11:30am</p> <p>Read to the Dogs Call for appointment 503-570-1599</p>
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- **Library Board meeting. December 7th, 6:30pm** at the Library

See more events and services at www.wilsonvillelibrary.org



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Sandra King, City Recorder

DATE: November 2, 2016; Amended November 14, 2016

SUBJECT: Board and Commission Applications

The recruitment period for the City's standing boards and commissions ended November 1, 2016. During the recruitment period, I polled the sitting board and commission members who were eligible for reappointment to see if they were interested in being reappointed. The following list shows their interest. Note only those whose terms are ending December 31, 2016 are included.

REAPPOINTMENT ELIGIBILITY AND INTEREST NOVEMBER 2016

BOARD OR COMMISSION	Eligible For Reappointment	Interest In Reappointment
BUDGET COMMITTEE 3-year terms 10 members		
Tony Holt	YES	NO
Susie Stevens	YES	YES
DRB Panel A 2 year terms 5 members	Eligible for Reappointment	Interest In Reappointment
Mary Bower	NO	N/A
James Frinell	YES	YES
Ronald Heberlein	YES	YES
Kristin Akervall (running for Council)	YES	NO
DRB Panel B 2 year terms 5 members	Eligible for Reappointment	Interest In Reappointment
Richard Martens	YES	YES
Shawn O'Neil	YES	YES
Aaron Woods	YES	Have not heard as of 11/1/16

Parks & Recreation Board 4 Year Terms, 5 Members	Eligible For Reappointment	Interest In Reappointment
Mary Closson	YES	NO
Katharine Johnson	YES	YES
Planning Commission 4 Year Terms 7 Members	Eligible for Reappointment	Interest In Reappointment
Phyllis Millan	YES	YES

Applications received during the recruitment process have been attached and include applications from:

DEVELOPMENT REVIEW BOARD

Jennifer Willard – Construction Project Manager – Intel Corporation
31175 SW Willamette Way West, Wilsonville
Ms. Willard is also interested in the Planning Commission

David Davis – Full time student at OIT, intern with Clackamas County Procurement Department
28550 SW Ashland Dr. Apt 53, Wilsonville

PARKS AND RECREATION ADVISORY BOARD

Diana Cutaia – Consultant
10632 SW Barber St., Wilsonville

Carrie Finnigan – Business owner – marketing/branding company
17707 Front St. NE, Hubbard, OR

APPLICATIONS RECEIVED AFTER THE DEADLINE:

Larry Green – Attorney (application received 11/14/16)
12355 SW Waterford Loop
Interested in each of the committees *except* for the Budget and Community Enhancement committees.

I am available to help schedule appointments for interviews.

/sck

Attachments

Previous City appointments, offices or activities:

None

As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

I have been a construction management professional for nearly 20 years. (See attached resume for details.) In my professional career I have submitted Development Review applications for consideration (in other cities) and have an interest in the review process. I am excited for the opportunity to see the process from the 'other side'.

2. What specific contribution do you hope to make?

I believe my professional experience will benefit the City of Wilsonville Development Review process. I'm also an excellent communicator and hope that the board could benefit from my ability to break down very complex concepts into subjects that are easily comprehended by a lay-person.

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

As a LEED Accredited Professional, I want to ensure potential environmental impacts and sustainability are considered in applications. I would also strive to see that the community experience is comprehended in both the final design and during construction. Lastly, with the rapid growth of our community, I believe the City of Wilsonville needs fresh thinking to ensure the review board is being thorough in their reviews while being agile in responding to the needs of developers that have the potential to improve our local economy.

Additionally, I'm also interested in meeting more of our community volunteers and leaders. My husband and I moved to Wilsonville in 2014 and love the area. I'm excited to use this experience as a way to have a deeper connection by contributing to Wilsonville continuing to be a wonderful place to live.

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

None. However, I'm hoping the experience of volunteering on the Development Review Board will lead to additional opportunities such as serving on the Planning Commission. If my experience could better benefit the Planning Commission at this time I'm also happy to fill that opening instead.

Signature: 

Date: ^{SW} 10/23/16

Meeting dates (all meeting dates are subject to change or additions)

- Budget Committee – meets in April-May to consider City budget for new fiscal year
- Development Review Board – Second and fourth Mondays of the month
- Library Board – Fourth Wednesday of the month
- Parks & Recreation Advisory Board – Quarterly
- Planning Commission – Second Wednesday of the month

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For office use only:	Please return this form to:
Date Received: <u>10/24/16 ACK</u>	City Recorder 29799 SW Town Center Loop E. Wilsonville, OR 97070 503-570-1506 503-682-1015 (FAX) king@ci.wilsonville.or.us
Date Considered:	
Action by Council:	
Term Expires:	

JENNIFER WILLARD

CONSTRUCTION MANAGEMENT

503.547.4388



willardjenniferlee@gmail.com



Wilsonville, OR

linkedin.com/in/
jennifer-willard

SKILLS

Project Planning

Lean Construction Principles

Contract Development and
Negotiation

Schedule and Cost Analysis

Design Management

Business Development

Building through Relationships

Attention to Detail

Problem Solver

Exceptional Communicator

EDUCATION

MASTER'S DEGREE

Business Administration

University of Phoenix

2001

BACHELOR OF SCIENCE

Construction Engineering

University of New Mexico

1997

PROFESSIONAL PROFILE

Comprehensive experience in construction management with an emphasis in building strong relationships. A leader that drives and documents decisions with a disciplined approach to management. Focuses, organizes and implements winning action plans. Proven insightful and practical approaches to problem solving while using influence to produce a team outcome.

EXPERIENCE

GLOBAL SCHEDULING MANAGER

Intel Corporation/May 2015 - Present

Managed Intel's global team of project schedulers. Lead the team to achieve the following objectives:

- Developed strategies to turnaround the schedule of a critical \$1B semiconductor retrofit project in Kiryat Gat, Israel.
- Optimized the construction schedule of Intel's next major fabrication facility using Synchro to work out critical sequencing with the trade contractors. Performing this coordination during design allowed for critical elements to be identified well in advance of construction.
- Developed and documented standards for consistent schedule management.
- Re-wrote Intel's scheduling general requirements.
- Partnered with a global supplier to deliver the All-In-One platform used to manage Intel's fast paced tool installation projects.

PROJECT MANAGER

Intel Corporation/May 2012 - May 2015

Lead the programming, design, contracting, construction and commissioning of a \$250M Manufacturing Support Building.

- This breakthrough project was comprised of sensitive lab spaces that met world class vibration, EMI, acoustic and temperature drift tolerances. It also contained a unique two story stacked cleanroom used for semiconductor manufacturing. This one of a kind design achieved double the cleanroom area for a fraction of the price per square foot.
- While navigating evolving market conditions, partnered with designers, contractors and end users to successfully turn over this lump sum project.
- Principle focus area was to remove roadblocks throughout the project. Strictly executing to the contract, negotiating claims and change orders and obtaining capital funding were vital for maintaining momentum on this logistically challenging project.
- Extensively leveraged 3D field coordination to construct this BIM critical design.

JENNIFER WILLARD

CONSTRUCTION MANAGEMENT

503.547.4388



willardjenniferlee@gmail.com



Wilsonville, OR


[linkedin.com/in/
jennifer-willard](https://www.linkedin.com/in/jennifer-willard)


TECHNICAL SKILLS

Microsoft Office Suite

Primavera Project Planner P6

Last Planner System

MS Project

Latista

Prolog

SharePoint

Synchro

Agile Methodologies

EXTRA

CS Excellence Award
Intel Corporation
2015

Author/Presenter
International Symposium for
Semi-Conductor Manufacturers
2001

Construction Program Advisory
Board
University of New Mexico
1998 – 2004

Inner City Outings
Sierra Club – Columbia Chapter
Treasurer
2008 – 2010

EXPERIENCE continued

INTEGRATION MANAGER

Intel Corporation/October 2009 – May 2012

Lead the integration of the D1X MOD1 construction project through Positioning, Programming, Design and Construction.

- Facilitated detailed schedule reviews to seamlessly integrate the factory startup requirements into the construction schedule to ensure optimized commissioning sequencing.
- Analyzed the Primavera construction schedules for risks and opportunities and drove the team to implement resolutions as necessary
- Corporate Affairs liaison charged with ensuring we maintained Intel's good relationship with the community during the fast-tracked construction.
- Towards the end of this project, given an additional challenge as Cleanroom Project Manager. Certified and closed out that vital part of the project.

SCHEDULE PLATFORM LEAD

Intel Corporation/August 2008 – October 2009

Schedule content expert on a global team charged with upgrading the suite of Schedule software applications. Consistently received feedback for excellent customer orientation from the global team.

ENGINEERING BUSINESS MANAGER

Intel Corporation/January 2007 – August 2008

Developed and prioritized objectives for advancing the construction engineering management across the globe. Tracked performance and drove team to achieve objectives. Developed resource planning system for the global Construction Engineering organization.

GLOBAL SCHEDULE TEAM LEAD

Intel Corporation/October 2005 – January 2007

While living in Costa Rica, travelled extensively throughout Intel's facilities in Asia and Latin America to develop and train teams on Intel's construction practices. Critical work here reduced time to market for new product developments.

PROJECT MANAGER

Brycon Construction /October 2004 – October 2005

Broadened Brycon's high tech business beyond existing client base. Landed new work with Sandia National Labs and Cardinal Health and positioned Brycon to demonstrate their mastery of cleanroom construction. Built up the infrastructure needed to support construction teams working with new clients. Marketed Brycon at various economic development settings in the quest to further grow their business in line with the company's strategic goals.

JENNIFER WILLARD

CONSTRUCTION MANAGEMENT

503.547.4388



willardjenniferlee@gmail.com



Wilsonville, OR



linkedin.com/in/
jennifer-willard



REFERENCES

Available Upon Request

EXPERIENCE continued

PROJECT MANAGER

Intel Corporation/March 2002 – October 2004

Lead the tool demo team for the Intel New Mexico campus. Managed a large team of Intel technicians who decommissioned manufacturing equipment and contractors who physically removed the tools while preserving the asset value for resale. Achieved world class safety records on this project.

PROJECT SCHEDULER

Intel Corporation/September 2000 – March 2002

Developed and lead the construction schedules on Fab 11X, the world's first 300mm semiconductor high volume manufacturing facility.

- Using P3e and AutoMAP software, created a first of a kind indicator to forecast and avoid sequencing issues. Invited to present this innovative solution at the International Symposium for Semi-Conductor Manufacturers in Tokyo, Japan.

PROJECT ENGINEER/MANAGER

Gardner Zemke Company/May 1995 – September 2000

Estimated, scheduled and managed a wide range of projects for this large electrical contractor including prime and sub contracts, design build, competitive bid and negotiated contracts.

- Project highlights include NASA Mission Control, High Explosive Syntheses Facility at Pantex (a DOE Facility), Wastewater Treatment Plant at Holloman Air Force Base, Retrofit of an Operating Power Plant at Lackland Air Force Base and many more.

PROFESSIONAL DEVELOPMENT

LEED Accredited Professional
US Green Build Council
2009

Lean Construction Education Program
Associated General Contractors
2016

King, Sandy

From: Willard, Jennifer L <jennifer.l.willard@intel.com>
Sent: Monday, October 24, 2016 11:29 AM
To: King, Sandy
Subject: Application for Development Review Board
Attachments: Board and Commission Application J Willard 2016.pdf; Jennifer Willard Resume.pdf

To Whom It May Concern,

I'd like to submit the attached application for the vacancy on the Development Review Board. As stated in my application, I'm also happy to serve on the Planning Commission instead if my skillsets could be best used in that capacity.

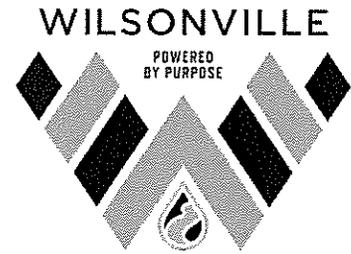
Please feel free to contact me with any questions.

Thanks,

Jennifer Willard

Jennifer Willard | Site Master Planning | 503.547.4388

APPLICATION FOR APPOINTMENT TO BOARD or COMMISSION



Name: Davis David A Date: 7 Oct 2016
Last First Middle

Home Address: 28550 SW Ashland Dr. Apt 53

City/State/Zip: Wilsonville, OR 97070

Is this address within the City? Yes I've lived in Wilsonville since: Aug 2011

Telephone No.: 503-701-2071 _____
Home Work Cell/Mobile

E-Mail Address: daviddavis1680@gmail.com

Are you a registered Voter in the State of Oregon? Yes

Present Occupation: Full time student at Oregon Institute of Technology - Intern with Clackamas County Procurement Department

Which Committee(s) would you like to be appointed to?

***Dates of meetings are listed at the end of this application.
Please make sure those dates work with your schedule before you apply.***

- Budget Committee
- Parks and Recreation Advisory Board
- Library Advisory Board
- Development Review Board
- Planning Commission
- Wilsonville-Metro Community Enhancement Committee

Employment, professional, and volunteer background:

I really love volunteering for the city of Wilsonville. I was in the 2015 Wilsonville Leadership Academy and I am currently on Parks and Recreation Advisory Board (started Jan 2015). My professional background consists of almost 12 years' active duty in the US Air Force and i'm currently using the GI. Bill to go to college full time at Oregon Institute of Technology (OIT) here in Wilsonville. The school and faculty are fantastic! I would like to join The Development Review Board so that I can further contribute to helping Wilsonville move forward in a positive manner and insuring it remains a great community for years to come.

Previous City appointments, offices or activities:

As mentioned above I am currently on the Parks and Recreation Advisory Board and I attended the 2015 Wilsonville Leadership Academy. I also for a short time volunteered at the Wilsonville Library.

As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

I feel that my current studies at OIT in Operations Management gives me some tools that would allow me to make positive contribution to the board and city. My intention is to learn as much as I can quickly and contribute to the fullest extent possible.

2. What specific contribution do you hope to make?

I really hope to contribute my perspective as a college student and as a person with lower income. The topics considered and discussed by the DRB can affect many lives in Wilsonville and we need to try and take into consideration all people that might be affected.

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

I attended a city council meeting where the council approved to reclassify some land in the Villebois area so that some expensive condominiums could be built. A one-bedroom condo costing \$200K isn't affordable housing. With the quickly increasing cost of living in Wilsonville and all of the Portland metro area I feel this is something that should be taken into consideration by the city. I hope to include this and other topics while on the DRB when city improvement projects are being reviewed.

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

Wilsonville Leadership Academy 2015, Parks and Recreation Advisory Board (Jan 2015 to present) and Wilsonville Democrats, Clackamas County Democrats

Signature: David A Davis

Date: 7 Oct 2016

Meeting dates (all meeting dates are subject to change or additions)

- Budget Committee – meets in April-May to consider City budget for new fiscal year
- Development Review Board – Second and fourth Mondays of the month
- Library Board – Fourth Wednesday of the month
- Parks & Recreation Advisory Board – Quarterly
- Planning Commission – Second Wednesday of the month

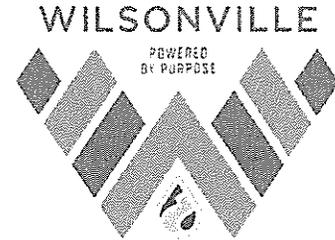
Please be advised members of the City Council, the Planning Commission and Development Review Board are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Recorders Office at 29799 SW Town Center Loop East indicating the type of information you will be required to disclose if you are appointed.

For office use only:

Please return this form to:

Date Received: <u>10/7/16 Ack</u>	City Recorder 29799 SW Town Center Loop E. Wilsonville, OR 97070 503-570-1506 503-682-1015 (FAX) king@ci.wilsonville.or.us
Date Considered:	
Action by Council:	
Term Expires:	

APPLICATION FOR APPOINTMENT TO BOARD or COMMISSION



Name: Cutaia Diana S. Date: 10/4/16
Last First Middle

Home Address: 10632 SW Barber St

City/State/Zip: Wilsonville, OR 97070

Is this address within the City? Yes I've lived in Wilsonville since: 2015

Telephone No.: _____
Home Work Cell/Mobile (617) 519-9203

E-Mail Address: diana.cutaia@gmail.com

Are you a registered Voter in the State of Oregon? Yes

Present Occupation: Consultant

Which Committee(s) would you like to be appointed to?

**Dates of meetings are listed at the end of this application.
Please make sure those dates work with your schedule before you apply.**

- Budget Committee
- Parks and Recreation Advisory Board
- Library Advisory Board
- Development Review Board
- Planning Commission
- Wilsonville-Metro Community Enhancement Committee

Employment, professional, and volunteer background:

Founder, Coaching Peace Consultancy 2012-present
 Director of Athletics, Wheelock college Boston 2005-2012
 Head Women's Basket ball Coach, Curry College Boston
 Head Women's Basketball Coach + Asst. Director of Athletics, Norwalk Community College
 1998 - 2002
 Member, Parks + Rec Advisory Board - Braintree MA 2 years

Previous City appointments, offices or activities:

Parks + Rec Board - Braintree, MA

MA Governors Committee on Physical Fitness + Sport

As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

I currently own a small business in this area
 10 years as a college Athletic director
 25+ years coaching youth thru college
 5+ years running recreational programs
 served on other boards.

2. What specific contribution do you hope to make?

To help create safe positive spaces + programs for our
 foster
 community to come together in sport & recreation.

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

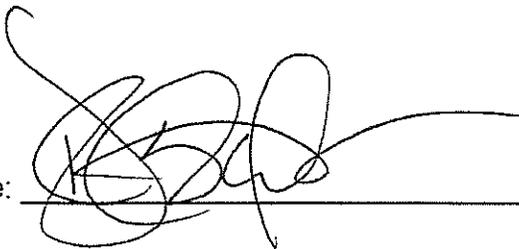
The following issues concern me:

- access to spaces & programs for all ages and income levels.
- creative/innovative programs that meets the needs of the community
- preservation of greenspace for youth & families
- quality youth sport programs that foster positive youth development.

I want to become a member because I have a desire to support & serve my community.

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

I'm a member of the board for my HOA, and my wife was part of the Wilsonville Leadership Academy.

Signature: 

Date: 10/4/16

Meeting dates (all meeting dates are subject to change or additions)

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For office use only:

Please return this form to:

Date Received: <u>10/27/16 ACK</u>	City Recorder
Date Considered:	29799 SW Town Center Loop E.
Action by Council:	Wilsonville, OR 97070
Term Expires:	503-570-1506
	503-682-1015 (FAX)
	king@ci.wilsonville.or.us

Diana S. Cutaia

104 Oswego Summit
Lake Oswego, OR 97035

diana@coachingpeace.com

Cell: (617) 519-9203

Areas of Expertise

Title IX/ Gender Equity

Sport-based Youth Development

Diversity and Inclusion

Professional Experience

Coaching Peace Consulting, LLC

2012-Present

Owner / Founder

- Our mission is to coach organizations, individuals and teams to create cultures and be leaders that will employ empathy, seek balance and ensure equality and acceptance. Focus areas include:
 - Research and Evaluations
 - Workshops and Presentations: Title IX, Diversity, Anti-Bullying, Anti-Harassment, Leadership development, Social Media, Coach Education, Mentorship
 - Strategic Planning
 - Curriculum Development: (most recent areas include: mentoring, inclusion, empathy, positive coaching, positive youth development, love and forgiveness)
- Featured expert on NECN appearing over 35 times on The Morning Show on issues focused on Sport in Society
- Most Recent clients include: NCAA, NACWAA, Girl Scouts, Up2Us, AccesSport America, Aspire Institute, Northeastern's Sport in Society, Boston Centers for Youth and Families, South Lawrence Middle School. USA Hockey And US Soccer Foundation., Dean College, Girl Scouts,

Wheelock College — Boston, MA

2005 to 2012

Director of Athletics

Director of Sport-based Initiatives

Director and Instructor of Sport Based Youth Development Program

- Grew athletic program from 38 student athletes to over 130, from 5 sports to 11 sports, and from 6 staff to 17 staff.
- Added men's sports for the first time in college history.
- Featured on front page Boston Globe for commitment to Division III Philosophy.
- Raised over \$200,000 in sponsorships and grants.
- Developed a policy talk that consisted of school officials, a State Senator and doctors for children's hospital to discuss the issue of Physical Education in school.
- Developed an undergraduate minor in Sports Based Youth Development – First of its kind nationally. Taught three of the five courses.
- Developed and conducted training for coaches and administrators nationally.
- Work with City of Boston to train all community center athletic directors on Gender Equity and Sport Based youth Development.
- Conducted research related to sport offerings for youth in Boston by age, gender, neighborhood, sport and gender.
- Conduced research on effects of physical education in local elementary school.
- Developed marketing plan that resulted in 120% increase in attendance, oversaw the redevelopment of the website and strategic use of social media to engage all stake holders.

Women's Sport Foundation 2006 to 2008
Boston, MA

Public Policy Consultant

- Worked on legislation to improve frequency and quality of Physical Education in MA understanding its impact on exposing girls to sport early.
- Conducted Title IX/ Gender Equity presentations for area colleges and high schools.

Massachusetts Governor's Committee on Physical Fitness and Sport 2004 to 2005
Boston, MA

Acting Executive Director

- Appointed to the Committee by the Governor of Massachusetts .
- Advised Committee Chair and Governor's Office on policy issues.
- Assisted in the development of the Committee website and Everybody Move Statewide physical activity initiative
- Assisted in the annual Celebrity Bowling event "Stars and Strikes" that raised over \$350,00 for physical activity programs in the Commonwealth.

Advance Sports Educational & Consulting Services, LLC 2000 to 2006
Braintree, MA

Founder - Owner

- Creator of Coach C's Skills and Drills CD-ROM; an interactive CD-ROM for girls ages 6-12 years old on the fundamentals of shooting, as well as goal setting techniques and a history of women's basketball.
- Developed programs to educate parents, youth coaches, and community members on issues that face the female athlete, and how to ensure a positive experience.
- Developed SOAR Camps (Sports Offer Amazing Rewards), which teach girls in grades 5-7th the history, math, science, rules and creativity involved in sport.
- Consult non-for-profit organizations on programming, strategic planning, recruitment, and management training.

Management Health Corporation 2006 to 2008
Boston, MA

Director of Sales and Human Resources

- Responsible for sales projections, clubs goals, and training of sales staff for four high-end health clubs.
- Responsible for all training of management, and facility staff.
- Developed and updated content for webpage.
- Developed company policies and procedures and wrote company personnel handbook.
- Increased revenue by 15% in three months at Braintree facility.

Norwalk Community College 1998 to 2001
Norwalk, CT

**Facility Director / Sports Information Director
Instructor**

Brookside Elementary School 1995 to 1998
Norwalk, CT

Crisis Intervention Specialist

- Certified in Peer Mediation and Conflict Resolution.

Coaching Experience

Curry College — Milton, MA Head Women's Basketball Coach	2003 to 2004
Westchester Academy – High Point, CT Head Coach – Varsity Cross Country	Fall 2002
<ul style="list-style-type: none"> • Girls Conference Champions 	
Mount Holyoke College — South Hadley, MA Assistant Women's Basketball Coach	2001 to 2002
Norwalk Community College — Norwalk, CT Head Women's Basketball Coach	1996 to 2001
<ul style="list-style-type: none"> • 1998, 1999, 2000 Regional Champions. • 1998, 1999, 2000 Regional and District Coach-Of-The-Year. 	
Greenwich Parks and Recreation — Greenwich, CT Clinic Director - Basketball	1994 to 2000
Norwalk High School — Norwalk, CT Assistant Varsity Coach – Girls Basketball	1995 to 1996
Connecticut Eagles AAU Program — Norwalk, CT Founder/Coach – Girls Basketball	1995 to 1997
Old Greenwich Riverside Community Center — Greenwich, CT Director – Girls Basketball	1993 to 1996
Greenwich High School — Greenwich, CT Head Coach	1993 to 1995
<ul style="list-style-type: none"> • Girls Varsity Lacrosse <ul style="list-style-type: none"> ◦ Fairfield Country Interscholastic Athletic Conference Champions • Girls Freshman Basketball • Girls J.V. Soccer • Girls Assistant Varsity Basketball 	

Education and Training

Lesley University — Cambridge, MA Masters of Arts. Thesis: Creating Peaceful Communities through Coaching	2005 to 2007
Charter Oak State College — New Britain, CT Bachelor of Science. Major: Athletic Administration	1997 to 2001
United States Sports Academy — Daphne, AL	2000-2001
NACWAA/Hers Institute for Administrative Advancement in Athletics	2000

Presentations & Consulting (partial listing)

GIRL SCOUTS of EASTERN MASS – Girl 2 Girl Conference

Keynote Speaker

NEC MEMBER INSTITUTIONS – National

Presenter – Dangers and Benefits of Social Media

HUNTER COLLEGE ATHLETICS

Workshop – Positive Coaching and Skill Development

ASPEN INSTITUTE – SPORT IN SOCIETY

Panelist – Nine Big Ideas for Title IX

NCAA NATIONAL STUDENT-ATHLETE LEADERSHIP FORUM

Speaker and Emcee (2011, 2012, 2013)

USA HOCKEY

Trainer – Regional Level 1,2, 3 Certifications

SPORTS AND HUMAN RIGHTS FORUM SPONSORED BY UNITED NATIONS
ASSOCIATION OF GREATER BOSTON (UNAGB)

Panelist

COACH ACROSS AMERICA

Consultant/Trainer – National Coach Training (2009, 2010, 2011, 2012, 2013)

BEYOND SPORT 2009 SUMMIT

Invited Participant – Girls Sport & Education Session

NCAA REGIONAL CAREERS IN SPORT FORUM

Speaker

ANGELA HUCHLES EMPOWERMENT THROUGH SPORT GIRLS LEADERSHIP
SERIES

Speaker and Workshop Presenter

NORWALK COMMUNITY COLLEGE - NORWALK, CT

Keynote Speaker – Leadership Conference

Guest Instructor – Psychology of Women, Title IX, Goal-setting

Panelist – Portrayal of female athletes in the Media & Women and Communication

AAUW NY STATE CONFERENCE

Speaker on Title IX

Speaker on Women's Sports Foundation Community Action Programs

Speaker on Sports and our Daughters

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION - CORNING, NY

Keynote Speaker – 1999 Division III Basketball National Championships

Keynote Speaker – 2001 Division III Basketball National Championships

USTA PILOT PEN TENNIS TOURNAMENT

Motivational Presentation for 500 girls scouts (2) years

SUNY ONEONTA COLLEGE ATHLETIC DEPARTMENT - ONEONTA, NY

Motivational Speaker for Student Athletes

NATIONAL COLLEGIATE WOMEN'S LEADERSHIP CONFERENCE – SMITH COLLEGE
Workshop Presenter – Goal Setting for young women

WOMEN AND YOUTH SUPPORTING EACH OTHER (WYSE) – HARVARD UNIVERSITY
Panelist – Girls and self-esteem

WESTON HIGH SCHOOL – WESTON, CT
Workshops for student –athletes on leadership, motivation, and goal-setting

FAIRFIELD COUNTY WOMEN'S CENTER – NORWALK, CT
Speaker – Goal setting & Motivation

SIMMONS COLLEGE G.I.R.L.S CONFERENCE
Workshop on Goal Setting

NEWTON NORTH HIGH SCHOOL GSA - ATHLETICS
Panelist – Homosexuality and Discrimination in Athletics

NEW CANAAN BASKETBALL ASSOCIATION
Consultant – Trained coaches, developed curriculum for skill development, evaluated progress.

HIP TO BE FIT FOUNDATION
Consultant – Testified to Boston City Council on the benefits of sports for Girls.

CROSSROADS FOR KIDS
Trainer –Trained female camp staff on ways to enhance girls' sports experience.

CHANNEL 12 NEWS CONNECTICUT & WICC 600 AM RADIO
Expert – Tile IX, NCAA Rules, Proposition 16 and 48, Health benefits of sports for girls.

STRONG GIRLS/STRONG WOMEN – HARVARD CHAPTER
Motivational Speaker

WNTN 1550
Daily radio spot " Coach C's Coaching and Fitness Tips"

STRONG GIRLS/STRONG WOMEN – NATIONAL TRAINING
Speaker - Workshop on Intrinsic motivation

DILLARD UNIVERSITY
National Advisor – helped develop a strategic plan to assist in the rebuilding of Dillard University

Memberships, Boards & Awards

Member, Beyond Sport	2009 to 2012
Member, National Association of Collegiate Director of Athletics	2000 to 2012
Member, Women's Sports Foundation	1995 to 2012
Member, National Organization of Youth Coaches	1995 to 2005
Member, Women in Sports and Events	1998 to 2003
Charter Member, Up2Us	2008 to Present

Member, National Association of Collegiate Women Athletic Admin.	2005 to 2012
<hr/>	
Board Chair of Foundation for Boston Centers for Youth and Families	2010 to 2013
Board of Directors, Girls LEAP	2005 to 2007
Co-founder, Boston Women's Athletic Administrators Network	2008 to 2009
YES Clinic Chair, Boston Local Organizing Committee, Women's Final Four	2004 to 2005
Appointed to the MA Governors Committee on Physical Fitness	2004 to 2006
Founder, Fairfield County Committee on Women's Sports	1996 to 2000
<hr/>	
Women's Sports Foundation's GoGirlGo! Boston Activating Confidence Award for Girls Sports Advocacy	2010

King, Sandy

From: Diana Cutaia <diana@coachingpeace.com>
Sent: Thursday, October 27, 2016 10:27 AM
To: King, Sandy
Subject: Parks and Recreation Advisory Board
Attachments: CUTAIA PARKS AND REC BOARD18102016.pdf; ATT00004.htm; Cutaia_CV_2015a.pdf; ATT00005.htm; PastedGraphic-1.tiff; ATT00006.htm

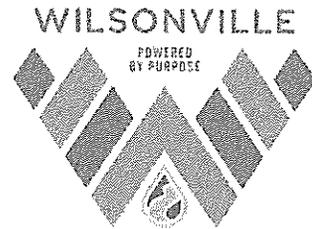
Dear Sandy,

Please find my application for consideration as a member of the Parks and Rec Advisory Board.

FYI: My resume has my old address. I currently live in Wilsonville.

Thank you,
Diana

APPLICATION FOR APPOINTMENT TO BOARD or COMMISSION



Name: FINNIGAN Carrie A Date: 10-26-16
Last First Middle

Home Address: 17707 Front St. NE

City/State/Zip: HUBBARD, OR. 97032

Is this address within the City? NO I've lived in Wilsonville since: _____

Telephone No.: N/A 503-902-0748 503-939-3118
Home Work Cell/Mobile

E-Mail Address: Carrie.finnigan@profurma.com

Are you a registered Voter in the State of Oregon? YES

Present Occupation: Business owner - Marketing / Branding Co.

Which Committee(s) would you like to be appointed to?

**Dates of meetings are listed at the end of this application.
Please make sure those dates work with your schedule before you apply.**

- Budget Committee
- Parks and Recreation Advisory Board
- Library Advisory Board
- Development Review Board
- Planning Commission
- Wilsonville-Metro Community Enhancement Committee

Employment, professional, and volunteer background:

- 20 years corporate - National Sales - volunteer -
- 5 years - small business owner WCS fundraising
- President - BNI - Wilsonville
- WILS. Chamber member - 5 years
- 2016 WILS. Leadership Academy Grad
- * chair of City Health Fair

Previous City appointments, offices or activities:

2016 WILS Leadership Academy Grad
 Co-Chair - City Health Fair
 volunteer - 2015 Spaghetti Feed

As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

In addition to the Leadership academy, I work with various businesses, chamber and non-profit fundraising. I have volunteered over 19 years in our schools, WERKS, Spaghetti Feed, City Health Fair ect. and believe I bring a valid perspective of grants, proposals and feasibility in fundraising.

2. What specific contribution do you hope to make?

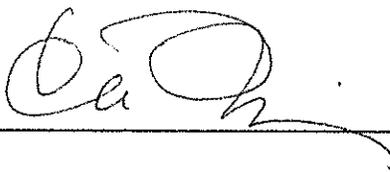
- Fair minded perspective for grant requests. Accountability for groups requesting money.
- Leadership skills

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

I believe I can help with grant requests with years of experience in business, knowing the details required or needed for asking realistic and valid questions of requestors - especially with non profit groups.

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

2016 Leadership Academy - Co-chair of City Health Fair
 2015-2016 Sec. of WCS Board - fundraising & mobilizing businesses to educate citizens
 2015 Spaghetti Feed volunteer
 2015 Art Festival - fundraising + sponsorships for WCS

Signature: 

Date: 10-26-16

Meeting dates (all meeting dates are subject to change or additions)

- Budget Committee – meets in April-May to consider City budget for new fiscal year
- Development Review Board – Second and fourth Mondays of the month
- Library Board – Fourth Wednesday of the month
- Parks & Recreation Advisory Board – Quarterly
- Planning Commission – Second Wednesday of the month

Please be advised members of the City Council, the Planning Commission and Development Review Board are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Recorders Office at 29799 SW Town Center Loop East indicating the type of information you will be required to disclose if you are appointed.

For office use only:

Please return this form to:

Date Received: <u>10/25/16</u> <u>SKC</u>	City Recorder 29799 SW Town Center Loop E. Wilsonville, OR 97070 503-570-1506 503-682-1015 (FAX) king@ci.wilsonville.or.us
Date Considered:	
Action by Council:	
Term Expires:	

APPLICATION FOR APPOINTMENT TO BOARD or COMMISSION



Name: GREEN LARRY STEVEN Date: 11-12-2016
Last First Middle

Home Address: 12355 SW WATERFORD LOOP

City/State/Zip: WILSONVILLE, OR 97070-7286

Is this address within the City? _____ I've lived in Wilsonville since: 9/1/2016

Telephone No.: (503) 427-0202 (503) 427-0202 (651) 707-7061
Home Work Cell/Mobile

E-Mail Address: LARRYSGREEN@MSN.COM

Are you a registered Voter in the State of Oregon? YES

Present Occupation: ATTORNEY

Which Committee(s) would you like to be appointed to?

***Dates of meetings are listed at the end of this application.
Please make sure those dates work with your schedule before you apply.***

- Budget Committee
- Parks and Recreation Advisory Board
- Library Advisory Board
- Development Review Board
- Planning Commission
- Wilsonville-Metro Community Enhancement Committee

Employment, professional, and volunteer background:

SELF-EMPLOYED ATTORNEY, WITH PRIMARY EMPHASIS IN REAL ESTATE AND BUSINESS MATTERS. ADMITTED TO PRACTICE IN CALIFORNIA (1983); OREGON (2001) AND MINNESOTA (2007). LICENSED (SUPERVISING) REAL ESTATE BROKER (MINNESOTA) AND RULE 114 QUALIFIED NEUTRAL MEDIATOR (MINNESOTA)

Previous City appointments, offices or activities:

NONE.

As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

PLANNING, DEVELOPMENT: 33 YEARS AS A REAL ESTATE ATTORNEY

LIBRARY: AVID READER OF FICTION/NON-FICTION, INCLUDING 1000 BOOKS SINCE 2012

PARKS/RECREATION: CAPACITY TO ADVANCE/PROMOTE SAFE RECREATIONAL AREAS

I HELPED THE CITY OF LAKE ELMO, MN SEPARATE FROM THE COUNTY SYSTEM TO

WHICH IT BELONGED AND FORM AN INDEPENDENT MUNICIPAL LIBRARY

2. What specific contribution do you hope to make?

ENSURE THAT ALL VOICES AND ALL POINTS OF VIEW OF HEARD AND UNDERSTOOD.

RESEARCH, SUGGEST AND ADVANCE POLICIES THAT BENEFIT THE COMMUNITY.

LIBRARY; PROMOTE READING PROGRAMS AND RELATED EDUCATIONAL OPPORTUNITIES

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

DEVELOPMENT/PLANNING: ENSURING THAT GROWTH OCCURS AT A LEVEL THAT BALANCES THE ABILITY OF THE COMMUNITY AND ITS RESOURCES TO ADAPT, NEITHER ALLOWING OVER-DEVELOPMENT OR IMPOSING BARRIERS TO EFFECTIVE GROWTH.

PARKS/REC: ENSURING ADEQUATE, SAFE AND AVAILABLE FACILITIES FOR THE ENTIRE CITY OF WILSONVILLE

LIBRARY: WORKING WITH THE LIBRARY BOARD AND DIRECTOR TO ENSURE THAT READING MATERIALS AT EVERY LEVEL IN MANY LANGUAGES ARE AVAILABLE OR ACCESSIBLE TO ALL WHO ARE INTERESTED IN READING, FOSTERING LEARNING BY YOUNG READERS, PROMOTING READING/WRITING GROUPS FOR TEEN, ADULT AND SENIOR READERS. THE LIBRARY BOARD IS MY FIRST CHOICE OF ALL BOARDS.

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

I VOLUNTEERED BRIEFLY WITH THE PARTNERSHIP PLAN IN STILLWATER, MINNESOTA. I WAS FORCED TO RESIGN BECAUSE I COULD NOT ABIDE AN INTERNAL CONFLICT OF INTEREST THAT PERMITTED THE ASSOCIATION TO VIOLATED ITS OWN RULES. I WAS NOMINATED FOR THE WASHINGTON COUNTY, MN LIBRARY BOARD BUT WITHDREW BECAUSE, THOUGH FAVORED BY THE COUNCIL, THE LIBRARY DIRECTOR, WHOSE ACTIONS WERE UNDER CLOSE SCRUTINY, CHALLENGED ME BECAUSE SHE KNEW I WOULD SCRUTINIZE HER ACTIONS EVEN MORE CLOSELY. I ALSO WAS APPOINTED AS A FOUNDING MEMBER OF THE NEWLY FORMED LAKE ELMO CITY LIBRARY BOARD BUT WITHDRREW WHEN THE COUNCIL OPTED APPOINT A COUNCIL MEMBER INSTEAD.

Signature: _____ Date: _____

LARRY S. GREEN

NOVEMBER 12, 2016

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