AGENDA

WILSONVILLE CITY COUNCIL MEETING JANUARY 6, 2014 7:00 P.M.

CITY HALL 29799 SW TOWN CENTER LOOP WILSONVILLE, OREGON

Mayor Tim Knapp

Council President Scott Starr Councilor Susie Stevens Councilor Richard Goddard Councilor Julie Fitzgerald

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.] | |
|-----------|---|-----------|--|
| Α. | Pursuant to ORS 192.660(2) (f) Exempt Public Records or ORS 192.660(2)(h) Litigation | and | |
| 5:15 P.M. | REVIEW OF AGENDA | [5 min.] | |
| 5:20 P.M. | M. COUNCILORS' CONCERNS [5 min. | | |
| 5:25 P.M. | PRE-COUNCIL WORK SESSION | | |
| A. | Transit Integration Project (Lashbrook/Smith) | [30 min.] | |
| B. | Elligsen Property White Paper (Neamtzu) | [15 min.] | |
| C. | Board and Commission Appointments | [10 min.] | |
| D. | City Council Liaison Representation To Various Intergovernmental Regional Boards And Committees (Ottenad) | [10 min] | |
| E. | Canyon Road Connector Update (Kraushaar) | [5 min.] | |
| 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, January 6, 2014 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on December 24, 2013. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

7:00 P.M. CALL TO ORDER

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

7:05 P.M. MAYOR'S BUSINESS

- A. Recognize Laura Goff, Girl Scout Gold Award
- B. Upcoming Meetings

7:10 P.M. COMMUNICATIONS

- A. Recognize Xerox for Library and Community Center Donations (staff Duke/Brescia)
- B. 2013 Summer Reading Outcomes (Duke)
- C. Wilsonville Seniors Presentation (Brescia)
- D. WWTP Quarterly Report (Mende)

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. <u>Please limit your</u> comments to three minutes.

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

- A. Council President Starr Park & Recreation Advisory Board, Chamber/City Leadership.
- B. Councilor Goddard Library Board, Chamber Board, and Clackamas County Business Alliance
- Councilor Fitzgerald Planning Commission; Committee for Citizen Involvement; and Library Board
- D. Councilor Stevens Development Review Panels A and B; Wilsonville Seniors

7:25 P.M. CONSENT AGENDA

A. Resolution No. 2448

A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To The Installation Of Streetlights On Burns Way (Streetlight Infill Project 4696). (staff – Retherford)

12/27/2013 4:05 PM Last Updated

B. Minutes of the December 2, 2013 Council Meeting. (staff – King)

7:30 P.M. NEW BUSINESS

 A. Willamette Falls Locks - Request for Support of an Economic Benefits Study (staff – Ottenad)

7:45 P.M. PUBLIC HEARING

A. Resolution No.2449

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2013-14. (staff – Rodocker/Ossanna)

B. Resolution No. 2450

A Resolution Authorizing A Transfer Of Budget Appropriations Within Certain Funds For Fiscal Year 2013-14. (Staff – Rodocker/Ossanna)

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

8:10 P.M. LEGAL BUSINESS

8:15 P.M. ADJOURN

AN URBAN RENEWAL AGENCY MEETING WILL FOLLOW

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated. The Mayor will call for a majority vote of the Council before allotting more time than indicated for an agenda item.) 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 STAFF REPORT

| Meeting Date: January 6, 2014 | Subject: SMART's Transit Integration Project Update Staff Member: Stephan Lashbrook & Jen Massa Smith Department: Transit | |
|---|---|--|
| Action Required | Advisory Board/Commission Recommendation | |
| | Approval Denial None Forwarded | |
| Staff Recommendation: This | item is for Council discussion. | |
| Recommended Language for PROJECT / ISSUE RELATE | 1.0000000000000000000000000000000000000 | |
| Council Goals/Priorities Goal 2. Fiscal Discipline Goal 9. Multi-Modal Transportation Network | Adopted Master Plan(s): The City's adopted Transit Master Plan | |

ISSUE BEFORE COUNCIL: This is an update on staff and consultant work completed to date on the Transit Integration Project.

EXECUTIVE SUMMARY: Within the Wilsonville to Portland I-5 corridor, SMART is assessing possible ways to provide its customers the best possible services given the resources available. SMART is conducting the Transit Integration Project to identify and assess potential strategies to: (1) Integrate fixed-route services for commuters and door-to-door services for the elderly and persons with disabilities; and (2) Modify its 2X service, potentially extending it further north to a location closer to downtown Portland or terminating it closer to Wilsonville but with improved connections to TriMet services.

EXPECTED RESULTS: The Transit Integration Project is analyzing parts of the existing transit system to assess potential efficiencies and identify future needs to enable SMART to proactively respond to a growing and aging community. This project has the potential to increase ridership by creating system alternatives that offer more transportation options to residents and employees of Wilsonville.

TIMELINE: Phase 1 of this project (needs assessment and public outreach) is nearing completion. During the project's next phase, recommended strategies will be further analyzed for their feasibility, cost and contribution to efficiencies in service. The final phase could include service adjustments which would not take place until next fiscal year after more community outreach and required approvals.

CURRENT YEAR BUDGET IMPACTS: This project is grant funded and is already included in the City's adopted budget.

| FINANCIAL REVIEW / COMMI | ENTS: |
|--------------------------|-------|
| Reviewed by: | Date: |
| LEGAL REVIEW / COMMENT: | |
| Reviewed by: | Date: |

COMMUNITY INVOLVEMENT PROCESS: The City went through a significant public outreach process in the preparation of the Transit Master Plan, adopted in 2008, and in the adoption of the new Transportation Systems Plan in 2012. SMART relies on both of those documents for policy direction.

Specifically for the Transit Integration Project, community involvement to date includes: Distribution of informational materials (paper and online), Boones Ferry Messenger articles, stakeholder interviews, group presentations, in-person and online surveys and open house events.

POTENTIAL IMPACTS or BENEFITS TO THE COMMUNITY:

Potential benefits include increased convenience for transit users and/or more desirable trip destinations.

ALTERNATIVES: SMART's system could remain unchanged and continue to operate its existing routes and schedules.

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Integration Project Flyer
- B. Presentation Slides (partial)

What is the status of the project?

As part of the project's first phase, SMART has prepared a Needs Assessment report and conducted community outreach. The Needs Assessment report provides an overview of existing SMART services and assesses the various transit markets that SMART currently serves or could serve in the future. It also identifies potential strategies for integrating fixed-route and demand-responsive services and for modifying and/or enhancing fixed-route (2X) service in the I-5 corridor.

SMART has conducted stakeholder interviews, group presentations and three surveys, including an on-line community survey and surveys of riders on SMART Route 2X and TriMet Line 96. An online open house is currently collecting additional input on potential strategies to assess in the project's next phase.

How long will the study take? What steps are involved?

We expect to complete the project in early 2014. During the project's next phase, recommended strategies will be developed and analyzed for their feasibility, cost and contribution to efficiencies in service. A variety of outreach mechanisms will be provided to share those recommendations and to receive community input before they are finalized. A public open house will be scheduled this Winter.



Where can I find more information?

Please visit SMART's website at www.ridesmart.com and click on the link to the Transit Integration Project. Or you may contact:

> Jen Massa Smith SMART Program Manager 503-682-4523 massa@ridesmart.com



SMART SOUTH METRO AREA REGIONAL TRANSIT

SMART'S TRANSIT INTEGRATION PROJECT **NOVEMBER 2013**

Operated by the City of Wilsonville, SMART Public Transit provides free transit service within Wilsonville and fare-box (paid) services between Wilsonville, Canby, Salem and the south end of Portland. Door-to-door service for medical trips outside of Wilsonville is provided to seniors and persons with disabilities through Dial-a-Ride services.

What is the Transit Integration Project?

Within the Wilsonville to Portland I-5 corridor, SMART is assessing possible ways to provide its customers with the best possible services given the resources available. SMART is conducting the I-5 Canyon

Corridor Transit Integration Project to identify and assess potential strategies to: (1) Integrate fixed-route services for commuters and door-to-door services for the elderly and persons with disabilities; and (2) Modify its 2X Wilsonville Road East service, potentially extending it further north to a location closer to downtown Portland or terminating it closer to Wilsonville but with improved connections

3 Charbonneau

Why is SMART looking at integrating fixedroute and demand responsive services?

to TriMet services.

Wilsonville's population is both growing rapidly and aging. SMART needs to ensure that its available transit services are responsive to these changes. It also needs to know that the existing system is efficient, effective, and adaptable to change. The Transit Integration Project is analyzing the existing system to assess potential efficiencies and identifying future needs to enable SMART to proactively respond.



Barbur

TRANSIT CENTER

Salem

TRANSIT CENTER

95th Avenue

SMART CENTRAL

AT WILSONVILLE STATION

Wilsonville ____

Road West



In 2012, the SMART system provided nearly 346,000 trips. Demand responsive (Dial-a-Ride) service accounted for about 4% of all trips. Of these trips, the largest share (55%) was trips by persons with disabilities, with over a quarter of these being out-of-town medical rides. In terms of operating costs, a fixed-route trip costs \$7 per rider. A non-medical Dial-a-Ride trip costs nearly \$39; a medical Dial-a-Ride trip costs \$45 per trip.

As Wilsonville's population ages, the demand for medical trips is expected to increase, while the resources available for providing medical trips remain fixed. On a per passenger basis, door-to-door, on-demand service costs SMART over five times as much as fixed-route service. The combination of limited funding, increasing costs and increasing demand requires SMART to prioritize access to door-to-door, on-demand services for persons with disabilities and to deny some trip requests to the general public and for medical trips outside of the city. SMART would like to maintain these services and this project focuses on how efficiencies can be created by integrating fixed-route and demand-responsive services.



Among the integration strategies being considered are:

- Fare Free or Reduced Fare Programs: While travel within Wilsonville is fareless, a fare is charged for trips outside of the City. To encourage current dial-a-ride eligible customers to utilize fixed-route service for trips outside of Wilsonville, either a free or reduced fare ride could be offered.
- **Feeder Service:** Feeder service would integrate a fixed-route trip with one or two dial-a-ride trips in an effort to limit the distance that dial-a-ride vehicles have to travel with few or no passengers on board.
- Circulator/Shuttle: The SMART Shopper Shuttle is an example of a circulator or shuttle service that could be provided for shorter distance routes to medical destinations, shopping, entertainment and other transit connections. For example, regularly scheduled shuttle services to medical facilities in Tualatin may reduce the demand for dial-a-ride services to those same facilities, thereby increasing the overall capacity of dial-a-ride services.
- Point/Route Deviation: With route deviation service, transit vehicles would follow a standard route unless customers request a specific deviation to travel off of a set route. These deviations may be reserved exclusively for seniors and persons with disabilities or be open to any customer.
- Conditional Eligibility and Trip Screening: Such screening is used to determine passengers' eligibility for demand-responsive service by assessing their ability to use fixed-route services, e.g., to travel a 1/8 to 1/4 mile distance unassisted between home and a transit stop.
- Travel Training and Promotion: Helping customers with disabilities or potential customers who are not familiar with the transit system learn how to safely and comfortably access fixed-route service could help SMART reduce costs by shifting dial-a-ride passengers to this lower cost service.
- Transit Host: A transit host would help customers transfer between dial-a-ride and fixed-route service at transit nodes, such as the SMART transit center.

Why is SMART looking at changes in Route 2X service?

SMART is exploring strategies for modifying and/or enhancing fixed-route (2X) service in the I-5 corridor to improve the efficiency of the service for Wilsonville employers, employees and residents, enabling resources to be used to provide more frequent service, closer access to destinations, etc. An additional goal is to determine how to better serve medical trips outside of Wilsonville for persons able to use fixed-route service.

Despite a decline in overall ridership in 2012, fixed-route ridership has been steadily increasing over the past few years, with Route 2X ridership increasing by 5% in the past year. Surveys show that the Wilsonville-Portland I-5 corridor has the highest demand for service among current riders. However, costs

for these services continue to rise while the funds available for transit are declining. Today, the City uses about 1/3 of its operating budget annually to provide "out-of-district" services. This includes services for commuters to and from Portland and direct door-to-door services (limited to medical trips only outside Wilsonville) for the elderly and persons with disabilities.

Future travel markets are expected to be geographically similar to today, with increasing trips as Wilsonville and the region grow. Downtown Portland, including the OHSU/Marquam Hill area, is expected to remain a strong market for both work and non-work travel, but the strongest growth to/from Wilsonville is projected to occur in and around the Tualatin/Tigard areas. Two planning processes currently underway – Metro's Southwest Corridor Plan and TriMet's Southwest Service Enhancement Plan offer the potential for increased transit ridership through new transit connections.

What options for modifying 2X service are being studied?

Among the strategies being considered:

Service to and from

Barbur Transit Center and

EXIT 286

Argyle Square

BOECKMAN RD

SMART Central at Wilsonville Station

- Extend Route 2X to a location north of Barbur Transit Center: Serving a location closer to downtown Portland such as the Transit Mall or South Waterfront would increase the number of potential transit connections and potentially expand the market for Route 2X.
- As a hybrid of the above strategy, terminate Route 2X at Tualatin Park & Ride when TriMet Line 96 is in operation (weekday AM and PM peak periods), but maintain service to either Barbur Transit Center or a location closer to downtown Portland during the midday and off-peak weekday periods and/or Saturdays.
- Terminate Route 2X at Tualatin Park & Ride or Tigard Transit Center: Shortening Route 2X would save resources and could allow SMART to increase frequency of service on Route 2X and improve connections to TriMet routes.
- As a hybrid of the above, provide Route 2X service to the Tigard Transit Center



- outside of WES operating hours.
 WES Commuter Rail only runs during weekday commute hours. This strategy would avoid duplication of service with WES, but would require passengers to/from the Portland area to make an additional transfer to a local route.
- In conjunction with any of the above strategies, provide more direct service to SMART Central on some Route 2X trips. Some trips could follow the existing 2X Route, others could require a timed transfer to a local route, such as SMART Route 6 which provides similar service to the 2X. This strategy could include increased frequency of Route 2X service.

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I-5 Corridor Transit Integration Project Project Summary and Service Concepts

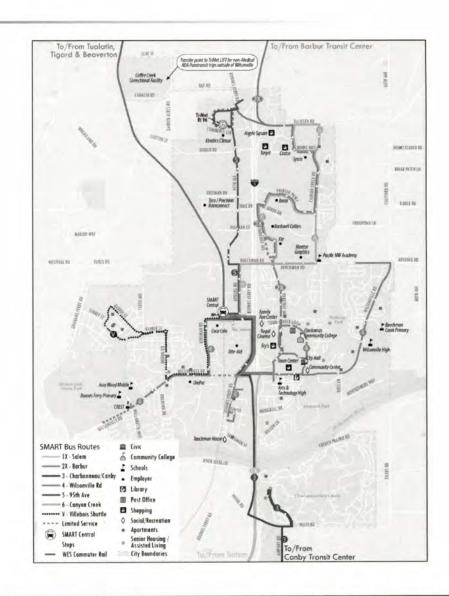
City Council Meeting, 01/06/2014

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SMART Services in Wilsonville

- Local fixed-routes are timed with WES trains during the AM and PM peak periods
- Intercity service to Salem, Portland (Barbur TC), and Canby
- Dial-A-Ride service within city limits
- Out-of-town medical trips (age 60+ or with disabilities)



Motivations/Key Challenges to be Addressed

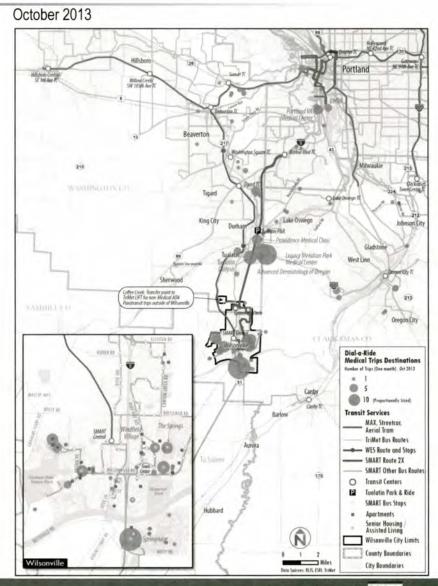
- Study Goals: Develop strategies to improve efficiencies on Route 2X (I-5 corridor service) and Out-of-Town Medical service
- Motivations/Key Challenges: Limited funding, but increasing costs and demand
 - Door-to-door services cost 5 times as much as fixed-route service on a per passenger basis
 - Both Route 2X and out-of-city medical trips are expensive due to long distances
 - Growing demand for out-of-city medical trips but fixed resources
 - Identify how to best serve the I-5 corridor transit market and improve return on investment





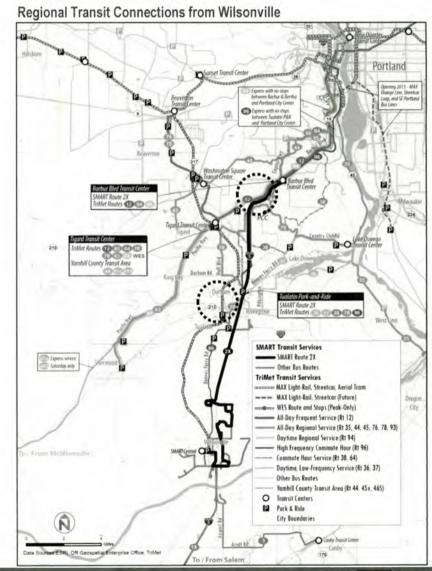
Medical Dial-A-Ride Trips

- Largest cluster of destinations is in Tualatin (Legacy Meridian Park and Tualatin Dialysis)
 - At least 1 transfer and 1 hour by fixed-route
- Portland OHSU/VA
 Hospital is also a major
 cluster
 - At least 2 transfers and 100 minutes by fixed-route



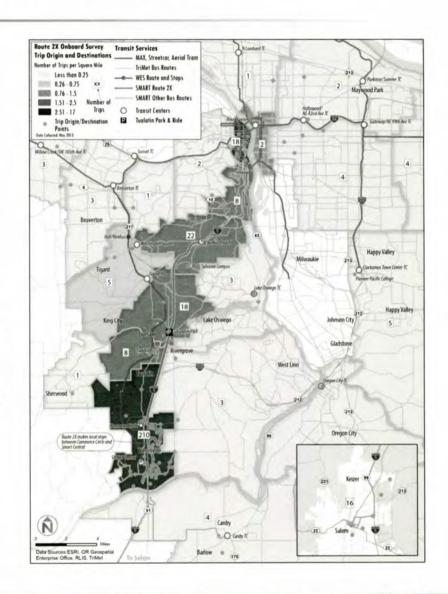
Regional Fixed-Route Transit Services and Connections

- SMART Route 2X connects to TriMet services at Tualatin Park & Ride and Barbur Transit Center
- TriMet Line 96 serves Tualatin P&R
 - No service midday
 - Only select trips serve Commerce Circle
- WES provides fast peak hour service between SMART Central and Beaverton TC (MAX)
 - But does not serve off-peak work shifts or non-work travel



Route 2X Rider Origin-Destination Patterns

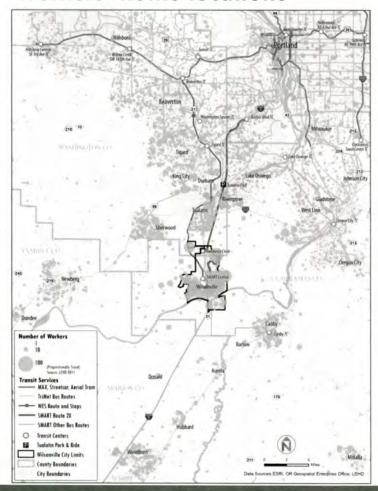
- Route 2x serves a variety of regional destinations
- 28% of trips are to Portland, but only 16% of these are to downtown Portland
- 25% of trips transferring to transit are to TriMet Line 76 serving Westside (Tualatin/Tigard/Beaverton)
- 27% of Route 2X trips are entirely within Wilsonville



Market Analysis: Commute Patterns for Wilsonville Workers

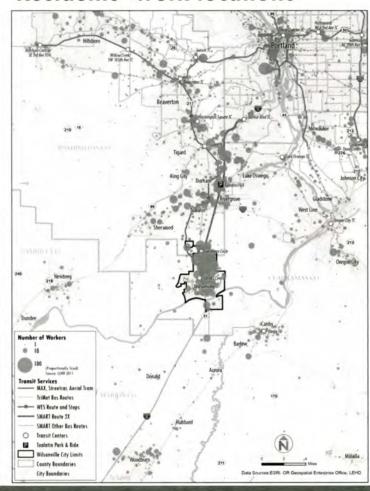
 Home locations throughout Portland and along Hwy 217 "crescent"

Workers' home locations

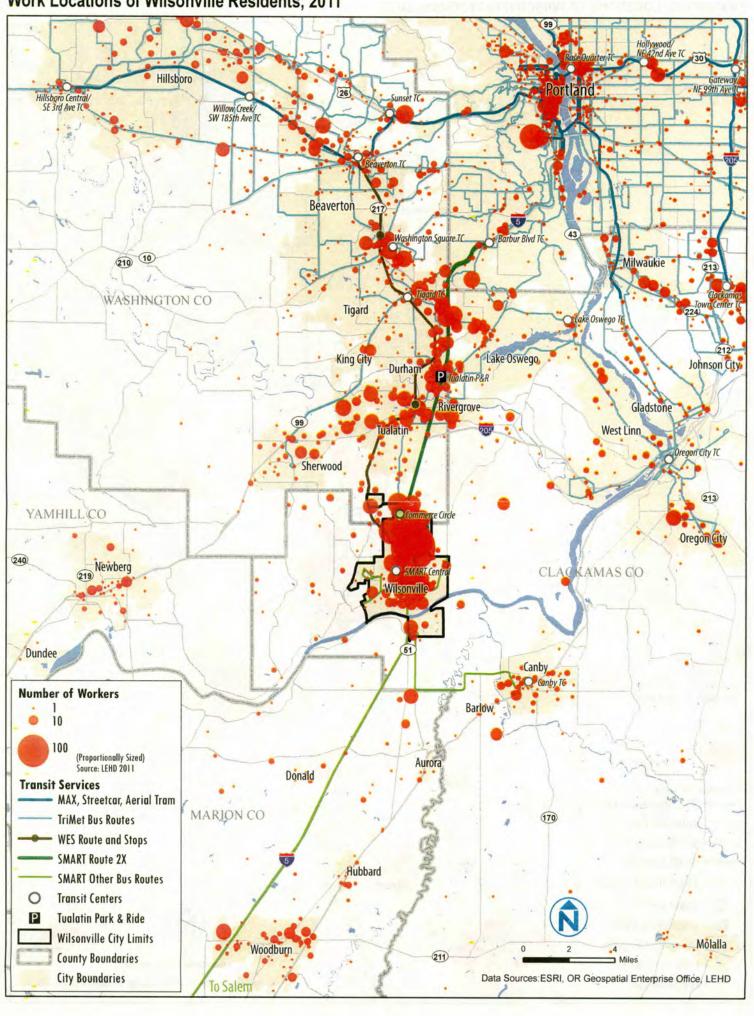


 Work locations in and/around Portland city center and along Hwy 217 "crescent"

Residents' work locations



Work Locations of Wilsonville Residents, 2011



Sweat Traise Integration 1/6/2014 ouriel mag.

Residential Locations of Wilsonville Workers, 2011 Hillsboro 26 Beaverton 210 10 Milwaukie WASHINGTON CO Tigard Lake Oswego King City Johnson City Gladstone West Linn Sherwood 213 YAMHILL CO Oregon City CLACKAMAS GO Dundee **Number of Workers** 10

Aurora

211

Data Sources: ESRI, OR Geospatial Enterprise Office, LEHD

Donald

Hubbard

MARION CO

Woodburn

To Salem

(Proportionally Sized) Source: LEHD 2011

TriMet Bus Routes WES Route and Stops SMART Route 2X

Transit Centers
Tualatin Park & Ride

MAX, Streetcar, Aerial Tram

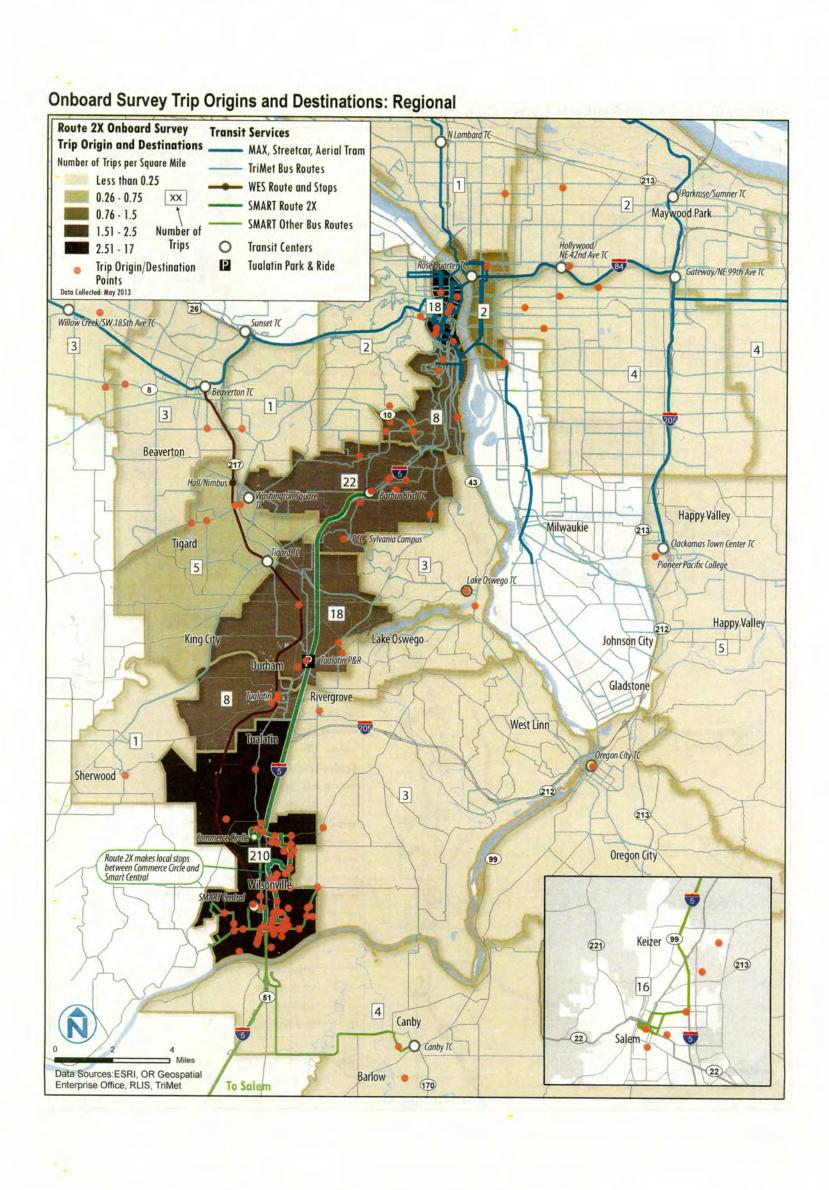
SMART Other Bus Routes

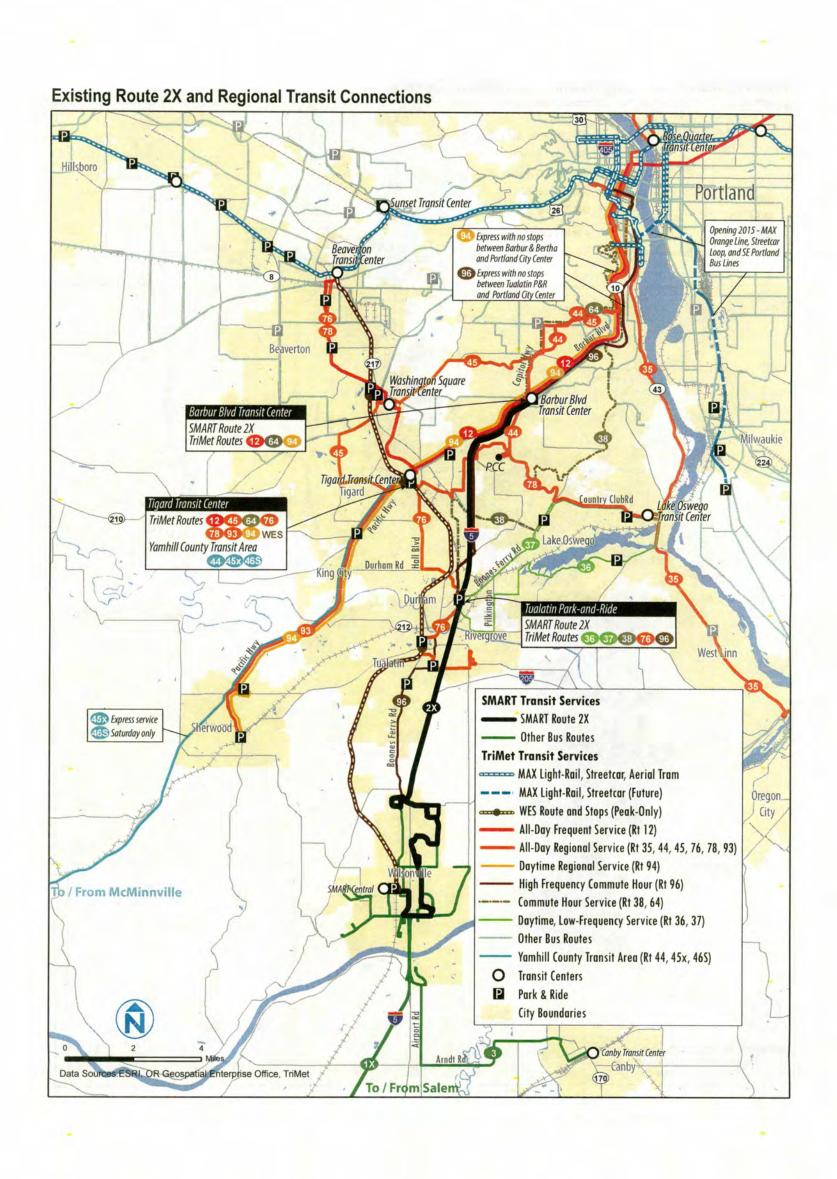
Wilsonville City Limits

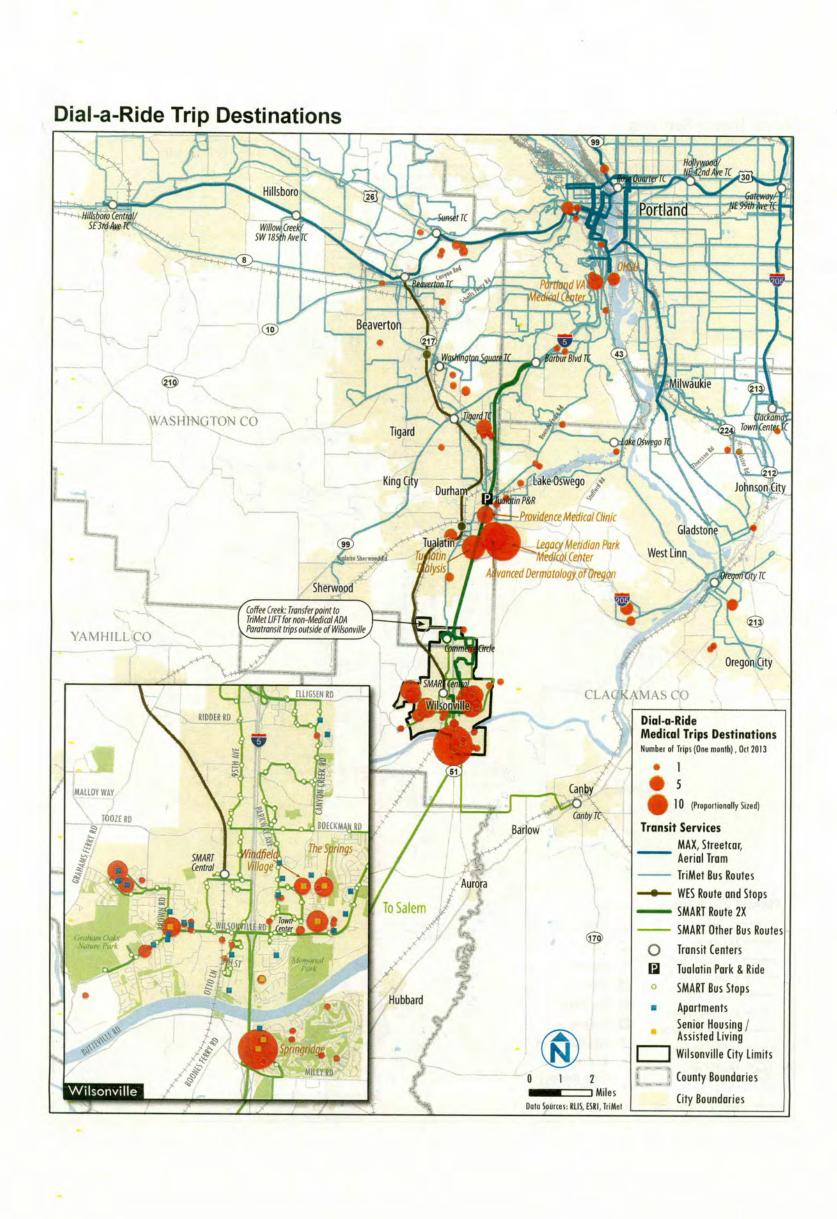
County Boundaries

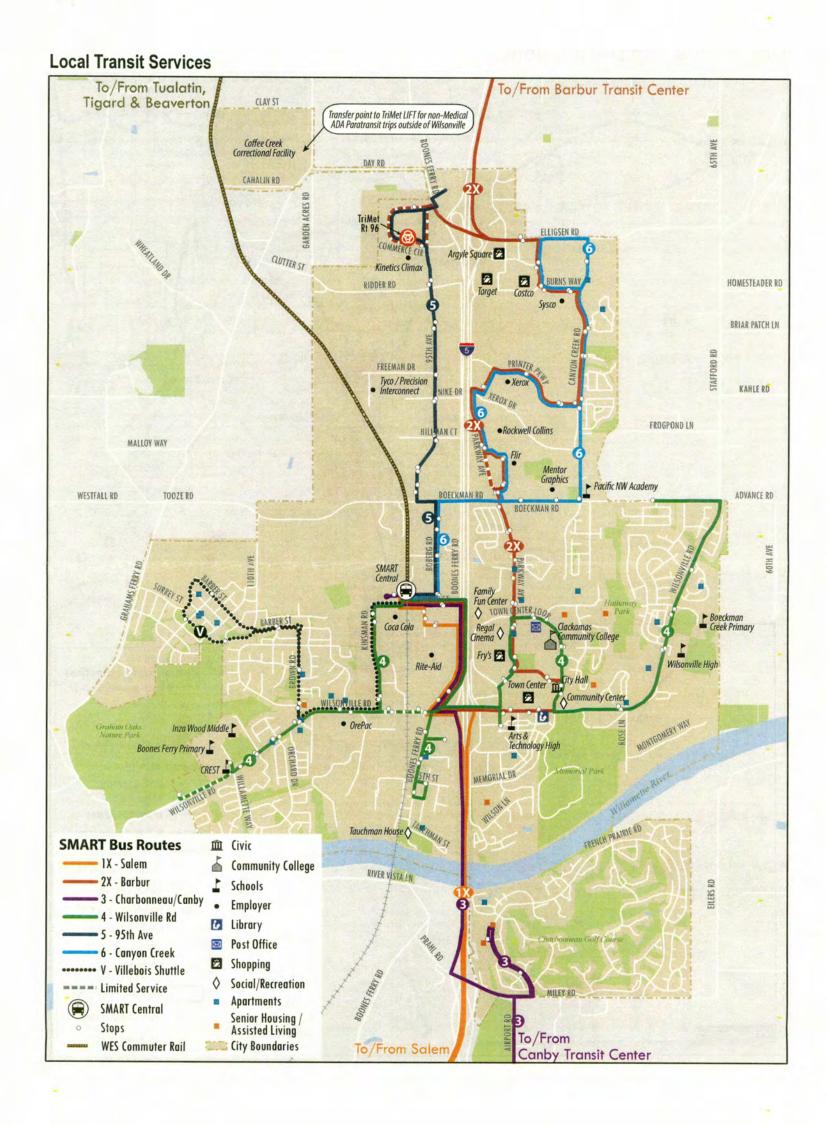
City Boundaries

Transit Services











THE SECRETARY OF TRANSPORTATION WASHINGTON, D.C. 20590

December 20, 2013

The Honorable Tim Knapp Mayor of Wilsonville 29799 SW Town Center Loop E Wilsonville, OR 97070

Dear Mayor Knapp:

Thank you for your letter regarding the Proposed Policy Guidance on Metropolitan Planning Organization (MPO) Representation. As a former mayor myself, I particularly appreciate hearing your perspective on this matter.

As you know, the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) published the draft guidance to assist MPOs and transit providers to meet the requirement of 23 U.S.C. 134(d)(2), as amended by the Moving Ahead for Progress in the 21st Century Act (MAP-21). The guidance can be accessed at http://www.gpo.gov/fdsys/pkg/FR-2013-09-30/pdf/2013-23780.pdf

Section 134(d)(2) requires each MPO that serves an area designated as a transportation management area to include representatives of public transportation providers. The objective of this provision is to incorporate the views of public transportation providers in the planning and project selection process. Within your letter, you note that the largest transit agency in your region (TriMet) is effectively represented on the MPO board, and you recommend that FTA and FHWA clarify how smaller transit operators may be represented in the metropolitan planning process in the draft guidance.

The U.S. Department of Transportation published draft policy guidance in the *Federal Register* on September 30, 2013, for review and comment by the public and stakeholders, and we appreciate your comment on the Proposed Policy Guidance on MPO Representation. As we develop the final policy guidance, the FTA and FHWA will give consideration to comments submitted to the docket, including the comments that you provided in your letter.

We look forward to your continued interest in Statewide and Metropolitan Transportation Planning as we advance through the guidance development process. If I can provide further information or assistance, please feel free to call me.

Sincerely,

Anthony R. Foxx



29799 SW Town Center Loop E Wilsonville, Oregon 97070 (503) 682-1011 (503) 682-1015 Fax Administration (503) 682-7025 Fax Community Development

December 9, 2013

Ronald E. Dusek Oregon Legal Center 2875 Marylhurst Dr West Linn OR 97068

Re: Elligsen Request for Changing RSIA Designation

Dear Ron,

Enclosed is a copy of the staff report to the City Council regarding your client's request for changing the RSIA property he owns along Parkway Avenue in Wilsonville.

I tried to reach you by phone to discuss this with you, but we have ended up playing "telephone tag." The City Council will be discussing this report at its work session portion of the meeting on January 6, 2014 at City Hall. You may want to check in with City Recorder Sandy King, as sometimes the times get moved around at the last minute. Her telephone number is 503-570-1506.

Should you want to present a written response, if it is to Ms. King by noon on December 24, 2013, it can get into the Council's meeting packet for their review.

If you have any questions, please give me a call at 503-570-1508. Our economic development folks have been working closely with Business Oregon and, in the event the RSIA is not changed, City staff would be willing to work with you and Mr. Elligsen to see if we could help land a high-end manufacturing/high tech use that may be more willing to pay more for RSIA land.

Additionally, I am advised that Clackamas County economic development staff are trying to get in touch with Mr. Elligsen to do a site survey to be better informed as to the potential for obtaining a high end industrial user. Our Planning Director, Chris Neamtzu, can be contacted in this regard at 503-570-1574.

Thank you for your professional courtesy.

Very truly yours,

Michael E. Kohlhoff

City Attorney

mek:tec encl.

CC:

Bryan Cosgrove, City Manager Sandy King, City Recorder Chris Neamtzu, Planning Director



December 2, 2013

<u>Subject: Conversion of Elligsen Property from Industrial to Commercial on the Comprehensive Plan Map:</u>

Key Question for Council Discussion

The primary question for Council discussion at this time is as follows:

 Is it in the best interest of the community for the City Council to support, or initiate with Metro, an application to remove the Regionally Significant Industrial Area designation from the subject 33.40 acre site?

Introduction

At the October 7, 2013 City Council meeting, Mr. Ralph Elligsen and his attorney Mr. Ron Dusek addressed the City Council under the citizen input portion of the meeting. Mr. Dusek, on behalf of Mr. Elligsen, requested that the City Council help to remove the Regionally Significant Industrial Area (RSIA) designation from the Metro Title 4 Industrial and Other Employment Areas Map and change the Comprehensive Plan Map designation of the subject property (Attachment A) from industrial to commercial.

Comprehensive Plan Map Designation: Industrial

Zoning Map Designation: Residential-Agricultural Holding (RA-H)

Regional Functional Plan Title 4 Designation: Regionally Significant Industrial Area

Tax Lot ID: 31W 11, TL 100, 31W 12, TL 400 Property Owner: Ralph and Shirley Elligsen

Property Size: 33.40 acres

It should be noted that the property owner has not provided the City Council with any information that would assist in evaluating this request. As far as staff knows, there have been no economic analyses, market studies, or traffic studies performed that would provide insight as to why supporting a Comprehensive Plan Map amendment would be a sound policy choice for the City.

As discussed below, the process for allowing commercial development on the subject property would involve two major steps:

- Metro Council approval of an application to remove the Title 4 RSIA designation from the property; and
- 2. City Council approval of an application to change the Comprehensive Plan Map designation of the property from Industrial to Commercial.

To frame the discussion, it is important to address several important background issues.

- 1. Wilsonville utilizes a 2-map system, the Comprehensive Plan Map and the Zoning Map. The Comprehensive Plan Map is the guiding document that identifies the long-term use (i.e. commercial, industrial, residential) of every property in the city. The Zoning Map implements the Comprehensive Plan, and includes a "holding zone" for undeveloped property. The "holding zone" allows for agricultural uses to occur and provides for a reduced tax rate until the land is ripe for development. When urban development is proposed, the Zoning Map is changed to match the designation on the Comprehensive Plan Map. The subject site is zoned Residential Agricultural Holding (RA-H) with a Comprehensive Plan Map designation of Industrial.
- 2. Statewide Planning Goal 9, Economic Development (OAR 660-009-0000 660-009-0030). The intent of Goal 9 is to provide an adequate land supply for economic development and employment growth. The City is currently in compliance with Goal 9. Any changes to the Plan Map and Plan text would require an analysis of continued compliance with this rule.
- 3. Transportation Planning Rule. It is important to recognize the important role of ODOT and the I-5 interchanges in the context of land use policy changes. ODOT has authority over I-5 and the Elligsen Road/Boones Ferry Road interchange. Prior to formal evaluation of a proposed change, a transportation study would be required to evaluate impacts on the highway and the interchange. If the study concludes that traffic generated as a result of the proposal will negatively impact the interchange, and those impacts cannot be mitigated by developer-funded improvements to the transportation system, ODOT has authority to effectively block the proposal.
- 4. Wilsonville Transportation System Plan (TSP). The City recently completed an update to the Transportation System Plan (TSP), which is the 20-year vision for the transportation network. The TSP is based on a regional traffic model that uses existing Comprehensive Plan Map land use designations to forecast future conditions. These forecasted conditions identify transportation improvements necessary to accommodate growth over a 20-year timeframe. Significant amendments to the Comprehensive Plan Map could impact the regional traffic model, TSP assumptions, and the recently adopted prioritization and phasing of transportation projects.
- 5. Metro Title 4 Industrial Land. The site is designated on regional maps as a Regionally Significant Industrial Area (RSIA). Metro Council would decide if a proposal to modify this designation meets applicable criteria, and is a sound regional policy choice. The City may initiate such a proposal (which requires funding and staff resources) or support a property owner's proposal, but the final decision would be made by Metro Council.

What would the process be?

The process for allowing commercial development on the subject property would involve two major steps.

- 1. Removing the RSIA designation from Metro's Title 4 Map, and
- 2. Amending the Wilsonville Comprehensive Plan Map

Removal of the industrial designation from the regional map must occur first, though it is not dependent on any subsequent local land use decision. Removal of the RSIA designation is distinct from the local land use process. For example, theoretically it is possible for the RSIA property designation to be removed from the regional map, yet for the site to retain an Industrial designation on the Wilsonville Comprehensive Plan Map. Therefore, the City may "support" or initiate an application to change the RSIA map without biasing a subsequent decision on a Comprehensive Plan Map amendment application.

Step 1: Process for Removing RSIA Designation from the Regional Title 4 Map

If the City Council supports the owner's application to petition the Metro Council to undesignate the site as a Regionally Significant Industrial Area, one of the following steps outlined below would be required. There are two possibilities for removing the Regionally Significant Industrial Area (RSIA) designation under Title 4 of the Urban Growth Management Functional Plan as outlined in Title 4 Section 3.07.450 (G) & (H).

Option A: Property owner application supported by the City
Under Section G, the Metro Council may amend the Title 4 map at any time to
make corrections in order to better achieve the policies of the Regional
Framework Plan. This process provides the Metro Council with more discretion to
interpret and apply the policies of the Framework Plan.

However, given that the Metro Council has identified a shortage of large lot industrial properties in the most recent Urban Growth Report and has over the past several Urban Growth Boundary (UGB) expansion processes identified a general shortage of industrial land inside the UGB sufficient to meet the state law's required 20-year supply, the request to un-designate the subject property as RSIA to commercial would be a difficult process. City Council support would be essential for such a request.

Option B: City-initiated application supported by the property owner
Under Section H, the Metro Council may amend the Title 4 map, upon request of
the City, for proposed amendments that are greater than 10-acres in size. This
process has a number of criteria that must be met including, but not limited to:

- not reducing the employment capacity of the city;
- not diminishing the intended function of the Town Center as the principal location of retail, cultural and civic services;

 not removing from the RSIA designation land that is especially suitable for industrial use due to the availability of specialized services or due to proximity to freight transport services.

In either case, an application containing information needed to demonstrate the proposal meets the criteria would be made to Metro. There is no fee to apply and the process would take approximately 3-4 months. The Metro Council would receive a recommendation from Metro staff, hold a public hearing on the proposal and deliberate on the merits of the request in rendering a final decision. Finally, the Metro Council may establish conditions of approval of an amendment to the Title 4 map to ensure the amendment complies with the Regional Framework Plan and state land use planning laws. If the process to amend the Title 4 map is approved, a local process to change the City's Comprehensive Plan Map could be pursued.

Step 2: Process for Changing Comprehensive Plan Map Designation

The property owner would file an application with the City, making the case for changing the planned use of the property. Amendments may be required to the Transportation System Plan as well. The burden of proof for demonstrating the proposal meets the approval criteria lies with the applicant. Criteria for amending the Comprehensive Plan Map include:

- · Approving the amendment is in the public interest; and
- The public interest is best served by granting the amendment at this time; and
- Numerous other criteria would apply.

Additionally, the application would be required to demonstrate compliance with the State Transportation Planning Rule (TPR), which would ensure new plans for commercial development do not significantly impact the interchange or the highway; Statewide Planning Goal 9, and other state and regional requirements.

The Development Review Board (DRB) would hold a public hearing and make a recommendation to the City Council as to whether the application meets all of the applicable criteria. If the City Council determines the property is improperly designated on the Comprehensive Plan Map and finds the application meets all of the criteria, the City may approve the application.

Once the City Council approves the Comprehensive Plan Map amendment, the burden of proof would shift away from the applicant and to the City – including staff and attorneys to defend the decision, if appealed, to LUBA.

Initiation of Map Amendments

Amendments to the Comprehensive Plan Map may be initiated by the City Council, Planning Commission, Development Review Board, or a property owner. However, unless there is a clear public purpose for the amendment (i.e., it is needed to implement

the results of a public planning processes, or is needed for the siting of a public facility), the responsibility and burden of proof lie with the property owner. Changing the Comprehensive Plan Map designation of a single property is a quasi-judicial action, not a legislative action, and would be initiated by the City in extremely rare circumstances.

Because such an application would be quasi-judicial, the Council should note that any discussions about rezoning a specific property can be considered ex-parte contact which have to be fully disclosed when a public hearing is held on the zoning application. Of greatest concern is any indication that a decision has already been reached on the application or that any of the decision-makers are biased either for or against the request.

Additional Considerations

Discussion of map changes on the subject property will occur in the context of local, regional, and state policies and dynamics. The key contextual material is outlined below to support Council's discussion of the key question:

 Is it in the best interest of the community for the City Council to support an application to remove the Regionally Significant Industrial Area designation from the subject 33.40 acre site?

I. City Need for Commercial Land:

When the Old Town Square project opened in 2010, bringing with it over 253,000 square feet of new retail space on 17.47 acres (just over 1/2 of the Elligsen site acreage), the Town Center shopping area experienced an overall decrease in business and an increase in vacancies. The City Council has established an Economic Development goal for 2013-15 with an implementation measure that states "Develop and begin to implement a strategy to increase occupancy by filling vacant storefronts". This City Council goal was established, in part, due to the numerous vacant storefronts left on the east side of the City as tenants relocated to the west side of town in favor of the new location. While Town Center does appear to be doing better, it has taken time for many of the storefronts to lease up.

Appropriate scaling of commercial development is a key in maintaining healthy downtowns. Some of the unintended consequences of adding large areas of commercial land to a community are: 1) the competition that occurs between retailers in similar markets who are competing for limited market share; and 2) the market leakage that occurs as existing businesses pursue new, more attractive, locations to conduct business. Retail needs sufficient population to support it. If there is too much retail in a community, vacancies can become a problem.

 How would adding 33.40 acres of commercial development on this site affect existing commercial areas, including Town Center, Old Town, and Village at Main Street?

II. Comprehensive Plan

The Commercial and Industrial Development sections of the Comprehensive Plan are included as Attachment B, to provide a foundation for the discussion. The Comprehensive Plan provides a framework for considering commercial and industrial development. The Plan policies and implementation measures found in Attachment C provide additional context for the discussion.

 Are there policies in the Comprehensive Plan that would support the change from industrial to commercial?

III. Wilsonville Compliance with Statewide Planning Goal 9, Economic Development:

In 2007, the City completed a Statewide Planning Goal 9 Economic Opportunity Analysis (EOA) and adopted it as a sub-element of the Comprehensive Plan (Attachment C). This report generally concluded that the city had sufficient land in both the commercial and industrial categories to meet the short term (1-year) and long term (20-years) demand.

In 2012, a revision was completed to the Goal 9 EOA to address the downturn in the economy (Attachment D). On page 8, the report states that "All of the land area within the City of Wilsonville is considered to be "development ready" with the exception of the 32-acre Elligsen parcel, which may be subject to market pricing constraints (where the owner is reported to be asking a land sales price that is higher than what the RAHI zone would likely support for many years."

• If a property is priced out of the market for its planned use, should the planned use be changed to match the owner's desired price point?

IV. Economic Development Advisory Committee (EDAC)

The EDAC was an appointed group of diverse stakeholders who met five times over the course of six months to develop the City's Economic Development Strategy (Attachment E). The City of Wilsonville did not previously have an Economic Development Strategy to guide staff and decision-makers in dealing with economic development issues. The City has had, and continues to have, an array of policies in various documents addressing different aspects of economic development, but did not previously have a single, focused document to explain the City's priorities for action in recruiting, supporting or promoting business development in Wilsonville. This report does not recommend, or address, conversion of large lot industrial land to commercial land as a desired economic development strategy.

¹ This conclusion is based on findings presented in a draft report titled *Regional Industrial Lands Inventory Findings*, October 27, 2011, prepared by Group McKenzie et. al.

V. Large Lot Industrial Land

A 2010 Metro report found that 60 employers located on parcels of 25 acres or more accounted for more than 8 percent of the region's total employment in 2006 or 65,500 jobs. A Business Oregon analysis of recent recruiting efforts found the economic impact per acre of large-lot developments varies depending on the type of company and ranges from \$200,000 per acre for warehouse and distribution centers to \$1.4 million per acre for clean tech manufacturing.

A report recently prepared on behalf of the Value of Jobs Coalition is attached to provide information on the importance of large lot industrial land to the economy in the Portland Metropolitan Area. The Value of Jobs Coalition is comprised of the Portland Business Alliance, Port of Portland, Business Oregon (an Oregon state agency), National Association of Industrial and Office Properties (NAIOP) Oregon Chapter (a commercial real estate development association) and Metro. The 2012 Report, Land Availability-Limited Options, an analysis of industrial land for future employers (Attachment F) is perhaps the most informative regarding the importance of large vacant land to recruiting and retaining industrial job growth in the region. On page 5 the report describes the relative significance of the subject property as a rare resource for economic development in the region. In summary:

- Large (over 25-acre), vacant, industrially-planned, shovel-ready land inside the UGB is a rare and valuable commodity in the Portland Metropolitan Area UGB.
 It is a commodity that is vital to the future economy of the region.
- There are nine sites in the UGB that are both 25 net acres or larger and can be developed within 180 days.
- Only one of these sites, the subject property, is in Clackamas County.³
- Of the nine sites, the report concludes that not all are available to the market.
 Specifically describing the subject property, the report concludes:

"... One site is currently for sale at a price that is much higher than industrial development could support and it is unclear when, if ever, the current owner will align the asking price with current industrial market pricing.

The net result is only five Tier 1 sites that can meet the business retention, expansion or recruitment criteria for a broad range of potential users."

Additional information on the industrial land market may be available for Council's consideration in approximately six months. This December, Clackamas County is undertaking a study of strategically significant employment lands to prioritize properties throughout the county, based on the level of development readiness. The study, which is anticipated to be completed in June 2014, will examine twenty-one properties in

Metro 2009-2030 Urban Growth Report, Appendix 4, January 14, 2010

³This analysis only included the area within the Metro UGB, or adjacent urban reserves. It did not examine industrial sites outside the Metro boundary.

Clackamas County. The Elligsen property is the only Wilsonville property that meets the study's criteria for development readiness. The study will perform a site evaluation, a target industry analysis, an industry cluster impact analysis, and a marketing and implementation plan (Attachment G).

VI. Why the focus on traded-sector clusters?

Traded-sector employers export goods and services from the region and import revenue into the region. In the Portland region, many of these traded-sector firms are manufacturers. Economic development strategies focus on these traded-sector employers because they pay higher wages and can increase the wealth of the community.

A 2010 analysis by ECONorthwest for the Value of Jobs Coalition, 2010 Check-Up on the Portland-Region's Economic Health found that the average Portland-metro traded-sector wage was \$53,000 in 2007, \$14,600 greater than the average non-traded-sector wage. The analysis also found that traded-sector jobs accounted for 28 percent of the region's total jobs and 35 percent of total payroll. According to a Business Oregon analysis in 2008, the average wage for the High Technology cluster was \$82,000.4

VII. Traffic

Traffic generated by future development of the Elligsen property is expected to primarily rely on the North Wilsonville interchange for both ingress and egress. Planned development in the future growth areas of Coffee Creek, Basalt Creek, and Frog Pond areas will also depend on the functioning of this interchange. Any application to significantly modify planned land uses will require evaluation of how it would impact the planned transportation network, through a detailed traffic model analysis. Such an analysis has not yet been prepared.

Modeling completed recently as part of the Basalt Creek Transportation Refinement Planning effort, however, provides an indication as to the sensitivity of the interchange with respect to future development. The study concluded that the North Wilsonville interchange has excess capacity today, and even with build-out of the above-mentioned growth areas will continue to meet projected demands through the year 2035, provided that <u>all</u> related system improvements are completed in a timely manner. Those improvements will include an extension of Kinsman Road from Ridder Road to Day Road, improvements to Day Road, the extension of SW 124th Avenue from Tualatin-Sherwood Road to Tonquin Road and the first of two overpasses spanning I-5 north of the North Wilsonville Road interchange. For a full list of projects, please see Attachment H.

VIII. Adjacent Regional Retail Land

The North Wilsonville I-5 interchange serves Argyle Square, a regional retail destination that includes Costco and Target stores and serves a population much larger than

www.oregon4biz.com/dev/www/BOR/ The-Oregon-Advantage/Industry/

Wilsonville. Argyle Square is 41.47 acres in size. The Elligsen site is just south of Argyle Square. Together, these two sites would comprise a retail area over 74 acres in size. For comparison, the entire Town Center area is 134 acres, and Bridgeport Village (north of Bridgeport Road) is 26 acres. Once a site is designated commercial, the market would determine who the user would be, there is no ability for the City to control who would develop and operate a business on the site.

IX. Regionally Significant Industrial Areas

Regional policy is to protect land that is formally designated as having significance of regional importance. Regionally Significant Industrial Areas (RSIAs) are those industrial areas near the region's most significant transportation facilities that have been officially designated as needed to enable the efficient movement of freight and storage of goods.

As outlined in Title 4 of the Metro Regional Functional Plan, due to the significance of these areas to the region's overall economy, they are regulated to ensure their continued use and availability as industrial lands. While cities and counties have zoning authority for these areas, Metro's code places limits on the size and location of new buildings for retail commercial uses, such as stores, restaurants, and medical offices, so that these businesses primarily serve the needs of workers in those industrial areas (Attachment I).

Metro restricts the placement of schools, large places of assembly, and parks in RSIAs. Metro also limits the division of lots 50 acres in size or larger in order to maintain an adequate supply of larger-lot industrial sites for current and future employment needs.

Not all locally-planned industrial land is designated as RSIA. It is possible for Metro to remove an RSIA designation and for the land to remain as planned for industrial use. It would then only be subject to local land use policies, and would no longer receive the benefits of regional-scale recognition or coordination. It has also been suggested that the RSIA designation could be traded to other property in the Basalt Creek Concept Plan area. This approach is theoretically possible, but is not probable until the concept plan is completed, land uses and jurisdictional boundaries established and a willing recipient of the designation identified.

X. State Transportation Planning Rule/Oregon Highway Plan

The Transportation Planning Rule (TPR) and Oregon Highway Plan (OHP) are tools for helping ODOT and local jurisdictions manage the traffic impacts new development could have on highway operations. They do not prohibit development, but establish criteria and review procedures so ODOT is empowered to limit development that could impact the safety and capacity of the highway.

All amendments to local Comprehensive Plans are required to comply with the Transportation Planning Rule (OAR #660-012-0060). To over-simplify the requirements of the TPR, it can be summarized as requiring that new, previously un-planned developments not place an undue burden on the facilities of ODOT or other nearby communities, without adequate mitigation. Before the Comprehensive Plan designation

of the Elligsen property can be changed, a detailed traffic study must be prepared, with copies provided to ODOT, Metro and to nearby local governments, inviting their input. Wilsonville's Community Development Department would be directly involved in determining the scope of such a traffic study.

The TPR also works in coordination with another State policy document, the Oregon Highway Plan (OHP). The OHP establishes "mobility targets" that must be met. The state recently added an allowance for the use of "alternative mobility targets" to provide some flexibility in determining the capacity of State highway facilities. In practical application, however, that flexibility is limited to extremely urban settings and to fairly dense mixed-use areas, where the strict standards employed before 2012 were actually discouraging the sorts of mixed-use development that Metro and the State were purporting to encourage.

Attachments:

A link to the full list of attachments can be found at:

http://www.ci.wilsonville.or.us/Modules/ShowDocument.aspx?documentid=12486

- A. Map of site
- B. Commercial and Industrial Development Sections of the Comprehensive Plan
- C. 2007 Economic Opportunities Analysis
- D. 2012 Economic Opportunities Update
- E. EDAC Economic Development Strategy
- F. 2012 Report: Land Availability, Limited Options An analysis of industrial land ready for future employers
- G. Clackamas County's Strategically Significant Employment Lands Project
- H. Basalt Creek Transportation Refinement Recommendations
- Metro Urban Growth Management Functional Plan Title 4 Employment Lands and Map

King, Sandy

From:

Laurie Cook < laurie @ oregonlegalcenter.com>

Sent:

Monday, January 06, 2014 3:31 PM

To:

King, Sandy

Subject:

Info to City Council

Attachments:

2014-01-06-Elligsen-Memo to City.pdf

Dear Ms. King:

Attached for distribution to the City Council is a memo regarding the Elligsen property for today's work session.

Thank you for your kind cooperation and consideration in getting this information to the City Council.

Yours truly, Laurie

Laurie Cook
Legal Assistant to Ronald E. Dusek
2875 Marylhurst Drive
West Linn, OR 97068
503-635-6234
503-635-6668-fax
Laurie@oregonlegalcenter.com

Mr. Elligsen has requested the City Council to assist him in changing the designation on his property from industrial to commercial. The primary question for the City to answer is, what is the <u>best use</u> of the property for the citizens of Wilsonville? The first thing that the City Council should review is the good things that will occur if the property is changed from industrial to commercial.

If the City Council decides to join in the change of the designation on the property to commercial the benefits to both the City and the County would be tremendous. The most obvious advantage to the City and the County is the substantial increase in the tax revenue that would be generated, (which could be used for schools, library, police, infrastructure, and the many other needs of the citizens of the City of Wilsonville). The property designation as industrial would make the value of approximately \$12,000,000 (twelve million dollars). As commercial property, the value is close to \$20,000,000 (twenty million dollars). That value is on the land alone, not counting improvements, thereby raising considerable revenue for the City and County. There would be almost twice as much revenue generated from commercial than if it were designated industrial.

The change of designation would also generate a number of jobs, increase the employment in the City and along with that increase are all the benefits to the City that go along with increased employment and new businesses.

When the 1980 Comp. Plan was created by the City Council, there was extra commercial acreage designated to Mr. Elligsen's property, in addition to that which was included in the industrial designation. Obviously, the City Council at that time looked upon this property as being a commercial oriented piece of property. Its location, the visibility from I-5 and its neighbors, speaks an obvious designation of commercial for the

Page 1

property. Somewhere along the line, without notice to Mr. Elligsen, Metro designated it "Regionally Significant Industrial Area". This is not a piece of property that should have been or should be now, designated RSIA. This property has no more advantages than other industrial property. It has no better ability for "movement of freight and storage of goods". Why the RSIA designation came about is baffling and without any logic, reason or explanation. There are no industrial advantages; it does not have specialized freight transport services, or a better location. The vacant Hollywood Video buildings and land would be much easier to access but it is not RSIA. It is industrial and vacant. It should also be pointed out that there is another undeveloped industrial parcel of 40 acres plus on Boeckman Road that remains vacant. There is little or no interest in large industrial.

The visibility from I-5, the closeness to Costco and Target and other commercial areas obviously makes Mr. Elligsen's piece of property commercial, not industrial. It does not compete with Town Center commercial property because of its size, use and location.

The report mentions that the City may lose some control but the rules for development will still be in place. Things such as traffic design would not be lost to the City; there would still be City and ODOT input on what has to be done to develop the property. Mr. Elligsen would also help and cooperate with the City in the development of Wiedemann Road which, if completed, would be a great help in alleviating traffic issues.

Mr. Elligsen has been trying to market the property for over thirty (30) years.

There has been absolutely no interest in industrial; all serious interest has been commercial. As you may recall, Lowe's made a valiant effort to try to satisfy the City in

every way to put their store on Mr. Elligsen's property. At every turn, Lowe's met with difficulty and finally gave up. Mr. Elligsen had an agreement with Lowe's for the purchase of the property, at the commercial price. They tried their best with the City but with no success. The recent approach to the City by Cabella's also met with failure. Cabella's would have provided an increase in revenue, increase in jobs, and a very attractive business, to Wilsonville.

Generally, when asked about the price of the property, the response is the commercial price, but with a follow-up question of what the potential purchaser had in mind or to "please make us an offer." There have been no offers or requests for purchase from the industrial standpoint, at any price.

There is nothing compelling in the staff report to keep it as industrial. There were issues raised, but none that cannot be resolved.

The City Council's decision is to make the <u>best</u> use of the property for the benefit of the schools, police, fire department, library and in general, the City and the citizens of Wilsonville. A decision to modify the designation to commercial would serve that purpose.

King, Sandy

From: Neamtzu, Chris

Sent: Friday, January 03, 2014 10:39 AM

To: Fitzgerald, Julie

Cc: Kohlhoff, Mike; Cosgrove, Bryan

Subject: Elligsen questions

Good Morning Councilor Fitzgerald,

Thank you for the message. I am happy to respond to your questions and would be able to talk to you in person today if you prefer, but thought a written response would give you more of a chance to digest the information. I have included Mike and Bryan on the cc to ensure that I am not missing something.

- 1. Your first question is whether the city has ever (or in the last 5-10 years) made a request to Metro on behalf of an individual property owner to change the Urban Growth Management Functional Plan designation (in this case from Regionally Significant Industrial Area (RSIA) to commercial).
- A. The short answer is no, I am not aware of the city ever doing this. Keep in mind there are two processes outlined in the Metro Code for these types of amendments (more detail is in the staff report). A property owner initiated request, supported by the city, and a city initiated request backed by a compelling public purpose. We are clearly talking about a property owner initiated request, which may or may not have the support of the Council, that is what the discussion Monday will focus on is it a sound policy change to support the owners request? If yes, the litany of issues would unfold, if no, the request would not go forward at this time.
- You requested examples of property owners who have gone through the process to change the Metro designation on their property.
- A. The Metro Code specified processes are used very sparingly with little certainty. There are no Wilsonville examples of property owner initiated requests of this nature. I have a call in to Metro Staff to see if there have been any regional requests initiated by property owners. I am aware of a couple of small city initiated requests that were part of larger concept plan processes. I will report back on what I learn.
- 3. The third question involved the LEC site and details of that application process.
- A. The LEC site is comprehensively planned as Village, consistent with Villebois. This change was made many years ago as part of the initial planning for Villebois. What was done recently by Council was to add definition to the future study area by amending the Villebois Master Plan allowing single family homes to be planned. There will be subsequent applications that will propose to change the zoning from Public Facilities (PF the legacy zoning on the site from when it was the Callahan Center and LEC) to Village, consistent with the Comprehensive Plan designation. There is really no comparison with LEC and what is being requested, so it should not come up.

I will give you a call, and can be available as you need to respond to additional questions.

Thank you,

Chris Neamtzu, AICP

Planning Director
City of Wilsonville | Community Development Department
503-570-1574 | neamtzu@ci.wilsonville.or.us

King, Sandy

From: Cosgrove, Bryan

Sent: Friday, January 03, 2014 11:38 AM

To: Neamtzu, Chris

Subject: RE: More on Metro processes

Chris,

Thank you for all this additional information. It should help make the decision that much easier on Monday night.

Bryan Cosgrove, City Manager

503.570.1504 (work) 503.754.0978 (cell) cosgrove@ci.wilsonville.or.us 29799 SW Town Center Loop Wilsonville, Oregon 97070

DISCLOSURE NOTICE: Messages to and from this E-mail address may be subject to the Oregon Public Records Law.

For success, attitude is equally as important as ability. Walter Scott

From: Neamtzu, Chris

Sent: Friday, January 03, 2014 11:01 AM

To: Julie Fitzgerald (julieafitzgerald@gmail.com); Fitzgerald, Julie

Cc: Cosgrove, Bryan; Kohlhoff, Mike; Kraushaar, Nancy

Subject: More on Metro processes

Councilor Fitzgerald,

I received a message from Metro, they have had a number of map changes over the past few years. They have all been city initiated, although it would be safe to assume that many were at an owner's request.

There were four Title 4 map changes in 2010. Reasons for these map amendments included:

Kruse Way: pre-existing, high value office buildings did not conform to an Industrial designation Conway / ESCO sites: long-term changes in economic conditions warranted new designations for these already-developed areas

Beavercreek Rd: the completed concept plan led to a more refined determination of uses that are appropriate and needed in the area

Washington Square: pre-existing zoning classifications did not correspond to Title 4 designations.

Summary of Title 4 map amendments in 2011

In 2011, amendments to the Employment and Industrial Areas Map were made in two locations, Springwater (Gresham) and Rock Creek (E. Happy Valley). These two areas were added to the urban growth boundary (UGB) in 2002. Concurrent with the UGB expansion, the Metro Council assigned preliminary 2040 design types and Title 4 designations. Since that time, the cities of Gresham and Happy Valley have completed comprehensive planning for these areas. These planning efforts have led to a more refined sense of appropriate uses and designations for these areas. Metro staff has worked with the cities of Gresham and Happy Valley throughout their Title 11 planning efforts and has formally concluded that their adopted comprehensive plans are in compliance with the Urban Growth Management Functional Plan, including Titles 11 (Planning for New Urban Areas) and Title 4. In order to bring the Title 4 map into conformance with completed planning for these areas, amendments to the map were made under section 3.07.450 D of Title 4, by executive order (No. 11-054).

Summary of Title 4 map amendments in 2012

During 2012, no Title 4 Map amendments were made by executive order. In 2012, there were three separate ordinances approved by the Metro Council that amended the Title 4 Map to reflect existing uses, local plans, or zoning designations. The bulk of the changes took place in a map cleanup ordinance adopted in October. 1. These amendments responded to requests from the cities of Fairview, Forest Grove, Happy Valley, Hillsboro, Portland, Troutdale, Tualatin, and Wood Village and Washington County. The cumulative effect of the three ordinances is summarized in

There were no Title 4 map amendments in 2013.

I can obtain the annual reports and adopting ordinances if there is a desire for more information.

Chris Neamtzu, AICP

Planning Director
City of Wilsonville | Community Development Department
503-570-1574 | neamtzu@ci.wilsonville.or.us



CITY COUNCIL MEETING STAFF REPORT OR REQUEST FOR ACTION

Board and Commission Applications

Meeting Date: N/A

Contact: Sandra King

Report Date: December 5, 2013 Source of Item: Administration Contact Telephone Number: 503-570-1506

Contact E-Mail: king@ci.wilsonville.or.us

ISSUE STATEMENT

Council consideration of applications to fill the vacant seat on the City's Planning Commission and the Budget Committee. Consider the reappointment of board members who are eligible to be reappointed and who are willing to serve an additional term.

BACKGROUND

On September 19, 2011, Council adopted Resolution No. 2321 which set out guidelines for appointment to boards, commissions, committees, and task forces established by the city council.

At the end of 2013 there will be one vacant seat on the Budget Committee as Anne Easterly is not eligible for reappointment.

There will be one vacant seat on the Planning Commission with the expiration of Ray Phelps' term.

Board members whose terms expire at the end of the year, but who are eligible for reappointment, and who have expressed the desire to be reappointed include:

DRB - Panel A:

Lenka Keith

DRB - Panel B:

Dianne Knight

DRB - Panel B:

Cheryl Dorman

Planning Commission:

Al Levit

News of the recruitment process was provided on the City's website, in the Boones Ferry Messenger, supplied to the Wilsonville Spokesman, and posted in city buildings (the Library, Community Center, City Hall and SMART buildings). The recruitment process was open for 30 days with December 2, 2013 noted as the deadline for applying for the vacant seats.

I received the following applications, which are attached for your consideration.

Budget Committee:

- Kristin Akervall
- Anthony Kesler
- Clifford Mark Hewlett
- · Anthony James Holt
- David Bruce Stead

Development Review Board

Karen Eichelberger

Planning Commission

- · Gerald (Jerry) Greenfield
- Kyle Budeau
- Karen Eichelberger

Board members whose terms expire and who have expressed the desire to be reappointed include:

- DRB Panel A: Lenka Keith
- DRB Panel B: Dianne Knight
- DRB Panel B: Cheryl Dorman
- Planning Commission: Al Levit

Resolution No. 2321 states that, "Before making their recommendations, individual Councilors may interview any applicant. City Council members shall make their recommendations to the Mayor for appointment within two weeks of receiving the applications (which is December 20th). Thereafter, the Mayor shall make the appointment subject to Council approval at a Council meeting."

The Councilors and Mayor may conduct their interviews concurrently.

Staff would be happy to assist in scheduling appointments for interviews with the applicants. Please let us know how we can help.

COUNCIL OPTIONS

- 1. Interview the applicants and appoint from this pool of applicants including the Board members who wish to be reappointed.
- 2. Reopen the application process for an additional 30 days to expand the applicant pool.

ATTACHMENTS

- A. Applications
- B. Email messages expressing interest in being reappointed

BUDGET COMMITTEE APPLICATIONS

King, Sandy

Kristin Akervall kristinakervall@gmail.com From: Sent:

Monday, December 02, 2013 3:26 PM

King, Sandy To:

application for budget committee Subject:

Akervall budget committee questions.docx; B&C Application.pdf; Kristin Attachments:

Akervall Resume Budget Committee.pdf

Dear Sandy King,

Please accept the attached application (word document included) and resume as my application for the City of Wilsonville Budget Committee.

I appreciate your consideration.

Best regards, Kristin Akervall 503-686-8178

Red 12/2/13

| 1. | What experience/fraining/qualifications do you have for this particular board or commission? You may attach a resume. |
|----|---|
| 2. | What specific contribution do you hope to make? |
| 3. | What community topics concern you that relate to this board or commission? Why do you want to become a member? |

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

| , | 1 | × 1 | 10 | | |
|------------|--------|-------|-----|----------------|---|
| Signature: | - moto | 2 Kil | ail | Date: 11/35/13 | 3 |

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

 Budgal Committee typically meets in April-May to consider City budget for new fiscal year

 Development Review Board Second and fourth Mondays of the month

 Ubrary Board Fourth Wednesday of the month

 Parks & Recreation Advisory Soard Second Thursday of the month

 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 quarterly a **Verified Statement Of Economic Interest** with the State of Oriegon. 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: | City Recorder |
| Date Considered: | 29799 SW Jawn Confor Loop E., Wisonville, OR 97070 |
| Action by Council: | [503] 570-1506 FAX (503) 692-1015 |
| Term Expres: | F-mail: king schwisomsille to us |
| N. Ciry Reposter Reard A. Commission Restar Ro Tombook 1 (cirk) | L'Application der Dazi 2 of 2 |

Application for City of Wilsonville Budget Committee Kristin Akervall

1. What experience/training/qualifications do you have for this particular board or commission?

For the last six years, I worked with data analysis in the field of higher education administration. After talking with Alan Steiger about the work of the City's budget committee, I believe there may be some similarities between the financial functioning of a city and of higher education. Concepts such as restricted and unrestricted funds, and basic practices like five-year forecasting, analyzing trend lines of data and benchmarking against peer groups, are all tasks I am familiar with.

The field of higher education is going through a great deal of change and the pressure to change operations has increased momentously the last decade. I imagine that city governments also need to carefully assess practices and make sure that financial health is protected. I believe my experience working in an environment of scrutiny and transparency may be very applicable to the budget committee.

2. What specific contribution do you hope to make?

I feel my professional background in financial analysis is applicable, but I also think I would bring the perspective of a young parent and member of the future of the city. Having previously been a mother, working full-time for an employer, I personally understand the constraints this schedule puts on a parent's time and unfortunately little opportunity is found for this demographic to do reoccurring public service. I hope that I could help add this voice to the conversation.

I also believe I am an excellent listener and can carefully weigh and respond to the concerns of my cohorts.

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

I use the amenities in our community—am active in our parks, regularly visit the library with my child, and have been a SMART and WES rider. I care about my community, appreciate what Wilsonville has to offer and hope to live here a long time. We purchased our home in Villebois with the belief that the house would be a good investment and the dream that this would be the home our family would always identify with. Four years later, we have found even more things we love about this area. I hope that in another four years,

my feelings are only stronger.

I believe excellent communities are products of caring and involved citizens. I am interested in city government and want to use my skills to serve in a way that is both challenging and interesting. Since moving to part-time work, I have been looking for an outlet to be involved professionally in my community and serve in a way that fits well with my schedule and draws on my work experience.

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

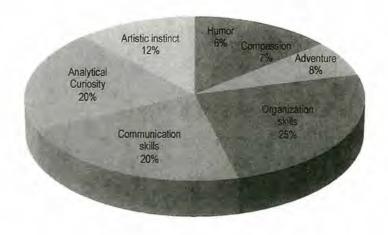
I volunteered during 2010 and 2011 for the Arts and Cultural Alliance of Wilsonville. I am also a member of the Oregon chapter of Emerging Local Government Leaders. Since I don't have a background in politics, the networking and activities this group provides has been very helpful in educating me on the working of city and county government. It has been an edifying process and one that I hope to continue.

KRISTIN AKERVALL

10780 SW London Lane, Wilsonville, OR 97070 | kristinakervall@gmail.com | 503-686-8178

SUMMARY

- Can transform raw data into problem solving analysis—experience with foresting and program evaluation
- Builds relationships with varying constituents—listens and responds to projects needs and goals
- Experience in data analysis, project management, and operations



EXPERIENCE

Sales and Operations Analyst gDiapers, 2013

- Direct warehouses in US and Canada to manage inventory, balance labor and complete all order fulfillment activity
- Manage EDI data flow between company, warehouses and wholesale customers
- Reconcile month-end inventory balances and activity at US and Canada warehouses

Director of Research Projects Austen Group, 2008-2013

- Served as project manager for company products that help bring efficiencies to college operations; projects overseen included dashboard tools, academic program mix analyses, benchmarking reports, financial health analysis
- Created communication pieces explaining company products and used for client relationship development, product service and sales
- Supervised analysts executing analyses and new product development; established rapport and communicated with clients to ensure project was meeting client needs
- Managed and produced benchmark reports for more than 700 member institutions at national higher education associations; explained methodology and results to participants

Marketing Analyst Grand European Tours, 2007-2008

- Planned and implemented multi-million dollar segmented direct mail circulation strategy
- Collaborated with marketing colleagues to improve messaging, expand audience, and test new promotional offers
- Devised new sales pipeline tool for call center to track and optimize sales

Assistant Director of Communications Willamette University, 2005–2007 Assistant Director of Annual Giving

- Awarded Bronze CASE award January 2007 for e-newsletter (circulation 13,000)
- · Increased unique website login count by 100% in six months time
- Solicited segmented groups of constituents through direct mail and digital solicitations that helped contribute in raising \$1.1M for Willamette University's unrestricted funds
- Served as a liaison for the Willamette Alumni Board of Directors and oversaw alumni volunteer efforts in areas of fundraising, communications, event planning and stewardship

Additional Positions Include:

Assistant Coordinator of Programming, Willamette University, 2002–2004 Site Supervisor, City of West Linn, 2002

EDUCATION

Bachelor of Arts, Magna Cum Laude, Anthropology, Willamette University Awards: Phi Beta Kappa, Lilly Project Research Grant, Franz Boaz Award, Oregon Scholar

Certification of Language, Svenska för Invandrare, Sfi Centrum Vux, Haninge, Sweden

Computer Skills: Mac/PC, Excel, Word, Access, PowerPoint, Publisher, SPSS, MapInfo, Tableau, Microsoft Dynamics, Google Analytics, Picasa, Adobe Photoshop, Dreamweaver, Basecamp, CRM and Donor Database Management, Content Management Systems

Languages: English, Swedish, American Sign Language Fingerspelling

PROFESSIONAL ACTIVITIES/WORKSHOPS

- Member of Emerging Local Government Leaders
- Academic Impressions Conference, Alumni Engagement: Enriching Your Online Presence, June 2006
- CASE Conference, Stewardship: The Foundation for the Next Gift, May 2006
- Academic Impressions Conference, Gauging the Effectiveness of Marketing & Communication Programs, April 2006
- Member of Mid-Valley Volunteer Managers Association, 2005–2007
- CASE Summer Institute in Educational Fund Raising, Dartmouth College, July 2005
- Academic Impressions Conference: Successfully Engaging Young Alumni, July 2005
- Mid-Valley Development Professionals Workshop, Volunteering: The Giving Path, September 2006
- Willamette Valley Development Officers: Fundraising in Today's Changing World, December 2005
- CASE Web Conference: The Art of the Cold Call, March 2005
- Contributor to development website: <www.supportingadvancement.com>

VOLUNTEER SERVICE

Board Member, Arts & Cultural Alliance of Wilsonville



APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

| Name: | Kes | ler | Anthony | | Date: 11/4/2013 |
|------------|----------|----------------------------|---------------|---------------------------|------------------------|
| | Las | st | First | Middle | |
| lome Ad | dress: | 29875 SW | Rose Lane | #15 | |
| City/Stat | e/Zip:_ | Wilsonville | , OR 97070 | | |
| s this a d | ress wi | thin the City | Yes | I've lived in Wils | onville since: 08/13 |
| Telephon | e No.: | 503-400-1 | 021 | 503-798-9102 | 971-240-7253 |
| | | Home | | Work | C ell/M o bile |
| E-Mail Ad | dress:_ | akesler@ | post.harv | ard.edu | |
| Are you a | registe | ered Voter w | ith the State | of Oregon? Yes | |
| Present C | ссира | tion: Goo | dwill Indust | ries and Small Busine | ess Owner |
| Which Co | m mitte | ee(s) would y | ou like to be | appointed to: | |
| | | | | re listed at the end of t | |
| | Ple | ase make su | re those dat | es work with your sche | dule before you apply. |
| | | et Committe | | | |
| | | and Recreat Advisory Bo | tion Advisory | Board | |
| | | opment Rev | | | |
| [] | Planni | ing Commiss | ion | | |
| Employm | ent. pro | ofessional, ar | nd volunteer | background: | |
| Informat | ion atta | ached. | | | |
| | | | | | |
| Previous | City ap | point ments. | offices or ac | tivities: | |
| Informa | tion att | ached. | | | |
| | | | | | |
| | | | | | |

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

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

Broad public and private sector experience with multiple organizations and diverse individuals. Information attached...

What specific contribution do you hope to make?

I hope to add value and qualitative input to the process of citizen participation in the community process of budgetary review.

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

I believe it is important to be involved with your community and give-back some time in working towards a strong and vibrate democracy... at all levels of governance.

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

Broad public and private sector experience with multiple organizations and diverse individuals. Information attached...

e____ Date: 11

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

- Budget Committee typically 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 Second Thursday of the month
- Planning Commission Second Wednesday of the month

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|----------------------------|--|
| Date Received 11/13/13 Sch | City Recorder |
| Date Considered: | 29799 SW Town CenterLoop E., Wilsonville, OR 97070 |
| Action by Council: | (503) 570-1506 FAX (503) 682-1015 |
| Term Expires: | E-mail: king@ct.wilsonville.or.us |
| | 2.00 |

N. City Recorder Board & Commission Roster B&C Application.doc Revised 1.4 (IX

Page 2 of 2

ANTHONY KESLER

"I have known Anthony for many years, and I have found him to be one of the most remarkable, intelligent, energetic, and achievement-oriented individuals I have met." Dan Kelleher, Mayor... Kent, W.A.

QUALIFICATIONS

- · Proven administration and management skills; with thoroughness and initiative.
- Extensive hands-on experience with varied organizations and diverse stakeholders.
- · Computer literate with training in a wide variety of information technologies.
- · Project and goal oriented, vigorous work ethic and responsive to challenge.

EDUCATION

- · Harvard University: Master in Public Administration. Cambridge, MA.
- · The Evergreen State College: Bachelor of Arts. Olympia, WA.

EXPERIENCE

GOODWILL INDUSTRIES:

<u>Career Services</u>: Currently involved with developing new career facility and program for community members with barriers to employment and advancement. Managing broad training and workforce initiatives while partnering with diverse community organization, non-profits and business entities.

THE GRIFFIN GROUP:

Manager - Owner: A management services and strategic planning firm specializing in business planning, community and economic development, governmental affairs, public relations, campaign and elections, privatization analysis, grant writing, fiscal policy and human resource strategies. 1996 to present

A primary component of Griffin Group included ten years as part of an ownership team that managed a multi-faceted commercial enterprise. The business included wholly owned retail outlets, manufacturing facility, e-commerce web site, direct mail order, catalog solicitation; and a contracted sales force which placed product in hundreds of retail stores. We created, produced, manufactured and marketed a variety of hand crafted greeting cards, writing journals, books, calling cards, calendars, motivational posters and original pieces of art.

NORTH SLOPE BOROUGH:

<u>Chief of Staff:</u> Responsible for the daily administration of a full-service municipality encompassing nine different communities in a geographic region spanning 88,000 square miles. Directly managed sixteen borough departments having over 1,500 employees. Governed an annual operating budget of 175 million dollars and a capital improvements program of 1,6 billion dollars. 1993 - 1996.

Manager of State Governmental Affairs: Represented the municipality at the state level. Supervised staff which provided a vital link between state and local government. Coordinated grants activities, lobbying and all interaction with elected officials and state agencies. 1988 - 1990.

<u>Special Assistant to the Mayor</u>: Served as Mayor's principal liaison to all borough departments, coordinated all public relations, drafted Mayor's speeches and press releases, developed and administered Central Office's eleven million dollar budget and directly supervised a large staff. 1984 - 1988.

ALASKA INTERNATIONAL AIR:

Station Manager: Responsible for all the passenger sales, accounting, personnel, cargo functions and public relations of large regional airline. Managed staff of fifteen employees with annual operating budget in excess of five million. 1982 - 1984.

Historical Participation:

- · Cover Oregon Budget and Audit Committee member
- · National Council on Urban Economic Development member
- · American Society for Public Administration member
- · Active in Chamber of Commerce former President
- · Active in Rotary and area Economic Development Councils
 - -Lewis County Economic Development Council member
 - -Clatsop County Economic Development Council Board member
 - -Arctic Development Council (an Alaskan ARDOR) Board member
- · Association of Washington Cities member
- · League of Oregon Cities member
- · Board of Directors Kaparuk Industrial Center
- · Adjunct Faculty, ASIC/UAF a regional college
- · State Certification: Fundamentals of Real Estate

Contact Me:

29875 SW Rose Lane #15 Wilsonville, OR 97070 Tel.: 503-400-1021

Email: akesler@post.harvard.edu

LinkedIn: www.linkedin.com/in/arkesler

Facebook: www.facebook.com/anthony.kesler



APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

| Name: | Hewlett, Cliffo | ord Mark | | Date: | Oct. 25, 2013 |
|------------|---|--------------------------------------|---|---------------|---------------|
| raine. | Last | First | Middle | | |
| Home Ad | uress. | W Juliette Dri | ve | | |
| City/State | /Zip: Wilsonville | e, OR 97070 | | | |
| | ress within the City? | V | I've lived in Wils | onville since | 2005 |
| Telephone | No.: 503-694-8 | 199 | retired | | 348-5170 |
| TOTOPHONE | Home | | Work | (| Cell/Mobile |
| E-Mail Add | dress: cliffhewlett | @gmail.com | | | |
| Are you a | registered Voter w | ith the State of | Oregon? Yes | | |
| | ccupation: retired | | | | |
| Which Co | mmittee(s) would y | ou like to be a | ppointed to: | | |
| | | | listed at the end of t work with your sche | | |
| IXI | Budget Committee Parks and Recreat Library Advisory Bo Development Revi Planning Commissi | ion Advisory Bo oard iew Board | pard | | |
| Employme | ent, professional, ar | nd volunteer be | ackground; | | |
| Former y | | h. Campaign v | 006 (Elementary, Norker 2008, 201 | | High School) |
| Previous C | ity appointments | offices or activi | ties: | | |

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

No

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

I have no experience in either category I'd like to pursue, however family members have lived continuously in Wilsonville since 1962.

My degrees are from UCLA and Lewis & Clark.

I have worked in the pubic and private sector plus had a small scale business.

What specific contribution do you hope to make?

My interest is in Wilsonville continuing to to remain a livable community.

I hope to bring reason, independence and a long view of events to my volunteer work.

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

I'm interested in community, youth and senior activities and recreaton. The city budgetary process fasinates me although I have much to learn.

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

As a teacher I planned and implemented numerous youth based activities including extracurricular.

| ianature: | Cliff Hewlett | Date: Oct. 25, 2013 |
|-------------------|---------------|---------------------|
| Carl Carl Col Car | | 0010: |

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

- Budget Committee typically 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 Second Thursday of the month
- · 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 quarterly a **Verified Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Recorders Office at 29/99 SW Town Center Loop Last indicating the type of information you will be required to disclose if you are appointed.

| or office use only: | Please return this form to: |
|------------------------------|---|
| rate Received: 10/25/13 Ach. | City Recorder |
| ate Considered: | 29799 SW Town Center Loop E., Wilsonville, OR 97070 |
| ction by Council: | (503) 570-1506 FAX (503) 682-1015 |
| arm Expires: | E-mail: king@ci.wilsonville.or.us |

^{**}City Recorder Board & Commission Roster B&C Application.doc **Asset 1/2-08



Cell/Mobile

APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

| Name: | Last | First | Middle | Date: Dec. 2, 2013 | |
|-------------|------------------------|-------------|--------------------|---------------------------|---|
| Home Ad | dress: 7670 SW Village | Greens Circ | le | | |
| City/State | e/Zip: Wilsonville, OR | 97070 | | | |
| Is this add | lress within the City? | Yes | I've lived in Wils | sonville since: Dec 200 | 1 |
| Telephone | e No.: 503-694-2333 | | 50 | 03-706-5508 | |

Work

E-Mail Address: ajholt36@aol.com

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

Present Occupation: Retired Company Manager

Home

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.

| X) Budget Committee |
|---------------------------------------|
|) Parks and Recreation Advisory Board |
|) Library Advisory Board |
|) Development Review Board |
|) Planning Commission |

Employment, professional, and volunteer background:

Had a 42 year career in the international oil & gas exploration and production business. President and Resident General Manager of several overseas oil & gas producing subsidiaries of Occidental Oil & Gas, with multi-million dollar capital and expense budgets, in Indonesia, Pakistan, Oman, Peru & Qatar.

Previous City appointments, offices or activities:

Member of Budget Committee 2006-2012; Recommended to City Finance Director & Budget Committee that City establish a Five Year Plan in order to give a longer term perspective of City finances and planning. Idea was accepted.

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

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

Several years' experience managing exploration, development and producing budgets and being responsible to corporate head office for producing forecast operational and financial results within budget constraints. Education: BS Geology degree from University of Glasgow, MBA from University of British Columbia, Vancouver.

- 2. What specific contribution do you hope to make? To be able to combine my private sector business experience with my six years of City Budget Committee experience to help continue the City's prudent and well balanced financial management record.
- 3. What community topics concern you that relate to this board or commission? Why do you want to become a member?
 I am concerned that the City continue its record of balancing the need to attract quality businesses while protecting the environment and surrounding prime farmland and giving families a safe and attractive city in which to reside.
- 4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)
 Director of Charbonneau Country Club (homeowners' association) 2005-2011 and 2013 to present; former trustee of World Affairs Council of Oregon; former member of Board of Advisors, PSU Middle East Studies Center; represented Clackamas County on Port of Portland Citizen Noise Advisory Committee; represent Charbonneau on the Positive Aurora Airport Management Committee.

| Signature; | Ri | Helt. | Date: Dec. 2, 2013 |
|------------|----|-------|---------------------------|
| 9 | | - | |

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: 12/2/13 Ack | City Recorder 29799 SW Town Center Loop E. Wilsonville, OR 97070 | |
| Date Considered: | | |
| Action by Council: | 503-570-1506 | |
| Term Expires: | 503-682-1015 (FAX) | |
| | king@ci.wilsonville.or.us | |



APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

| Name: Stead, David Bruc | e | |
|---|---|------------------------|
| Last F | First Middle | |
| Home Address: 28492 SW M | leadows Loop | |
| City/State/Zip: Wilsonville, C | | |
| Is this address within the City? Ye | | ilsonville since: 2012 |
| Telephone No.: | | 503 298 3287 |
| Home | Work | Cell/Mobile |
| E-Mail Address: dstead@live | .com | |
| Are you a registered Voter with the | | |
| Present Occupation: Business | Manager | |
| | | |
| Which Committee(s) would you like | e to be appointed to: | |
| | ings are listed at the end o se dates work with your sch | |
| [4] Budget Committee [5] Parks and Recreation Ad [6] Library Advisory Board [6] Development Review Bo [6] Planning Commission | | |
| Employment, professional, and volu | unteer background: | |
| See attached; | re Surve | |
| Previous City appointments, offices | or activities: | |
| See attached | | |

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

What experience/training/qualifications do you have for this particular board or 1. commission? You may attach a resume. Please see my attached resume for an explanation of my experience/training/qualifications What specific contribution do you hope to make? 2. What community topics concern you that relate to this board or commission? Why do you 3. want to become a member? Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.) 10-11-12 Signature: Date: Meeting dates (all meeting dates are subject to change or additions) Budget Committee – typically 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 – Second Thursday of the month 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: 10/11 City Recorder Date Considered: 29799 SW Town Center Loop E., Wilsonville, OR 97070 (503) 570-1506 FAX (503) 682-1015 Action by Council: _

N:\City Recorder\Board & Commission Roster\B&C Application.doc Revised 1/25/10

Term Expires:

E-mail: king@ci.wilsonville.or.us

APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

Employment, professional, and volunteer background:

See the attached resume

Previous City appointments, offices or activities:

I am new to Wilsonville and have no previous appointments, offices or activities. This is a strength in my opinion as I'm open-minded and don't have a specific agenda. Wilsonville is a place I plan to call home for the foreseeable future and I would like to contribute to its future success.

What experience /training/qualifications do you have for this particular board or commission?

I'm not applying for a specific board or commission. My goal in submitting this application is to become more involved with our cities future and would accept any opportunity to participate.

The experience/training/qualifications I bring to the table include a bachelor degree from Penn State University with an emphasis in the business of golf. I've been putting my education to work over the last 14 years gaining valuable business management skills that make me extremely capable of participating in any committee or board within the Wilsonville community.

My years of business management experience have been primarily spent working with a variety of groups and personalities to accomplish the goal or task at hand. The results of my labor have ranged from fundraising in support of a young boys tragic car accident (raised over \$50,000 in support of the Arizona Junior Golf Foundation in less than 3 weeks) to improving a local businesses Net Operating Income by over 300% in my first year on the job. Although these are just two accomplishments of which I'm very proud, they are just a highlight of my capabilities.

What specific contribution do you hope to make?

I hope to be a valuable member of the Wilsonville community. Although some might choose to pre-judge me based on my employers, I submit this application with an open mind and an eagerness to contribute. I've always been taught to be a positive member of your community. I believe serving on a board or commission within Wilsonville is the best way to prove the "nay-sayers" wrong and show them I'm committed to being a positive business leader and resident.

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

As stated several times, I'm not applying for a specific board or commission. I would like to be given an opportunity to serve the community. The only concern I would openly commit to at this point is an eagerness to ensure decisions are made in an open, fair and efficient manner that benefits the majority.

Describe your involvement in relevant community groups and activities.

I've been the co-chair of the Wilsonville Chamber of Commerce Government Affairs committee for the past year. I did not solicit this position, but felt it would be a good opportunity to better understand the political and business climate surrounding Wilsonville. I believe the experience has made me a more informed community member (both as a businessman and resident) and has encouraged me to become involved in other community programs; hence the reason I'm applying for open board or commission positions.

Besides my involvement locally, I've been a strong leader within a business organization called the Professional Golfers Association of America. I'm an 8 year board member and 3 year officer (Secretary and Vice-President). The proof of my strong leadership skills are evident through the various service awards I've received from this organization (see my resume).



David Stead

28492 SW Meadows Loop Wilsonville, Oregon 97070 (503) 298-3287 dstead@live.com

QUALIFICATIONS

Self-motivated PGA Golf Professional with a diverse industry background, proficient in managing all
aspects of a golf facility including Promotions and Marketing, Tournament Management, Customer
Loyalty, and General Administration

Certified PGA Professional in Golf Operations and General Management

Exceptional interpersonal skills; strong ability to establish positive relationships

Outstanding attention to detail. Highly career and goal oriented.

Astute business manager: exceptional skills in accounting / computing / budgeting.

PROFESSIONAL EXPERIENCE

General Manager

2010-Present

Langdon Farms Golf Club, Aurora, Oregon

A daily fee golf club owned locally playing 50,000 rounds annually. Recognized as the top course in Oregon to host a tournament or corporate event

Manage day to day operations for a business generating 4 million in annual revenue Supervise over 150 full-time, part-time and seasonal employees Establish and maintain community relationships with customers and business partners

Director of Golf

2006-2010

Angel Park Golf Club, Las Vegas, Nevada

A daily fee golf club managed by OB Sports playing 150,000 rounds annually. Host to a variety of events including the annual Cleveland Golf Pro-Scratch

Manage day to day golf operations; ensure customer satisfaction through proven techniques Train and supervise over 50 staff members including 2 Assistant Professionals Successfully budgeted and accounted for over \$7 million in revenue

Part-Time Faculty

2007-2010

University of Nevada - Las Vegas, Las Vegas Nevada

A research institution committed to rigorous educational programs and the highest standards of a liberal education.

Write all lesson plans, assignments, and testing materials for RLS 480 - Resort Retailing

General Manager / Head Golf Professional

2003-2006

Alta Mesa Country Club, Mesa, Arizona

A private country club with 350 members playing 35,000 rounds annually. Alta Mesa has hosted several USGA, Arizona Golf Association, and Southwest Section PGA major events.

Managed day to day club operations; resolve member and guest complaints/conflicts Supervised department heads; directed nearly 60 employees in respective departments Managed annual budget of approximately \$3 million in revenue

First Assistant Golf Professional

1998-2003

The Country Club at DC Ranch, Scottsdale, Arizona

A private country club with 270 members playing 15,000 rounds annually. Course ranked in "Top 10 Private Clubs in Arizona,"

Managed entire golf operation in absence of the Head Golf Professional Instructed over 180 private and group lessons annually Supervised 3 Assistant Professionals and 15 outside service attendants



David Stead

28492 SW Meadows Loop Wilsonville, Oregon 97070 (503) 298-3287 dstead@live.com

FORMAL EDUCATION

The Pennsylvania State University, University Park, Pennsylvania Bachelor of Science in Recreation and Parks Management Emphasis Area: PROFESSIONAL GOLF MANAGEMENT 1994-1998

PROFESSIONAL EDUCATION & AWARDS

| Bill Strausbaugh Award - Southern Nevada Chapter PGA of America | 2009 |
|---|-------------|
| Merchandiser of the Year - Southern Nevada Chapter PGA of America | 2008 |
| Recognized for excellence and superior skills as a merchandiser | |
| Golf Worlds 100 Best Golf Shops | 2007 & 2008 |
| Bill Strausbaugh Award - Southwest Section PGA of America | 2007 |
| Recognized for distinguished service in mentoring other PGA Professionals | |
| President's Plaque Award - Southwest Section PGA of America | 2006 |
| Recognized for exemplary contributions in the area of player development | |
| PGA of America Certified Professional - Golf Operations and General Management | 2005 |
| Completed 31 MSR credits to achieve certification | |
| PGA/USGA Rules of Golf Certification Seminar | 2004 |
| PGA of America National Teaching Summit | 2000 |
| Certified Club Fitter | |
| Titlist – Trained by Titleist club fitting specialists | 1998 |
| Ping - Completed 12 credit-hour fitting program | 2001 |
| | |

PROFESSIONAL AFFILIATIONS

| Southwest Section PGA Board of Directors | 2001-Present |
|---|--------------|
| Represent over 1400 Southwest Section PGA Members and Apprentices | |
| Southern Nevada Chapter PGA Board of Directors - Secretary & Vice-President | 2007-Present |
| Represent over 200 Southern Nevada PGA Members and Apprentices | |
| First Annual First Tee/PGA 100-Hole Marathon Coordinator | 2008 & 2009 |
| Southwest Section PGA Assistants Association - President | 1999-2001 |
| Southwest Section PGA Career Services Committee Member | 2000-2003 |
| Southwest Section PGA Youth Golf Club Director | 1998-2003 |
| Williams World Challenge Coordinator, Gravhawk Golf Club | 1999 |

DEVELOPMENT REVIEW BOARD APPLICATIONS



APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

| Name: | Eichelberger | Karen | Ann | Date: November 4, 2013 |
|---------------------------|---|---------------------------------------|---------------------------|--|
| | Last | First | Middle | 9 |
| Home Ad | ddress: <u>29940 SW B</u> | rown Road, Apt 1 | 16 | |
| City/State | e/Zip: <u>Wilsonville, O</u> | R 97070-5511 | | |
| Is this add | dress within the Cit | y ? <u>Yes</u> I' | ve lived in V | Vilsonville since: <u>June 21, 2013</u> |
| Telephon | ne No.: <u>Home (503</u> | 3) 467-1538 <u>W</u> | ork N/A | Cell/Mobile (503) 467-1538 |
| E-Mail Ac | dress: <u>karena.eich</u> | iberger@gmail.c | mc | |
| Are you | a registered Voter | with the State o | of Oregon? | Yes |
| I have rece for over 2 | Occupation: ently retired, During 5 years. I have attach w linkedin com/prof | ed my resume an | d my Linked | naging technical people and projects In profile is available at vmp-profile. |
| Which Co | ommittee(s) would | you like to be | appointed | to: |
| PI | Dates of me lease make sure th | eetings are listed hose dates worl | d at the end with your | d of this application. schedule before you apply. |
| 13 | Budget Commit | tee | | |
| . 1 | Parks and Recre | ation Advisory (| 3oard | |
| [X |] Library Advisory | Board | | |
| [X |] Development Re | eview Board | | |
| [X |] Planning Comm | ission | | |

Employment, professional, and volunteer background; I worked for many years at Mentor Graphics as an Information Technology executive. I also have worked for Tektronix, PGE, Intel, Optec, and Providence Health Plan.

Previous City appointments, offices or activities:

I have not worked for a city previously, but I was the director of engineering at Optec, an infrastructure design company where the largest customer was the State of Oregon. I managed a team of network engineers for the design, installation, and support of all fiber optic networks.

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.

My 20+ years experience in management included the planning and adherence to multi-million dollar expense and capital budgets for my cost centers. I have a master's degree in industrial engineering and have led over 150 projects in my career which included warehouse and manufacturing facility design, layout, and optimization. While at Mentor Graphics, I managed a team of 95 professionals and supported a 4,000 member user community for all of their business system application needs. (I have attached a resume to provide a sampling of my work and skills.)

- 2. What specific contribution do you hope to make?

 My hope in tendering my offer to join one of your boards is that my business knowledge and skills will be of use in the planning and implementation of future projects for the citizens of Wilsonville. I lived most of my 32 years in Oregon in Beaverton, but I worked 11 of those years in Wilsonville. I became especially fond of Wilsonville during the years I worked for Mentor Graphics. Recently, I chose Wilsonville as the place I wanted to live permanently. I would very much like to give back to this community that I now proudly call my home.
- 3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

 I have a passion for issues that relate to senior citizens and animals and would like to work on behalf of both. In my opinion, Wilsonville is a wonderful place for retired citizens and I want to be a part of helping people at all stages of retirement. I have a special affinity for animals, especially dogs. I would like to help in the rescue and compassionate treatment of all animals.
- 4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)
 I was on the board of directors of a nonprofit group, The Haven Project. The group was founded by Gretchen Corbett who chose to disband the group in 2006. I have been a long time supporter of multiple animal rescue groups including Project POOCH, the Oregon Humane Society, Peaceful Valley Donkey Rescue, Farm Sanctuary, HSUS, and Friends of Animals. My roles included monetary donations, letter writing campaigns, hosting leadership visits to Portland, and grant writing proposals.

Signature: Jane G. Enhelberge Date: November 5, 2013

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:

Date Received: //-5-13 put

Date Considered:

Action by Council:

Term Expires:

Please return this form to:

City Recorder
29779 SW Town Center Loop E.

Wilsonville, OR 97070
503-570-1506
503-682-1015 (FAX)
king@ci.wilsonville.or.us

http://www.linkedin.com/in/kareneichelberger

SUMMARY OF EXPERIENCE:

With over 25 years of experience leading strategic initiatives and projects, Karen's career spans a number of industry segments. A brief summary of some of the projects directly managed are categorized and summarized below. Tools and techniques used in the planning and execution of these projects include goal setting, exploration maps ('Implications Wheels'), future state diagrams, current state problem assessments, gap analyses, prototypes, swim lane diagrams, entity relationship diagrams, report design and layout, simulation models, engineering drawings, statistical analyses, financial return on investment analyses, risk and contingency plans, schedules, and budgets.

New Capability Projects: 77 projects

The common theme among these projects was a mission to implement entirely new capabilities. Being the largest category, these projects include every company and industry listed in the 'Industries' and 'Career Path' sections of this document. Projects included the architecture, development and implementation of logistics, distribution, enterprise software applications, and local and wide area network systems. The enterprise software applications included SAP, MAS II, Siebel, Vantive, ADP, Salesforce.com, Onyx, and Kronos.

Business Enhancement Projects: 25 projects

Continuous improvement was essential to mainline business functions at Mentor Graphics where product margins were a key metric as hardware became more of a commodity item. Projects began with an analysis phase to evaluate the high-level current state, problems to solve, opportunities to seize, and stretch goals to attain. Productivity and quality gains were measured before, during, and after projects were completed.

While at Intel, Supply Chain management systems were a primary area of responsibility and optimization was a core focus for their Just-in-Time component delivery programs. One project alone corrected errors in inventory balance algorithms saving Intel millions of dollars in excess inventory each year.

Mission-Critical projects: 4 projects

Although few in number, these were among the most dramatic projects in terms of degree of difficulty, risks and results. Projects shared common themes: current state problems negatively impacting customers, previous project managers failing to resolve the problems, and serious negative impacts to customers including missed commitments and poor product quality. Brought in as a turn-around expert due to the potential loss of customers and reputation, time was of the essence to resolve complex problems such as errors in original specifications; software license file defects; system configuration errors; product failures; and last minute project scope changes on an international scale. Trouble-shooting techniques and focused team management was essential to resolve the problems. In half the cases, re-starting the projects was necessary. Problems were resolved, documentation established to 'hold the gains', responsible functional areas were trained in proper process and procedures, and damage control with customers was completed in far less time than the problems had persisted. Special commendations were awarded both at Intel and Mentor Graphics for successfully managing these projects to successful completion.

Sarbanes Oxley Audits: 4 projects

Led corporate Sarbanes Oxley audit for corporate IT function at Mentor Graphics and LaCrosse Footwear where the COBIT framework was used. Including the initial year Sarbanes Oxley was required for public corporations, audit results were successful with no material defects found. External auditors attributed the stellar results to solid process controls established as part of Karen's line management focus and programs within IT.

Project Management Offices (PMO): 3 programs

Designed, documented, proposed, implemented, and managed a Program Management Office and governance board at Mentor Graphics and LaCrosse Footwear. Managers at both companies expressed appreciation for visibility of project resources used and being included in the prioritization of strategic projects. Developed a PMO management framework and operating guidelines for Regence.

New Product Introductions: 13 projects

Projects were of two types: products for sale to external customers and internally used enterprise systems. Nearly all project scopes included requirements elicitation, design, configuration, development and deployment of enterprise system functionality. Business processes included payroll, time management, material procurement, manufacturing, distribution, order fulfillment, and customer support. Every project met the announced release date thereby enhancing customer confidence, revenue stream and market share.

INDUSTRIES:

Career experience includes a number of industries including: Health Care, Transportation, Logistics, High Technology, Apparel Manufacturing, and Utilities.

CAREER PATH:

| 2012 to Present | Management Consultant at Bradson Consulting |
|-----------------|---|
| 2012 - Present | Instructor at Portland State University Professional Development Center |
| 2011 - 2012 | Business Analyst at MolecularMD |
| 2010 - 2011 | Vice President of Information Technology at LaCrosse Footwear, Inc. |
| 2007 - 2010 | Senior Consultant at Point B, Inc. (Regence BC/BS and Providence Health Plans) |
| 1996 - 2007 | Senior Director of Enterprise Applications at Mentor Graphics Corporation |
| 1994 - 1996 | Director of Professional Services at Optec Corporation (Largest Account: State of Oregon - Primary contractor for WAN and LAN physical plant upgrades to fiber optics and high speed Internet) |
| 1993 - 1994 | Materials Planning and Forecasting Manager at Intel Corporation (Component Division) |
| 1992 - 1993 | Founder and Principal Consultant at Project Leadership Technologies, Inc. (Project Management training, coaching, and consulting provided to Portland State University, Litner Center, Software Association of Oregon, OIT, Logic Automation, Rogue Wave Software, Mentor Graphics, and Port of Portland) |
| | |

LEADERSHIP HIGHLIGHTS:

The following noteworthy projects provide more detail regarding Karen's line and project management leadership skills. These projects shared common aspects including a significant degree of complexity, tight timeline and budget constraints, and a requirement for innovation and interpersonal finesse to fully satisfy the project objectives of all stakeholders.

| Business Problems | Action Taken | Results |
|---|---|--|
| Demand for Information Technology resources far exceeded supply. An objective method was needed to ensure the right projects were being pursued. | Created an evaluation method to compare project proposals using standard templates and ROI Analysis Created a Project Governance Board and review process for selecting strategic projects Recruited senior-level VPs as members of the governance board Facilitated review sessions and coached employees who submitted project proposals | Executives had more visibility of IT resource utilization All VPs understood and agreed on the relative priorities and lower priority projects fell to the bottom of the queue as intended The tendency to approve all projects was greatly reduced Thrashing of resources from one "project fire" to the next was reduced Projects were staffed appropriately |
| Unclear requirements for the initial year of the Sarbanes Oxley auditing process led to confusion throughout the IT and Finance organizations. | Provided thorough documentation on all requested IT processes and systems to the SOX auditors Represented the Corporate IT organization on the SOX Steering Committee | SOX auditors were so impressed with the reliability of the systems and thoroughness of documentation they declared, "IT is the bomb!" In every year of Sarbanes Oxley audits during Karen's IT Leadership, audit results reported zero deficiencies/material defects |
| Annual expense and capital budgeting systems were based on Excel spreadsheets. Budgeting errors were often discovered throughout the year which negatively impacted operations and mission-critical projects. | Developed an application in 3 months to systematize input and correlate capital and related expense items Piloted an internally developed application that met unique budgeting requirements | Mistakes due to missed entries and calculation errors were eliminated The Chief Financial Officer took note of the success and sponsored Karen's group to deploy the application throughout the corporation Extended the application to include EPS forecasting and tracking |
| >95% of all software license files from a newly acquired division were shipped to customers with errors rendering the software unusable. | Formed and led a Tiger Team to fix the technical problems with license manager software and related license files Resolved all outstanding license file failures for the entire customer installed base | Identified and fixed the technical problems with license files in less than 2 months Regenerated and re-shipped all license files to customers and verified they could fully utilize the software functionality purchased Re-introduced the proper method of generating software license files to the operations group responsible for issuing license files |

EDUCATION:

- > BA in Business Management from North Carolina State University (Minor: Statistics)
- > MS in Industrial Engineering from North Carolina State University (Minor: Statistics)
- Certification in Project Management from Portland State University
- Certification as a Scrum Master from Scrum.org
- > Certifications (Level I, II, and III) in Final Cut Pro Video Editing from the Apple Corporation
- Corporate-sponsored training in:
 - o Total Quality Management
 - o Scrum Project Management
 - o MS Project 2010
 - o Just In Time Manufacturing
 - o Juran Quality Management
 - o Deming Quality Management
 - o Joel Barker Strategic Planning (Implication Wheels)
 - o Change Management
 - o ISO 9000/1
 - o ITIL Framework
 - o Capability Maturity Model
 - Sarbanes Oxley
 - o Balanced Scorecard (metrics design and quantification)
 - o Requirements Definition and Elicitation

SPECIALTIES:

- Program and Project Management
- > Project Management Instruction and Coaching
- > Team Formation and Leadership
- Process Design and Re-engineering
- Future State Explorations
- Enterprise Architecture
- New Technology Evaluation, Contract Negotiations, and Selection
- Statistical Analysis
- Simulation Modeling
- Change Management
- Sarbanes Oxley Audits and Monitoring Systems

PUBLICATIONS

- > Quality Progress: "Leading Change Through Projects"
- Technical & Skills Training: "A Project Manager's Creeping Requirements"

AWARDS

- Distinguished Alumnus Award from North Carolina State University Department of Industrial and Systems Engineering
- Portland Chamber of Commerce "Program of the Year" Design and Delivery of Portland State University's Project Management Certification Program
- > Chairman's Award Mentor Graphics Corporation
- Division Recognition Award Intel Corporation

April 2013 Page 4 of 4

PLANNING COMMISSION APPLICATIONS



APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

| Greenfield | Gerald (Jerry) | R. | Dec. 1, 2013 |
|---|--|--|--|
| Name:Last | First W Emery Circle | Middle | . Daie. |
| Home Address: | TV Elliory Officio | | |
| Wilsonvi City/State/Zip: | lle, OR 97070 | | |
| Is this address within the | City? | I've lived in Wilso | Jan. 2009 |
| 503-705 Telephone No.: | 5-3109 | | |
| Hor | me enfield@gmail.com | Work | Cell/Mobile |
| E-Mail Address: | eriileid@gmaii.com | | |
| Present Occupation: Which Committee(s) wo Date Please mail | tes of meetings are list ke sure those dates we mittee creation Advisory Boa ory Board t Review Board | pointed to: ted at the end of the ork with your sched | nis application. dule before you apply. |
| Employment, profession | | :karound: | |
| University Professor an | | A STATE OF THE STA | |
| Previous City appointme | ents, offices or activitie | es: | |
| Development Review B | oard January 2013 to | present | |

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

What experience/training/qualifications do you have for this particular board or 1. commission? You may attach a resume. Please see attached sheet. What specific contribution do you hope to make? 2. Please see attached sheet. What community topics concern you that relate to this board or commission? Why do you want to become a member? Please see attached sheet. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.) Please see attached sheet. Signature: Geral Confile Date: December 1, 2013 Meeting dates (all meeting dates are subject to change or additions) Budget Committee – typically 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 – Second Thursday of the month 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. Please return this form to: For office use only: Date Received: 12/2/13 Act. City Recorder Date Considered: 29799 SW Town Center Loop E., Wilsonville, OR 97070 (503) 570-1506 FAX (503) 682-1015 Action by Council: E-mail: kina@ci.wilsonville.or.us Term Expires: ___

N:\City Recorder\Board & Commission Roster\B&C Application,doc Revised 1/25/10

Page 2 of 2

Gerald (Jerry) Greenfield Application for Appointment to Wilsonville Planning Commission Responses to Questions

1. What experience/training/qualifications do you have for this particular board or commission?

Thirty years of university teaching and administration at University of Massachusetts/Boston, The University of the Arts (Philadelphia), and Miyazaki International College (Japan). The following experience at The University of the Arts is particularly relevant to this application:

President of the University Senate and Chairperson of the University Budget and Planning Committee (influenced the preparation and review of the annual budget)

Member of multiple long-range planning task forces for the university, principal author of two long-range planning documents.

Coordinator of Institutional Self-Study and Accreditation (responsible for compliance with state and professional accreditation standards and preparation for accreditation visits)

Coordinated the programmatic consolidation of two previously independent colleges to form The University of the Arts and shepherded the application for accreditation as a university by the State of Pennsylvania Department of Education

Coordinator of Graduate Programs of The University of the Arts, supervised the creation of new graduate programs and supervised administration of them together with existing programs

Taught graduate and undergraduate courses in aesthetics and aesthetics of environment

As a home owner in a variety of suburban and urban communities in New Hampshire, Massachusetts, Pennsylvania, and Oregon, I have developed a keen appreciation of what makes for balanced livability and economic vitality in a community—what kinds of development interfere. Having grown up in Forest Grove before leaving to attend graduate school in Massachusetts, returning to work a year in Salem and a year in Portland, before leaving again for further education and eventual employment on the East Coast, I could have retired to anywhere four years ago. My wife (a Hillsboro native) and I knew it would be Oregon, and after researching the possibilities, we chose Wilsonville for its quality of life and governance. After five years of participation as a citizen of Wilsonville, I am confirmed in my belief in the city and its future.

2. What specific contribution do you hope to make?

In a general way, I can offer sound judgment and appreciation of community values and of prospects for future economic development supported by balance residential-commercial-industrial growth, capitalizing on the expansion of our technological and educational footprint in the region. More particularly, I would bring to the planning process a special perspective informed by my background in environmental design. Drawing on my degrees in art and philosophy, my signature upper-level course as a university teacher was one I taught in Aesthetics of Environment, a unit of which focussed on community design and the built environment. In the latter years of my teaching career I team-taught, with an economist and a psychologist respectively, courses in Economics and Environmental Issues and in Psychology and Environmental Issues. While I am prepared to look at projects from multiple

perspectives, I think it is important to include consideration of aesthetics in defining standards and planning for community development. I would bring such a perspective to the Wilsonville Planning Commission. Having participated this past year in the quasi-judicial side of the city's development in the larger context of the integrated planning process, I feel my background and interests could be more effectively applied on the legislative side as a member of the Planning Commission.

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

Maintaining strategic growth, taking advantage of our existing assets while remaining true to our community values and character.

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

Member, Wilsonville Development Review Board (January 2013 to present)

Member, Oregon Passenger Rail Project, Southwest Portland Metro Area Community Advisory Group (March 2013 to present)

Observer, Wilsonville Tourism Development Task Force, and participant in the public workshops (2013 ongoing)

Observer, Wilsonville Economic Development Task Force (2013)

Participant, Oregon City Planning Directors Association's Planning Commissioner Training (2013)

Participant, Bicycle Tourism Studio for Clackamas County (2012)

Member, Bicycle-Pedestrian Task Force (2010-2012)

Member, Wilsonville Arts and Culture Council (2009 to present)

Frequent participant/observer in Wilsonville public meetings and events, especially relating to transportation systems and community development.



APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

| Name: | Budeau | Kyle | N | Date: 11/28/13 |
|---------------|--|---|------------------------|-----------------------------------|
| Norme | Last | First | Middle | |
| | ddress: 29160 S | | | |
| City/Stat | e/zip: Wilsonv | ille, OR 97 | 070 | |
| | dress within the City | 6.41 | | nville since: Sept. 2013 |
| | | | | |
| relephor | ne No.: 503-957 Home | | Work | Cell/Mobile |
| E-Mail A | ddress: Kyle.bu | deau@yah | oo.com | |
| | a registered Voter | | | |
| nio you | Renev | vable Energy Eng | ineering Student at Or | egon Institute of Technology |
| resent | Jecupation: | | | |
| 1 | Budget Committe Parks and Recrea Library Advisory B Development Re Planning Commit | ation Advisory Bo Board view Board ssion | | |
| State of | Oregon Liquor Con | ntrol Commissio | n 1997 - 2010 | |
| Previous | City appointments | , offices or activ | ities: | |
| Please | See Attached | | | |
| | ional background to to add additional pa | | nd City Council, plea | ase answer the following question |
| N:\City Recor | der/Board & Commission Rost | AB&C Application.doc | | Page 1 of 2 |

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

Please See Attached

What specific contribution do you hope to make?

Please See Attached

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

Please See Attached

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

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

- Budget Committee typically 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 Second Thursday of the month
- 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: 12/2/13 | City Recorder |
| Date Considered: | 29799 SW Town Center Loop E., Wilsonville, OR 97070 |
| Action by Council: | (503) 570-1506 FAX (503) 682-1015 |
| Term Explres: | E-mail: kina@ci.wilsonville.or.us |
| | |

N:\City Recorder\Board & Commission Roster\B&C Application.doc Revised 1/25/10 Page 2 of 2

Kyle Budeau

Volunteer Member Planning Commission Application

1. What experience/training/qualifications do you have for this particular board or commission?

In reflecting on my experience, training and qualifications to be a volunteer representative of the Planning Commission, I was born and raised in Clackamas County and have been a part of the surrounding communities for 35 years. More specifically, I have over 13 years experience working for the State of Oregon, with five of those years as a department lead in which I managed up to ten employees, allowing me to develop a high level of decision-making skills, effective leadership practices, as well as gain knowledge in the organization's rules, regulations, policies and procedures. In addition, as a current student of the Renewable Energy Engineering program at Wilsonville's own Oregon Institute of Technology, I have the capability to be able to research and report on topics specifically related to development issues and the willingness to assist in implementing projects that may be requested of me and the Commission team. Through advanced training in conflict resolution and mediation, as well as through my natural personality and moral character, I am competent in working with Individuals of diverse backgrounds and experiences.

2. What specific contribution do you hope to make?

The Planning Commission role will provide many opportunities to effectively contribute to Wilsonville's current and future goals. Much of this role will involve hard work and being a leading citizen who can be entrusted with upholding the public interest and helping to make decisions that affect its people. As a father of two young children, a full time student at Oregon Institute of Technology, as well as a community member myself, I will take this role seriously and with great pride. Part of my goal will be to learn about new ideas and situations that require me to stretch my existing knowledge and skill level. I will seek to be responsive and fair and to act in the best interest of the community and for the future of the city in which I live and love. Therefore, my specific contribution will be a focus in sustainable growth by supporting tourism and business. I strongly support the direction that Wilsonville is currently going, and I look forward to becoming an advocate that can help support a healthy, active and vibrant community.

Kyle Budeau

Volunteer Member Planning Commission Application

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

I believe that planning for where one lives is a visionary task that also involves great responsibility to lead residents in developing a view of their future. I am excited to see the direction that Wilsonville is heading, and as a student who is focusing primarily on building efficiencies and design, sustainability is extremely important to me and I believe that I will be able to provide unique perspectives through knowledge of cutting edge practices. The social, economic and environmental challenges that cities face today coupled with the speed of urban expansion have led to the need for innovative approaches in local governance. It is for this reason that I would be honored to be a part of the innovation that is happening in Wilsonville. However, not only am I an advocate in the future growth and development of the city of Wilsonville, but through my spouse who is a social worker for a major health organization and a representative for the Clackamas County Commission on Children and Families, I am also sensitive to the health, safety and welfare of my fellow citizens, and believe that citizen involvement and input is equally important. Being a volunteer member of the Planning Commission not only would provide me with an immeasurable experience as I navigate through my educational journey, but it would result in great satisfaction knowing that I am making a lasting investment in my community.

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

I have been and continue to be involved in community activities, volunteering my time at Scouter's Mountain elementary school in Happy Valley (where my mother is a teacher), facilitating science classes and summer camps. I am also a parent volunteer at Lowrie Elementary, where my two children attend school. Although I have no personal experience in relevant community group's comparative to the Planning Commission, I would be honored to be involved with, and in a sense "mentored" by this group of individuals. Although I am newer to the Wilsonville area, I know this county well and would greatly appreciate the opportunity to be considered for this position as I seek to become more directly involved within my community.



APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

| Name: | Eichelberger | Karen | Ann | _ Date: | November 4, 2013 |
|-------------|-------------------------------|-------------------|-------------|------------------|------------------|
| | Last | First | Midd | le | |
| Home Ac | dress: 29940 SW Bro | wn Road, Apt 1 | 16 | | |
| City/State | e/Zip: Wilsonville, OR | 97070-5511 | | | |
| Is this add | dress within the City? | Yes I' | ve lived in | Wilsonville sinc | e: June 21, 2013 |
| Telephon | e No.: <u>Home (503)</u> | 467-1538 <u>V</u> | Vork N/A | Cell/Mobile | (503) 467-1538 |
| E-Mail Ac | ddress: <u>karena eichefb</u> | erger@gmail.c | rom | | |
| Are you | a registered Voter w | ith the State | of Oregon | ? Yes | |

Present Occupation:

I have recently retired. During my career, I specialized in managing technical people and projects for over 25 years. I have attached my resume and my Linkedin profile is available at http://www.linkedin.com/profile/view?id=2453988&trk=wvmp-profile.

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 |
| [X] | Library Advisory Board |
| [X] | Development Review Board |
| [X] | Planning Commission |

Employment, professional, and volunteer background: I worked for many years at Mentor Graphics as an Information Technology executive. I also have worked for Tektronix, PGE, Intel, Optec, and Providence Health Plan. Previous City appointments, offices or activities:

I have not worked for a city previously, but I was the director of engineering at Optec, an infrastructure design company where the largest customer was the State of Oregon. I managed a team of network engineers for the design, installation, and support of all fiber optic networks.

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.

My 20+ years experience in management included the planning and adherence to multi-million dollar expense and capital budgets for my cost centers. I have a master's degree in industrial engineering and have led over 150 projects in my career which included warehouse and manufacturing facility design, layout, and optimization. While at Mentor Graphics, I managed a team of 95 professionals and supported a 4,000 member user community for all of their business system application needs. (I have attached a resume to provide a sampling of my work and skills.)

- What specific contribution do you hope to make? My hope in tendering my offer to join one of your boards is that my business knowledge and skills will be of use in the planning and implementation of future projects for the citizens of Wilsonville. I lived most of my 32 years in Oregon in Beaverton, but I worked 11 of those years in Wilsonville. I became especially fond of Wilsonville during the years I worked for Mentor Graphics. Recently, I chose Wilsonville as the place I wanted to live permanently. I would very much like to give back to this community that I now proudly call my home.
- What community topics concern you that relate to this board or commission? Why do you want to become a member? I have a passion for issues that relate to senior citizens and animals and would like to work on behalf of both. In my opinion, Wilsonville is a wonderful place for retired citizens and I want to be a part of helping people at all stages of retirement. I have a special affinity for animals, especially dogs. I would like to help in the rescue and compassionate treatment of all animals.
- Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.) I was on the board of directors of a nonprofit group, The Haven Project. The group was founded by Gretchen Corbett who chose to disband the group in 2006. I have been a long time supporter of multiple animal rescue groups including Project POOCH, the Oregon Humane Society, Peaceful Valley Donkey Rescue, Farm Sanctuary, HSUS, and Friends of Animals. My roles included monetary donations, letter writing campaigns, hosting leadership visits to Portland, and grant writing proposals.

Date: November 5, 2013

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:

Date Received: //-5-13 AUL

Date Considered: City Recorder
29799 SW Town Center Loop E.
Wilsonville, OR 97070
503-570-1506
503-682-1015 (FAX)
king@ci.wilsonville.or.us

SUMMARY OF EXPERIENCE:

With over 25 years of experience leading strategic initiatives and projects, Karen's career spans a number of industry segments. A brief summary of some of the projects directly managed are categorized and summarized below. Tools and techniques used in the planning and execution of these projects include goal setting, exploration maps ('Implications Wheels'), future state diagrams, current state problem assessments, gap analyses, prototypes, swim lane diagrams, entity relationship diagrams, report design and layout, simulation models, engineering drawings, statistical analyses, financial return on investment analyses, risk and contingency plans, schedules, and budgets.

New Capability Projects: 77 projects

The common theme among these projects was a mission to implement entirely new capabilities. Being the largest category, these projects include every company and industry listed in the 'Industries' and 'Career Path' sections of this document. Projects included the architecture, development and implementation of logistics, distribution, enterprise software applications, and local and wide area network systems. The enterprise software applications included SAP, MAS II, Siebel, Vantive, ADP, Salesforce.com, Onyx, and Kronos.

Business Enhancement Projects: 25 projects

Continuous improvement was essential to mainline business functions at Mentor Graphics where product margins were a key metric as hardware became more of a commodity item. Projects began with an analysis phase to evaluate the high-level current state, problems to solve, opportunities to seize, and stretch goals to attain. Productivity and quality gains were measured before, during, and after projects were completed.

While at Intel, Supply Chain management systems were a primary area of responsibility and optimization was a core focus for their Just-in-Time component delivery programs. One project alone corrected errors in inventory balance algorithms saving Intel millions of dollars in excess inventory each year.

Mission-Critical projects: 4 projects

Although few in number, these were among the most dramatic projects in terms of degree of difficulty, risks and results. Projects shared common themes: current state problems negatively impacting customers, previous project managers failing to resolve the problems, and serious negative impacts to customers including missed commitments and poor product quality. Brought in as a turn-around expert due to the potential loss of customers and reputation, time was of the essence to resolve complex problems such as errors in original specifications; software license file defects; system configuration errors; product failures; and last minute project scope changes on an international scale. Trouble-shooting techniques and focused team management was essential to resolve the problems. In half the cases, re-starting the projects was necessary. Problems were resolved, documentation established to 'hold the gains', responsible functional areas were trained in proper process and procedures, and damage control with customers was completed in far less time than the problems had persisted. Special commendations were awarded both at Intel and Mentor Graphics for successfully managing these projects to successful completion.

April 2013 Page 1 of 4

Sarbanes Oxley Audits: 4 projects

Led corporate Sarbanes Oxley audit for corporate IT function at Mentor Graphics and LaCrosse Footwear where the COBIT framework was used. Including the initial year Sarbanes Oxley was required for public corporations, audit results were successful with no material defects found. External auditors attributed the stellar results to solid process controls established as part of Karen's line management focus and programs within IT.

Project Management Offices (PMO): 3 programs

Designed, documented, proposed, implemented, and managed a Program Management Office and governance board at Mentor Graphics and LaCrosse Footwear. Managers at both companies expressed appreciation for visibility of project resources used and being included in the prioritization of strategic projects. Developed a PMO management framework and operating guidelines for Regence.

New Product Introductions: 13 projects

Projects were of two types: products for sale to external customers and internally used enterprise systems. Nearly all project scopes included requirements elicitation, design, configuration, development and deployment of enterprise system functionality. Business processes included payroll, time management, material procurement, manufacturing, distribution, order fulfillment, and customer support. Every project met the announced release date thereby enhancing customer confidence, revenue stream and market share.

INDUSTRIES:

Career experience includes a number of industries including: Health Care, Transportation, Logistics, High Technology, Apparel Manufacturing, and Utilities.

CAREER PATH:

| 2012 to Present | Management Consultant at Bradson Consulting |
|-----------------|---|
| 2012 - Present | Instructor at Portland State University Professional Development Center |
| 2011 - 2012 | Business Analyst at MolecularMD |
| 2010 - 2011 | Vice President of Information Technology at LaCrosse Footwear, Inc. |
| 2007 - 2010 | Senior Consultant at Point B, Inc. (Regence BC/BS and Providence Health Plans) |
| 1996 - 2007 | Senior Director of Enterprise Applications at Mentor Graphics Corporation |
| 1994 - 1996 | Director of Professional Services at Optec Corporation (Largest Account: State of Oregon - Primary contractor for WAN and LAN physical plant upgrades to fiber optics and high speed Internet) |
| 1993 - 1994 | Materials Planning and Forecasting Manager at Intel Corporation (Component Division) |
| 1992 - 1993 | Founder and Principal Consultant at Project Leadership Technologies, Inc. (Project Management training, coaching, and consulting provided to Portland State University, Litner Center, Software Association of Oregon, OIT, Logic Automation, Rogue Wave Software, Mentor Graphics, and Port of Portland) |

LEADERSHIP HIGHLIGHTS:

The following noteworthy projects provide more detail regarding Karen's line and project management leadership skills. These projects shared common aspects including a significant degree of complexity, tight timeline and budget constraints, and a requirement for innovation and interpersonal finesse to fully satisfy the project objectives of all stakeholders.

| Business Problems | Action Taken | Results |
|---|---|--|
| Demand for Information Technology resources far exceeded supply. An objective method was needed to ensure the right projects were being pursued. | Created an evaluation method to compare project proposals using standard templates and ROI Analysis Created a Project Governance Board and review process for selecting strategic projects Recruited senior-level VPs as members of the governance board Facilitated review sessions and coached employees who submitted project proposals | Executives had more visibility of IT resource utilization All VPs understood and agreed on the relative priorities and lower priority projects fell to the bottom of the queue as intended The tendency to approve all projects was greatly reduced Thrashing of resources from one "project fire" to the next was reduced Projects were staffed appropriately |
| Unclear requirements for the initial year of the Sarbanes Oxley auditing process led to confusion throughout the IT and Finance organizations. | Provided thorough documentation on all requested IT processes and systems to the SOX auditors Represented the Corporate IT organization on the SOX Steering Committee | SOX auditors were so impressed with the reliability of the systems and thoroughness of documentation they declared, "IT is the bomb!" In every year of Sarbanes Oxley audits during Karen's IT Leadership, audit results reported zero deficiencies/material defects |
| Annual expense and capital budgeting systems were based on Excel spreadsheets. Budgeting errors were often discovered throughout the year which negatively impacted operations and mission-critical projects. | Developed an application in 3 months to systematize input and correlate capital and related expense items Piloted an internally developed application that met unique budgeting requirements | Mistakes due to missed entries and calculation errors were eliminated The Chief Financial Officer took note of the success and sponsored Karen's group to deploy the application throughout the corporation Extended the application to include EPS forecasting and tracking |
| >95% of all software license files from a newly acquired division were shipped to customers with errors rendering the software unusable. | Formed and led a Tiger Team to fix the technical problems with license manager software and related license files Resolved all outstanding license file failures for the entire customer installed base | Identified and fixed the technical problems with license files in less than 2 months Regenerated and re-shipped all license files to customers and verified they could fully utilize the software functionality purchased Re-introduced the proper method of generating software license files to the operations group responsible for issuing license files |

EDUCATION:

- > BA in Business Management from North Carolina State University (Minor: Statistics)
- > MS in Industrial Engineering from North Carolina State University (Minor: Statistics)
- Certification in Project Management from Portland State University
- Certification as a Scrum Master from Scrum.org
- Certifications (Level I, II, and III) in Final Cut Pro Video Editing from the Apple Corporation
- > Corporate-sponsored training in:

 - o Total Quality Management
 o Scrum Project Management
 - o MS Project 2010
 - o Just In Time Manufacturing
 - Juran Quality Management
 - Deming Quality Management
 - o Joel Barker Strategic Planning (Implication Wheels)
 - o Change Management
 - o ISO 9000/1
 - o ITIL Framework
 - o Capability Maturity Model
 - Sarbanes Oxley
 - o Balanced Scorecard (metrics design and quantification)
 - o Requirements Definition and Elicitation

SPECIALTIES:

- Program and Project Management
- Project Management Instruction and Coaching
- Team Formation and Leadership
- Process Design and Re-engineering
- Future State Explorations
- Enterprise Architecture
- New Technology Evaluation, Contract Negotiations, and Selection
- Statistical Analysis
- Simulation Modeling
- Change Management
- Sarbanes Oxley Audits and Monitoring Systems

PUBLICATIONS

- Quality Progress: "Leading Change Through Projects"
- Technical & Skills Training: "A Project Manager's Creeping Requirements"

AWARDS

- > Distinguished Alumnus Award from North Carolina State University Department of Industrial and Systems Engineering
- > Portland Chamber of Commerce "Program of the Year" Design and Delivery of Portland State University's Project Management Certification Program
- Chairman's Award Mentor Graphics Corporation
- Division Recognition Award Intel Corporation

EMAIL LETTERS EXPRESSING CONTINUED INTEREST TO SERVE

King, Sandy

From: Lenka Keith < lkeith@irr.com>

Sent: Monday, September 16, 2013 3:35 PM

To: King, Sandy

Subject: RE: DRB Reappointment

Hello, Sandra:

Being on the Development Review Board for the past couple of years has been a great experience, and I would like to continue to serve.

Thank you!

Lenka M. Keith, MRICS
Senior Analyst
Integra Realty Resources-Portland
1220 SW Morrison, Ste. 800
Portland, OR 97205
Ph. 503.478.1009
Cell 503.679.1262
Fax 503.274.8630
Ikeith@irr.com
www.irr.com

From: King, Sandy [mailto:king@ci.wilsonville.or.us]

Sent: Monday, September 16, 2013 3:32 PM

To: Lenka Keith

Subject: DRB Reappointment

Lenka;

I understand you are willing to serve an additional term on the DRB. Please send me a note indicating that, and I'll make sure the Mayor and Council receive it, there is no need to complete another application form.

Thank you.

Sandra C. King, MMC City Recorder City of Wilsonville 503-570-1506

PUBLIC RECORDS LAW DISCLOSURE: Messages to and from this e-mail address is a public record of the City of Wilsonville and may be subject to public disclosure. This e-mail is subject to the State Retention Schedule.

King, Sandy

From:

Cheryl Dorman <cheryldorman1@yahoo.com>

Sent:

Tuesday, October 08, 2013 2:40 PM

To:

King, Sandy

Subject:

Re: Reappointment to the DRB

Hi Sandy,

I am willing to we've again but I want to avoid chair or co-chair.

Thx for your patience!

Sent from my iPhone

On Oct 1, 2013, at 4:33 PM, "King, Sandy" < king@ci.wilsonville.or.us > wrote:

Thanks, I look forward to hearing from you.

Sandra C. King, MMC City Recorder City of Wilsonville 503-570-1506

PUBLIC RECORDS LAW DISCLOSURE: Messages to and from this e-mail address is a public record of the City of Wilsonville and may be subject to public disclosure. This e-mail is subject to the State Retention Schedule.

From: Cheryl Dorman [mailto:cheryldorman1@yahoo.com]

Sent: Tuesday, October 01, 2013 4:22 PM

To: King, Sandy

Subject: Re: Reappointment to the DRB

Hi Sandy, sorry I didn't mean to send yet...was going to copy Blaine. I'm thinking about whether I would like to continue to serve. I will get back to you in a few days.

Thx!

Cheryl

Sent from my iPhone

On Oct 1, 2013, at 4:16 PM, "King, Sandy" < king@ci.wilsonville.or.us > wrote:

Chervl:

There was no reply message indicating your preference.

Sandra C. King, MMC City Recorder City of Wilsonville 503-570-1506 PUBLIC RECORDS LAW DISCLOSURE: Messages to and from this e-mail address is a public record of the City of Wilsonville and may be subject to public disclosure. This e-mail is subject to the State Retention Schedule.

From: Cheryl Dorman [mailto:cheryldorman1@yahoo.com]

Sent: Tuesday, October 01, 2013 3:31 PM

To: King, Sandy

Subject: Re: Reappointment to the DRB

Sent from my iPhone

Sent from my iPhone
On Oct 1, 2013, at 2:32 PM, "King, Sandy" < king@ci.wilsonville.or.us > wrote:

Hi Cheryl;

I note that your first term on the Development Review board Panel B will expire at the end of this year (12/31/13). You are eligible to serve another term. Are you interested in being considered for appointment to a second term? Please let me know. You do not need to complete another application, a simple email message/response will do the trick.

Many thanks.

Sandra C. King, MMC City Recorder City of Wilsonville 503-570-1506

PUBLIC RECORDS LAW DISCLOSURE: Messages to and from this e-mail address is a public record of the City of Wilsonville and may be subject to public disclosure. This e-mail is subject to the State Retention Schedule.

King, Sandy

From:

Dianne Knight <dianne.sofia.knight@gmail.com> Monday, September 16, 2013 4:13 PM

Sent:

To:

King, Sandy

Subject:

RE: Reappointment process

Dear Ms. King,

I understand my DRB term expires this year in December of 2013. I am writing to ask for serving on the DRB for another term. Thank you for your consideration.

Best,

Dianne Knight

DRB Panel B

King, Sandy

From:

Neamtzu, Chris

Sent:

Tuesday, September 24, 2013 12:05 PM

To: Subject: King, Sandy FW: term

Regarding PC re-appointments, Al is interested in serving another term, Ray, I believe is termed out.

Thank you, Sandy

Chris Neamtzu, AICP
Planning Director
City of Wilsonville
29799 SW Town Center Loop E
Wilsonville, OR 97070
503.570.1574
neamtzu@ci.wilsonville.or.us

Disclosure Notice: Messages to and from this email address may be subject to the Oregon Public Records Law.

From: Al Levit or Pat Rehberg [mailto:levitrehberg@frontier.com]

Sent: Tuesday, September 24, 2013 11:59 AM

To: Neamtzu, Chris Subject: Re: term

Hi Chris,

After much thought about my commitments, I have decided to continue on the Planning Commission if approved by City Council.

Al

---- Original Message -----

From: Neamtzu, Chris

To: Al Levit (levitrehberg@frontier.com)

Sent: Thursday, September 12, 2013 9:24 AM

Subject: term

AI,

This is what I have, please let me know what you are thinking.

Thanks,

Chris

PLANNING COMMISSION -

7 Members 4 year terms. No more than 2 full consecutive terms.



CITY COUNCIL MEETING STAFF REPORT

| Meeting Date: January 6, 2014 | Subject: City Council liaison representation to various intergovernmental regional boards and committees | | |
|--|--|--|--|
| | Staff Member: Mark Ottenad, Public/Government Affairs Director | | |
| | Department: Administration | | |
| Action Required | Advisory Board/Commission Recommendation | | |
| | □ Approval □ Denial □ None Forwarded □ Not Applicable Comments: The City Council is expected to appoint liaison representatives and alternates for the City to various regional intergovernmental boards and committees. | | |
| Staff Recommendations: | | | |
| City Council appoints members who city to various regional intergovernment | will act as the primary representative or alternate for the ental boards and committees. | | |
| Recommended Language for Mot | tion: Not applicable. | | |
| PROJECT / ISSUE RELATES TO: | | | |
| Council Goals/Priorities A | dopted Master Plan(s) Not Applicable | | |

ISSUE BEFORE COUNCIL

City Council representation on regional boards and committees.

EXECUTIVE SUMMARY

The City of Wilsonville is represented by City Council members on various boards and committees throughout the region. Most of these intergovernmental bodies require or request an elected official of the City to be the primary representative and/or the alternate representative.

INTERGOVERNMENTAL BOARDS AND COMMITTEES FOR CITY COUNCIL APPOINTMENT

The City Council is expected to appoint members as primary or secondary representative to the various boards and committees as outlined below.

Standing meetings of elected officials and appointed representatives

| Leadership Body | Meeting Date/ Time | Location | Current City Representatives and Alternates 2013 |
|--|--|---|---|
| Washington County Coordinating Committee ("WCCC") | Monthly: 1 st or 2 nd Monday 12:00 – 1:30 pm | Beaverton Library or Beaverton Community Center | Representative: Mayor Knapp 1st Alternate: Councilor Goddard 2nd Alternate: Councilor Stevens |
| Clackamas County Coordinating Committee ("C-4"): Main body or Cities Subcommittee | Monthly: 1st Thursday 6:45 – 8:45 pm | Clackamas County Development Services Building, Oregon City | Representative: Mayor Knapp Alternate: Councilor Fitzgerald |
| Clackamas County Coordinating Committee Metro Subcommittee ("C-4 Metro Subcom") | Monthly: 1st Thursday 7:30 – 9:00 am | Clackamas County Development Services Building, Oregon City | Representative: Mayor Knapp Alternate: Councilor Fitzgerald |
| Regional Water Providers Consortium Board of Directors | Three times/year: Wednesday Feb 5, June 4 & Oct 1, 7:00 pm | Metro Council Chambers, Portland | Representative: Councilor Starr Alternate: Councilor Goddard |
| French Prairie Forum Local Governments Work Group | Monthly: 3 rd Wednesday 2:00 – 4:00 pm | OSU North Willamette Research & Extension Center | Representative: Councilor Stevens Alternate: Councilor Goddard |
| Positive Aurora Airport Management ("PAAM") | 4 th Thursday 8:30 – 10:00 am | Willamette Aviation; 23115 Airport Road NE | None |

Summary of Leadership Bodies

Washington County Coordinating Committee ("WCCC") is composed of representatives of all the cities (cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, King City, Hillsboro, North Plains, Tigard, Tualatin, Sherwood and Wilsonville) and the county of Washington County; Tri-Met and Metro representatives attend as ex-officio members. The WCCC, which is advised by a staff-level technical advisory committee, Transportation Advisory Committee, reviews and makes recommendations on land-use and transportation matters and funding proposals to the Board of County Commissioners for Major Streets Transportation Improvement Program (MSTIP) transportation projects and to Metro for transportation projects, and appoints the cities' representatives to JPACT.

Clackamas County Coordinating Committee ("C-4") is composed of all the cities (Metro jurisdiction cities of Damascus, Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Oregon City, Rivergrove, Tualatin, West Linn and Wilsonville; and the non-Metro/rural cities of Barlow, Canby, Estacada, Molalla and Sandy) and the County of Clackamas County, along with representatives of special districts and hamlet/villages; representatives from

Metro, urban and rural transit agencies and the Port of Portland are ex-officio members. C-4, which is advised by a staff-level technical advisory committee known as "CTAC," reviews and makes recommendations on land-use and transportation matters, principally to the Board of County Commissioners. C-4 meets monthly either as the full, main body or in subcommittees as Cities Subcommittee or Non-Cities Subcommittee (districts, hamlets, etc.)

Clackamas County Coordinating Committee Metro Subcommittee ("C-4 Metro Subcom") is a committee of C-4 composed of the county and 10 Clackamas County cities located with Metro's UGB jurisdiction — the cities of Damascus, Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Oregon City, Rivergrove, Tualatin, West Linn and Wilsonville. The C-4 Metro Subcommittee reviews and makes recommendations to the Board of County Commissioners and to Metro for transportation projects funding and other policy matters, appoints the cities' JPACT representatives.

Regional Water Providers Consortium Board of Directors was established through the Regional Water Providers Consortium Intergovernmental Agreement (IGA). Board members meet tri-annually and represent the governing board, commission or council of their participant agency. Formed in 1997, the Consortium focuses on issues pertaining to the metro region's domestic water supply through conservation, emergency preparedness planning and water supply coordination. The Consortium coordinates the implementation and revision of the Regional Water Supply Plan, provides a forum for study and discussion of water supply issues, and communicates adopted policy and strategies to the public, agencies and stakeholder groups.

French Prairie Forum Local Governments Work Group is an informal monthly meeting of representatives of the cities of Aurora, Canby, Donald, Hubbard, Wilsonville and Woodburn; counties of Clackamas and Marion; Aurora Rural Fire Protection District; and the Confederated Tribes of Grand Ronde. Topics of discussion are wide ranging and include land-use, transportation and transit, governance issues, economic development, agricultural and tourism promotion and more. This group is not a formally charted body and makes no formal recommendations.

Positive Aurora Airport Management ("PAAM") is a nonprofit organization formally established in 1998 with a stated purpose "to promote and preserve safe and efficient operation of the Aurora State Airport, to promote the economic viability of the Aurora State Airport and to enhance its compatibility with the surrounding neighborhoods." "Any natural person who is interested in aviation and the Aurora State Airport and is a representative of State, County or City Government shall be eligible for ex-officio membership [non-voting]." "Ex -officio members shall not be liable for annual dues." "Organizational memberships shall designate a primary and not more than three alternates to represent the organization at PAAM meetings." The corporation has the following standing committees: Noise Abatement, Airport Security, Membership, Airport Improvement, Aviation safety, Public relations, Airport management and economic development. Representatives of the City have periodically attended PAAM meetings; Councilor Susie Stevens as a private citizen has attended and participated for a number of years in PAAM, including acting as secretary.

Occasionally, special ad-hoc inter-governmental bodies, such as the Oregon Dept. of Aviation's Aurora Airport Master Planning Committee or Metro/Washington County's Basalt Creek Concept Planning Study, requires a City Council appointment; however, none are pending now.

EXPECTED RESULTS

The City Council will appoint representatives and alternates as desired to the various boards and committees; following is a summary of the positions to be filled and notations about appointments:

Washington County Coordinating Committee ("WCCC")

NOTE: The primary representative *must be* an elected official; alternates may be elected officials or staff.

- 1st Alternate_____
- 2nd Alternate

Clackamas County Coordinating Committee ("C-4")

NOTE: Both the primary representative and alternates must be elected officials.

- 1st Alternate_____
- 2nd Alternate

Clackamas County Coordinating Committee ("C-4") Metro Subcommittee

NOTE: Both the primary representative and alternates must be elected officials.

- 1st Alternate
- 2nd Alternate

Regional Water Providers Consortium Board of Directors Subcommittee

NOTE: Both the primary representative and alternates *must be* elected officials.

- 1st Alternate_______
- 2nd Alternate

French Prairie Forum Local Governments Work Group

- 1st Alternate_____
- 2nd Alternate _____

Positive Aurora Airport Management ("PAAM")

- 1st Alternate____
- 2nd Alternate _____

TIMELINE

The City Council may act its leisure; however, acting in January would be optimum for codifying the City's representation to these various intergovernmental bodies for timely notice and attendance.

OTHER BOARDS/COMMITTEES AND ORGANIZATIONS

■ Entities that may appoint City Council members to a board or committee

There are a number of other governmental boards and committees and nonprofit organizations that the City may be represented on or that City Council members and staff may sit on or attend. In some instances the City Council may make the appointment, and in others, another body makes an appointment of a City Council member to the organization's board.

For example, Mayor Knapp was selected in 2011 by representatives of 10 cities that participate in the Clackamas County Coordinating Committee "C-4" Metro Subcommittee as the Alternate Representative to Metro's Joint Policy Advisory Committee on Transportation (JPACT) for all of the Metro-area "Cities of Clackamas County." Previously, Mayor Knapp had been elected in 2010 by C-4 Metro Subcommittee to be the "Other Cities" Representative to Metro's Metro Policy Advisory Committee (MPAC) and Metro-area "Cities of Clackamas County" representative to the Metro Urban/Rural Reserves Steering Committee during 2008-10. None of these positions were City Council appointments.

In a similar fashion, Councilor Goddard serves on the boards of directors in an ex-officio capacity of the Clackamas County Business Alliance (CCBA) and Wilsonville Chamber of Commerce. Councilor Goddard was appointed to these boards by the organizations, and not as a result of a City Council appointment. The City does *not* have an appointed seat to the CCBA or Chamber board. However, the Chamber president has the flexibility to appoint two ex-officio positions, one of which has generally been a City Council member.

Note that CCBA differs from the Westside Economic Alliance (WEA), which does have Cityappointed members whose Cities are represented on the WEA board of directors. Wilsonville is not a city named on the WEA board.

■ Entities that all City Council members may participate in (no appointments)

Clackamas Cities Association (CCA)

This is an informal, somewhat monthly gathering of elected and appointed officials of Clackamas County—including county commissioners, city council members, state legislators and special districts board members—and staff of these various jurisdictions. A dinner meeting with a special topic or presenter is held on the third or fourth Thursday, 6:30–8:30 pm.

Each city in Clackamas County takes turns hosting the dinner; Wilsonville is scheduled to host in January 2015. The CCA dinner schedule for 2014 follows:

January – Lake Oswego February – Milwaukie March – *skip* April – Molalla May – Oregon City June – Sandy July, August and September – *skip* October – Tualatin November & December - *skip* Notice to City Council members generally comes from the City Manager's Office regarding prospective attendance and meal selection about two to three weeks in advance. Due to holiday scheduling for Council meetings, Wilsonville City Council members will miss attending January and February dinners.

Business Associations Meetings

The City is a member of several business associations, including Clackamas County Business Alliance (CCBA), Westside Economic Alliance (WEA) and Wilsonville Chamber of Commerce. Each of these organizations has various meetings and events that City Council members, along with other association members and the general public, may attend. CCBA does not have a regular, general-interest program; however, board meetings are open for attendance.

Attached to this report is a "Summary of Regular Meetings Held by Key Regional Leadership Bodies in the Portland Metro Area" and who attends on a regular basis from the City. Due to Wilsonville's location—in two counties, within the Metro UGB and at the foot of the North Willamette Valley—and interest in land-use and transportation issues, the City is involved in a host of intergovernmental organizations and business associations.

CURRENT YEAR BUDGET IMPACTS

None.

COMMUNITY INVOLVEMENT PROCESS

None is required. As the elected representatives of the residents of Wilsonville, the City Council has the authority and is expected to appoint members to the various boards and committees.

CITY MANAGER COMMENT

ATTACHMENTS:

 Summary of Regular Meetings Held by Key Regional Leadership Bodies in the Portland Metro Area, Dec. 2013

Summary of Regular Meetings Held by Key Regional Leadership Bodies in the Portland Metro Area

page 1

Compiled by Mark Ottenad, Public/Government Affairs Director, City of Wilsonville, Updated Dec., 2013.

All meetings are monthly unless otherwise noted; schedules are subject to change.

"Standing" indicates a leadership body usually with defined members that meets regularly; "special" or "ad-hoc" indicates leadership body that is constituted only for a special purpose and/or meets only periodically.

Standing meetings of elected officials and appointed representatives

| Meeting Date/Time | Leadership Body | Location | Representatives |
|--|---|--|--|
| 1 st or 2 nd Monday 12:00 – 1:30 pm | WCCC: Washington County Coordinating Committee | Beaverton Library or Beaverton Community Center | Mayor Knapp, rep.; Councilor Goddard and Councilor Stevens, alts. Staff: Mark Ottenad |
| 1 st Thursday 7:30 – 9:00 a.m. | C-4 (Clackamas County Coordinating Committee) Metro Subcommittee | Lake Oswego City Hall | Mayor Knapp rep.; Councilor Fitzgerald, alt; Staff: Nancy Kraushaar, Mark Ottenad, Stephan Lashbrook |
| 1 st Thursday 6:45 – 8:45 pm | C-4: Clackamas County Coordinating Committee: Main body or Cities Subcom. | Clackamas County Development Srvcs Bldg, Oregon City | Mayor Knapp, rep.; Councilor Fitzgerald, alt; Staff: Nancy Kraushaar, Stephan Lashbrook, Mark Ottenad |
| 2 nd and 4 th Wednesday 5:00 – 7:00 pm | MPAC: Metro Policy Advisory Committee (Metro) | Metro Council Chambers, Portland | Staff: Katie Mangel, Chris Neamtzu, Mark Ottenad, Stephan Lashbrook |
| 2 nd Thursday 7:30 – 9:30 am | JPACT: Joint Policy Advisory Committee on Transportation (Metro) | Metro Council Chambers, Portland | Mayor Knapp, Clackamas County Cities Alternate; Staff: Nancy Kraushaar, Stephan Lashbrook, Mark Ottenad |
| Periodic, three times/year | Regional Water Providers Consortium | Metro Council Chambers, Portland | Councilor Starr, rep; Councilor Goddard, alt. Staff: Delora Kerber |
| 3 rd Wednesday 2:00 – 4:00 pm | French Prairie Forum Local Governments Work Group | OSU North Willamette Research & Extension Center | Councilor Stevens, rep; Councilor Goddard, alt; Staff: Mark Ottenad |
| 3 rd or 4 th Thursday 6:30 – 8:30 pm Dinner | Clackamas Cities Assn. | Varies by hosting city | Councilor members, senior staff |

Special/ad-hoc meetings of elected officials and appointed representatives

| Meeting Date/Time | Leadership Body | Location | Representatives |
|---|--|--|--|
| Periodic | Oregon Passenger Rail Corridor Forum | Center for Business & Industry, Salem | Mayor Knapp; Staff: Nancy Kraushaar, Mark Ottenad |
| Periodic | Basalt Creek Concept Planning Committee | Varies | Councilor Goddard, Councilor Fitzgerald, planning staff |
| August annual conf.; periodic meetings | Oregon Mayors Assn. (OMA) | Varies | Mayor Knapp |
| End of September annual conf; periodic meetings | League of Oregon Cities (LOC) | Varies | Mayor Knapp, Council, staff |

Other non-governmental organization (NGO) standing meetings of note

| Meeting Date | Leadership Body | Location | Representative |
|---|---|---|---|
| 1 st Tuesday | Clackamas County Business | CCBA office, Lake | Mark Ottenad |
| 3:00 – 5:00 pm | Alliance Land-Use Com. | Oswego | |
| 1 st Wednesday | Wilsonville Chamber | Wilsonville chamber office | City Council members, |
| 12:00 – 1:00 pm | Government Affairs Com. | | Mark Ottenad, other staff |
| Quarterly: 1st Wednesday | Regional Water Providers | Metro Council | Delora Kerber |
| 7:00 – 8:30 pm | Consortium Technical staff | Chambers, Portland | |
| 2 nd Tuesday 7:30 am – 9:00 am | Wilsonville Chamber Monthly Breakfast or Lunch (nka South Metro Leadership Forum) | Varies | City Council members, City staff |
| 2 nd Tuesday 12:00 – 1:30 pm | Greater Portland, Inc. (GPI): Economic Development Professionals Roundtable | 111 SW Columbia Street, Suite 830, Portland | Kristin Retherford, rep; Mark Ottenad, alt |
| 2 nd Wednesday 7:30 – 9:00 a.m. | Clackamas County Business Alliance (CCBA) Board | Varies | City Council members, staff |
| Periodic, or 2 nd Friday | Wilsonville Chamber/City | Wilsonville chamber office | Mayor Knapp, Councilor |
| 10:00 – 11:30 a.m. | Leadership | | Starr, Bryan Cosgrove |
| 3 rd Wednesday 12:00 – 1:30 pm | Westside Economic Alliance Land-use and Housing Com. | WRG Design, Portland | Mark Ottenad |
| 4 th Thursday | Westside Economic Alliance | Embassy Suites Hotel, | Mayor Knapp, Mark |
| 7:30 – 9:00 am | Monthly Breakfast Forum | Tigard | Ottenad |
| 4 th Thursday | PAAM – Positive Aurora | Willamette Aviation, | None currently |
| 8:30 – 10:00 am | Airport Management | Aurora Airport | |

Standing meetings of regional/local government staff

| Meeting Date/Time | Leadership Body | Location | Representative |
|--|---|--|---|
| 1 st Monday 2:00 – 3:00 pm | Clackamas County/City Managers Meeting | Clackamas County Public Services Bldg, Oregon City | Bryan Cosgrove, Jeanna Troha |
| 1 st Wednesday 9:30 – 11:30 am | MTAC: Metro Technical Advisory Committee (Metro) | Metro, Portland | Katie Mangle, Chris Neamtzu, planning staff |
| 1 st Thursday 8:00 – 11:00 am | Washington County Planning Directors Meeting | Beaverton Library | Chris Neamtzu, other planning staff |
| Varies: 1 st , 2 nd , 3 rd , 4 th Fridays, 7:30 – 9:00 am | TMAC: Transportation Management Advisory Com. | Tri-Met, Portland | Nancy Kraushaar, Stephan Lashbrook, Mark Ottenad |
| 2 nd Wednesday 3:00 – 5:00pm | Regional Travel Options (RTO) Subcommittee of TPAC (Metro) | Metro, Portland | Jen Massa Smith, SMART staff |
| 2 nd Friday 12:00 – 1:30 pm | Metro Area Regional Governments Lobby meeting | Metro, Portland | Mark Ottenad, Greg Leo |
| 3 rd Wednesday 9:30 – 11:30 am | MTAC: Metro Technical Advisory Committee (Metro) | Metro Room 370, Portland | Katie Mangle, Chris Neamtzu, planning staff |
| 3 rd Thursday 1:30 – 3:00 pm | WCCC TAC: Washington County Coordinating Com. Technical Advisory Com. | Beaverton Library | Nancy Kraushaar, Steve Adams |

| Meeting Date/Time | Leadership Body | Location | Representative |
|---|--|---|---|
| 4 th Wednesday 2:00 – 4:00 pm | Washington County/City Managers Meeting | Washington County Public Services Bldg, Hillsboro | Bryan Cosgrove, Jeanna Troha |
| 4 th Tuesday 3:30 – 5:00 pm | CTAC: Clackamas Transportation Advisory Com | Clackamas County Dev Srvcs Bldg, Oregon City | Nancy Kraushaar, Kristin Retherford, Mark Ottenad |
| 4 th Friday 9:30 – 11:30 am | TPAC: Transportation Policy Alternatives Com. (Metro) | Metro, Portland | Nancy Kraushaar, Clackamas County Cities rep, Stephan Lashbrook |

Periodic or project-related meeting (current):

Government Meetings

- Oregon Passenger Rail (ODOT) Leadership Council meetings, Corridor Forum meetings, Community Advisory Group meetings and open houses
- Oregon Transportation Commission (OTC) meetings
- ODOT Region 1 (Portland metro region); ODOT Region 2 (Salem metro region) meetings
- Land Conservation and Development Commission (LCDC) meetings
- Clackamas or Washington County land-use hearings
- Oregon Legislative Assembly committee meetings (when legislature in session)

Non-governmental Organization (NGO) Meetings

- League of Oregon Cities (LOC) legislative committee meetings and Annual Conference
- Oregon Economic Development Assn. (OEDA) quarterly meetings/trainings and annual conference
- Greater Portland Inc (GPI) annual conference and periodic special meetings/trainings

Periodic or project-related meetings of prior years:

Government Meetings

- Regional Freight & Goods Movement Task Force (Metro): Mark Ottenad attended monthly meetings for four years; task force now suspended
- Aurora State Airport Master Plan Planning Advisory Com. (PAC): Former Councilor Steve Hurst was rep.;
 Mark Ottenad attend and alternate
- Metro Urban and Rural Reserves Steering Committee and technical advisory committee



Per 10/3/13 pet

October 29, 2013

Tim Knapp Office of the Mayor 29799 SW Town Center Loop E Wilsonville, OR 97070

Portland Service Center

9620 SW Barbur Boulevard Portland, OR 97219 503-977-6800 800-338-5248 Dear Mr. Knapp,

Girl Scouts of Oregon and Southwest Washington is proud to announce that the girl on the enclosed list has earned the Girl Scout Gold Award. She will be recognized at a local ceremony in the coming months. You will find a brief description of her project included.

The Girl Scout Gold Award is the highest achievement a girl can earn in Girl Scouting. Fewer than one of every hundred girls in Girl Scouting earn this award. It requires the girl to put together the leadership and communication skills she has acquired through Girl Scout activities to plan, organize, and lead a community service project in order to earn the award.

We would like to ask for you to acknowledge her accomplishments. We hope that you will be able to send a letter of congratulations or certificate. Please send the letter to our Portland service center at this address:

Shannon Shea GSLE Specialist Girl Scouts of Oregon and SW Washington 9620 SW Barbur Blvd. Portland, OR 97219 503-977-6813

Thank you for your help honoring our local Girl Scouts.

Sincerely,

Colleen Kelly

Girl Scout Teen Award Volunteer Team Member

Girl Scouts of Oregon and SW Washington

Spokesman

Knitters needed for crafty camp

Created on Wednesday, 17 July 2013 01:00 | Written by Kate Hoots | http://portlandtribune.com/wsp/138-schools/156628-knitters-needed-for-crafty-camp

Laura Goff invites girls ages 10 to 14 to attend her knitting camp

Knitters recognize "knit one, purl two" as a common phrase.

Laura Goff, a 17-year-old senior at Wilsonville High, has added her own spin: She's promoting "Knit Two, Give One," a summer camp for girls ages 10 to 14.

Goff, an Ambassador Girl Scout with Wilsonville's Troop 41424, is presenting the class to earn Scouting's highest honor, the Gold Award.

"In school last year I did a service project where I loom-knitted hats for preemie babies and then donated them to an organization called Stitches From the Heart, who send the hats and other homemade items to (neonatal intensive care units) in hospitals all over the U.S.," Goff said. "I enjoyed making the hats and thought younger girls might like making them, so it gave me the inspiration for my Girl Scout Gold Award project."

She is offering the camp in the Rose room at the Wilsonville Public Library Aug. 19 to 23, from 9:30 a.m. to 12:30 p.m. Attendees will learn to knit on circle looms, make hats to donate and create a fun project, a knitted cupcake hat, to keep for themselves. There is a



by: JOSH KULLA

Laura Goff is presenting a knitting camp as part of her Girl Scout Gold Award.



by: SUBMITTED -

Knit Two, Give One campers will make hats like these to donate for premature babies in hospitals.

\$20 charge for the camp, which includes a set of four looms and extra varn for each camper to take home as well as snacks

each day.

"Come learn something new, do a good deed, make new friends and have fun," Goff said. She emphasized that no experience is needed to attend the camp.

"If you're interested in crafts, it's a fun project to do," she said. "But it doesn't really take any skills."

Space in the camp is limited to 16. For more information or to register, contact Goff at knittwogiveone@gmail.com.



WILSONVILLE CITY COUNCIL CERTIFICATE OF RECOGNITION

AWARDED TO

Laura Goff

For Earning the "Girl Scout Gold Award," the Highest Achievement of Girl Scouts of the USA, in Honor of Your Project to Organize a Five-Day-Long "Camp" Where You and Other Volunteers Knitted Over 100 Caps for Premature Babies for Distribution to Hospitals.

Awarded this 6th day of January 2014

Tim Knapp, Mayor

City of WILSONVILLE OREGON



Laura Goff

Wilsonville, Oregon

Laura knew that hospitals need knit hats for premature babies and wanted to help fill that need. She also knew pre-teen girls like crafts and want to help. So Laura organized a 5 day camp where she and her volunteers taught girls to knit the hats and then together they produced over 100 hats for distribution to hospitals.

January 6, 2014

Laura Goff c/o Shannon Shea, GSLE Specialist Girl Scouts of Oregon and SW Washington 9620 SW Barbur Blvd. Portland, OR 97219

RE: Congratulations on Your Girl Scout Gold Award

Dear Laura,

I am writing on behalf of the City of Wilsonville City Council—and the greater Wilsonville community—to congratulate you on being recognized with the "Girl Scout Gold Award." We are proud of you and your accomplishments that are acknowledged with the presentation of this award by the Girl Scouts of Oregon and SW Washington.

The City Council understands that you saw a need by hospitals for knit caps for premature babies. You were also aware that friends of yours like craft projects, and like to help others in need. You then organized a five-day-long "camp" where you and other volunteers taught girls how to knit the hats, producing over 100 caps for distribution to hospitals.

Fewer than one of every hundred Girl Scouts achieves the "Girl Scout Gold Award," which is the highest achievement that a girl can earn in Girl Scouting. Earning this award requires a Girl Scout to use the leadership and communication skills acquired through Girl Scout activities to plan, organize and lead a community-service project.

Certainly, the kind of project that you coordinated required skills in leadership, communication and community involvement. We are most impressed with your efforts, and encourage you to continue looking for ways to engage with and improve your community.

Thank you for your time and consideration.

Sincerely,

Tim Knapp, Mayor

TK/mo cc: Wilsonville City Council Bryan Cosgrove, City Manager

King, Sandy

From:

Jacobson, Barbara

Sent:

Monday, January 06, 2014 10:00 AM

To:

King, Sandy

Cc:

Kohlhoff, Mike; Cosgrove, Bryan

Subject:

FW: City of Wilsonville Business License Requirements--Attorney Client

Communication

Hi Sandy

Can you please forward the email below to all City Council members prior to tonight's with a note of "Do Not Reply". This topic will be discussed at the meeting this evening.

Barbara

Barbara A. Jacobson Assistant City Attorney City of Wilsonville 29799 SW Town Center Loop E Wilsonville OR 97070 503-570-1509 503-682-1015 fax iacobson@ci.wilsonville.or.us

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Circular 230 Disclaimer: If any portion of this communication is interpreted as providing federal tax advice, Treasury Regulations require that we inform you that we neither intended nor wrote this communication for you to use in avoiding federal tax penalties that the IRS may attempt to impose and that you may not use it for such purpose.

From: The Friedman's [mailto:mark.friedman41@frontier.com]

Sent: Friday, January 03, 2014 7:59 PM

To: Jacobson, Barbara

Cc: Marcotte, Shelly; Kohlhoff, Mike

Subject: Re: City of Wilsonville Business License Requirements

Hello Barbara -

Thank you very much for the e-mail response to my inquiry. I am very much in support of a change to the city code which would add this language. In addition, as a well established Wilsonville resident; I have spoken to numerous individuals who feel the same way as I do (to be honest, most people presume that this language is already present in the code).

Can you shed any light on how much consideration the city has given to changing the city code to reflect this language already? As a resident, what can I do to further constructive discussion and possible action to add this language to the code? I would be happy to come to city council to speak to our elected officials, or go about it differently if it would be a more efficient way to communicate.

Obviously, I would like very much for your help passing my view on this issue to Wilsonville's elected officials on Monday. I know that this issue has been controversial in jurisdictions where code language has been recently changed and I would be willing to author and deliver a letter asking for the City of Wilsonville to consider making this change and asking for other like-minded Wilsonville residents to sign it (assuming this would be beneficial to moving the issue forward).

I very much appreciate your willingness to pass along my view and thank you in advance for any further advice you can provide on how best to move forward in supporting the code change.

Warm regards -

Mark Friedman

From: Jacobson, Barbara

Sent: Friday, January 03, 2014 5:12 PM
To: mark.friedman41@frontier.com
Cc: Marcotte, Shelly; Kohlhoff, Mike

Subject: City of Wilsonville Business License Requirements

Hi Mark:

Sorry for the delay in responding to you. You indicated in your email to Shelley that you had been following recent changes to the City of Tualatin's business license language to include a requirement that businesses operating in that city must abide by all local, state and federal laws in order to be licensed. You asked if that language is already in existing City of Wilsonville code and, if not, what would we advise a citizen who would like to see similar changes in the City of Wilsonville's business code to do?

That language is not currently in the Wilsonville Code but we are aware of the changes being made in several jurisdictions to add this requirement and are considering it for Wilsonville. If you support or oppose that type of language change, feel free to send me an email to me stating your view and I will be sure it is shared with all the City Council members and the Mayor, who ultimately are the ones who decide whether or not to amend the Code. You are also, of course, free to contact any of them directly if you wish to. If you email me before Monday evening, I should be able to get the email to them at the Monday evening Council meeting. Does this help?

Barbara

Barbara A. Jacobson Assistant City Attorney City of Wilsonville 29799 SW Town Center Loop E Wilsonville OR 97070 503-570-1509 503-682-1015 fax jacobson@ci.wilsonville.or.us

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Circular 230 Disclaimer: If any portion of this communication is interpreted as providing federal tax advice, Treasury Regulations require that we inform you that we neither intended nor wrote this communication for you to use in avoiding federal tax penalties that the IRS may attempt to impose and that you may not use it for such purpose.

CITY COUNCIL ROLLING SCHEDULE Board and Commission Meetings 2014-15

JANUARY 2014

| DATE | DAY | TIME | MEETING | LOCATION |
|------|-----------|-----------|---|---------------------------|
| 1/1 | Wednesday | | New Year's Holiday – City offices closed | |
| 1/6 | Monday | 7 p.m. | City Council Meeting | Council Chambers |
| 1/8 | Wednesday | 6 p.m. | CCI Public Forum: Goal 10 Housing Needs Analysis | Council Chambers |
| 1/9 | Thursday | 6:30 p.m. | Parks and Recreation Advisory Board | Council Chambers |
| 1/13 | Monday | 6:30 p.m. | DRB Panel A | Council Chambers |
| 1/20 | Monday | | City Offices Closed Martin Luther King, Jr. Day | |
| 1/22 | Wednesday | 6:30 p.m. | Library Board | Library |
| 1/23 | Thursday | 7 p.m. | City Council Meeting | Council Chambers |
| 1/27 | Monday | 6:30 p.m. | DRB Panel B | Council Chambers |
| 1/29 | Wednesday | 1:30 p.m. | Tourism Strategy Development Task Force | Willamette River Rooms |

CCI PUBLIC FORUM: GOAL 10 HOUSING NEEDS ANALYSIS

Date: 1/8/2014 6:00 PM Location: City Hall

TOURISM STRATEGY DEVELOPMENT TASK FORCE MEETING

Date: 1/29/2014 1:30 PM - 4:00 PM

Location: City Hall - Willamette River Room, 2nd floor

The Hit Pavade!

Pop historian and D.J. Jim Pritchard takes us on a journey as he spins his tales of various 'big name' artists from the 1940's and 50's and from Hollywood to Broadway.

Then hit the dance floor for some Big Band music!



Ticket- Admit One

The Bit Paradel

Monday, January 27th

1:00 - 3:00 pm

Wilsonville Community

Center

Call 503-682-3727 to

reserve your seat.

Light refreshments will

be served.



CITY COUNCIL MEETING STAFF REPORT

| Meeting Date: January 6, 2014 | Representative for W Design-Build-Operate Staff Member: Eric M Engineering Manager | Subject: Quarterly Report by Owner's Representative for Wastewater Treatment Plant Design-Build-Operate Improvements Project Staff Member: Eric Mende, Capital Projects Engineering Manager Department: Engineering | | | |
|--|---|--|--|--|--|
| Action Required | Advisory Board/Com | mission Recommendation | | | |
| | ☐ Approval ☐ Denial te: ☑ None Forwarded | | | | |
| Staff Recommendation: There is no recommendation, Recommended Language for | | plans(s) issue relates to.] ⊠Not Applicable | | | |

ISSUE BEFORE COUNCIL:

Council will receive the January quarterly report for the Wastewater Treatment Plant Design-Build-Operate Improvements project.

EXECUTIVE SUMMARY:

Leidos Engineering, LLC (formerly SAIC, LLC), Kennedy/Jenks Consultants, and Brown and Caldwell are currently providing Owner's Representative services to the City on the Design-Build-Operate (DBO) contract for the Wastewater Treatment Plant (WWTP) Improvements. One

of the tasks under the Owner's Representative Agreement with Leidos is a Quarterly Report to City Council pertaining to the performance of the DBO Company – CH2M HILL. Tonight is the eighth of these quarterly reports. This quarterly report is for October – December 2013. The attached memo will update the Council on construction activities and contract progress. Staff is prepared to answer any questions that arise during the presentation.

| EXPECTED RESULTS: N/A | |
|---|---|
| TIMELINE: | |
| The next quarterly report will be sch | neduled in April 2014. |
| CURRENT YEAR BUDGET IMI N/A | PACTS: |
| FINANCIAL REVIEW / COMM Reviewed by:JEO This staff report is an informational | ENTS: Date:12-23-13 item, so there is no financial impact |
| LEGAL REVIEW / COMMENT: | |
| Reviewed by: | |
| COMMUNITY INVOLVEMENT | PROCESS: |
| N/A | |
| POTENTIAL IMPACTS or BEN N/A | EFIT TO THE COMMUNITY |
| ALTERNATIVES: | |
| N/A | |
| CITY MANAGER COMMENT: | |



MEMORANDUM

TO:

MAYOR AND CITY COUNCIL

FROM:

ERIC MENDE, CAPITAL PROJECTS ENGINEERING MANAGER

CC:

COUNCIL PACKET RECIPIENTS

RE:

JANUARY 2014 QUARTERLY REPORT - WASTEWATER TREATMENT PLANT

DESIGN-BUILD-OPERATE PROJECT, CIP 2082

This Memo presents a quarterly progress and performance update for the DBO Contractor - CH2M HILL - as of December 2013. The Memo focuses on schedule, budget, and construction related activities. Progressive and current pictures are included at the end of the Memo.

Overall, the project remains on budget, and ahead of schedule.

SCHEDULE AND UPCOMING PROJECT MILESTONES

CH2M HILL is approximately two months ahead of schedule compared to the contractually required **March 20, 2014 Acceptance Date**. This has not changed since the October quarterly report. Construction is approximately 94% complete as of November 25, 2013. It is expected that most of the remaining construction activities will be completed in December 2013.

"Substantial Completion" is an important milestone that CH2M HILL must reach prior to starting the Acceptance Tests. CH2M HILL achieves Substantial Completion essentially when all of the significant construction activities have been completed, the manufacturers' certificates of installation are received, the Final Punch List is agreed upon between CH2M HILL and the City, and the City has issued temporary certificates of occupancy for the buildings on the project site. Once the City accepts CH2M HILL's certification that they have completed these and all other DBO Agreement requirements for Substantial Completion, CH2M HILL can begin the Acceptance Tests that are further described later in this Memo. The Acceptance Tests are designed to show that the newly constructed improvements function as intended, and that the WWTP is operating in compliance with the requirements of the DBO Agreement. A separate Performance Test will be conducted for the Class A Biosolids system.

"Final Completion" is achieved once all of the Final Punch List items have been completed, a certificate of occupancy has been issued, and CH2M HILL has provided the City with all of the contractually required project documentation.



The remaining project milestones and the approximate date on which they will occur or will have occurred include:

| • | Substantial Completion | Mid-December 2013 |
|---|------------------------------------|-------------------|
| • | Acceptance | Mid-January 2014 |
| | Performance Testing of the Class A | |
| | Biosolids system | January 2014 |
| | Final Completion | April 2014 |

BUDGET

Including the invoice dated November 25, 2013, CH2M HILL has been paid \$32,748,306.60, representing approximately 91% of the current \$35,994,718.22 Design-Build contract value. A summary of the current and original Design Build price is shown below:

Table 1 Summary of Design-Build Price

| Original Design-Build Price | \$35,707,414.00 |
|-------------------------------------|---------------------|
| Change Order Amount (total to date) | \$287,304.22 (0.8%) |
| Current Design-Build Price | \$35,994,718.22 |

Contract change orders to date have been minimal; the total costs for change orders are 0.8 percent of the original Fixed Design-Build contract price, and are less than 15 percent of the \$2 million in contingency funds allocated to the project.

CONTRACT ADMINISTRATION MEMORANDA (CAMs), CHANGE ORDERS (COs), AND DBO AGREEMENT AMENDMENTS (DAAs)

There are three mechanisms used for changes or clarifications to the DBO Agreement related to the Design-Build Work. A DBO Agreement Amendment (DAA) is a written amendment to the DBO Agreement.

A Change Order (CO) is a type of DAA which specifically is a written order issued by the City and agreed to in writing by CH2M HILL making a Design and Construction Requirement Change, whether made at Company request, due to Uncontrollable Circumstances, as a result of a term or condition imposed by a Governmental Body, or at the direction of the City. COs are used to make a Fixed Design-Build Price Adjustment, an adjustment to the Scheduled Acceptance Date or other change to the Technical Specifications relating to the Design-Build Work.



A Contract Administration Memorandum (CAM) is the principal formal tool for the administration of routine matters arising under the DBO Agreement between the parties that do not require a DBO Agreement Amendment.

To date, one DAA and 22 COs have been processed for the project, many of which have been at zero cost. The City executed four COs this quarter which are described below:

- Acceptance Testing Language Clarifications COR-022 and CO-020, which summarize language clarifications to the DBO Agreement related to the Acceptance Testing, were executed in October with no associated cost to the City.
- 2. NFPA 70E Arc Flash Requirements A Change-In-Law occurred in 2012 for electrical arc flash requirements. The change to the 2012 Building Code has imposed more stringent requirements on CH2M HILL after the electrical permit was issued in that CH2M HILL is now required to provide special training and gear to operate Motor Control Center (MCC) main breaker switches in the Process Gallery and the Dewatering and Drying Building or, alternatively, to provide remote access for operation of the main breaker switches. COR-025 and CO-021 were executed in October for the lump sum cost of \$21,140.85.
- 3. Replace Process Building Cap Flashing and Mortar CH2M HILL discovered that cap flashing at the existing Process Building was allowing water to seep into the concrete masonry unit (CMU) blocks down to the bond beam and cause mortar decay. CH2M HILL and the City agreed that new cap flashing and repair mortar were required, and CH2M HILL is performing the repairs. The parties agreed that the improvements are a CO due to Uncontrollable Circumstances in accordance with the definition of Specified Subsurface Conditions. COR-023 and CO-022 were executed in October for the lump sum cost of \$28,688.
- 4. Replacement of the Maintenance Building Roof At the June 27, 2013 Monthly Construction Meeting, CH2M HILL stated that the condition of the existing roof on the Maintenance Building warranted replacement and it would be cost effective to include this roof replacement as part of the Design-Build Work. The City agreed that the roof should be replaced and it is cost effective to do so while the roofing contractor is still onsite, and instructed CH2M HILL to prepare this City-directed CO. COR-024 and CO-023 were executed in early November for a lump sum cost of \$59,285.

The City and CH2M HILL are working on the following pending CORs and COs:

 Virtual Private Network (VPN) connection to Public Works Building and Installation of Repeater on Cell Tower – CH2M HILL has requested that the City accept an internet VPN connection at the Public Works offices for monitoring the SCADA system, rather than a wireless system as required in the DBO Agreement (Appendix 4, Section 4.4.16). After a demonstration installation at Public Works by CH2M HILL, and confirmation of



security protocols with the City IT department, the City would be amendable to this change if CH2M HILL would also install a repeater on the cell tower to improve communications with the lift stations. CH2M HILL is expected to prepare COR-026 for any associated costs for the City's consideration.

- 2. Emergency Outfall Repair A potential leak in the outfall pipe to the Willamette River was identified in August, and the City issued a directive to CH2M HILL on August 30, 2013 to investigate the leak, and to design and construct emergency repair work on the pipe. Divers were initially unsuccessful in finding the leak due to low water clarity. CH2M HILL conducted a dye test in November 2013 which confirmed that a leak in the outfall pipe does exist underwater near the shoreline. However, the scope of the repair work cannot be determined until a visual inspection can be performed. CH2M HILL is developing proposed solutions and cost estimates for City review, after which the City will need to decide whether to perform the repair work under the Operations phase of the current contract (in the event that the Design-Build portion of the contract is closed by the time the preferred solution will be implemented), or under a separate contract. In either case, repair work will be required to meet regulatory requirements.
- 3. Cooling Towers The Temperature TMDL (Total Maximum Daily Load) for WWTP discharge into the Willamette River has been an outstanding issue throughout the life of the project, and remains so today. The DBO Agreement and the current NPDES permit require that CH2M HILL meet a specific Excess Thermal Load (ETL) criteria assigned to the WWTP following Acceptance through the end of the Contract Term. In order to meet the ETL criteria, CH2M HILL's initial proposed design included one cooling tower at the Drying and Dewatering Building and three effluent cooling towers. With the City's approval, a subsequent design revision proposed the use of thermal credits in lieu of effluent cooling towers. This proposal could not be acted on by DEQ as a result of uncertainties related to statewide criteria for the use of credits. CH2M HILL and the City decided they could no longer wait for resolution of the statewide issue, and have agreed to move forward with installation of two effluent cooling towers, along with one cooling tower at the Drying and Dewatering Building. The City developed a no-cost CO and CAM to address changes to the Design and Construction Requirements and to address other DBO Agreement requirements that are affected by this decision, including a credit for the third cooling tower not being installed at this time. The CO and CAM are under review by CH2M HILL and are expected to be finalized in December 2013. As a result of the delays encountered pursuing the thermal credit concept, the City has agreed to exempt the cooling towers as a condition of Substantial Completion, and to instead make commissioning and Acceptance Testing of these units a condition of Final Completion.

The October 2013 quarterly report included a pending CO related to a Regulated Site Condition that arose due to the discovery of asbestos cement pipe found among the debris from the demolition of the existing filters. Per Appendix 5, subsection 5.4.5, disposal of this pipe was considered extra work and subject to Cost Substantiation per Article XVII, Section 17.10 of the DBO Agreement. However, the additional cost to dispose of the asbestos



cement pipe was under \$500, so CH2M HILL opted not to request an increase to the Fixed Design-Build Price via CO.

To date, 29 CAMs have been processed for the project. No new CAMs were executed this quarter.

DESIGN

CH2M HILL continues to update the "as-built" design drawings as construction activities are completed. In addition, the design drawings are being updated to reflect design changes related to the cooling towers and the aeration basin improvements developed by CH2M HILL to improve performance. The design drawings were also updated to reflect some redesign of landscaping and relocation of the water line around the effluent cooling tower pad. Both of these design changes were submitted to the City for review and approval.

PERMITTING

The City issued a Building Permit and Plumbing Permit for the Maintenance Building this quarter. CH2M HILL also submitted a Building Permit for the cooling towers. All other permit applications that were required for construction have been submitted by CH2M HILL and authorized/issued by the City.

CH2M HILL, the City's Owner's Representative team, and City staff are working diligently to complete and inspect the remaining work necessary for the City to issue temporary certificates of occupancy (TCOs) for all of the on-site buildings. These TCOs are required for CH2M HILL to achieve Substantial Completion. As of the date of this report, we expect that Substantial Completion will be achieved on December 20th or soon thereafter.

CONSTRUCTION PROGRESS

Construction activities this quarter have included:

- Continued hauling sludge to Salem for processing to Class B standards when
 centrifuges are not being operated or when additional sludge processing capacity is
 needed during startup and commissioning of the biosolids dryer. Hauling of sludge to
 Salem stopped for a period while the centrifuge was tested and when site paving
 occurred. During these periods, dewatered cake was hauled to the Coffin Butte
 landfill.
- Performed erosion control and slope stabilization maintenance.
- · Demolished existing Headworks, old control building and Quonset hut.
- Completed installation of site fencing and entrance gate including key card operator.
- Completed site grading, storm drain piping, and swale development including planting.
- Completed majority of the site landscaping and installation of reuse irrigation piping.



- Completed majority of subgrade development and site paving.
- · Constructed sidewalk behind Headworks and Dewatering and Drying Building.
- Completed installation of stairs and railings at various locations throughout site.
- Completed site electrical work and completion of migration of new equipment to the new SCADA system for operations except for the effluent cooling towers.
- Completed fire hydrant test and installation of fire sprinklers, fire alarm and security system.
- Completed masonry work and process mechanical and electrical equipment installation in the Headworks Building.
- Completed installation of the membrane roof at the Headworks Building and at the Dewatering and Drying Building.
- Completed repairs to Process Gallery masonry.
- · Performed roof replacement at the Maintenance Building.
- Completed testing and balancing of HVAC systems and foul air ducts throughout the site.
- Completed hydraulic testing of:
 - o Headworks equipment, channels and piping.
 - o Secondary treatment system.
 - o New UV channel.
- Completed installation of rollup door and vactor room door in the Headworks Building.
- Painted interior and exterior of the Headworks Building, the Dewatering and Drying Building and the Process Gallery.
- Completed modifications to Aeration Basins to improve process performance.
- Completed installation of foul air fans and duct and supports serving various facilities and buildings.
- Completed modifications to existing UV channel including installation of weir gate.
- Installed truck scale and louvers at Dewatering and Drying Building.
- Completed installation of cooling tower at the Dewatering and Drying Building.
- Acclimated biofilter media and performed hydrogen sulfide test for odor control.
- Completed modification to thickened waste activated sludge storage tanks.
- Installed centrifuge feed pumps.
- Performed a dye study of the river outfall in November.
- Performed start-up and commissioning activities on various equipment and processes and brought them into service including:
 - o Completed tests of automatic startup of backup generator upon power loss.
 - Large equipment including centrifuges, polymer systems, sludge hopper, cake feed pumps, and biosolids dryer.
 - o Flow control structure.
 - o New UV equipment.

Attachment A contains selected construction photos for October, November, and December.



OTHER CONSTRUCTION-RELATED ACTIVITIES

CH2M HILL, the City and the Owner's Representative met at the Monthly Construction Meetings to discuss CH2M HILL's progress and any outstanding issues. Weekly Construction Check-in Meetings with the City and CH2M HILL and the Owner's Representative were held as needed. The Owner's Representative maintains a full time onsite inspector and an independent testing service to monitor and track construction progress and compliance with the contract requirements. In general, CH2M HILL and their subcontractors are doing an excellent job.

CH2M HILL conducts daily and monthly safety meetings with employees and subcontractors in accordance with their project specific safety plan. CH2M HILL's Monthly Progress Report includes a Health and Safety update every month. CH2M HILL also updates the Record Drawings and record BIM model in general accordance with the DBO Agreement.

The required submittals completed by CH2M HILL during this quarter and reviewed by City and Owner's Representative included:

- Progress Payment Requisitions with Design-Build Work schedule updates.
- · Major equipment submittals.
- Process control narratives.
- Instrumentation calibration documentation.
- · Commissioning documentation.
- Documentation needed for Substantial Completion (incomplete at the time this report was written).
 - o Manufacturers' certificates of installation.
 - Draft and Final Punch List.
 - o Final Operations & Maintenance Manual (submitted to DEQ).
 - Various certification letters required per Article X, Section 10.19.A.
- Final Class A Biosolids Performance Test Plan.
- Construction Plan update.

ACCEPTANCE TESTING

To satisfy the DBO Agreement requirements for Acceptance Testing of the new facilities, CH2M HILL has submitted, and the City has approved, the Final Hydraulic Test Plan and the Final Acceptance Test Plans for the liquid stream treatment train and the odor control system. The City has also approved CH2M HILL's Final Class A Biosolids Performance Test Plan.

CH2M HILL has performed the Hydraulic Tests which are pre-requisites for performing the 30-Day Acceptance Test on the liquid treatment train. CH2M HILL has provided the City the contractually required notices for starting the 30-Day Acceptance Test and the odor control system Acceptance Test in December. The Class A Biosolids Performance Test is expected to commence in January 2014.



ODOR CONTROL

No odor complaints from Wilsonville residents were reported this quarter. The permanent odor control facilities have been online since September 25, 2013.

OPERATIONS

DEQ issued a warning letter on November 22, 2013, for an exceedance of the temperature ETL on two days (August 31st and September 1st). No fines were issued. Otherwise, the WWTP has operated within permit parameters this quarter. CH2M HILL has continuously operated the WWTP in accordance with contract and permit requirements throughout construction.

ANTICIPATED ACTIVITIES FOR NEXT QUARTER

- HSSE Safety Training for anyone who plans to be on the WWTP site unescorted during the remaining construction.
- Development of additional COs and CAMs that arise.
- · Further refinements to CH2M HILL's construction schedule and sequencing.
- Updates to CH2M HILL's Construction Plan as necessary.
- Continue hauling sludge to Salem for processing to Class "B" standards if needed to support early operation of the dryer.
- Perform odor control system Acceptance Test.
- Perform 30-day Acceptance Test on liquid treatment train.
- Achieve Acceptance.
- Perform Class A Biosolids Performance Test.
- Installation, commissioning and Acceptance Testing of two effluent cooling towers.
- · Complete Record Drawings.
- Complete Final Punch List items.
- Perform erosion control and slope stabilization maintenance.
- General site cleanup and removal of equipment and materials no longer needed for construction.
- Monthly Construction Meetings.
- · Achieve Final Completion.

ONGOING PROJECT SUCCESS

- · Design completed on schedule and budget.
- Construction is ahead of schedule.
- Minimal change orders through design and 94 percent construction.
- · Strong partnering relationships among team members.
- Successful continuous operation of the WWTP throughout construction in accordance with contract and permit requirements.



ATTACHMENTS

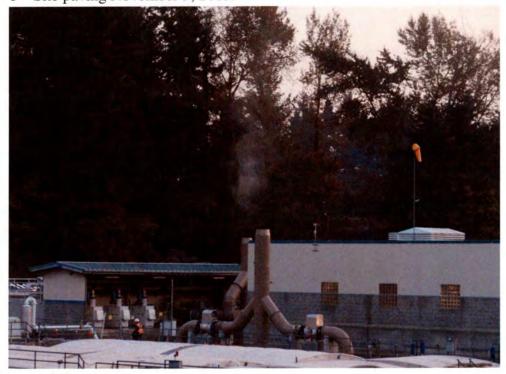
A – Construction Progress Photos

Attachment A - Construction Progress Photos



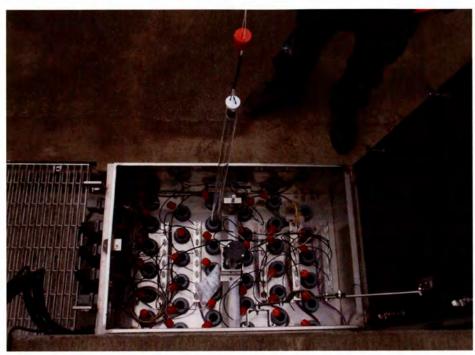


1- Site paving November 9, 2013.



2- Biofilter stack.





3- UV equipment bulbs.



4- Installation of baffle wall in Aeration Basin #1.



5- Installation of new entrance gate at WWTP site.



6- Plantings growing along west and north slopes.



7- Stormwater swale November 27, 2013.



8- Pipe insulation at sludge storage basins.





9- Biosolids dryer piping including hot oil.





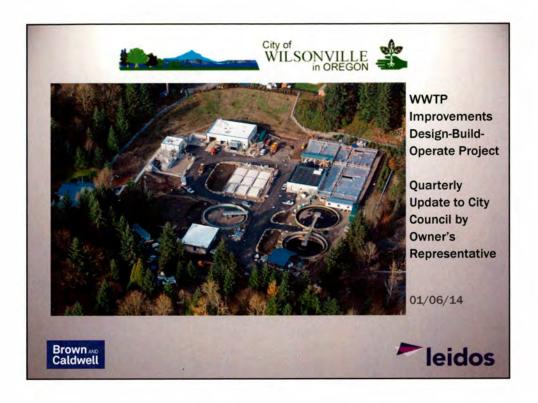
10-November 22, 2013 dye test from the WWTP discharge to Willamette River.



11-Overall site view June 2012.



12-Overall site view November 30, 2013.



| Description | Price |
|----------------------------------|-----------------------|
| Original Design-Build Price: | \$35,707,414 |
| Executed Change Orders to Date | \$287,304 (0.8%) |
| Paid to CH2M HILL as of 12/25/13 | \$33,436,214 |
| Scheduled Acceptance Date | March 20, 2014 |
| Anticipated Acceptance Date | ~ End of January 2014 |

Remaining Project Milestones and Approximate Dates

- Substantial Completion
- Liquids Train Acceptance Test
- Odor Control Acceptance Test
- Acceptance Date
- Biosolids Performance Test
- Final Completion

Dec 20th

Dec 21st - Jan 19th

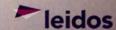
Jan 6th - Jan 26th

End of January

Jan 20th - Feb 18th

~ April 2014

Brown AND Caldwell



Technical Update

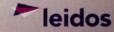
- Operations
- Construction Activities
- Startup and Commissioning
- Acceptance Tests

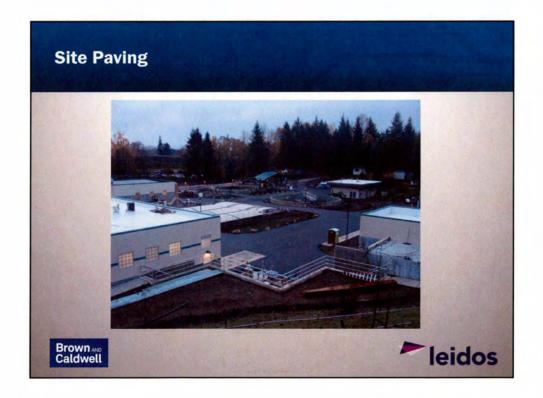
Brown AND Caldwell leidos

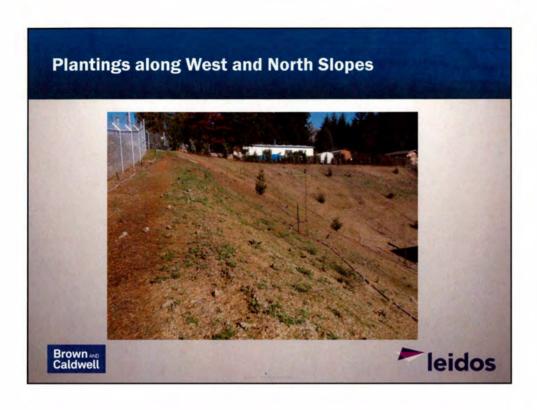
Planned Activities for the Next Quarter

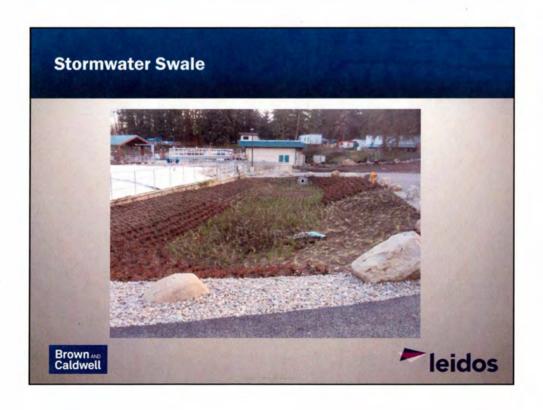
- Complete Acceptance Testing
 - Odor Control System
 - Liquid Treatment Train
- Perform Class A Biosolids Performance Testing
- Complete Final Punch List items
 - Installation, commissioning and acceptance testing of cooling towers
- Final Contract Deliverables

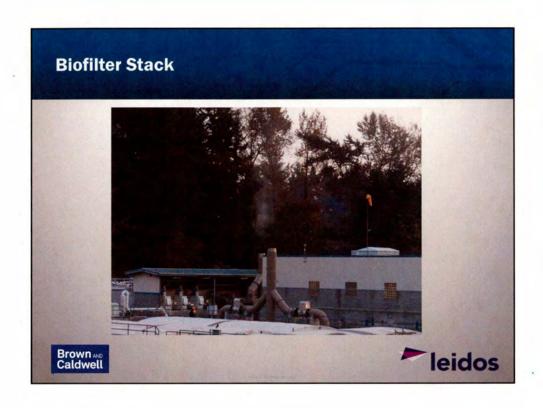




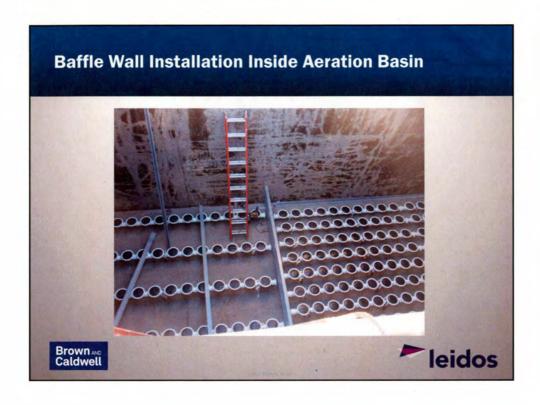


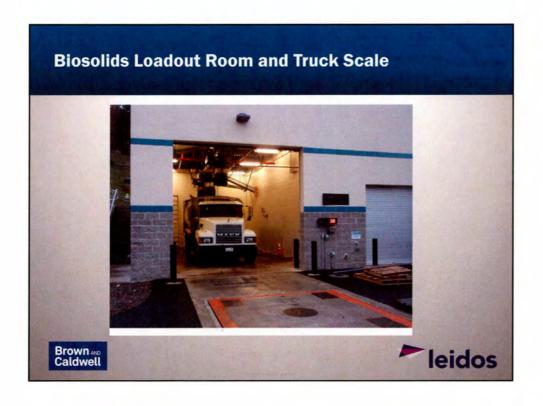


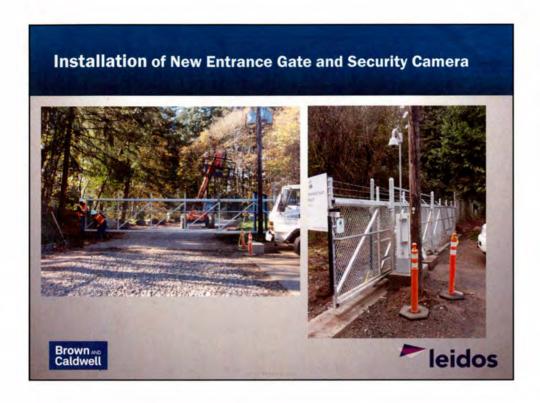


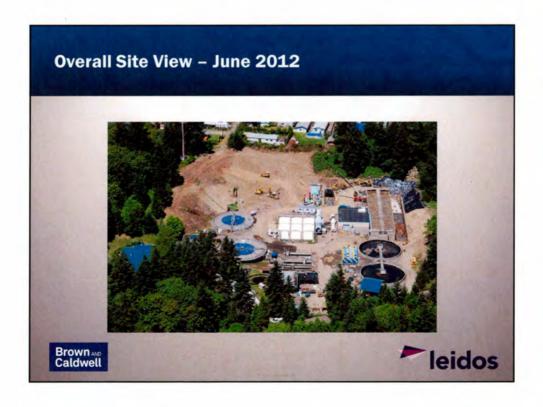


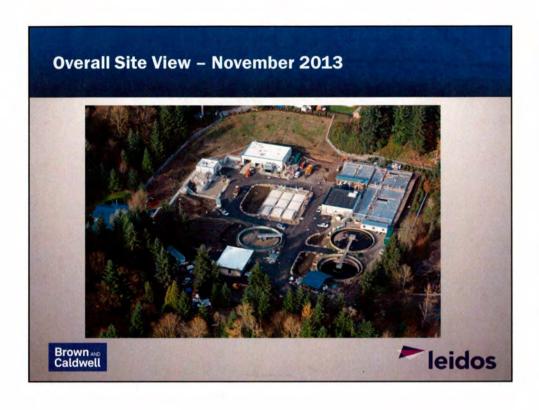
















CITY COUNCIL MEETING STAFF REPORT

| Meeting Date: January 6, 2014 | Acquisition right of wastreetlights on Burns V Infill Staff Member: Kristi | Acquisition right of way for the installation of streetlights on Burns Way - Project 4696 – Streetlight | | |
|---|---|---|--|--|
| Action Required | Advisory Board/Com | mission Recommendation | | |
| ☐ Motion | ☐ Approval | | | |
| ☐ Public Hearing Date: | ☐ Denial | | | |
| ☐ Ordinance 1st Reading Dat | e: | | | |
| ☐ Ordinance 2 nd Reading Da | | | | |
| ⊠ Resolution | Comments: | | | |
| ☐ Information or Direction | September 2 | | | |
| ☐ Information Only | | | | |
| ☐ Council Direction | | | | |
| ☐ Consent Agenda | | | | |
| Staff Recommendation: Staff | recommends Council adopt Re | solution No. 2448. | | |
| Recommended Language for I move to approve Resolution N | | | | |
| PROJECT / ISSUE RELATE | S TO: [Identify which goal(s), master p | plans(s) issue relates to.] | | |
| ☐ Council Goals/Priorities | ☐ Adopted Master Plan(s) | ⊠Not Applicable | | |

ISSUE BEFORE COUNCIL:

Whether or not to authorize acquisition of right-of-way for the Burns Way Streetlight project.

EXECUTIVE SUMMARY:

Burns Way was constructed without streetlights. While there is sufficient right of way to install streetlights on most of this road, the right-of-way along the frontage of the Sysco property narrows and isn't wide enough to accommodate streetlights. Consequently, two small fifty square-foot areas of new right-of-way will need to be acquired from the Sysco property to allow streetlight installation on this stretch of Burns Way (Exhibit A and Exhibit B). This project is

identified in the City's fiscal year 2013-14 budget as Streetlight Infill Project 4696 and construction will begin upon completion of these acquisitions.

| FYPE | CTED | RESUL | TC. | N/A |
|------|------|-------|------|------|
| PAFE | | NESUL | IID. | INIA |

TIMELINE:

City staff will begin negotiations in early 2014 with streetlight installation anticipated to begin in the spring of 2014.

CURRENT YEAR BUDGET IMPACTS:

The adopted 2012/13 annual budget provides funding for this project.

| FINANCIAL REVIEW / | COMMENTS: |
|------------------------------|---|
| Reviewed by:JEO | Date:12-23-13 |
| The current budget is suffic | cient to cover the cost of the right of way. |
| LEGAL REVIEW / COM | IMENT: [Item must be sent to City Attorney for review.] |
| Reviewed by: | Date: |

COMMUNITY INVOLVEMENT PROCESS: N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses,

neighborhoods, protected and other groups):

This project will improve lighting and safety on Burns Way.

ALTERNATIVES:

An alternative would be to not install street lights on Burns Way.

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Sysco acquisition No. 1
- B. Sysco acquisition No. 2
- C. Map of project area

RESOLUTION NO. 2448

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING ACQUISITION OF PROPERTY AND PROPERTY INTERESTS RELATED TO THE INSTALLATION OF STREETLIGHTS ON BURNS WAY (STREETLIGHT INFILL PROJECT 4696).

WHEREAS, under and by virtue of the laws of the State of Oregon, the City of Wilsonville is duly authorized and lawfully empowered to construct certain planned public improvement projects, and to acquire real property as may be deemed necessary and proper for such planned public improvements; and

WHEREAS, Burns Way was constructed without streetlights; and

WHEREAS, the City's fiscal year 2013-14 budget includes Streetlight Infill Project 4696; and

WHEREAS, in order to install the needed streetlights the City needs to acquire two separate 50 square-foot areas of property from tax lots 31S12 402 and 3S1W1 1510, both owned by Sysco/Continental Food Services of Portland, Inc.; and

WHEREAS, the property interests to be acquired for the Project are legally described in Exhibits A and B, attached hereto and incorporated herein by reference; and

WHEREAS, the acquisition of the properties described in Exhibits A and B are necessary and will benefit the general public and will be used for public purposes; and

WHEREAS, the City acquires real property in accordance with guidelines set forth in its Urban Renewal Agency's adopted "Appraisal and Acquisition Policies" and the ODOT Right of Way Manual; and

WHEREAS, in comparing the cost amount for the aforementioned construction and the property interest along with the existing use of the subject property, the alternative presented herein reflects the least amount of property interest to ensure safe, efficient and adequate public improvements; and

WHEREAS, construction of the project will begin in the spring or summer of 2014 after needed property interests have been acquired; and

WHEREAS, title to the acquired property interest shall vest directly in the name of the City of Wilsonville to provide for necessary care, maintenance, and public safety authority.

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

- 1. The City Council finds that there is a public necessity for the construction of the aforementioned streetlights, that the property described in Exhibits A and B is necessary for the construction of said public improvements, and that the proposed street improvements are planned and located in a manner which will be most compatible with the greatest public good and the least private injury.
- 2. City staff and the City Attorney are authorized and directed to negotiate with the owners of the real property herein described as to the compensation be paid for the acquisition of the property, and in the event agreement cannot be reached, to return to the City Council to seek final authorization to commence and prosecute to final determination such proceedings as may be necessary, including condemnation of the property, to acquire the real property and interest therein, and that upon the filing of such proceeding may seek immediate possession of the real property described in Exhibits A and B in order to complete construction of the Project in a timely and efficient manner.
- Title to the acquired right of way shall vest directly in the name of the City of Wilsonville.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 6th day of January, 2014, and filed with the Wilsonville City Recorder this date.

| | Tim Knapp, Mayor | |
|------------------------------------|------------------|--|
| ATTEST: | | |
| Sandra C. King, MMC, City Recorder | - | |

SUMMARY OF VOTES: Mayor Knapp Councilor Starr Councilor Goddard Councilor Fitzgerald Councilor Stevens

Exhibits
Exhibit A – Sysco acquisition no. 1
Exhibit B – Sysco acquisition no. 2

EXHIBIT A

ENGINEERING PLANNING FORESTRY

13910 S.W. Galbreath Dr., Suite 100 Sherwood, Oregon 97140 Phone: (503) 925-8799 Fax: (503) 925-8969

AKS Job #3847



LANDSCAPE ARCHITECTURE SURVEYING

AKS Group of Companies: SHERWOOD, OREGON SALEM, OREGON VANCOUVER, WASHINGTON www.aks-eng.com

LEGAL DESCRIPTION

Public Right-of-Way Dedication Burns Way Street Lighting Tax Map 3S 1 1, Tax Lot 1510

Real property being a tract of land situated in the Southwest One-Quarter of Section 1, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon and being more particularly described as follows:

Beginning at the northwest corner of Parcel 1 of Partition Plat 1991-159, also being the southerly right-of-way line of SW Burns Way (30.00 feet from centerline); thence along said right-of-way line along a curve to the right with a Radius of 630.00 feet, a Delta of 28°48'32", a Length of 316.77 feet, and a Chord of North 73°18'22" West 313.44 feet to a point; thence North 58°54'06" West 7.76 feet to the **True Point of Beginning**; thence South 31°05'54" West 5.00 feet to a point; thence North 58°54'06" West 10.00 feet to a point; thence North 31°05'54" East 5.00 feet to a point on said right-of-way line; thence along said right-of-way line South 58°54'06" East 10.00 feet to the **True Point of Beginning**.

The above described tract of land contains 50 square feet, more or less.

Property Vested In: Sysco/Continental Food Services of Portland, Inc. Tax Map 3S 1 1, Tax Lot 1510

12/06/2013

REGISTERED PROFESSIONAL LAND SURVEYOR

> OREGÓN JANUARY 9, 2007 NICK WHITE 70652LS

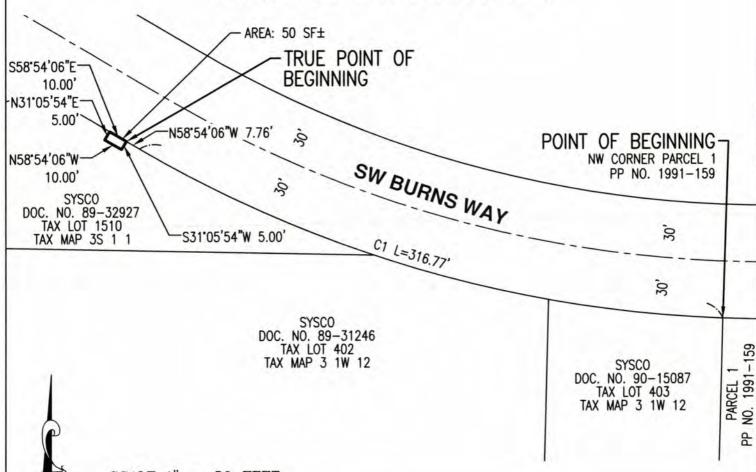
RENEWS: 6/30/14

Exhibit A - Resolution No. 2446

EXHIBIT B

PAGE 2 OF 2

LEGAL MAP PUBLIC RIGHT-OF-WAY DEDICATION BURNS WAY STREET LIGHTING TAX MAP 3S 1 1, TAX LOT 1510



| SCALE | 1" | = | 50 | FE | ET | |
|-------|----|---|----|----|----|----|
| | | | | | ď | |
| 50 | | 0 | 20 | 30 | 40 | 50 |

| | | CURV | E TABLE | |
|-------|---------|-----------|---------|---------------------|
| CURVE | RADIUS | DELTA | LENGTH | CHORD |
| C1 | 630.00' | 28'48'32" | 316.77 | N73*18'22"W 313.44' |

12/06/2013

REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON JANUARY 9, 2007 NICK WHITE 70652LS

RENEWS: 6/30/14

JOB NAME: BURNS WAY

JOB NUMBER: 3847

DRAWN BY: MSK/WCB

CHECKED BY: NSW/RDR

DWG NO.: 3847EXHIBITS

AKS ENGINEERING AND FORESTRY, LLC

13910 SW GALBREATH DR

SUITE 100

SHERWOOD, OR 97140 PHONE: 503.925.8799

FAX: 503.925.8969

FORESTRY ·

ENGINEERING · PLANNING · SURVEYING LANDSCAPE ARCHITECTURE



Scale 1:4,000 1 in = 333 ft

EXHIBIT A

ENGINEERING PLANNING FORESTRY

13910 S.W. Galbreath Dr., Suite 100 Sherwood, Oregon 97140 Phone: (503) 925-8799

Fax: (503) 925-8969

AKS Job #3847



LANDSCAPE ARCHITECTURE SURVEYING

AKS Group of Companies: SHERWOOD, OREGON SALEM, OREGON VANCOUVER, WASHINGTON www.aks-eng.com

LEGAL DESCRIPTION

Public Right-of-Way Dedication Burns Way Street Lighting Tax Map 3 1W 12, Tax Lot 402

Real property being a tract of land situated in the Northwest One-Quarter of Section 12, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon and being more particularly described as follows:

Beginning at the northwest corner of Parcel 1 of Partition Plat 1991-159, also being the southerly right-of-way line of SW Burns Way (30.00 feet from centerline); thence along said right-of-way line along a curve to the right with a Radius of 630.00 feet, a Delta of 08°28'10", a Length of 93.13 feet, and a Chord of North 83°28'33" West 93.04 feet to the **True Point of Beginning**; thence South 11°12'49" West 5.02 feet to a point; thence North 78°47'11" West 10.00 feet to a point; thence North 11°12'49" East 5.02 feet to a point on said right-of-way line; thence along said right-of-way line along a non-tangent curve to the left with a Radius of 630.00 feet, a Delta of 00°54'34", a Length of 10.00 feet, and a Chord of South 78°47'11" East 10.00 feet to the **True Point of Beginning**.

The above described tract of land contains 50 square feet, more or less.

Property Vested In: Sysco/Continental Food Services of Portland, Inc. Tax Map 3 1W 12, Tax Lot 402

12/06/2013

REGISTERED PROFESSIONAL LAND SURVEYOR

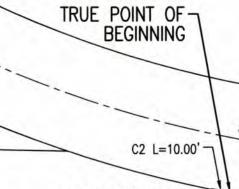
OREGÓN JANUARY 9, 2007 NICK WHITE 70652LS

RENEWS: 6/30/14

EXHIBIT B

PAGE 2 OF 2

PUBLIC RIGHT-OF-WAY DEDICATION BURNS WAY STREET LIGHTING TAX MAP 3 1W 12, TAX LOT 402



POINT OF-BEGINNING NW CORNER PARCEL 1

PP NO. 1991-159

SW BURNS WAY

30 C1 L=93.13'

N11'12'49"E 5.02'-SYSC0 DOC. NO. 89-31246 TAX LOT 402 AREA: 50 SF±-

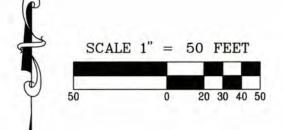
TAX MAP 3 1W 12

N78'47'11"W 10.00'

S11'12'49"W 5.02'

SYSC0 DOC. NO. 90-15087 TAX LOT 403 TAX MAP 3 1W 12

D. THOMPSON PROPERTIES, LLC. DOC. NO. 99-113516 PARCEL 1 PP NO. 1991-159 TAX LOT 406 TAX MAP 3 1W 12



| CURVE TABLE | | | | | | | |
|-------------|---------|-----------|--------|--------------------|--|--|--|
| CURVE | CHORD | | | | | | |
| C1 | 630.00' | 08*28'10" | 93.13' | N83'28'33"W 93.04' | | | |
| C2 | 630.00' | 00°54'34" | 10.00' | S78°47'11"E 10.00' | | | |

12/06/2013

REGISTERED PROFESSIONAL AND SURVEYOR

OREGON JANUARY 9, 2007

NICK WHITE 70652LS

RENEWS: 6/30/14

JOB NAME: BURNS WAY

JOB NUMBER: 3847

DRAWN BY: MSK/WCB

CHECKED BY: NSW/RDR

DWG NO.: 3847EXHIBITS

AKS ENGINEERING AND FORESTRY, LLC

13910 SW GALBREATH DR SUITE 100

SHERWOOD, OR 97140 PHONE: 503.925.8799

FAX: 503.925.8969

ENGINEERING · PLANNING · SURVEYING FORESTRY · LANDSCAPE ARCHITECTURE

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:30 p.m. on Monday, December 2, 2013. Mayor Knapp called the meeting to order at 7:34 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp Council President Starr Councilor Goddard - Excused Councilor Fitzgerald Councilor Stevens

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Mike Kohlhoff, City Attorney
Sandra King, City Recorder
Joanne Ossanna, Finance Director
Cathy Rodocker, Assistant Finance Director
Delora Kerber, Public Works Director
Nancy Kraushaar, Community Development Director
Holly Miller, IT Manager

Motion: Councilor Starr moved to approve the amended order of the agenda. Councilor

Stevens seconded the motion.

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

Upcoming meetings were announced by the Mayor. He noted no second meeting would be held in December, and reported on the meetings he attended on behalf of the City. At the WCCC meeting the Mayor registered his concerns with the inclusion of the purchase of right of way for the I-5/99W connector being included on the transportation funding list submitted to Metro.

COMMUNICATIONS

A. Auditor's Report (staff – Ossanna)

Mr. Chuck Swank said the City received an unqualified opinion audit; no adjustments to the accounting records were recommended and the City had the appropriate controls and procedures in place. The Auditors governance letter prepared by Grove, Mueller & Swank, was included in the Council Packet.

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. <u>Please limit your comments to three minutes.</u>

There was none.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Council President Starr – Park & Recreation Advisory Board, Chamber/City Leadership liaison reported the Urban Renewal Task Force would be exploring possibilities of constructing a community center. To further his knowledge he visited a community center in Washington that receives sponsorship from the business community to help support the center. The Councilor announced the Holiday Light Drives.

Councilor Fitzgerald – Planning Commission; Committee for Citizen Involvement; and Library Board liaison announced the next meeting dates for the Library Board and the Planning Commission. She noted Council participated in a joint work session with the Planning Commission to receive the results of the Goal 10 Housing Needs Analysis. The Councilor invited the public to join in the Reindeer Romp and Bullwinkle Bash.

Councilor Stevens – Development Review Panels A and B; and Wilsonville Seniors liaison stated the next meeting date of DRB-Panel A noting that the next DRB-B meeting has been cancelled. She announced the Wilsonville Garden Club swag sale, the next meeting date of the Wilsonville Seniors, and that winter class registration will open December 16 for Community Center classes.

Mayor Knapp indicated Councilor Starr had an item of concern that he wanted to address.

Due to the number of families struggling financially this winter with the slow economy Councilor Starr wanted to provide an additional \$7,500 to Wilsonville Community Sharing to be used for resident utility relief.

Motion:

Councilor Starr moved to authorize staff to move \$7,500 from the General Fund Contingency into line item currently available for Wilsonville Community Sharing utility relief program. Staff would bring back a supplemental budget. Councilor Fitzgerald seconded the motion.

Councilor Starr wanted to make sure the standards in place now are used to address the need for these additional funds.

Mr. Cosgrove would work with the Finance Director to see where Wilsonville Community Sharing (WCS) is with the amount they have received, and whether or not WCS feels they will need the additional funding, if they do, it will be available. The City would only transfer money to WCS if needed. Staff would report back to Council in terms of whether or not a supplemental budget was necessary.

CITY COUNCIL MEETING MINUTES DECEMBER 2, 2013

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Mayor Knapp was concerned that this may be indicative of additional needs if WCS has allotted a years' worth of utility relief during the first five months of the fiscal year. He would like additional information of t the projections.

Mr. Cosgrove would work with WCS to put together a report and projection. He confirmed Councilor Starr saw a need for additional utility relief, not necessarily city utilities.

Mr. Kohlhoff stated the City does provide relief for three areas through WCS. He asked if Councilor Starr wanted to give staff the flexibility to use the funds for any of the three programs.

Councilor Starr said he was open to giving staff the flexibility but wanted to make sure the other Councilors agreed.

Mr. Cosgrove understood the motion was for utility relief; however if Council wanted to give staff the discretion to add the additional \$7,500 to WCS bottom line irrespective of need, that is a different motion. He understood Councilor Starr wanted staff to work with the WCS on the utility relief program.

Councilor Starr stated that was the intent of his motion, but he thought it would be wise for the council to discuss it if they wanted to be more inclusive.

Mr. Kohlhoff asked Cathy Rodocker, Assistant Finance Director, to identify the three relief programs.

Ms. Rodocker explained there was an assistance program for renters, homeowners, and assistance for help with the repair of water leaks. All of the programs are administered through Wilsonville Community Sharing.

Councilor Fitzgerald felt the motion should be broadened to be applied "as needed", so WCS can respond to needs as they come up.

Mr. Cosgrove confirmed Council wanted to apply the \$7,500 to the three programs described by the Assistant Finance Director.

Councilor Scott agreed and modified his motion to include all three programs. Councilor Fitzgerald agreed with the change.

Mayor Knapp restated the motion as modified to include all three areas that the City traditionally has provided assistance in, and includes a report back from staff as to the situation in January or February. The Mayor wanted to know what the next steps were.

Mr. Cosgrove will collect information from either the Finance Department or Wilsonville Community Sharing about how much money has been drawn down on those three programs and what WCS is projecting for need during the winter going forward. Once that information was in hand, staff would report back to Council.

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Vote: Motion carried 4-0.

CONSENT AGENDA

Mr. Kohlhoff read the title of the Consent Agenda items for the record.

A. Minutes of the November 18, 2013 City Council Meeting.

Motion: Councilor Starr moved to approve the Consent Agenda. Councilor Stevens

seconded the motion.

Vote: Motion carried 4-0.

PUBLIC HEARING

A. Resolution No. 2447

A Resolution Establishing And Imposing Just And Equitable User Fees For The Water System Of The City Of Wilsonville; Providing For The Manner Of Payment, Collection, Enforcement, And Disbursement Of Such Fees; Providing Rules And Regulations For Control Of City Water Service; And Amending Resolution No. 1624.

Mr. Kohlhoff read the title of Resolution No. 2447 for the record.

Mayor Knapp read the public hearing format and opened the public hearing at 8:08 p.m.

The following report was prepared by Joanne Ossanna, Nancy Kraushaar, Delora Kerber and Cathy Rodocker and is provided here for clarity.

Begin report.

ISSUE BEFORE COUNCIL: Consideration of a rate structure adjustment on January 1, 2014 and a series of 2.25 percent annual water rate increases beginning on January 1, 2015, 2016 and 2017 respectively.

EXECUTIVE SUMMARY: The City authorized Galardi Rothstein Group to conduct a water cost of service study. The purpose of the study was to assist the City in determining a schedule of water rate increases sufficient to implement the recently adopted Water System Master Plan (Keller Associates, September 2012). In addition, the study developed alternative rate structure options sufficient to generate stable and predictable revenue overall, and equitably recover revenue from different water user types (e.g., residential, multifamily, and nonresidential), based on the cost of services provided.

The study recommends that the City continue to charge customers on a cost of service basis. While the current rate structure reflects a prior cost of service analysis, updated costs and planning criteria (from the City's recently completed Water System Master Plan), along with current customer usage characteristics support a moderate shifting of costs away from nonresidential customers to residential customers. While this rate structure adjustment will have

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rate impacts on some users in the short-run (FY2013-14), future bill increases for all users are projected to be at or less than inflation.

The study also recommends that the City begin to phase-out the minimum monthly quantity that is included in the base charge by changing from a monthly 4 ccf (one hundred cubic feet) minimum to a 2 ccf monthly minimum. An industry-wide trend has been to eliminate minimum quantities, charge for actual water consumption, and replace the minimum quantity revenue with a charge for standby capacity costs and other fixed charges. Many customers use less than the current 4 ccf minimum, and the City's sewer rates are based on a 2 ccf minimum, which can contribute to customer confusion. Standby charges for secondary capacity costs (like fire protection capacity) are quickly gaining favor in the industry and customers, as these charges generate stable revenue for a portion of water service that benefits all customers and is not related to actual monthly water use.

Over the course of the study, three alternative water rate options were developed for the City Council's consideration. The first two options (along with the current rates) were presented to the City Council on October 7, 2013 and are documented in the Water Cost of Service Rate Study Draft Report (September 2013) as Scenarios 1 and 2. The third option (Scenario 2a) was developed in response to feedback from the City Council at the October 7 work session and is presented (along with current rates) in this Final Report.

For most residential customers, the average bill increase (over the course of the year) will generally be in the \$3-\$4 per month range (with higher bill increases in the winter months and lower bill increases in the summer months). However, annual bills for very small volume users will decrease, as would the bills for very large summer water users. In future years, all customer bills would increase uniformly based on the system-wide increase (currently projected to be 2.25 percent).

A change to the City's leak policy is reflected in Resolution No. 2447. Currently, customers with a water leak can receive a 100 percent credit on their water bill attributable to water leakage as long as the leak is repaired within 72 hours of discovering that a leak has occurred. The proposed resolution changes the water leak credit from 100 percent to 50 percent.

Another policy change reflected in the resolution relates to the monthly base charge. In the past, a customer did not receive or pay a monthly utility bill while their water service was temporarily turned off (at the customer's request) for seasonal reasons - typically for travel, second residence, or shut-off irrigation. All customers will now be responsible for monthly base charges. Non-water utility rates (water, storm sewer, sanitary sewer, street light, and street maintenance) will be included. This policy change provides equity for all customers. Even when select connections are inactive, the public infrastructure remains available for their use and requires the same maintenance and overall capacity and operational needs.

Currently 55 residential services are temporarily turned off. With the new policy, they will be required to pay approximately \$52 per month for all of the base fees.

There are also 42 irrigation services temporarily turned off. The irrigation customers typically keep their domestic service active and pay the all of the monthly base charges except for their irrigation meter base charge. They typically have a 1.5-inch meter that has a base fee of \$24.03 that will decrease to \$23.76 with the new rate structure.

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In summary, the rate structure adjustment redistributes the cost of service equitably among water user categories. The rate increase is necessary to cover capital and operations and maintenance costs of the water distribution system.

EXPECTED RESULTS:

Fiscal responsibility for sustainable operations and maintenance and capital investment in the City's potable water system. Please note that the Water Treatment Plant Master Plan update is planned to occur in the next three years; which will likely trigger the need for a rate study review for treatment plant needs.

TIMELINE:

The rate structure adjustment would go into effect on January 1, 2014 and also include a series of 2.25 percent water rate increases beginning on January 1, of 2015, 2016 and 2017 respectively.

CURRENT YEAR BUDGET IMPACTS:

The rate adjustment in the current year does not have a financial impact on the water budget, since the adjustment only shifts costs between customer classifications based on a cost of service mode. The three annual rate increases of 2.25 percent, beginning January 1, 2015, are necessary to cover increasing capital and operations and maintenance costs of the water-distribution system to avoid budget impacts.

COMMUNITY INVOLVEMENT PROCESS:

The Water Cost of Service Rate Study and a Q&A was added to the City's Website with a link for customers to ask questions or to provide feedback. A postcard was sent to all customers and a letter was sent to the top 28 water users. The postcard and letter informed of the Public Hearing and directed people to the City's website for additional information.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY

Provides an equitable distribution of rate charges to customers based on usage class effective January 2014. Provides sufficient revenue to fund the City's water distribution operation, maintenance and debt service requirements. End of Staff Report.

Using a Power Point Presentation, Ms. Ossanna outlined the public hearing discussion items.

Nancy Kraushaar provided a recap of previously presented information. The three objectives for the rate study included: a financial plan with sufficient revenue for capital and operations; sufficient revenue to pay costs of services; and a rate that is equitable for all of the water customers. The current rate structure was reviewed to determine whether it was in a position to provide stable and predictable rates resulting in the proposed rate structure. Ms. Kraushaar reviewed the annual water system costs which are distributed between treatment, operations, and capital. Looking forward to the year 2020 showed much of the City's needs remaining stable; however, towards the end of the 8-year period there is a growth in capital needs, resulting in the proposed rate increase.

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Ms. Ossanna added the fund is stable, but the capital maintenance costs increase because the plant is aging over time. In January 2015 a 2.25% increase will be implemented to keep the fund stable as the larger capital projects are addressed.

Ms. Kraushaar stated the rate structure was revised to provide equity for all customers and customer types. Staff recognized that much of the system is designed to meet the high demands of residential customers primarily for irrigation in the summer, including the sizing of the reservoirs, and distribution system. In the past, industrial users paid slightly more than residential customers. The residential demand indicated a change in the rate structure was needed to insure fixed costs were distributed equitably among all user types.

Another facet of the rate structure that was reviewed was the base rate for meters. In the past the base meter charges were very low for non-residential customers. When the large meters are taking water from the system they place a high demand on the system with the volume of water draw and it is important that the water system is able to provide such capacity at all times. The large meter base charges were compared to other cities and it was determined Wilsonville's were quite low, resulting in an increase.

One other factor studied was the 4ccf monthly minimum charged to all residential customers. Staff recommended reducing the monthly minimum to 2ccf which is consistent with the monthly minimum sanitary sewer charge. Customers who have a winter average of less than 3ccf felt the 4ccf monthly minimum charge was unfair.

Referring to a slide showing a rate comparison to neighboring cities, Ms. Kraushaar pointed out Wilsonville was in the middle. She remarked rates in some of the other cities would be increasing as they address their future water needs and water sources.

Staff is recommending monitoring the financial plan annually, impose a 2.25% increase beginning January 2015, and update significant changes in capital and use. Rates should reflect the revised cost of service by customer type; the rate structure maintain at least 20% revenue from the base charge; increase the rates for the larger meter sizes; and reduce the minimum monthly charge of 4ccf to 2ccf.

Ms. Ossanna addressed the public outreach. The Finance Department sent postcards to each customer, letters were sent to the top 25 commercial and irrigation users, and information about the rate studies was posted on the City's website as well as a Q&A. Customers were encouraged to email questions to staff for a response. Plans for future outreach include contacting individual customers and information in the monthly bills.

Councilor Starr asked where the majority of commercial/industrial customers fall in the meter sizes.

Ms. Rodocker responded the majority of commercial and industrial customers would fall between the 2-4 inch sizes. Most commercial/industrial customers have an irrigation meter as well, and these rates will increase.

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Councilor Starr surmised that in the future, the water rates for Wilsonville will look lower than those in surrounding cities due to those cities upgrading their water system supplies.

Ms. Kerber noted Resolution No. 1624 addressed both user rates and System Development Charges. The proposed Resolution No. 2447 would amend Resolution No. 1624. She identified the amendments to Resolution No. 1624. She added some of the related water charges will now be in the Master Fee and Charge Schedule rather than being included in resolutions.

Ms. Rodocker talked about the changes to the water leak adjustment policy. The original intent of the adjustment policy focused on water conservation. While that is still a priority, the city is now looking at a more equitable way to handle the costs of the program.

She explained a non-residential customer with a leak outside of their building will receive 100% credit for their sewer bill since water on the ground does not impact the sewer system.

A survey of how surrounding cities and water districts handle their water leaks resulted in twelve responses: 7 organizations give a credit of 50% of the average consumption; 3 charge 100% of excess use but use a wholesale water rate resulting in a lower cost than normal; 1 provided up to a 75% adjustment for water leaks occurring from the meter to the main entrance of the building; 1 city provided 100%. To be fair and equitable to all customers' staff is recommending a 50% reimbursement for the portion of water lost beyond a two year average for the same month. Originally the policy allowed customers 48 hours to repair the water leak; this has been extended to three working days.

Ms. Kraushaar spoke about the monthly base charge which affected people who asked that their water be shut off for an extended period of time when they would not be at home; or to shut off their irrigation meters for the winter. In the past, these customers did not receive or pay a utility bill. The more equitable policy is for all customers to pay the monthly base charges.

Currently there are 55 residential customers who have made the request to turn off their water meter; these customers are not paying the stormwater utility, sewer utility base rates, street maintenance fund, and street light fund, in addition to the monthly base charge. The recommendation is to bill these customers \$52.00 per month to include the monthly base charge, and the stormwater utility, sewer utility base rate, street maintenance fund, and street light fund. So that the \$52.00 charge was not such a surprise to the customer, staff suggested phasing it in over two years beginning with 50% July 2014, and 100% in July 2015. Additional language has been included in Resolution No. 2447 which further defines a temporary shut off as any time period over thirty days.

Mayor Knapp noted the wide variance on meter charges when comparing Wilsonville to surrounding cities.

Mr. Cosgrove indicated the differences in the charges depended on the rate making philosophy for the individual city. They may be trying to capture more of the revenue on the base rate rather than the volume charges.

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Mayor Knapp wanted to know how significant water projects figured into the costs.

Ms. Ossanna stated projects that deal with the operation of the water system and water distribution system are included in the rate structure. The new west side reservoir will be paid for through System Development Charges. A discussion followed regarding future capital projects, including future water treatment plant expansion and capacity of the plant.

Councilor Starr commented some citizens believe the initial high cost of the water treatment plant would, over time, reduce the water rates.

Ms. Rodocker indicated staff has heard this comment from a couple of customers; however, the past water studies did not state there would not be any water rate increases in the future. Staff was able to show there had not been a water rate increase since 2011.

Councilor Starr noted many cities are just now entering the water supply market, which will increase rates in those cities dramatically. He thought it was important for the community to recognize past choices put the Wilsonville into a good position compared to Portland, Hillsboro, and Tigard.

Ms. Kraushaar pointed out a plan will need to be developed to replace the original older delivery system pipes, which will increase rates in the future.

Councilor Stevens confirmed the reduction of the minimum monthly rate from 4ccf to 2ccf was revenue neutral. She commented conservation results in lost revenue and fixed costs are shared by everyone. The Councilor wanted to ensure staff was saving for the replacement of the pipe infrastructure.

In response to a comment from the Mayor, Ms. Kerber explained Sherwood is reimbursing Wilsonville for the cost of treating the water, the City does not see any profit. As water is sold it lessens the need for rate increases since the fixed costs at the treatment plant are spread over more users including Sherwood.

Mr. Kohlhoff explained how Sherwood participated through Tualatin Valley Water District for the costs of the water treatment plant.

Mayor Knapp invited public testimony.

Jerry Hanni, expressed frustration at the late start of the hearing when the notice said the hearing would start at 7 p.m. He thought the charts showing the comparison of water rates with surrounding cities was incorrect; and that the increase in water rates was difficult for persons on fixed incomes.

Dennis Hubel, doubted the reasons stated are the true reasons for the increases. He thought large summer irrigators are not paying their share and questioned whether Sherwood water rates will increase along with the planned Wilsonville increases.

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Bill Buliroh questioned homes using less water are paying a higher percentage of the rate increase. Customers who are using below 4 units will save 75-cents, but it will only effect those using two units because those that have three units will pay the base rate plus one unit rate, or less than 800 residents will save less than 75 cents per month. Mr. Buliroh did not think the tier system was equitable in terms of raising rates fairly across the board; it did not encourage water conservation, and seemed to penalize small users.

Councilor Fitzgerald asked if a penalty was being removed for residents with large yards who watered during the summer.

Ms. Ossanna explained the rates were based on the study of the actual cost of providing service to those customers using irrigation in the summer. A big part of the cost of running the plant is to have the capacity for the summer uses, summer watering of single family home yards. On the whole, commercial and industrial water use has gone down slightly, and customers who were using 4-6 units in the winter who were using the irrigation during the summer. The plant is designed to handle the summer peak use demand.

Ms. Kraushaar indicated the pipes, reservoirs and plant are all sized to carry the water at the peak residential demand times during the summer and staff addressed the Councilor's request not to penalize residential irrigation.

Terry Lutkavage asked why cost reductions were not implemented rather than rate increases to address the budget, and what was examined as a way to reduce costs in the existing system. What was looked at in the plant to save money.

Ms. Ossanna stated during the budget process all costs related to the city are analyzed. The water treatment plant is fairly staffed, utilities are controlled, and the plant is very efficient. To maintain the high quality of water, Water treatment cannot be reduced and regulations must be followed.

Mr. Cosgrove added the rate study was based on debt service, operations and maintenance based on existing levels of service. The operation of the plant is contracted to another company which reduced operational costs saving the City money. The other thing we have done to help reduce costs is to partner with other entities such as TVWD to help maintain and operate the plant. These areas are where the large impacts for rate payers occur, the operations and maintenance of the plant are the biggest cost driver other than debt service. The "low hanging fruit" has been picked, additional cost savings are looked at each budget year, whether to move forward with a capital project is discussed with the Council and Budget Committee. Those are ongoing conversations. But the big ticket items where we can save our rate payers money have been accomplished.

Ms. Ossanna clarified the objective of a rate study is not to cut costs, but during the budget process ways are looked at to contain costs.

Mayor Knapp closed the public hearing at 9:28 p.m. The Mayor asked staff to remain and address the comments and questions raised during public testimony:

- Question Compared to other cities, the water rates seem to be higher.
 - Answer The question with rates, comparisons are always good and bad, you have to depend on what city you are comparing yourself to, and where they are at in terms of their capital development. If you have just undertaken a multimillion dollar plant upgrade, your rates will be higher than someone who did that work 20 years ago. Items also taken into consideration include water source, operations and maintenance program and level of treatment of the water, the cost of the plant, there are many things that go into that that make comparisons difficult.

Councilor Starr thought Mr. Hanni's water rates for his household would go down slightly.

- Question Large volume summer irrigators not paying their share, are we facilitating people who want to water a lot in the summer, or are they paying their fair share
 - Answer There was also a concern about the fire standby fire charges. One of the things not included in the rate study is that when a business has a sprinkler system, they are charged a monthly fire charge fee based on the size of the pipe. People with a sprinkler system do have a built in fire charge.
 - o Answer The irrigation rate itself is going down some.
- Question Irrigation rates for large irrigation users will go down with each additional unit used.
 - Answer A small number of large residential users will see their rates go down.
 This is in response to the concern raised by Council to address the residential irrigator.

Councilor Starr said his concern was the user rates for people who watered their lawns more during the summer and he had requested staff to make this rate more equitable.

Mr. Hubel stated large commercial/industrial irrigators rates will decease while the residential rates would increase, which did not seem equitable.

Ms. Ossanna indicated the chart looked at individual users, and the 5600 residential customers far outnumber the commercial customers.

- Question Would Sherwood share in the increased cost?
 - Answer Sherwood pays proportionally based on the costs to treat the water. As the costs go up for treating the water, Sherwood participates in that.
 - Answer The construction costs of the large diameter pipe distribution system
 were shared between Wilsonville and Sherwood and the operation costs will be
 shared for these pipes. Sherwood would pay a proportional share of capacity.
 - Answer Sherwood is not linked to Wilsonville's reservoirs, and they will be establishing their own rates based upon their demands. The treatment costs will impact the city of Sherwood use.

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- Question The higher percentage increases on larger volumes does not encourage conservation.
 - Answer Much of the conservation is achieved through modern efficient plumbing fixtures.

Ms. Ossanna noted Deb Galardi looked at each customer and calculated the actual costs of providing service to the customer.

Councilor Starr addressed his comments to Ms. Lutkavage regarding cost savings. Over the past three years Council implemented a number of programs to cut costs. One may not see savings specifically in the water rates but spreading the fixed costs over a larger population will reduce costs.

Councilor Fitzgerald thought she needed more information about the way irrigation cost is being addressed, and if it is really as equitable as it should be between the large irrigators and the average customer. If you look at our 3500 customers, it looks like there is a large block that are fairly similar; the high end users and the low volume users. She wanted to make sure we are not passing on that irrigation savings trading it out to the residential user too much.

Staff offered to research the issue and get back to Council with the answer.

Mayor Knapp thought it was a policy question, if someone uses a lot of water to irrigate their yard, should they be paying exactly the same amount for each unit of water or should they receive a discount for each additional unit of water; and did the City wish to give a 'volume' discount to people who choose to irrigate.

Ms. Kerber noted Section 4.3 Peaking Requirements addressed irrigation¹. The reason irrigation is a higher rate is due to the seasonal peaking demand of water use. In that Section there is a discussion about the maximum daily demand, maximum hourly demand and how irrigation is one of the user groups making the capacity requirement of the system to be greater.

Councilor Starr would like to have more information to understand the pricing system.

Ms. Ossanna offered to bring back the calculations behind the rates.

¹ 4.3 Peaking Requirements

The cost of providing water to customers depends not only on how much water they use, but also on how that use occurs over time. The maximum-day and maximum-hour peaking, requirements of a water utility's customers are an important influence on the utility's costs. because water utilities attempt to meet all of the water demands of their customers, water systems are sized to meet their customers' peak requirements. Therefore, during off-peak periods there are usually significant costs associated with the unused capacity of the system. To develop equitable rates, these costs must be allocated to customers in proportion to each customer class's contribution to the system peak. Thus, it is necessary to determine the peak rate of use relative to the average rate of use for each class. This ratio is called a peaking factor. Peaking factors are developed for maximum-day and maximum-hour rates of use.

Referring to the FAQ sheet, Ms. Kraushaar stated the separate irrigation meters are being charged a higher per ccf volume rate than residential customers. Tier one residential customers will pay \$3.22/ccf, after the 2 ccf monthly minimum. An irrigation customer, for example Costco, has a separate irrigation meter from their domestic meter. Customers with a separate irrigation meter will pay \$5.39/ccf so they are paying more per ccf with a separate irrigation meter than the residential customer.

Councilor Fitzgerald did not think the information had been explained accurately for the residential customer.

Ms. Kraushaar agreed it was the separate irrigation customer. We started out with the different kinds of categories of meters and the higher user from the residential happened to be the same as separate irrigation users.

Ms. Kerber thought it was intended to be that way because typically when a residential customer gets into tier two, the tier two user is irrigating above and beyond the average. The winter average is water used inside the home.

Mayor Knapp asked how this compared if you go into tier two in a residential situation, what is your cost per ccf.

Ms. Rodocker stated it was the same, the \$5.39, with a residential user you get your winter average, so if your winter average is 5 then we give you another 3 units, and you do a little watering you won't go into tier two.

Councilor Fitzgerald asked if it was determined that in fact the residential irrigator is not getting a lower rate, if that's the case then I do not have a concern.

Ms. Kerber confirmed tier two, after the winter average and 3 additional units, anything above and beyond that is \$5.39 for each additional unit of water used which is equivalent to irrigation.

Councilor Fitzgerald stated her concerns had been addressed and the rate structure was equitable.

<u>Motion:</u> Councilor Stevens moved to adopt Resolution No. 2447. Councilor Fitzgerald seconded the motion.

Mr. Kohlhoff noted a recommendation had been made to include the following language to Section 9, Policy Discussion, "for customers whose services are turned off for 30 days or greater will be responsible for 50% of their total monthly base charge beginning on July 1, 2014, and 100% of their total monthly base charge beginning July 1, 2015."

Motion To Amend: Councilor Stevens moved to amend the motion to include the language "for customers whose services are turned off for 30 days or greater will be responsible for 50% of their total monthly base charge beginning on July 1, 2014, and 100% of their total monthly base charge beginning July 1, 2015" as proposed by Mr Kohlhoff.

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Councilor Fitzgerald seconded the amendment.

Councilor Stevens thought the language suggested by Mr. Kohlhoff provided some relief from sticker shock for those customers who turn off their water for longer than 30 days.

Councilor Fitzgerald thought recovering some of the cost of water leak charges served the rate payers well.

Councilor Starr commented although he would vote for the resolution he felt it was harsh on residential irrigators, but overall it achieves the intent sought for the majority of citizens.

Councilor Stevens wanted to be sure the infrastructure was maintained to provide the service to the citizens. An incremental rate increase is easier to accept rather than a major jump in rates. The Councilor acknowledged increased costs, but it was important that the water provided was a high quality.

Vote on Amended Motion: Motion carried 4-0.

Mayor Knapp suggested extending the number of days to repair a water leak from 3 to 5 was warranted. Ms. Kerber said this was an administrative decision and staff would make the change to the Leak Adjustment Policy.

Councilor Fitzgerald agreed with the extension of time to make the repairs.

Vote on Main Motion: Motion carried 4-0.

CONTINUING BUSINESS

A. Ordinance No. 731 – Second Reading

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code 8.210(9).

Mr. Kohlhoff read Ordinance No. 731 into the record on second reading, pointing out Section 3 had been revised at the direction of Council.

Motion: Councilor Starr moved to adopt Ordinance No. 731 on second reading. Councilor

Fitzgerald seconded the motion.

Vote: Motion carried 4-0.

Councilor Starr - Yes

Councilor Goddard - Excused Councilor Fitzgerald - Yes Councilor Stevens - Yes Mayor Knapp - Yes

B. Ordinance No. 732 - Second Reading

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An Ordinance Amending Ordinance No. 353 To Correct Legal Descriptions Of Vacated Utility Easements In Day Dream River Estates.

Motion: Councilor Starr moved to adopt Ordinance No. 732 on second reading. Councilor

Stevens seconded the motion.

Vote: Motion carried 4-0.

Councilor Starr - Yes

Councilor Goddard - Excused Councilor Fitzgerald - Yes Councilor Stevens - Yes Mayor Knapp - Yes

CITY MANAGER'S BUSINESS

Mr. Cosgrove advised Council of the days he would be on vacation during the holidays.

LEGAL BUSINESS - There was no report.

ADJOURN

The Mayor adjourned the Council meeting at 10:16 p.m.

| | Respectfully submitted, |
|------------------|------------------------------------|
| | Sandra C. King, MMC, City Recorder |
| ATTEST: | |
| Tim Knapp, Mayor | |

Addendum:

Water Cost of Service Rate Study Final Report prepared for City of Wilsonville by Galardi Rothstein Group, dated November 2013.

Water Cost of Service Rate Study Final Report

Prepared for:
City of Wilsonville



Prepared by: Galardi Rothstein Group



NOVEMBER 2013

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Executive Summary

Introduction

The City of Wilsonville, Oregon (the City) authorized Galardi Rothstein Group to conduct a water cost of service study in February, 2013. The purpose of the study was to assist the City in determining a schedule of water rate increases sufficient to implement the recently adopted Water System Master Plan (Keller Associates, September 2012). In addition, the study was to develop alternative rate structure options that generate stable and predictable revenue overall, and equitably recover revenue from different property types (e.g., residential, multifamily, and nonresidential), based on the cost of services provided.

The scope of the study includes four (4) primary elements:

- 1. Financial Planning
- 2. Cost of Service Analysis
- 3. Rate Structure Options
- 4. System Development Charges

The first three study elements are presented in this report; separate documentation is provided for the system development charge (SDC) analysis.

The City's current rates are based on a cost-of-service analysis that was completed more than 15 years ago. Since that time, the system cost structure and customer usage characteristics have changed. While the City has implemented regular increases in water rates, these increases have been applied 'across-the-board' to all customer classes and rate components. The rate structure options presented in this report reflect the updated cost-of-service analysis, as well as the City's other rate objectives.

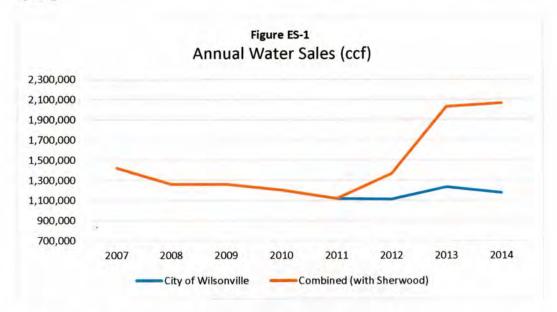
Over the course of the study, three alternative water rate options were developed for the City Council's consideration. The first two options (along with the current rates) were presented to the City Council on October 7, 2013, and are documented in the Water Cost of Service Rate Study Draft Report (September 2013), as Scenarios 1 and 2. The third option (Scenario 2a) was developed in response to feedback from the City Council at the October 7 work session, and is presented (along with current rates) in this Final Report.

The results of each study element are summarized below.

Financial Plan

Water rate revenues are the largest source of revenue for the City's water system, representing over 90 percent of annual revenues. Rate revenues are significantly impacted by annual water sales volumes, as the majority of revenue generated from rates is from the usage charges assessed on monthly water use. For the City, about 75 percent of annual water rate revenue is from volume-dependent charges.

Water use has declined significantly over the past 5-10 years for utilities across the country. Factors that have contributed to this trend include installation of water efficient appliances, economic slow-down, increasing water rates, and customer water conservation education. As shown in Figure ES-1, water sales in Wilsonville declined significantly between 2007 and 2012, decreasing about 5 percent per year, on average. Sales within the City increased in fiscal year (FY) 2012/13, particularly for irrigation purposes, reflecting a warm and dry spring.



Despite the steady decline in usage over the past several years, the City's water fund is in a generally strong financial position, and water rates are projected to require only moderate inflation-level increases over the next 5-10 years. The factors that have contributed to this positive financial position include the following:

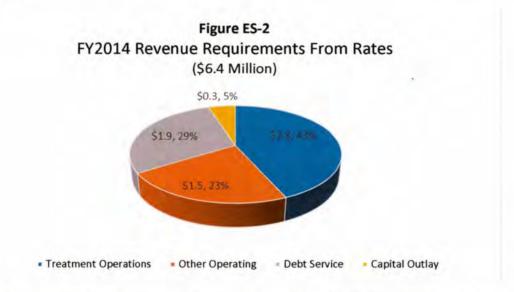
Decreases in treatment costs per unit – As shown in Figure ES-1, the City began selling water to the City of Sherwood in 2011. With the exception of some materials and service costs (primarily electricity and chemicals), the majority of a water system's operating costs are fixed (in other words, do not change in proportion to water sales volumes). Therefore, as shown in Table ES-1, while total volume of water sold has increased significantly in the past few years, the cost per unit has declined, with the estimated cost per unit sold in FY2013/14 almost 20 percent lower than the FY2010/11 rate.

Table ES-1
City of Wilsonville
Actual and Estimated Water Treatment Unit Costs

| Year | Treatment (\$ millions) | Treatment Sales (ccf) | Unit Cost (\$/ccf) | |
|-----------|-------------------------|-----------------------|-----------------------|--|
| 2011 | \$1.87 | 1,117,503 | \$1.67 | |
| 2012 | \$1.82 | 1,364,064 | \$1.33 | |
| 2013 | \$2.39 | 2,028,618 | \$1.18 | |
| Est. 2014 | \$2.80 | 2,063,225 | \$1.36 | |

Ccf = hundred cubic feet

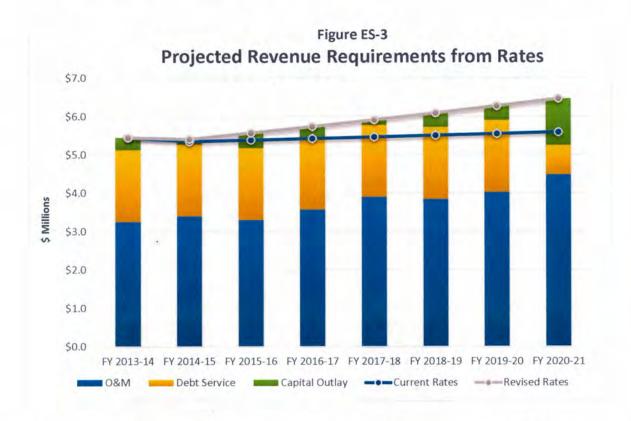
As shown in Figure ES-2, water treatment operations represent over 40 percent of the total estimated revenue requirements from water rates for FY2013/14; the fact that the City's share of these costs has been reduced, means that more revenue from existing rates is available to fund other operating costs and capital outlays, reducing the need for future rate increases.



Regular increases in water rates – the City has made regular adjustments to water rates to meet projected system requirements, including required debt service coverage and operating reserve targets. Between FY2008/09 and FY2010/11 the City increased water rates by 3 percent per year.

Decline in debt service during the planning period – The City's existing revenue bonds (which were used to purchase the water treatment plant) will be paid in full near the end of the planning period (FY2020/21), and the remainder of existing debt will be retired in FY2021/22. Figure ES-3 shows the annual composition of revenue requirements for the period FY2013/14 through FY2020/21. No additional debt is planned for the study period to fund the improvements identified in the Water System Master Plan. During the planning period, a combination of annual rate revenues, existing reserves, and SDC revenues are assumed to pay for the approximately \$15 million of planned capital improvements.

In addition to increased capital outlays over the planning period, the financial plan projects modest increases in operating costs (about 3.7 percent annually). To meet the projected annual requirements, as well as continuing to generate sufficient revenues for operating contingencies and debt service coverage requirements, an average annual rate increases of 2.25 percent is projected beginning in FY2014/15.



As the City reaches the end of the period, additional capital improvements will likely be identified (as the recent master planning effort was limited to the distribution system). However, with the reduction in existing debt service, the City will likely be in a good position to fund additional capital improvements related to water treatment or other facilities, with the planned revenue increases.

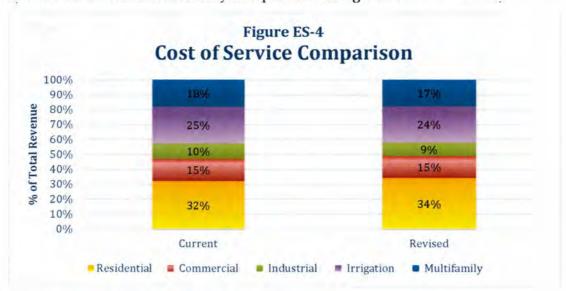
Cost of Service Analysis

A fundamental principle for developing an equitable system of user charges is to ensure that all users pay—through monthly charges for water service, SDCs and other fees—for their share of the total costs imposed on the system. Operating expenditures and normal capital expenditures should be paid through user charges. System development charges may only recover the capital costs associated with serving future development.

Some water system expenditures are a function of average water usage; others are a function of peak demands placed on the system. Some costs are associated with serving customers regardless of the volume of usage or discharge (for example, costs associated with emergency storage and fire protection, and customer services, meter reading and replacement).

Classifying water system costs in terms of the functions and service characteristics they support and then further allocating the costs to customer classes based on their service requirements is referred to as a cost of service analysis. The cost allocation methodology used in this study follows American Water Works Association (AWWA)-recommended methods. Under these methods, water treatment, storage, distribution, and customer-related costs are allocated to residential, multifamily, commercial, industrial, and irrigation customers in proportion to their estimated average and peak water demands, and customer and meter requirements.

The results of the City's cost of service analysis show a moderate shift in overall revenue responsibility from multifamily and nonresidential customer classes (industrial and irrigation) to residential customers. This shift reflects both the usage characteristics (relatively higher peak season demands) of residential customers, and recovery of stand-by capacity costs (e.g., fire protection costs) through fixed customer charges. A comparison of the annual revenue responsibility (share of total annual revenue) by customer class under the current rates and revised analysis is provided in Figure ES-4.



Rate Structure Options

Rate design involves determining a system of charges for each class of customers that will generate revenue equal to the allocated cost responsibility of each class (as developed in the cost of service analysis). Like the existing rates, the revised rate schedules include a base monthly service charge (which varies by meter size for nonresidential customers), and a volume rate per hundred cubic feet (ccf) of water use that varies by customer class.

Policy Framework

In developing rate alternatives, the following policy objectives were considered:

- Inter-class rate equity the revised rates recover the updated cost of service from each customer class.
- Intra-class rate equity the revised rates address rate equity within each customer
 class through revised scaling of meter charges (larger meters pay relatively higher
 charges), and reduction of the monthly minimum charges (lower volume users pay
 relatively less).
- Rate and revenue stability revenue recovery from fixed (base) charges is maintained at approximately the same level as current rates (24 percent).
- Water conservation and long-term rate affordability and stability the revised rates
 maintain the current conservation-oriented rate structure for residential customers,
 and continue to charge relatively higher rates for irrigation uses, sending important
 price signals to customers about the need to use water efficiently, thus delaying the
 need for costly future expansion.

In order to mitigate bill impacts on customers from shifts due to the cost of service and rate structure changes, the rates have been developed on a 'revenue-neutral' basis for FY2013/14, meaning that the revised rates generate the same revenue *overall* as existing rates. As mentioned previously, the projected annual revenue increase of 2.25 percent is assumed to begin in the year following the rate structure change (FY2014/15). Each rate component is discussed below. The current and recommended revised rates are shown in Table ES-2.

Fixed Charges

For both the existing rates and the recommended rates, the base charges include a minimum monthly quantity that is charged to customers regardless of their monthly water use. For existing rates, the minimum quantity varies by meter size; the smallest meter sizes (3/4" and 1") have a minimum quantity of 4 ccf, and the largest meter size (10") has minimum quantity of 17 ccf. For the recommended rates, the monthly minimum quantity is 2 ccf for all meter sizes, consistent with the City's existing wastewater rates.

In addition to the monthly quantity cost, the base charges recover the costs of meter replacement, billing and customer services costs, and in the case of the recommended rates, a portion of standby capacity costs¹. The revenue generated from the revised base charges are shown in Figure ES-5. The current rates generate almost \$1.4 million (about 24 percent) of total annual rate revenue from base charges, primarily through the minimum quantity charges. In the recommended rates, standby capacity costs are added to the fixed charges, while the minimum quantity is reduced.

¹ The City is required to maintain standby capacity to meet fire and other emergency needs. This capacity is required in addition to average and peak demand capacity, and is a fixed cost to operate and maintain.

Table ES-2
City of Wilsonville
Comparison of Current and Recommended Water Rates

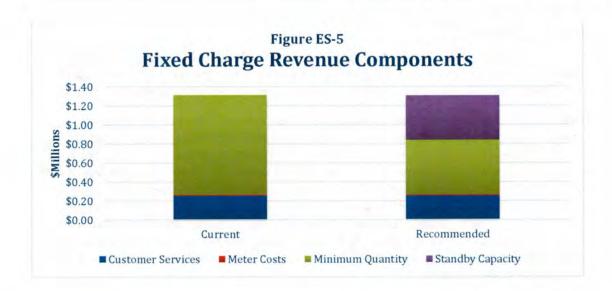
| | Current Rates | Recommended Rates ¹ |
|---|------------------|-----------------------------------|
| Monthly Quantity (ccf) ² | 4-17 | 2 |
| Residential Rates | | |
| Base Charge (\$/month) | \$19.88 | \$19.13 |
| Volume Charge (\$/ccf) | | |
| Winter Use & Summer Tier 1 (Winter Avg. +3 ccf) | \$3.70 | \$3.22 |
| Summer Tier 2 (Use>Winter Avg. +3 ccf) | \$5.61 | \$5.39 |
| Nonresidential Rates | | |
| Base Meter Charge (\$/month) | | |
| 3/4" | \$19.88 | \$19.13 |
| 1" | \$21.91 | \$21.12 |
| 1.5" | \$24.03 | \$23.76 |
| 2" | \$28.16 | \$31.04 |
| 3" | \$32.32 | \$62.80 |
| 4" | \$36.44 | \$104.49 |
| 6" | \$44.81 | \$150.80 |
| 8" | \$55.63 | \$203.74 |
| 10" | \$75.90 | \$251.71 |
| Volume Charge (\$/ccf) | | |
| Commercial | \$3.64 | \$3.36 |
| Industrial | \$3.92 | \$3.41 |
| Irrigation | \$5.61 | \$5.39 |
| Multifamily | \$3.79 | \$3.46 |

ccf = hundred cubic feet (748 gallons)

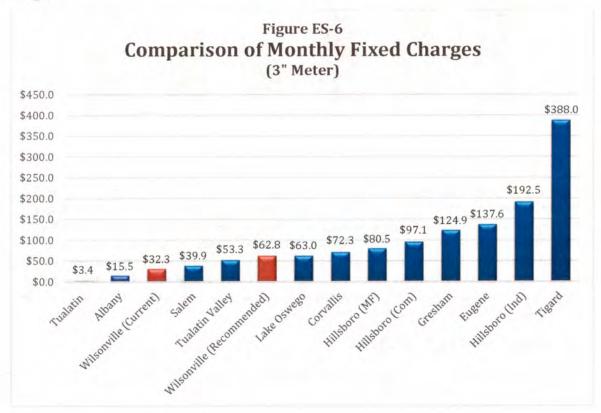
Reducing the minimum quantity is consistent with cost of service principles, as many customers use less than the current monthly minimum. However, there are additional costs that are "fixed" in nature (do not vary with customer water use); inclusion of a portion of these costs in the base charge (in place of monthly minimum charges) enhances rate equity and balances rate stability. In actuality, the majority (over 75 percent) of a water system's costs are fixed; however, most utilities' rate structures generate more revenue from volume rates in order to balance revenue stability goals with conservation and customer affordability concerns.

¹ The recommended rates are the same as Scenario 2a presented at the November 4, City Council Work Session

² The monthly quantity is the usage included in the Base Charge. In current rates, the monthly quantity increases with meter size for nonresidential customers



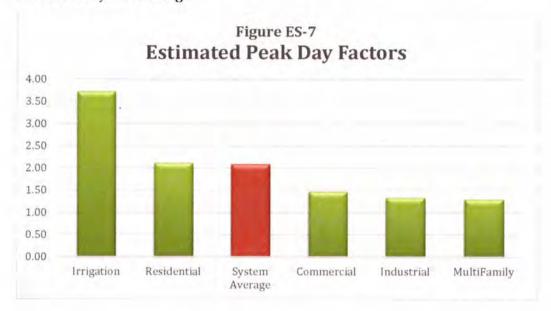
Another feature of the recommended rates is that the base charges for larger meters increase more significantly than the smaller meters. This is consistent with cost of service principles, as meter replacement and standby capacity costs increase with the size of the meter. This practice is also consistent with other communities. Figure ES-6 shows that the City's current charge for a large (3") meter are significantly below other communities in the region, and even with the recommended rates, the rate for a 3" meter remains on the lower half of the range.



Volume Charges

As shown in Table ES-2, the existing and recommended rate options include volume charges that vary by customer class, and a 2-tiered volume rate for residential customers. The volume charges are assessed all usage *in excess* of the monthly minimum quantities.

If all customers used water evenly throughout the year, the utility could invest in significantly less capacity for all of its primary facilities (treatment, storage, transmission and distribution). Furthermore, in this hypothetical case, the price of each unit of water would not vary, so all customers could be charged the same. However, in reality, a water utility must invest in significant peak day (and for some facilities, peak hour) capacity, to meet the needs of its customers. Figure ES-7 shows estimated peak day factors for the system and each of the City's customer classes. Owing to the seasonal nature of the service, irrigation customers have significantly higher peaking factors than regular commercial, industrial and multifamily uses. The peaking factor for residential customers also slightly exceeds the system average.



The volume rates shown in Table ES-2 are designed to recover the average and peak demand-related costs allocated to each customer class; therefore, the rates for residential irrigation (summer Tier 2) and irrigation customers (nonresidential customers with separate irrigation meters) are higher than the other customer classes (in both the current and recommended). The recommended volume rates are slightly lower than current rates for all customers, reflecting the fact that the minimum quantity included in the base charge is reduced. Because the volume rates apply only to usage *over the minimum quantity*, more usage is billed under the recommended rates.

Impact on Typical Bills

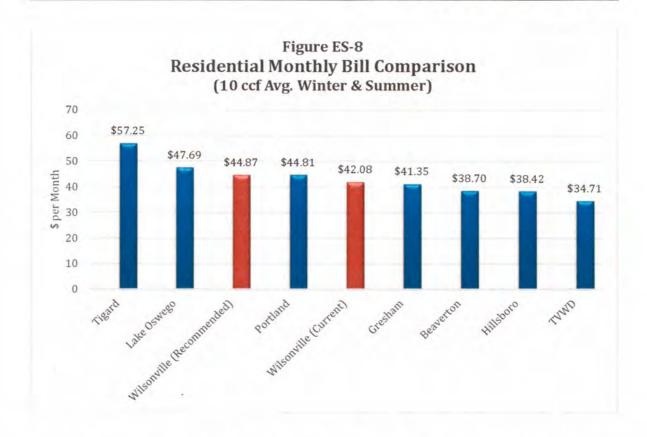
Table ES-3 shows sample residential monthly bills for a range of volumes, based on existing and projected rates for FY2013/14.

Table ES-3City of Wilsonville
Sample Bill Comparison – Residential

| | Monthly Use (ccf) | Current Rates | Recommended Rates | |
|--|----------------------|------------------|----------------------|--|
| | | 1000 | 1000 | |
| Small | 2 | \$19.88 | \$19.13 | |
| Winter Average | 5 | \$23.58 | \$28.78 | |
| Summer Average ¹ | 8 | \$34.68 | \$38.43 | |
| Large Summer ² | 25 | \$120.50 | \$119.25 | |
| Small | 2 | | (\$0.75 | |
| Winter Average | 2 5 | | \$5.20 | |
| Summer Average | 8 | | \$3.75 | |
| Large Summer | 25 | | (\$1.25 | |
| ¹ Assumes customer wint ² Assumes customer wint | | | | |

For most residential customers, the average bill increase (over the course of the year) will generally be in the \$3-\$4 per month range (with higher bill increases in the winter months, and lower bill increases in the summer months). However, annual bills for very small volume users would decrease, as would the bills for very large summer water users. In future years, all customer bills would increase uniformly based on the system-wide increase (currently projected to be 2.25 percent).

Figure ES-8 shows a comparison of monthly bills for a typical residential customer in Wilsonville with surrounding communities. The City has gone from having the highest bills in the region a few years ago, to a more moderate placement. Furthermore, many other communities have future projected rate increases that far exceed the City's projected increase of 2.25 percent.



Tables ES-4 presents sample monthly bills under current rates and recommended rates for other customer classes. As for residential customers, bill impacts vary within each customer class based on billed usage levels and meter sizes. However, in general, most customers whose average use approximates the current monthly minimum (4-17 units) will see moderate bill increases during the months that usage is low; higher levels of use will result in bill decreases, due to the reduction in the volume rates. Customers with large meters (2" and over) will see more bill increases, compared to customers with smaller meter sizes; however, most large meter customer bills will still decrease under the recommended rates due to reduction in the volume rates.

Table ES-4
City of Wilsonville
Typical Bill Comparison - Nonresidential

| | Monthly | Meter | Current | Monthly Bill \$ | | Diff | erence \$ |
|-----------------------|-----------|-------|---------|-----------------|-------------|------------|-------------|
| | Use (ccf) | Size | Minimum | Current | Recommended | Current | Recommended |
| Monthly Minimum (ccf) | | | | 4-17 | 2 | | |
| Commercial | | | | | | | |
| Small Meter 1 | 5 | 3/4" | 4 | \$23.52 | \$29.20 | \$1.03 | \$5.68 |
| Small Meter 2 | 25 | 3/4" | 4 | \$96.32 | \$96.30 | (\$1.74) | (\$0.02) |
| Avg Use - Small Meter | 54 | 1.5" | 5 | \$201.64 | \$197.54 | (\$5.01) | (\$4.10) |
| Avg Use - Large Meter | 54 | 3" | 7 | \$203.40 | \$237.27 | \$1.60 | \$33.87 |
| Large Meter | 2,500 | 10" | 17 | \$9,114.02 | \$8,632.70 | (\$306.71) | (\$481.32) |
| Industrial | | | | | | | |
| Small Meter 1 | 5 | 1" | 4 | \$25.83 | \$31.33 | (\$0.97) | \$5.50 |
| Small Meter 2 | 50 | 1" | 4 | \$202.23 | \$184.60 | (\$21.02) | (\$17.63) |
| Avg Use - Small Meter | 143 | 1.5" | 5 | \$566.16 | \$505.02 | (\$59.88) | (\$61.14) |
| Avg Use - Large Meter | 143 | 3" | 7 | \$566.61 | \$544.06 | (\$52.64) | (\$22.56) |
| Large Meter | 2,200 | 6" | 10 | \$8,629.61 | \$7,637.04 | (\$953.16) | (\$992.57) |
| Irrigation | | | | | | | |
| Small Meter 1 | 5 | 3/4" | 4 | \$25.49 | \$35.31 | \$1.04 | \$9.82 |
| Small Meter 2 | 50 | 3/4" | 4 | \$277.94 | \$278.05 | (\$4.34) | \$0.11 |
| Avg Use | 69 | 1.5" | 5 | \$380.99 | \$383.16 | (\$5.88) | \$2.17 |
| Large Meter | 2,700 | 3" | 5 7 | \$15,140.05 | \$14,615.88 | (\$314.36) | (\$524.17) |
| Multifamily | | | | | | | |
| Small Meter 1 | 5 | 3/4" | 4 | \$23.67 | \$29.52 | \$1.02 | \$5.85 |
| Small Meter 2 | 25 | 3/4" | 4 | \$99.47 | \$98.79 | (\$1.78) | (\$0.68) |
| Avg Use - Small Meter | 49 | 1.5" | 5 | \$190.55 | \$186.32 | (\$4.41) | (\$4.23) |
| Avg Use - Large Meter | 49 | 3" | 7 | \$191.26 | \$225.36 | \$2.23 | \$34.10 |
| Large Meter | 550 | 6" | 10 | \$2,091.41 | \$2,048.73 | (\$52.91) | (\$42.68) |

Recommendations

The recommended financial plan and rates presented in this report are based on a number of assumptions related to customer growth and water use, cost escalation, capital project scheduling, and other variables that are difficult to predict, particularly during periods of economic uncertainty. An overarching recommendation is that the City monitor revenues and expenses annually, and make adjustments to planned rate increases as necessary to ensure adequate revenue recovery to meet projected system needs and debt coverage and reserve requirements.

Financial Plan

Based on the analysis presented in this report, required annual rate increases over the planning period are 2.25 percent. These increases should be reviewed again, in the context of further development of the City's capital improvement program. Specifically, the City plans to conduct a water treatment system facilities plan in the next couple of years that will likely identify additional system improvements needed during the planning period. As part of that effort, the City should review and, if necessary, update the projected rate increases in light of actual customer growth and water usage patterns, and operating cost trends subsequent to this report.

Significant changes in the sizing or timing of distribution system capital projects or support from alternative funding sources will also have an impact on the revenue requirements from rates. The recently adopted Water System Master Plan identified a number of capital improvements needed for future growth that the City intends to fund with SDCs. Given the unpredictable nature of SDCs, the City may need to supplement rate funds for some of these larger short-term project needs (for example, a planned reservoir), should SDCs revenue accrue at a slower rate than expected. In this case, future rate adjustments may be necessary.

Cost of Service Analysis

It is recommended that the City continue to charge customers on a cost of service basis. While the current rates reflect a prior cost of service analysis, updated costs and planning criteria (from the City's recently completed Water System Master Plan), along with current customer usage characteristics support a moderate shifting of costs away from nonresidential customers to residential customers. While a shift to cost of service rates will have significant bill impacts on some users in the short-run (FY2013-14), future bill increases for all users are projected to be less than inflation. Furthermore, such a shift is consistent with the City's equity and economic development goals.

Rates

The recommended rates shown in Table ES-2 are projected to generate the approximately the same revenue as the current rates, and maintain about 24 percent of revenue from fixed (base) charges. Given the variability in water use industry-wide, it is recommended that the rate structure generate at least 24 percent of revenue from base charges. Furthermore, it is recommended that the City begins to shift to higher base charges for larger meter sizes, compared to the current rates. This is consistent with industry standard practice and equity,

given that a significant portion of the costs included in the base charges are impacted by meter size. The recommended rates begin to address this current inequity.

Finally, it is recommended that the City begin to phase-out the minimum monthly quantity that is included in the base charge, as in the case of the recommended rates. An industry-wide trend has been to eliminate minimum quantities and replace these charges with standby capacity charges. Many customers use less than the current minimum, and the City's sewer rates are based on a 2 ccf minimum, increasing customer confusion. Standby charges for secondary capacity costs (like fire protection capacity) are quickly gaining favor in the industry and by customers, as these charges generate stable revenue for a portion of water service that benefits all customers and is not related to actual monthly water use.

Any rate changes should be implemented in conjunction with a public information and education program that clearly describes the basis for the changes, and consistency with City goals and objectives.

1.0 Introduction

1.1 Authorization and Purpose

The City of Wilsonville, Oregon (the City) authorized Galardi Rothstein Group to conduct a water cost of service study in February, 2013. The purpose of the study was to assist the City in determining a schedule of water rate increases sufficient to implement the recently adopted Water System Master Plan (Keller Associates, September 2012). In addition, the study was to develop alternative rate structure options that generate stable and predictable revenue overall, and equitably recover revenue from different property types (e.g., residential, multifamily, and nonresidential), based on the cost of services provided.

This report presents the results of the water rate study. Separate documentation is provided for a system development charge (SDC) analysis.

1.2 Report Purpose and Organization

The purpose of this report is to document the technical methodology and policy framework used to develop projected annual revenue adjustments for the system as a whole, and by customer class, and to provide alternative water rate scenarios.

The following additional sections are included in this report:

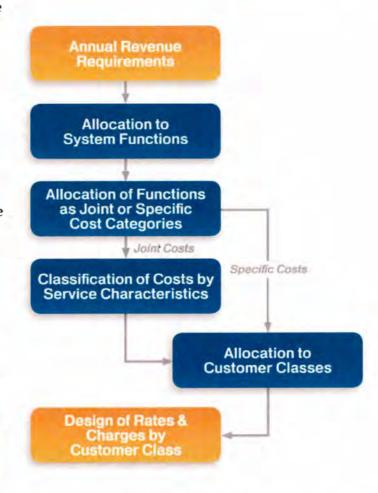
- Section 2, General Overview of the Rate Setting Process, describes the process for determining cost-based utility rates.
- Section 3, Financial Plan, presents the projected costs and revenue requirements from rates for the period fiscal year (FY) 2013/14 through FY2020/21.
- Section 4, User Characteristics, presents the classification of customers for rate-setting purposes and current usage characteristics.
- Section 5, Cost of Service Analysis, describes the allocation of costs to system functions, service characteristics, and customer classes.
- Section 6, Rate Design, presents the existing rates and revised cost of service rates for two
 alternatives.

2.0 General Overview of the Rate Setting Process

The process for developing cost of service water rates is illustrated and discussed below.

2.1 Determine Revenue Requirements from Rates

Revenue requirements are the costs of providing services to utility customers over a specific period of time (usually one year). These costs include operation and maintenance (O&M) and capital costs. O&M costs are the routine costs of operating and maintaining a utility system in order to provide service. Examples of O&M costs are chemicals and electricity used at plants, system operator labor, and administrative expenses. Capital costs include current revenue or cash funded capital improvements, planned annual contributions to funds for such purposes, and ongoing debt service requirements (principal and interest payments on outstanding revenue bonds, loans, and other obligations).



To determine the amount of revenue that rates must generate annually, the total revenue requirements are reduced by nonrate or other system revenues. Examples of other system revenues are unrestricted interest earnings, SDC revenues, and revenue from miscellaneous charges. Total requirements less other system revenues equal requirements from rates.

2.2 Allocate Revenue Requirements to Customer Classes

Determination of the costs of service by customer class has four components. These components are referred to as functionalization, joint and specific groupings, classification, and allocation. **Functionalization** involves categorizing revenue requirements according to utility functions. Water system functions typically include supply, treatment, transmission,

storage, pumping, customer, meter, and fire protection. Utilities incur varying levels of costs to perform the different system functions needed to meet customer demands. Therefore, the first step in the cost allocation process is to determine what it costs the utility to perform different service functions.

Next, functional costs are grouped by **joint and specific** categories. This process allows certain types of costs (e.g., water treatment costs) to be allocated directly to benefiting customers (e.g., City of Sherwood). The majority of costs are generally joint, or common to all customers within the City's service area. The City of Sherwood operates its own distribution system, so only shares in the City's treatment costs.

Following functionalization and grouping of functions into joint and specific categories, a classification process occurs. A fundamental objective in developing a rate system is to price utility services so that each customer pays for the service they receive in proportion to their use. Some costs incurred by the utility are a function of the quantity of water consumed. Other costs are associated with serving customers regardless of the quantity that flows through the system. The American Water Works Association (AWWA) recommends classification of water system costs based on average and peak demands, and customer services (accounts and meters). Costs are classified among these service characteristics, so that they may then be allocated to customer classes in proportion to system demands.

It is accepted practice in the utility industry to classify customers into relatively few, reasonably homogeneous groups or classes for rate-setting purposes. In the final step of the cost allocation process, the characteristics of the utility's customers are analyzed and costs are allocated to each class. For water systems, user characteristics include average and peak water demands, the number of meters by meter size, and the number of customers. The user characteristics serve as the basis for allocating costs by service characteristic to each customer class. For example, if residential customers represent half of the water utility's average demand, they will be allocated half of the utility's average demand-related costs. However, this same class may be responsible for 75 percent of the system's peak demand. Therefore, the residential class's allocation of peak-related costs will be 75 percent. The sum of each class's proportionate cost share of each service characteristic is that class's total cost of service.

2.3 Determine Rate Structure and Develop Rates

The last step in the rate development process is the design of the rate structure and the development of rates. There are a variety of rate structure options available to meet a wide range of policy objectives. Rates generally are comprised of a fixed charge per customer per billing period, and a volume charge that varies based on water usage. However, the particular structure selected depends on local policy objectives.

The end result of this rate development process is an equitable distribution of system revenue requirements to system users. This process is called cost of service ratemaking.

3.0 Financial Plan

3.1 Introduction

This section presents the water system financial plan. The financial plan provides the framework within which to analyze the overall impact on water rates of implementing the near-term capital improvements and operational needs recommended in the Water System Master Plan, along with continued operation and maintenance of the existing water treatment plant. The building blocks of the financial plan are the projections of costs or "revenue requirements" that the City will incur during the planning period and the revenues, under existing rates, that the City expects to generate during the same period.

In order to develop adequate revenues from a system of water rates, the annual revenue requirements of the utility must be determined. The basic revenue requirements are composed of the following:

- O&M costs
- · Annual capital improvement projects funded by rates and reserves
- · Debt service expenditures (principal and interest on water utility-related debt)
- · Transfers to the City's other funds for indirect and direct services provided to the utility

Revenue requirements are presented for the current fiscal year (FY2013/14) through FY2020/21. A water system financial forecast model was also prepared for the City to allow for future monitoring and updating of financial projections over a 10-year period.

3.2 Key Forecast Assumptions

The financial plan is based on a set of overall assumptions related to timing, customer growth, inflation, and other factors, as well as the phasing of the City's CIP. The following is a list of key assumptions used in the forecast:

- The residential customer growth rate is assumed to average 2.0 percent per year
 throughout the study period, while the annual growth rate for the other customer
 classes (with the exception of industrial) is assumed to be about 1 percent. No growth is
 assumed for industrial customers; if one or more significant industrial users are added
 to the system, the City should update the financial plan accordingly.
- Water sales per account are assumed to equal a 3-year historical average for most customer classes; however, irrigation sales which increased significantly in FY2012/13 (likely the result of a warm and dry spring) are assumed to return to FY2011/12 levels.
- Operation and maintenance (O&M) costs are based on current (FY2013/14) budget, and the following annual escalation factors:
 - Personal Services 5.5 percent
 - Material and service costs 3.5 percent

- Transfers 4 percent
- Contract services (water treatment plant) 3.5 percent
- Future capital costs are increased at an annual rate of 3.0 percent.
- The City maintains a minimum operating reserve/contingency equal to 20% of O&M costs, as well as 50 percent of annual debt service costs (until the debt is retired in FY2021/22).
- · The water fund pays a franchise fee of 4 percent of water sales revenues.
- Revenues from system development charges (SDCs) will accrue at levels provided by the City, and \$0.35 million will be transferred annually to pay for a portion of debt service.
- Interest earnings on fund balances and reserves are estimated to accrue at a rate of 0.75 1.5 percent annually.

3.3 Operations and Maintenance Costs

Operations and maintenance costs are shown in Table 3-1 and include all costs associated with operating and maintaining the system, including personnel, materials, and services costs, and transfers to other funds. O&M costs also include non-CIP-related capital outlays (e.g., routine equipment purchases). Water system O&M costs are projected for the study period based on the budgeted FY2013/14 estimated totals and the assumed escalation rates presented previously.

Total estimated expenses for FY2013/14 are almost \$4.5 million and are projected to increase to \$5.8 million in FY2020/21, or 3.7 percent on average. Treatment-related materials and services costs make up slightly of 50 percent of the water system budget. Treatment costs include the contract labor and expenses to operate the plant, as well as electricity, chemicals, and regular repair and maintenance.

Personnel costs shown in Table 3-1 are for City staff that operate and maintain the distribution system. The projected materials and service costs for distribution include repair and maintenance expenditures identified in the Master Plan (e.g., reservoir washing and cleaning, and maintenance of planned capital improvements.) Finance costs include customer bank charges and meter reading services primarily. Transfers include payments to other funds for direct service (e.g., customer billing) and indirect services (legal, community development, etc.)

Table 3-1 City of Wilsonville Projected Water System O&M Costs

| Category | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 |
|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Personal Services | \$509,270 | \$537,280 | \$566,830 | \$598,006 | \$630,896 | \$665,596 | \$702,203 | \$740,824 |
| Materials & Service | | | | | | | | |
| Finance | \$89,149 | \$92,269 | \$95,499 | \$98,841 | \$102,301 | \$105,881 | \$109,587 | \$113,422 |
| Distribution | \$511,379 | \$529,917 | \$550,111 | \$570,472 | \$597,523 | \$614,214 | \$637,289 | \$665,968 |
| Treatment | \$2,397,771 | \$2,468,308 | \$2,563,533 | \$2,662,588 | \$2,776,715 | \$2,873,900 | \$2,974,486 | \$3,078,593 |
| Franchise Fee | \$215,347 | \$213,838 | \$220,234 | \$226,834 | \$233,643 | \$240,670 | \$247,920 | \$255,403 |
| Capital Outlay | \$306,000 | \$348,000 | \$77,800 | \$192,800 | \$326,000 | \$100,000 | \$100,000 | \$350,000 |
| Transfers (Non-Capital) | \$467,500 | \$486,200 | \$505,648 | \$525,874 | \$546,909 | \$568,785 | \$591,537 | \$615,198 |
| Total | \$4,496,416 | \$4,675,812 | \$4,579,655 | \$4,875,415 | \$5,213,987 | \$5,169,045 | \$5,363,022 | \$5,819,409 |

3.4 Capital Costs

Future capital expenditures for the water system are based on the Master Plan. Table 3-2 presents the CIP for the water system for the forecast period (FY2013/14 through FY2020/21), in 2013 dollars (by project), and total inflation-adjusted. The total projected improvement costs in 2013 dollars is \$13.5 million. Based on the anticipated project schedules and an estimated annual capital cost escalation rate of 3.0 percent, the total, inflation-adjusted CIP over the planning period is approximately \$15.1 million.

As shown in Table 3-2, a combination of rate and SDC funds will be used to fund the CIP over the study period. In addition, projects at the water treatment plant (Clearwell and Master Plan Update) and the Kinsman Transmission Main will be funded in part by the City of Sherwood. No additional debt is anticipated over the study period.

Table 3-2
City of Wilsonville
Capital Improvement Plan and Funding Sources (FY2013/14-FY2020-21)

| Project | Cost |
|---|--------------|
| Annual - Water Distribution System Miscellaneous Imp. | \$410,400 |
| Annual - GIS & Water Model Updates | \$54,720 |
| Annual - Meter replacements | \$448,000 |
| Annual - Pipe/Valve/Hydrant Replacement | \$1,818,880 |
| Annual - Water Private Development SDC Reimbursement | \$91,000 |
| Annual - Early Planning - Future Water Projects | \$400,000 |
| Annual - 5 Year and Annual Water CIP Budget Dev. | \$80,000 |
| Annual - Project Design and Development | \$918,000 |
| Kinsman Transmission Main 3b - Barber to Boeckman | \$3,533,600 |
| West Side Level B Reservoir and Off Site Improvements | \$29,400 |
| Villebois Water System SDC Reimbursements | \$109,171 |
| Water Master Plan Update | \$177,720 |
| Well Hole & Facility Upgrades | \$912,000 |
| Test Wells | \$156,800 |
| Water Telemetry for Wells | \$232,090 |
| WTP Clearwell Contact Time Improvement & Surge Tanks | \$310,362 |
| Water Telemetry, Distribution System | \$37,295 |
| Fire Flow Data Collection for System Capacity & Growth | \$11,200 |
| Reservoir Improvements | \$32,604 |
| Water Treatment Plant Master Plan Update | \$105,000 |
| Water Rate Study and SDC Update | \$33,600 |
| B&C Reservoir Improvements (126) | \$67,260 |
| Tooze Road 24" WL (110th to Grahams Ferry Road) | \$360,640 |
| Booster Station and Turnout | \$92,183 |
| Villebois Dr. N. 18" Waterline (Coffee Lk. To Boeckman) | \$800,000 |
| Automated valve at Tooze/Westfall (West Side Tank) | \$66,120 |
| Boeckman Rd. WL (Canyon Crk to Wilsonville Rd.) | \$50,000 |
| Annual - Pipe distribution improvements (loops, etc). | \$609,000 |
| B&C Reservoir Improvements | \$35,340 |
| New 16" River Crossing | \$1,532,000 |
| Total (\$2013) | \$13,514,385 |
| Total Inflation-Adjusted (@ 3% per year) | \$15,090,037 |
| Rate-Funded | \$7,535,980 |
| SDC-Funded | \$5,907,129 |
| Sherwood Funded | |
| Sherwood Funded | \$1,646,928 |

3.5 Revenue Requirements from Rates

Table 3-3 shows total revenue requirements and requirements from rates for the study period. As the table shows, total revenue requirements increase moderately over the study period, from about \$7.5 million to almost \$8.1 million. Operation and maintenance costs increase consistent with the escalation and other factors described previously. Capital transfers are higher in the near-term and at the end of the planning period in order to support the capital improvements, as currently scheduled. Debt service costs begin to decrease in FY2020/21, as the City's water system revenue bonds will be paid in full. In the following year, the full faith and credit obligations will also be retired, leaving additional funding capacity for capital improvements or future debt funding. Capital improvements in the outer years of the planning period will be further defined following through the Water Treatment Plant Master Plan process (included in the City's 5-year CIP).

Revenue from the City of Sherwood, shown in Table 3-3 is for Sherwood's share of water treatment plant operating expenses. Other revenue (from interest on investments and other fees/charges) is modest (forecast at less than \$0.2 million in most years of the plan). Revenue from SDCs (\$0.35 million) is assumed to continue to fund a portion of debt service payments through the planning period.

When total requirements are reduced by other revenues and use of reserves, revenue requirements from rates are estimated to be about \$5.5 million in FY2013/14, and increase to \$6.5 million in FY2020/21. The additional revenue from rates is planned to come from both increased water sales (based on customer growth), and from modest rate increases of 2.25 percent per year, beginning in FY2014/15. No rate increase is planned for FY2013/14, to allow the city to potentially modify the current rate structure, without compounding customer bill impacts with both a structure change and overall revenue increase.

3.6 Projected Operating Results

Table 3-4 shows the projected operating results (net revenues and debt service coverage) for the Water fund for the study period. Debt service coverage is the amount of revenue that a utility must generate annually in excess of its operation, maintenance, and debt service requirements. This additional revenue is required by debt issuers as a condition of issuing revenue bonds; it provides the debt holders a measure of security regarding debt repayment by the utility. Failure to generate the required revenues puts the utility in default on the debt, which adversely affects current and future bond ratings and interest costs. The City has a two-tiered debt service coverage requirement on parity debt (revenue bonds). The minimum debt coverage (when SDC revenue is included) is 1.25 times annual debt service. However, the City must also meet a coverage requirement of 1.10 without SDC revenue. The City's subordinate debt does not have a coverage requirement; however, the City's practice on other similar obligations has been to maintain a minimum of 1.05 coverage on other obligations. As shown in Table 3-4, the projected coverage for the study period is expected to meet the minimum coverage requirements, plus some additional coverage should actual net revenues be lower than projected.

Table 3-3 City of Wilsonville Revenue Requirements from Rates

| Description | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 |
|--|-------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|
| O&M Costs | \$4,496,416 | \$4,675,812 | \$4,579,655 | \$4,875,415 | \$5,213,987 | \$5,169,045 | \$5,363,022 | \$5,819,409 |
| Capital Costs | | | | | | | | |
| Capital Transfers | \$1,200,000 | \$2,333,352 | \$693,591 | \$494,669 | \$340,906 | \$651,741 | \$597,543 | \$1,507,511 |
| Debt Service | \$1,878,449 | \$1,878,955 | \$1,877,470 | \$1,883,253 | \$1,879,843 | \$1,876,612 | \$1,876,612 | \$765,812 |
| Total Capital | \$3,078,449 | \$4,212,307 | \$2,571,061 | \$2,377,922 | \$2,220,748 | \$2,528,353 | \$2,474,155 | \$2,273,323 |
| Total Requirements | \$7,574,865 | \$8,888,119 | \$7,150,716 | \$7,253,336 | \$7,434,735 | \$7,697,398 | \$7,837,177 | \$8,092,731 |
| Less Nonrate Revenue | | | | | | | | |
| Sherwood Charges | \$1,000,000 | \$1,100,000 | \$1,111,000 | \$1,122,110 | \$1,133,331 | \$1,144,664 | \$1,156,111 | \$1,167,672 |
| Other Revenue | \$237,700 | \$172,105 | \$163,139 | \$175,313 | \$174,624 | \$173,771 | \$171,850 | \$170,460 |
| SDC Revenue | \$350,000 | \$350,000 | \$350,000 | \$350,000 | \$350,000 | \$350,000 | \$350,000 | \$350,000 |
| Total Nonrate Revenue | \$1,587,700 | \$1,622,105 | \$1,624,139 | \$1,647,423 | \$1,657,955 | \$1,668,435 | \$1,677,961 | \$1,688,132 |
| Additions to/(Uses of) Fund Balance | (\$538,107) | (\$1,855,133) | \$46,156 | \$133,812 | \$135,248 | \$60,859 | \$114,075 | (\$941,971) |
| Requirements from Rates | \$5,449,058 | \$5,410,881 | \$5,572,733 | \$5,739,725 | \$5,912,028 | \$6,089,821 | \$6,273,291 | \$6,462,628 |

Table 3-4
City of Wilsonville
Projected Operating Results

| Description | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Beginning Fund Balance | \$5,337,677 | \$4,734,181 | \$2,814,117 | \$2,793,401 | \$2,858,336 | \$2,922,640 | \$2,910,421 | \$2,949,216 |
| Operating Revenue | \$6,971,369 | \$6,968,055 | \$7,130,000 | \$7,318,271 | \$7,499,039 | \$7,685,179 | \$7,875,973 | \$8,073,209 |
| Operating Expenses | \$4,496,416 | \$4,675,812 | \$4,579,655 | \$4,875,415 | \$5,213,987 | \$5,169,045 | \$5,363,022 | \$5,819,409 |
| Net Revenue Available For Debt Service Revenue Bond Debt | \$2,474,953 | \$2,292,243 | \$2,550,344 | \$2,442,856 | \$2,285,052 | \$2,516,134 | \$2,512,950 | \$2,253,800 |
| Existing New | \$1,111,045 | \$1,109,170 | \$1,111,170 | \$1,111,400 | \$1,113,400 | \$1,110,800 | \$1,110,800 | \$0 |
| Total | \$1,111,045 | \$1,109,170 | \$1,111,170 | \$1,111,400 | \$1,113,400 | \$1,110,800 | \$1,110,800 | \$0 |
| Revenue Bond Coverage - Parity Debt (1.25 min) | 2.23 | 2.07 | 2.30 | 2.20 | 2.05 | 2.27 | 2.26 | na |
| Parity Debt w/out SDCs (1.10 min) | 1.91 | 1.75 | 1.98 | 1.88 | 1.74 | 1.95 | 1.95 | na |
| Subordinate Debt | | | | | | | | |
| Full Faith & Credit | \$767,404 | \$769,785 | \$766,300 | \$771,853 | \$766,443 | \$765,812 | \$765,812 | \$765,812 |
| Subordinate Debt Coverage | 1.78 | 1.54 | 1.88 | 1.73 | 1.53 | 1.84 | 1.83 | 2.94 |
| Subordinate Debt w/out SDCs | 1.32 | 1.08 | 1.42 | 1.27 | 1.07 | 1.38 | 1.37 | 2.49 |
| Total Debt Service | | | | | | | | |
| Debt Service All Debt | \$1,878,449 | \$1,878,955 | \$1,877,470 | \$1,883,253 | \$1,879,843 | \$1,876,612 | \$1,876,612 | \$765,812 |
| Total Debt Coverage | 1.32 | 1.22 | 1.36 | 1.30 | 1.22 | 1.34 | 1.34 | 2.94 |
| Total Debt w/out SDCs | 1.13 | 1.03 | 1.17 | 1.11 | 1.03 | 1.15 | 1.15 | 2.49 |

4.0 User Characteristics

An equitable allocation of revenue requirements to system users begins with an analysis of user characteristics. For rate-setting purposes customers are classified into relatively homogeneous groups with similar usage characteristics or service demands. For this analysis, the City's customers are grouped in the following categories (consistent with industry standards):

- Residential
- Commercial
- Industrial
- Irrigation
- Multifamily

The City also provides treated water to the City of Sherwood, which owns and operates its own local water distribution system.

Historical data on monthly and annual water sales and meters were used to estimate user characteristics for the FY 2013/14 test year, as shown in Table 4-1.

Table 4-1 City of Wilsonville Units of Service

| | Average | Peak De | emand | | Equivalent |
|--------------|-----------|---------|---------|----------|------------|
| | Demand | MDD | MHD | Customer | Meters |
| A SUMMER | ccf | ccf/day | ccf/day | Meters | |
| FY 2013-14 | | | | | |
| Residential | 342,110 | 1,055 | 893 | 4,035 | 4,044 |
| Commercial | 212,149 | 278 | 226 | 338 | 706 |
| Industrial | 141,006 | 133 | 328 | 82 | 216 |
| Irrigation | 231,731 | 1,736 | 924 | 347 | 603 |
| Multifamily | 248,755 | 209 | 584 | 422 | 872 |
| Subtotal | 1,175,751 | 3,411 | 2,955 | 5,223 | 6,440 |
| Sherwood | 887,473 | | | | |
| Total System | 2,063,225 | 3,411 | 2,995 | 5,223 | 6,440 |

MDD = Maximum Day Demand, MHD = Maximum Hour Demand Ccf = 100 cubic feet (748 gallons)

4.1 Meters and Equivalent Meters

The water system serves 5,223 metered connections. Equivalent meters are the number of meters of each size expressed in terms of equivalent cost to a base meter size. Meter equivalency factors are used to scale meter and standby capacity costs to customers with larger meters (which are relatively more costly to serve), consistent with standard industry practice. Based on the number of meters of each size, the number of equivalent meters is estimated to be 6,440. The equivalent meter factors used in this study are shown in Table 4-2.

TABLE 4-2 City of Wilsonville Equivalent Meter Factors

| Meter Size | Factor |
|------------|--------|
| 3/4" | 1.0 |
| 1" | 1.3 |
| 1.5" | 1.6 |
| 2" | 2.6 |
| 3" | 7.0 |
| 4" | 12.7 |
| 6" | 19.1 |
| 8" | 26.4 |
| 10" | 33.0 |

4.2 Annual Water Use

For the water system, projections of average annual (base), and peak demands (maximum hour and maximum day) demands were developed for each customer class. Total estimated water usage for FY 20113/14 is 2.1 million hundred cubic feet (ccf), of which 1.2 million ccf is related to City use, and 0.9 million is sold to Sherwood.

4.3 Peaking Requirements

The cost of providing water to customers depends not only on how much water they use, but also on how that use occurs over time. The maximum-day and maximum-hour peaking requirements of a water utility's customers are an important influence on the utility's costs. Because water utilities attempt to meet all of the water demands of their customers, water systems are sized to meet their customers' peak requirements. Therefore, during off-peak periods there are usually significant costs associated with the unused capacity of the system. To develop equitable rates, these costs must be allocated to customers in proportion to each customer class's contribution to the system peak. Thus, it is necessary to determine the peak rate of use relative to the average rate of use for each class. This ratio is called a peaking factor. Peaking factors are developed for maximum-day and maximum-hour rates of use.

4.3.1 Peaking Factor Calculations

Calculation of peaking factors for individual classes relies on available water use information from the billing system (monthly water use by customer class). The peaking factors calculated in this study measure the probable ratio of each class's use during the system's peak day to each class's use during its average day. Similarly, the maximum-hour peaking factor is based on the customer class's use during the system's maximum hour. Thus, the peaking factors estimated in this analysis are the expected peaking factors for each customer class during the system's maximum day and maximum hour. For Wilsonville, the system peak day and hour production usually occur in July or August.

The following equations show the calculations of peaking factors for each class, following standard formulas:

Maximum-Day Peaking Factor:

$$\left(\frac{\text{Class Consump. During System Max. Month}}{\text{Avg. Month for Class}}\right) \times \left(\frac{\text{System Peak - Day Rate of Flow}}{\text{System Max. - Month Rate of Flow}}\right)$$

Maximum-Hour Peaking Factor:

$$\left(\frac{\text{Class Consump. During System Max. Month}}{\text{Avg. Month for Class}}\right) \times \left(\frac{\text{System Peak - Hour Rate of Flow}}{\text{System Max. - Month Rate of Flow}}\right)$$

These equations provide a general approximation of peaking factors by class. They are the best estimating technique available in the absence of more specific information on particular subsets of the customer base.

Estimated Peaking Requirements. Data on monthly water system production and water usage by customer class was analyzed for FY 2009/10 through FY 2012/13. Peaking factors were estimated for based on the standard formulas, and are shown in Table 4-3. Irrigation customers have the highest peaking factors, followed by residential. Summer irrigating, car washing, and other activities usually result in higher usage for residential customers in summer months.

Table 4-1 shows the expected maximum-day and maximum-hour extra capacity requirements for each customer class. The estimated maximum-day extra capacity for each customer class is calculated by multiplying the forecast of average-day demand for that class by its maximum-day peaking factor, and then subtracting from this product the class's average-day demand. The maximum-hour extra capacity is an estimate of the amount of water used by a customer class during the system's maximum hour, in excess of the maximum day rate of flow.

Table 4-3City of Wilsonville
Estimated Peaking Factors by Class

| Customer Class | Factor | | | | |
|---------------------|--------|--|--|--|--|
| Maximum Day Factor | | | | | |
| Residential | 2.13 | | | | |
| Commercial | 1.48 | | | | |
| Industrial | 1.34 | | | | |
| Irrigation | 3.73 | | | | |
| Multi-Family | 1.31 | | | | |
| Maximum Hour Factor | | | | | |
| Residential | 3.08 | | | | |
| Commercial | 2.27 | | | | |
| Industrial | 2.19 | | | | |
| Irrigation | 5.19 | | | | |
| Multi-Family | 2.16 | | | | |

5.0 Cost of Service Analysis

A fundamental principle for developing an equitable rate structure is to ensure that all users pay—through user charges, connection charges, taxes, or other fees—for their share of the total costs imposed on the system. O&M expenditures and normal capital expenditures should be paid through user charges. Some of these expenditures are a function of water usage; others are a function of peak demands placed on the system. Some costs are associated with serving customers regardless of the volume of usage.

As described in Section 2, the basic steps used to allocate the revenue requirements of the City's water system to customer classes include the following:

- Revenue requirements are categorized by utility function
- The costs by function are classified based on the types of demand served by the utility (referred to here as service characteristics).
- Requirements by customer service characteristic are allocated to customer classes in proportion to each class's use.

In this section, the cost allocation process is described and the costs to be recovered from each customer class through rates for each system are presented. The approaches described in this section follow standard industry practice for water utility rate setting. While the allocation methodologies are widely accepted for developing equitable rates, equitable allocations are to some degree a matter of judgment. A detailed review of the water system was performed in conjunction with City staff and utilizing information from the recently completed Water System Master Plan to determine equitable allocations.

5.1 Allocation to Functions

Water system costs are allocated to the following functions:

- Treatment facilities used to treat raw water.
- Transmission facilities that convey water from the water treatment plant to the distribution system.
- Distribution the smaller, local lines that carry water from the transmission system to neighborhoods and individual customers' properties
- Storage facilities that provide temporary holding of water to meet peak demands and emergency supply, and maximize system efficiency.
- Pumping the mechanism for moving water from the transmission system to storage tanks.
- Customer billing and other services related to customers.
- Meters replacement and maintenance of meters.

- Fire Protection—the additional facilities (e.g., hydrants) and capacity (larger supply lines
 and storage) in the system to meet the fire protection needs of the community.
- Franchise Fee an indirect cost paid by the utility for the use of the City's right of way, based water on sales.

Operation and Maintenance Costs

Table 5-1 shows the allocation of O&M costs to utility function. The City contracts for water treatment services with Veolia Water; therefore, water treatment personnel costs are included in the \$2.4 million of treatment costs, included under "materials and services". Treatment costs also include pass-through costs for electricity and chemicals, as well as plant maintenance expenditures. Approximately \$1.0 million of the total \$2.8 million of treatment costs is estimated to be recovered through rates to the City of Sherwood. Annual treatment costs are recovered from Sherwood based on their proportionate average annual water use.

The remaining \$1.7 million of the water system budget for FY2013/14 is for distribution system functions (including storage, pumping, and fire protection), as well as customer and meter-related services and franchise fee costs. Public fire protection costs include staff and materials costs related to fire hydrants maintenance. Transfers are primarily for City direct and indirect services provided by other departments. Some of these costs are allocated directly (in the case of customer billing costs and treatment contract over-site), and others are allocated indirectly to the other functional categories because the support the entire system.

| Table 5-1 | | | | | | | | | | | |
|------------------------------|----------------|--------------|--------------|-------------------|----------|-----------------|-----------|----------|-----------|-----------|-------------|
| City of Wilsonville | | | | | | | | | | | |
| Allocation of O&M Costs to S | system Funtion | ns | | | | | | | | | |
| | | | | | | Public | | | Franchise | | |
| Department / Description | Treatment | Transmission | Distribution | Storage | Pumping | Fire Protection | Customer | Meter | Fee | Indirect | Total |
| Personal Services | \$0 | \$0 | \$12,569 | \$390,913 | \$21,996 | \$14,664 | \$42,944 | \$26,185 | \$0 | \$0 | \$509,270 |
| Materials & Service | | | | N. E. D. P. L. L. | | | | | | | 4 |
| Finance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$67,920 | \$0 | \$0 | \$21,229 | \$89,149 |
| Distribution | - | 7,595 | 332,300 | 30,392 | 31,731 | - 25,951 | 24,359 | 59,050 | - | | \$511,379 |
| Treatment | 2,397,771 | - | - 77.7 | | | - | | | | | \$2,397,771 |
| Franchise Fee | - | - | - | - | - | | | | 215,347 | - | \$215,347 |
| Capital Outlay | | | | | | | | | | | |
| Distribution | | - | | | | | | | | | \$0 |
| Treatment | 306,000 | - | | - | - | - | - | | - | | \$306,000 |
| Transfers (NonCapital) | 98,430 | - | | - | | | 80,800 | | | 288,270 | \$467,500 |
| Total | \$2,802,201 | \$7,595 | \$344,869 | \$421,305 | \$53,727 | \$40,615 | \$216,022 | \$85,235 | \$215,347 | \$309,499 | \$4,496,416 |
| Direct Allocation %'s | 0% | 1% | 52% | 4% | 3% | | 14% | 4% | 16% | 0% | |
| Re-Allocation of Indirects | \$0 | \$4,507 | \$161,646 | \$11,709 | \$10,370 | \$15,399 | \$44,538 | \$13,198 | \$48,132 | \$0 | |
| Total | \$2,802,201 | \$12,102 | \$506,515 | \$433,014 | \$64,097 | \$56,013 | \$260,560 | \$98,433 | \$263,479 | | \$4,496,416 |

\$64,097

\$56,013 \$260,560

\$98,433 \$263,479

\$12,102 \$506,515 \$433,014

Less: Sherwood Costs

Net O&M Costs

(\$1,005,336)

\$1,796,865

\$0 \$3,491,080

Capital Costs

Annual capital costs consist of capital outlays for improvements dedicated through the CIP process, transfers to/from reserves to pay for a portion of capital costs, and debt service on existing bonds and obligations. Consistent with industry standards, the functionalization percentages for capital costs are based on the proportionate allocation of the book value of existing water system fixed assets and planned future improvements.

As Table 5-2 shows, approximately 36 percent of capital costs are for treatment, 25 percent are for the transmission, and 14 percent are for distribution system. Storage costs represent almost 21 percent of capital costs. The remaining costs are allocated to pumping, fire protection, and metering.

Table 5-2 City of Wilsonville

Allocation of Costs to System Functions

| Function | Allocation | Capital Costs | Other Revenue | Net Capital Costs |
|-----------------|------------|------------------|------------------|----------------------|
| Treatment | 36.0% | \$1,107,183 | (\$404,904) | \$702,280 |
| Transmission | 24.9% | \$766,959 | (\$280,482) | \$486,478 |
| Distribution | 13.5% | \$416,724 | (\$152,399) | \$264,326 |
| Storage | 20.6% | \$635,155 | (\$232,280) | \$402,875 |
| Pumping | 0.3% | \$10,639 | (\$3,891) | \$6,748 |
| Fire Protection | 3.5% | \$108,636 | (\$39,729) | \$68,907 |
| Customer | 0.0% | \$0 | \$0 | \$0 |
| Meter | 1.1% | \$33,152 | (\$12,124) | \$21,028 |
| Franchise Fee | 0.0% | \$0 | \$0 | \$0 |
| | | \$3,078,449 | (\$1,125,807) | \$1,952,642 |
| | | | | |

5.2 Allocation to Service Characteristics

The allocation of water system costs to service characteristics follows the Base-Extra Capacity cost allocation method recommended by the AWWA. Using this method, costs are defined and segregated into the following categories:

- Base (Average Day)
- Maximum Day
- Maximum Hour
- Customer or Billing
- Equivalent Meter
- · Fire Protection
- Franchise Fees

Base or average day costs include capital costs and O&M expenses associated with service to customers under average demand conditions but do not include any costs attributable to variations in water use resulting from peaks in demand. Base costs tend to vary with the total quantity of water used.

Maximum-day and maximum-hour costs include costs attributable to facilities that are designed to meet peaking requirements. Such costs include capital and operating charges for additional plant and system capacity beyond that required for average rate of use.

Customer or billing costs are associated with any aspect of customer service, including billing and accounting services. These costs are independent of the amount of water used and the size of the customer's meter, and are not subject to peaking factors.

Equivalent meter costs are associated with the purchase and maintenance of water meters. Equivalent meter factors equate the hydraulic capacity of meters of different sizes to calculate the total number of 3/4 - inch equivalent meters connected to the water system in each customer class.

Fire protection costs include the additional capacity in the system to meet the fire protection needs of the community.

Emergency costs are the portion of storage costs designated for emergency needs of the community.

Franchise fee is paid by the utility for the use of the City's right-of-way based on sales inside the City.

Table 5-3 presents the service characteristic allocations for each function.

| Table 5-3 | | | | | |
|---------------------------|--------------------|--|--|--|--|
| City of Wilsonville | | | | | |
| Net Requirements By Servi | ice Characteristic | | | | |

| | Base | MDD | MHD | Fire | Emergency | Customer | Meter | Indirect | Total |
|----------------------------|-------------|-------------|-----------|-----------|-----------|-----------|----------|-----------|-------------|
| 10.00 | | | | | | | | | - 1 |
| FY 2013-14 | | | | | | | | | |
| Treatment | \$2,132,282 | \$366,863 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,499,145 |
| Transmission | \$244,110 | \$267,039 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$511,149 |
| Distribution | \$272,667 | \$299,118 | \$378,119 | \$199,281 | \$0 | \$0 | \$0 | \$0 | \$1,149,185 |
| Storage | \$78,557 | \$43,253 | \$25,377 | \$32,338 | \$287,447 | \$0 | \$0 | \$0 | \$466,972 |
| Pumping | \$30,286 | \$33,227 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$63,513 |
| Fire Protection | \$0 | \$0 | \$0 | \$153,200 | \$0 | \$0 | \$0 | \$0 | \$153,200 |
| Customer | \$0 | \$0 | \$0 | \$0 | \$0 | \$243,802 | \$0 | \$0 | \$243,802 |
| Meter | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$93,276 | \$0 | \$93,276 |
| Franchise Fee | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$263,479 | \$263,479 |
| Total | \$2,757,903 | \$1,009,499 | \$403,497 | \$384,819 | \$287,447 | \$243,802 | \$93,276 | \$263,479 | \$5,443,722 |
| Direct Allocation % | 53% | 19% | 8% | 7% | 6% | 5% | 2% | | |
| Re-Allocation of Indirects | \$140,273 | \$51,345 | \$20,523 | \$19,573 | \$14,620 | \$12,400 | \$4,744 | | \$263,479 |
| Total | \$2,898,176 | \$1,060,845 | \$424,020 | \$404,392 | \$302,067 | \$256,202 | \$98,020 | | \$5,443,722 |

The allocation of O&M costs differs in some cases from the capital allocation—O&M costs are based on the operation of facilities, while capital costs consider facility design. For example, treatment O&M costs are allocated to average day demand, as the plant facilities are not operated based on the peaking requirements of the system; however, capital cost are allocated to both average and maximum day demands, reflecting plant sizing criteria. Transmission and pumping facilities are operated to meet base and maximum day demands. Distribution lines are sized to meet peak hour demands, as well as fire flows. Storage facilities also play a role in meeting peak demands and fire and emergency needs; allocations reflect design criteria determined in the Water System Master Plan.

For facilities sized based on maximum day demands, the specific allocation of costs between average demand and max day demand reflects the historical (4-year average) system operations, as follows:

General Allocation of Cost Based on a Max-Day Design Capacity (Transmission, Pumping, Treatment Capital)

Base allocation = average day (1.00) / max day peaking factor (2.1) = 48 percent

Max-day allocation = (max day use (2.1) – average day use (1.00)) / max day use (2.1) = 52 percent

As shown in Table 5-3, almost half of water system costs are allocated to average day demand, and about one-quarter of costs are related to peak demands. Fire protection and emergency capacity costs are 13 percent of the total, and customer and meter costs are 5 percent and 2 percent of costs, respectively.

5.3 Allocations to Customer Classes

Allocation of costs by service characteristic to customer classes is based on the proportionate use levels of each characteristic by each class. The basis for the allocation of water system costs by service characteristic to customer classes is summarized in Table 5-4.

Standby capacity (fire protection and emergency capacity) is a general community benefit for all customers, irrespective of the actual volume of water used. As such, the AWWA endorses allocation of all or a portion of standby capacity based on accounts or equivalent meters (the latter of which provides some scaling for size of development and land use).

TABLE 5-4
Water System Service Characteristic Allocation Basis

| Service Characteristic | Basis of Allocation |
|------------------------|-----------------------------|
| Average Demand | Annual water use |
| Max Day Demand | Peak day rate of use |
| Max Hour Demand | Peak hour rate of use |
| Customer | Number of customer bills |
| Equivalent Meter | Number of meter equivalents |
| Fire & Emergency | Number of meter equivalents |

Using a meter equivalent approach allows scaling of charges based on meter size, so more costs are allocated to customers with greater standby capacity requirements (e.g., larger commercial, industrial, and multifamily customers).

Shifts in Revenue Responsibility

The total allocated water system costs by customer class for FY 2013/14 are summarized in Table 5-5. A comparison of the allocated revenue requirements against estimated FY 2013/14 revenues from existing rates is also provided. Based on the revised cost of service analysis and policy framework, the revenue requirement from residential customers is projected to increase, primarily as a result of summer peaking and fire protection requirements, and an increase in customer-related costs. The remaining customer classes decrease based on the revised cost of service, with industrial customers having the most significant decrease.

Table 5-5
City of Wilsonville
Comparison of Revenue Recovery (FY2013/14)

| | Current | Revised |
|---------------------|-------------|-------------|
| Class | Rates | cos |
| Residential | \$1,757,180 | \$1,870,603 |
| Commercial | \$809,803 | \$793,009 |
| Industrial | \$559,298 | \$501,204 |
| Irrigation | \$1,349,993 | \$1,329,407 |
| Multifamily | \$972,784 | \$954,798 |
| Total | \$5,449,058 | \$5,449,02 |
| Change from Current | | |
| Residential | | 6.5% |
| Commercial | | -2.19 |
| Industrial | | -10.49 |
| Irrigation | | -1.59 |
| Multifamily | | -1.89 |

6.0 Rate Design

Rate design involves determining systems of charges for each class of customers that will generate a desired level of revenue. The recommended rates shown in the section, generate revenues by class that is approximately equal to the allocated cost responsibility of each class shown in Section 5, and are revenue neutral in total to the current rates.

6.1 Water Rate Options

Current and recommended rates are shown in Table 6-1. Like the existing rates, the recommended rates include a base charge, a meter charge (which varies by meter size for nonresidential customers), and a volume rate for each customer class.

Table 6-1
City of Wilsonville
Comparison of Current and Recommended Water Rates

| Companion of Carteria and Necommended Water Nate | Current | Recommended ¹ |
|--|---------|--------------------------|
| Monthly Quantity (ccf) ² | 4-17 | 2 |
| Residential Rates | | |
| Base Charge (\$/month) | \$19.88 | \$19.13 |
| Volume Charge (\$/ccf) | | |
| Winter Use & Summer Tier 1 (Winter Avg. +3 ccf) | \$3.70 | \$3.22 |
| Summer Tier 2 (Use>Winter Avg. +3 ccf) | \$5.61 | \$5.39 |
| Nonresidential Rates | | |
| Base Meter Charge (\$/month) | | |
| 3/4" | \$19.88 | \$19.13 |
| 1" | \$21.91 | \$21.12 |
| 1.5" | \$24.03 | \$23.76 |
| 2" | \$28.16 | \$31.04 |
| 3" | \$32.32 | \$62.80 |
| 4" | \$36.44 | \$104.49 |
| 6" | \$44.81 | \$150.80 |
| 8" | \$55.63 | \$203.74 |
| 10" | \$75.90 | \$251.71 |
| Volume Charge (\$/ccf) | | |
| Commercial | \$3.64 | \$3.36 |
| Industrial | \$3.92 | \$3.41 |
| Irrigation | \$5.61 | \$5.39 |
| Multifamily | \$3.79 | \$3.46 |

ccf = hundred cubic feet (748 gallons)

¹ The recommended rates are the same as Scenario 2a presented at the November 4, City Council Work Session

² The monthly quantity is the usage included in the Base Charge. In current rates, the monthly quantity increases with meter size for nonresidential customers

Fixed Charges

For both the existing rates and the recommended rates, the base charges include a minimum monthly quantity that is charged to customers regardless of their monthly water use. For existing rates, the minimum quantity varies by meter size; the smallest meter sizes (3/4" and 1") have a minimum quantity of 4 ccf, and the largest meter size (10") has minimum quantity of 17 ccf. For the recommended rates, the monthly minimum quantity is 2 ccf for all meter sizes, consistent with the City's existing wastewater rates.

In addition to the monthly quantity cost, the base charges recover the costs of meter replacement, billing and customer services costs, and in the case of the recommended rates, a portion of standby capacity costs. The current rates generate about \$1.3 million (about 24 percent) of total annual rate revenue from base charges, primarily through the minimum quantity charges. In the recommended rates, standby capacity costs are added to the base charges to maintain revenue of about \$1.3 million, since the minimum quantity cost is reduced.

Reducing the minimum quantity is consistent with cost of service principles, as many customers use less than the current monthly minimum. However, there are additional costs that are "fixed" in nature (do not vary with monthly water use); inclusion of a portion of these costs in the base charge (in place of monthly minimum charges) enhances rate equity and balances rate stability. In actuality, the majority (over 75 percent) of a water system's costs are fixed; however, most utilities' rate structures generate more revenue from volume rates in order to balance revenue stability goals with conservation and customer affordability concerns.

Another feature of the recommended rates is that the base charges for larger meters increase more significantly than the smaller meters. This is consistent with cost of service principles, as meter replacement and standby capacity costs increase with the size of the meter. This practice is also consistent with other communities.

Volume Charges

As shown in Table 6-1, the existing and recommended rate options include volume charges that vary by customer class, and a 2-tiered volume rate for residential customers. The volume charges are assessed all usage *in excess* of the monthly minimum quantity. The volume rates are designed to recover the average and peak demand-related costs allocated to each customer class; therefore, the rates for residential irrigation (Summer Tier 2) and irrigation customers are higher than the other customer classes (in both the current and revised rates).

The recommended volume rates are slightly lower than current rates for all customers, reflecting the fact that the minimum charge included in the base charge is reduced. Because the volume rates only apply to usage over the minimum charge, a reduction in the minimum quantity means that more usage is subject to the volume charges, so rates are reduced to maintain revenue neutrality.

6.2 Sample Bills

Tables 6-2 and 6-3 present sample monthly bills under current and recommended rates for FY 2013-14, for different levels of water use within each customer class. Bill impacts vary within each customer class based on billed usage levels and meter sizes.

Table 6-2City of Wilsonville
Sample Bill Comparison – Residential

²Assumes customer winter average = 10 ccf

| | Monthly | Current | Recommended |
|-----------------------------|--------------------|----------|-------------|
| | Use (ccf) | Rates | Rates |
| Small | 2 | \$19.88 | \$19.13 |
| Winter Average | 5 | \$23.58 | \$28.78 |
| Summer Average ¹ | 8 | \$34.68 | \$38.43 |
| Large Summer ² | 25 | \$120.50 | \$119.25 |
| Small | 2 | | (\$0.75) |
| Winter Average | 5 | | \$5.20 |
| Summer Average | 8 | | \$3.75 |
| Large Summer | 25 | | (\$1.25) |
| Assumes customer wint | ter average = 8 cc | • | |

For most residential customers, the average bill increase (over the course of the year) will generally be in the \$3-\$4 per month range (with higher bill increases in the winter months, and lower bill increases in the summer months). However, annual bills for very small volume users would decrease, as would the bills for very large summer water users. In future years, all customer bills would increase uniformly based on the system-wide increase (currently projected to be 2.25 percent).

Tables 6-3 presents sample monthly bills under current rates and recommended rates for other customer classes. As for residential customers, bill impacts vary within each customer class based on billed usage levels and meter sizes. However, in general, most customers whose average use approximates the current monthly minimum (4-17 units) will see moderate bill increases during the months that usage is low; higher levels of use will result in bill decreases, due to the reduction in the volume rates. Customers with large meters (2" and over) will see more bill increases, compared to customers with smaller meter sizes; however, most large meter customer bills will still decrease under the recommended rates due to reduction in the volume rates.

While a shift to cost-of-service rates will have significant bill impacts on some users in the short-run (FY2013/14), future bill increases are projected to be less than inflation for all customers.

Table 6-3
City of Wilsonville
Typical Bill Comparison - Nonresidential

| | Monthly | Meter | Meter Current | Mon | Monthly Bill \$ | | erence \$ |
|-----------------------|-----------|-------|---------------|-------------|-----------------|------------|-------------|
| | Use (ccf) | Size | Minimum | Current | Recommended | Current | Recommended |
| Monthly Minimum (ccf) | | | | 4-17 | 2 | | |
| Commercial | | | | | | | |
| Small Meter 1 | 5 | 3/4" | 4 | \$23.52 | \$29.20 | \$1.03 | \$5.68 |
| Small Meter 2 | 25 | 3/4" | 4 | \$96.32 | \$96.30 | (\$1.74) | (\$0.02) |
| Avg Use - Small Meter | 54 | 1.5" | 5 | \$201.64 | \$197.54 | (\$5.01) | (\$4.10) |
| Avg Use - Large Meter | 54 | 3" | 7 | \$203.40 | \$237.27 | \$1.60 | \$33.87 |
| Large Meter | 2,500 | 10" | 17 | \$9,114.02 | \$8,632.70 | (\$306.71) | (\$481.32) |
| Industrial | | | | | | | |
| Small Meter 1 | 5 | 1" | 4 | \$25.83 | \$31.33 | (\$0.97) | \$5.50 |
| Small Meter 2 | 50 | 1" | 4 | \$202.23 | \$184.60 | (\$21.02) | (\$17.63) |
| Avg Use - Small Meter | 143 | 1.5" | 5 | \$566.16 | \$505.02 | (\$59.88) | (\$61.14) |
| Avg Use - Large Meter | 143 | 3" | 7 | \$566.61 | \$544.06 | (\$52.64) | (\$22.56) |
| Large Meter | 2,200 | 6" | 10 | \$8,629.61 | \$7,637.04 | (\$953.16) | (\$992.57) |
| Irrigation | | | | | | | |
| Small Meter 1 | 5 | 3/4" | 4 | \$25.49 | \$35.31 | \$1.04 | \$9.82 |
| Small Meter 2 | 50 | 3/4" | 4 | \$277.94 | \$278.05 | (\$4.34) | \$0.11 |
| Avg Use | 69 | 1.5" | 5 | \$380.99 | \$383.16 | (\$5.88) | \$2.17 |
| Large Meter | 2,700 | 3" | 7 | \$15,140.05 | \$14,615.88 | (\$314.36) | (\$524.17) |
| Multifamily | | | | | | | |
| Small Meter 1 | 5 | 3/4" | 4 | \$23.67 | \$29.52 | \$1.02 | \$5.85 |
| Small Meter 2 | 25 | 3/4" | 4 | \$99.47 | \$98.79 | (\$1.78) | (\$0.68) |
| Avg Use - Small Meter | 49 | 1.5" | 5 | \$190.55 | \$186.32 | (\$4.41) | (\$4.23) |
| Avg Use - Large Meter | 49 | 3" | 7 | \$191.26 | \$225.36 | \$2.23 | \$34.10 |
| Large Meter | 550 | 6" | 10 | \$2,091.41 | \$2,048.73 | (\$52.91) | (\$42.68) |



CITY COUNCIL MEETING STAFF REPORT

| Meeting Date: January 6, 2014 | Subject: Request for funds to contribute to economic analysis study of reopening the Willamette Falls Locks Staff Member: Mark Ottenad, Public/Government Affairs Director | | |
|---|--|--|--|
| | | | |
| | Department: Administration | | |
| Action Required | Advisory Board/Commission Recommendation | | |
| | □ Approval □ Denial □ None Forwarded □ Not Applicable Comments: The City Council is expected to appoint liaison representatives and alternates for the City to various regional intergovernmental boards and committees. | | |
| Staff Recommendations: | | | |
| Staff recommends that City authorize Reopening the Willamette Falls Lock | a contribution of \$2,500 for the Economic Analysis of s. | | |
| Recommended Language for Motion | | | |
| | o allocate \$2,500 toward the Willamette Falls Locks | | |
| Economic Analysis | | | |
| PROJECT / ISSUE RELATES TO: | I I I I I I I I I I I I I I I I I I I | | |
| Council Goals/Priorities | Adopted Master Plan(s) Not Applicable | | |

ISSUE BEFORE COUNCIL

Whether to authorize staff to direct \$2,500 toward the Economic Analysis of Reopening the Willamette Falls Locks.

EXECUTIVE SUMMARY

The 140-year-old Willamette Falls Navigation Canal and Locks were closed conjindefinitely by the owner/operator U.S. Army Corps of Engineers (US ACE) in December 2011 due to lack of funding. As the second highest port site on the Willamette River that can be accessed via boat only through the locks, the City of Wilsonville has both vested economic interests and livability issues directly connected to the possible reopening of the Locks.

Because the Willamette Falls Heritage Foundation (a nonprofit founded in 2000 and based in West Linn) believes these facilities are vital for a wide range of river uses which include commercial, industrial, recreational and marine patrols, it is working with local partners, including the National Trust for Historic Preservation and a One Willamette River advisory committee, to help bring about a transfer of ownership of the Willamette Falls Locks from the US ACE to a new owner. It is believed that such a transfer would enable the locks to once again serve communities up and down the Willamette River. Because Wilsonville could benefit from an operational Locks, especially as it relates to the City Council's goal for a vital multi-modal transportation network, the Foundation has requested that the City contribute \$2,500 for an economic analysis study that could be the first key step towards that transfer.. The study would result in the generation of clear data and analysis showing the economic benefit to an operational canal to marine-based industries in the Newberg Pool, as well as tourists and recreational river users on the Willamette River Water Trail.

Understanding the economic aspects of owning and operating the Locks is integral to addressing stakeholder questions about the implications of an ownership transfer and to identifying the appropriate future owner. The first step of ECONorthwest's proposed work plan is to conduct a demand analysis that includes a market analysis and outreach interviews with key stakeholders. The second step of the work plan will develop an economic model to estimate the economic effects of reopening the Locks. In Step 3, an economic analysis will be conducted, using the data and model developed in previous steps, using a "with" versus a "without" approach that compares the economic impacts of a reopening the Locks to the baseline of continuing without opening the Locks, then calculating the differences in economic effects. The end product will describe the effects of reopening the Locks on economic benefits and costs, including those for natural resources, commerce, travel and recreation. See Attachments A, B and C for more details.

Despite pressure from members of the Oregon Congressional delegation, the US ACE has shown no inclination to repair, maintain or operate the locks. Continued Congressional debate around the federal budget seems to demonstrate that new or increased financial resources from the federal government is not likely to be forthcoming in the foreseeable future.

BACKGROUND INFORMATION

Completion of the proposed study directly pertains to the City's Transportation Systems Plan (TSP) Goal 6, to "encourage and support the availability of a variety of transportation choices for moving people and goods." The City has already requested that the USACE provide funding to get and keep the Locks operating, to support marine freight movement as a 'green' and cost-effective part of its Multi-Modal ethic.

(this doesn't seem to make sense-maybe something is missing but I don't think you need it anyway-shorter is better) Policy 25 of the TSP references the City's commitment to "Maintain access to the Willamette River so that the river may be used for transportation purposes in the future. Acquire or improve access to Willamette River for public docking purposes and consider the potential development of a new port or ports."

Under Chapter 3, "Freight Routes," the TSP indicates that the "Willamette River Port can be considered to support businesses that ship goods using barges on the Willamette River." Additionally the map on p. 3 - 9 shows the River as a freight route.

In addition to the direct and immediate river-based transportation objectives, operational Locks could provide additional benefits. Wilsonville Concrete and Marine officials have reported that 15–30 total jobs could be impacted if the Locks are not re-opened on a permanent basis. Wilsonville Concrete and Marine currently conducts extensive work along the Willamette and Columbia Rivers for various agencies for marine repair and dredging operations, and moves substantial amounts of aggregate from Wilsonville down the river to Portland and beyond. Each barge carries the volume of aggregate equivalent to 30–35 loaded dump trucks. Operational Locks would also allow the City to consider establishing a "port," which could be eligible for various state and federal funding programs.

As the City develops a tourism strategy, recreational access to and use of the Willamette River continues to rise as an issue deserving of further study and consideration. In addition to activities such as float trips on the Willamette River 'water trail,' river cruises are a potential tourist attraction that could be developed with the Locks were operational.

SUPPORTERS OF EFFORT

The Foundation reports that the following organizations have committed the following amounts of funds for the study:

| The National Trust for Historic Preservation | \$10,000 |
|--|----------|
| Portland General Electric Company | 8,000 |
| Willamette Falls Heritage Area Coalition | 5,000 |
| Wilsonville Concrete Products, Inc. | 3,000 |
| J & A Fuel Company | 3,000 |
| Willamette Falls Heritage Foundation | 2,000 |
| City of Oregon City | 500 |

Additional requests are being made to METRO, the Port of Portland, the Oregon Concrete and Aggregate Producers Association, the City of West Linn, Clackamas County, The Portland Spirit cruise-line, and several other marine based businesses and riverfront communities. The Foundation is also seeking matching-grant support from the Oregon Cultural Trust.

CURRENT YEAR BUDGET IMPACTS

A \$2,500 contribution can be absorbed in current City Administration budget without significant budgetary impact.

FINANCIAL REVIEW / COMMENTS:

| Reviewed by: | JEO | Date: | 12-23-13 | |
|--|-----|-------|----------|--|
| Charles and the state of the st | | | 50021701 | |

As stated above, this amount can be absorbed within the current budget.

LEGAL REVIEW/COMMENTS

Reviewed by: BJ Date: 12/23/13

Comment: There are no legal implications associated with participation in the funding of the initial study, as long as funds are available and their use approved by City Council.

CITY MANAGER COMMENT

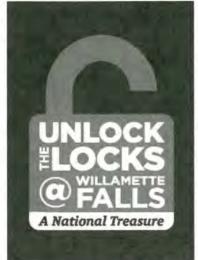
Support of the study appears appropriate for the City and may be accommodated in the current budget without adjustment. Results of the study could provide more realistic data for the City to use in planning and advocacy efforts.

ATTACHMENTS:

- A. Letter from Willamette Falls Heritage Foundation to Wilsonville City Council, RE "Willamette Falls Locks' Future: Request for support of an Economic Benefits Study," December 18, 2013
- B. Study proposal: "Economic Analysis of Reopening the Willamette Falls Locks," ECONorthwest, August 2, 2013
- C. Newsletter: "Willamette Falls Navigation Canal and Locks, Advocacy News November 2013," One Willamette River Coalition, Willamette Falls Heritage Foundation and National Trust for Historic Preservation
- **D.** Article: "Willamette Falls Locks deemed non-operational, could put jobs at risk," The Oregonian / OregonLive.com, December 21, 2011

Willamette Falls Navigation Canal and Locks Advocacy News - November 2013

By Sandy Carter, One Willamette River Coalition (OWRC) & Willamette Falls Heritage Foundation (WFHF); and Peggy Sigler, National Trust for Historic Preservation (NTHP), Oregon Field Office



> PLEASE HELP!

1. Funding sought for the Economic Benefits study:

Any and all contributions from the Locks community are needed immediately to launch and complete this study by April. We have \$31K of the \$81K needed and ask for your help. Willamette Falls Heritage Foundation, an Oregon nonprofit, is the fiscal agent, so contributions are tax-deductible and eligible for the Oregon Cultural Trust's matching tax credit. Mail donations to: WFHF, PO Box 635, West Linn, OR 97068. Contact Sandy at sandycarter@spiritone.com if you'd like to see the scope of work or have questions.

2. Please post your thoughts on the importance of the Locks to:

http://www.savingplaces.org/treasures/willamette-falls-navigation-canal-and-locks?qt-campaign node view tab=2#qt-campaign node view tab

Background: 2000-2012

Willamette Falls Heritage Foundation (WFHF), One Willamette River Coalition (OWRC – an advisory committee that evolved from the Locks' 2006-2010 *Oregon Solutions* project), and Sandy Carter have spent a decade advocating for basic repairs and consistent operations of the Willamette Falls Canal and Locks. With the help of Darlene Hooley and Oregon Solutions stakeholders, earmarked funds and grants allowed the Locks to be open sporadically through those years. The Locks won \$2M in stimulus funds which was used to analyze and repair the Locks' gates in 2009, then the US Army Corps of Engineers (USACOE) closed the Canal and Locks in November, 2011 and put them into "Caretaker" status.

2012

- The Locks were selected as a National Treasure by the NTHP, adding a strong national partner. OWRC and NTHP held a large public meeting of stakeholders in Oregon City.
- · Local stakeholders voted to work towards a transfer out of Corps of Engineers' ownership.
- NTHP VP David Brown and Sigler met with Colonel Eisenhauer of the Portland District, USACOE. His
 message? The Willamette Falls Canal and Locks will likely never compete fiscally on a national scale, so the
 Colonel is interested in pursuing a transfer of ownership, with the goal of having a transfer plan in place
 before he rotates out of district 6/30/2014.
- National Park Service, State Historic Preservation Office, NTHP attorneys, and the Corps' Cultural Resources Director urged the Portland District, USACOE to pursue National Historic Preservation Act Section 106 compliance on the effects of the Locks closure. About 106: www.achp.gov/apptoolkit.html
- Secretary of the Interior Ken Salazar designated the Willamette River from Eugene to Portland a National River Water Trail, one of nine in the National Water Trails System, adding to its 1998 American Heritage River designation under Governor Kitzhaber.
- Carter, Sigler and/or NTHP staff met for insight interviews and advice with:
 - Wm. Willingham, former Portland District, USACOE Historian and former Chair, State Advisory Committee on Historic Preservation
 - Carlotta Collette, METRO Councilor

- Former Gov Kulongowski
- o Oregon State Parks Director Tim Wood and Commission Chair Davis Moriuchi
- o USACOE Portland District Engineer Kevin Brice and additional Portland District staff
- Former Congresswoman Darlene Hooley and consulting partner, Lisa Naito
- State Senator Devlin
- Congressional staff for Reps Schrader and Blumenauer; Senators Merkley and Wyden
- Through a benefit dinner sponsored by the Willamette Falls Heritage Area Coalition (WFHAC) and the Confederated Tribes of the Grand Ronde, \$5,000 was raised and donated to our effort.
- The WFHAC acknowledges that the Locks will figure prominently as a future attraction in the historic area around the falls targeted for National Heritage Area status.
- The Advisory Committee of the OWRC met and identified the urgent need for an economic benefits study of the locks, to make a case to potential operating partners.

2013

- ECONorthwest was identified as the preferred bidder on the Economic Benefits study.
- ECONW consultants worked with the OWRC Advisory Committee and Carter/Sigler to rework the initial bid and create a phased study that incorporates much of the Bernert upriver port study scope.
- In January, Clackamas County's historic Canby Ferry was towed by hand through the locks for downstream upgrades. It returned back through on July 16th and resumed service, saving the County and its taxpayers approximately \$500,000.
- · Carter and Sigler met for insight interviews and advice with:
 - o Jerry Gardner, Oregon Dept. of Agriculture's Business Development Manager
 - o Gary Roth, ODA Administrator of Agriculture and Marketing
 - Steve Greenwood, Deputy Director for Oregon Programs, National Policy Consensus Center, Hatfield School of Government
 - Clackamas County managers Gary Schmidt (Director of Public & Government Affairs), Danielle Cowan (Director of Tourism), Cam Gilmour (Director of Transportation), and Catherine Comer (Director of Economic Development)
 - Pat Duyck, USACOE Locks Project Manager
 - ODOT Director Matt Garrett and Research Manager Michael Bufalino
 - Phil Keisling and his team at the Hatfield School of Government
 - David Bernert, Wilsonville Concrete Products and Marine Industrial Construction
 - Frank Sherkow, Director of Outreach, Civil Engineering, Oregon State University
 - Bobby Lee, Governor's Regional Solutions coordinator
- USACOE's Kevin Brice agreed to take action on the MOU with the NTHP, and initiate the Sec 106 process
 on the current closure through the Corps' Center of Expertise for the Preservation of Historic Buildings and
 Structures in Seattle. (Interested parties can now register as consulting parties on the 106 study with a
 message to lauren.l.mccroskey@usace.army.mil.)
- Lock Fest allowed us to inform and directly appeal to over 1,500 individuals on Oct. 5/6
- Duyck was replaced as Project Manager by Louis Landre, Realty Specialist, Portland District, and Colonel Eisenhauer announced his December resignation from the USACOE. LTC Glenn Pratt will assume command until the new Commander, Colonel Jose Aguilar, joins the district next spring.
- Gary Schmidt assigned staff Chris Lyons to work on the Locks project. Clackamas County may be open to
 the possibility of owning or partnering on the Locks and is discussing the issue. The county's proposed
 Transportation System Plan specifies supporting "continued operation and maintenance of the Willamette
 Falls Locks to facilitate water transportation on the Willamette River".

Willamette Falls Locks deemed nonoperational, could put jobs at risk



By Everton Bailey Jr., The Oregonian on December 05, 2011 at 9:00 PM, updated December 21, 2011 at 2:45 PM



Everton Bailey Jr./The Oregonian

Dave Bernert, owner of Wilsonville Concrete Products and Marine Industrial Construction, says the recent abrupt closure of the Willamette Falls Locks leaves him with two dredges, three tugboats and four barges stranded upstream.

WEST LINN -- The owner of two Wilsonville businesses expects to cut 10-15 jobs after the **U.S. Army Corps of Engineers** abruptly closed the Willamette Falls Locks this month, stranding some of his equipment upstream.

The 138-year-old locks provide passage on the Willamette River above the Willamette Falls in Oregon City and in recent years received more than \$2 million in federal funds for rehabilitation intended to keep them operating.

Dave Bernert, owner of Wilsonville Concrete Products and Marine Industrial Construction, said the indefinite closure of the locks means he can't retrieve two dredges, three tugboats and four barges from the upper portion of the river. It also cuts him off from his moorage site in Wilsonville, leaving him to look for alternatives downstream.

The idled equipment also means he'll need fewer workers for his marine business. About 75 people work full time for his two companies. Bernert said he hopes to retrain the laid-off workers and fold them into his concrete business.

"It's a big concern," he said. "We're going to do our best to make sure we don't have to let anybody go. But if we can't work jobs with 20 percent of the equipment, we don't need the people."

The Corps announced last week that the locks was in "nonoperational" status and its gudgeon anchors, which connect the gates to the lock wall, have corroded so severely that a



shutdown was needed to prevent putting passing vessels at jeopardy or risking further infrastructure damage. Scott Clemans, a spokesman for the Corps' Portland division, said the locks had been open one day a month primarily for maintenance, but anchors for three of the locks' seven gates are near failure.

"The level of risk of something bad happening has reached the point where we cannot in good conscience continue operating those locks for any reason," he said. "At this point, given funding constraints that we've been operating under, we just don't know if or when we're going to be able to make any of the repairs needed to return the locks to operational status."

The Willamette Falls Locks opened in 1873 and were purchased by the Corps in 1915. After a federal infusion to rehabilitate the facility in 2009, U.S. Rep. Kurt Schrader, D-Ore, touted the locks' potential area for promoting job growth.

138 years of history

Willamette Falls Locks: More than 3,500 feet long, with seven gates and four

chambers that raise or lower vessels around Willamette Falls.

Opening day: Jan. 1, 1873 Original cost: \$600,000

Each gate weighs: Up to 68,000 pounds

Billed as: The oldest continually operating multichambered canal and

navigation lock system in the United States.

"There is a big overwhelming interest on the part of Congress to help support local communities' economic development," he said. "And this is an opportunity for huge development."

Staff said Schrader was unavailable Monday for comment.

The locks have been opened on a limited basis in recent years due to maintenance and funding issues.

Clemans said the Corps received \$75,000 from Congress in 2008 and the agency rerouted \$436,000 from other funds to begin Hydraulic Steel Structure inspection to rehabilitate the gates. A year later, the Corps was allocated \$2.1 million to conduct the inspection. Clemans said the work was completed at the end of 2009.

The Corps received \$230,000 to **open the locks for commercial and recreational users** from May to September in 2010. Congress also allocated \$595,000 that year to conduct a comprehensive evaluation of the condition of the locks.

The report, completed this year, identified the anchors as a source of concern. Clemans said it wasn't a surprise.

"We've known for years that the locks has a laundry list of issues," said Clemans. "We've spent the money that Congress asked us to spend to do the things Congress has asked us to do. But that's only a fraction of what's needed to return the locks to full operational ability."



J.S. Army Corps of Engineers
A sternwheeler navigates the Willamette Falls Locks in 1888. Steamboats continued to use locks to move passengers and freight into the 1930s.

The proposed 2011 budget for the Willamette Falls Locks was \$92,000, but only for maintenance. Clemans said the Corps received a budget late in the fiscal year, causing them to mostly operate at the 2010 level of \$84,000.

"As much as we understand, appreciate and want to honor the local community's desire to see those locks operational, we just really don't foresee getting the type of funding to do that at any point in the future," Clemans said.

Bernert's family has operated tugboats and marine construction businesses that have been moving materials through the locks since the 1880s. He said he's reached out to the Corps to see if his businesses can help get the locks reopened.

"We're willing to help out in any way that we can," he said. "But it's really going to come down to the level of funds and desire willing to be put forth."



Economic Analysis of Reopening the Willamette Falls Locks

2 August 2013

Prepared for:

Willamette Falls Heritage Foundation



The KOIN Tower 222 SW Columbia Street Suite 1600 Portland OR 97201 503-222-6060 The Atrium Building 99 W Tenth Avenue Suite 400 Eugene, OR 97401 541.687.0051 www.econw.com This page intentionally left blank.

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1. Introduction

The Willamette Falls Heritage Foundation (WFHF) is working with local partners (including the National Trust for Historic Preservation and the One Willamette River Coalition, among others) to help facilitate the transfer of ownership of the Willamette Falls Locks (Locks) from the U.S. Army Corps of Engineers (the Corps) to a new owner.

Understanding the economic aspects of owning and operating the Locks is integral to addressing stakeholder questions about the implications of ownership transfer. To that end, WFHF asked ECONorthwest (ECONW) to submit a proposal to conduct an economic analysis of reopening the Locks. In this proposal we describe our understanding of the project, the major tasks in our work plan, and the budget and schedule for our proposed work plan. We also provide information on ECONW's qualifications and relevant experience.

2. Our Understanding of the Project

The Locks are located on the Willamette River at Willamette Falls, approximately 20 miles upstream of Portland. The Corps operated the Locks from 1915 until the Corps transitioned the Locks from operation to "caretaker status" in 2011. At that time, the Corps eliminated operational funding and closed the Locks to all river traffic. As a result, no vessel can pass up or downstream beyond Willamette Falls.¹

The WFHF and its partners are interested in helping facilitate transferring ownership of the Locks from the Corps to a new, non-federal entity (the transfer party) so that this entity may resume operations. This proposal is not without precedent; the Corps has transferred lock ownership to transfer parties several times before. For example, in 1958, the Corps transferred eleven locks and dams on the Muskingum River to the state of Ohio, and in 1986, it transferred fourteen locks and dams along the Kentucky River to the Kentucky River Authority.²

Reopening the Willamette Falls Locks could benefit several types of users, including: recreational vessels; passenger boats that operate from Portland and Oregon City; commercial vessels based above the Locks that have occasional need to transit to Portland for maintenance and repair; and those transporting goods by barge, including grain, gravel, solid waste, etc.. These uses would compliment the City of Portland's goals for a revitalized Willamette River as described in the City's *River Renaissance Vision*. These goals include increased river access and

BST Associates. 2005. Willamette Falls Locks Economic Impact Analysis: Final Report. Prepared for Clackamas County Tourism Development Council and Oregon Tourism Commission. March.

² National Canal Museum. 2010. Muskingum Navigation. Available online, from: http://www.canals.org/researchers/Canal_Profiles/United_States/Midwest/Muskingum_Navigation.; State of Kentucky, Finance and Administration Cabinet. 2012. Kentucky River Authority. Available online, from: http://finance.ky.gov/offices/Pages/KentuckyRiverAuthority.aspx.

recreational use.³ Re-opening the Locks and reconnecting the up and downstream portions of the Willamette River would also complement plans and developments in numerous municipalities upriver from the Locks to increase access to the Willamette River for recreational and commercial purposes.⁴

Understand the economic effects of reopening the Locks is critical to the transfer party making a fully informed decision. Such an analysis should include information on the economic values and impacts of resumed operations, as well as the costs of ownership and operations. The economic aspects of re-opening the Locks that the WFHF is particularly interested in are: (1) the economic benefits re natural resources, commerce, travel, and recreation in the region; (2) the financial feasibility of full-time Lock operations and maintenance; and (3) heritage tourism.

Much information already exists on the Locks and our economic analysis will build on this past work. The National Trust has compiled a list of nearly 50 reports on the Locks. While not all of this work relates directly our proposed economic analysis, efficient use of budget resources requires that as part of our study we assess the quality of relevant past work, draw as appropriate from these studies, and add new information as needed. As part of preparing this proposal we reviewed recent studies of the economic impacts of the Locks and reports that scope next steps in transferring ownership of the Locks. This information provides the basis for our proposed work plan, which we describe in the next subsection.

3. Our Proposed Work Plan

Our proposed work plan for an economic analysis of reopening the Locks has six main steps.

Step 1: Demand Analysis

The CEDER 2008 study describes the lessons learned from past transfers of locks by the Corps to other owners. The study's authors also applied these lessons learned to prospective transfer issues for the Locks. Their summary of findings and conclusions includes a recommendation to assess the demand for river use facilitated by reopening the Locks. "...[A] ... comprehensive assessment should be made regarding the level of demand that actually exists, so that long term revenues and operations and maintenance costs can be planned and balanced accordingly."

³ City of Portland. 2004. River Renaissance Strategy. December.

⁴ CEDER, Synergy Northwest, LLC, and Chenoweth Consulting. 2008. The Willamette Falls Locks: A Case Study Analysis of Potential Transfer Issues. Prepared for One Willamette River Coalition. October 23 (CEDER 2008).

⁵ These studies include: Bernert, M. 2011. Reclaim Our River: Environmental, Economic and Community Advantages of a United Willamette River, July 17; CEDER 2008; BST 2005.

⁶ CEDER 2008, page 89.

The first step of our proposed work plan is conducting such a demand analysis. We model our demand analysis in part on the proposed study of the transportation effects of reopening the Locks as described in Bernert 2011. In that report, the author describes an economic study that includes a market analysis (Task 1 of the proposed study) and outreach to key stakeholders (Tasks 4 and 5). Our Task 1 combines these topics into an analysis of the market demand for reopening the locks from commercial and recreational vessel users.

Our demand analysis has three main parts:

Part 1: Conduct Key Informant Interviews

The first part of our demand analysis is conducting 12-15 interviews with key informants knowledgeable about the current and future potential use of the river by commercial and recreational interests. The main groups of key informants include:

- · Barge operators
- · Aggregate mining and gravel companies
- · Owners of industrial lands
- · Agricultural producers
- · Economic development staff at municipalities and consulting firms
- Recreational interests including boaters and marina operators, tour companies, river guides, boat and kayak rental establishments, and heritage tourism.

In addition to assessing the types and relative demands for current and future river use, the interviews will also help identify the extent to which existing riverbased infrastructure (e.g., dock and staging areas) would limit increased commercial and recreational use upstream from the Locks. We will also discuss with key informants the relevant geography for an economic analysis of reopening the Locks. That is, the geographic area over which economic effects would happen.

Part 2: Collect Data on River Use

The second part of our demand analysis is identifying and collecting data on commercial and recreational river use. These data include statistics on past use as well as identifying the economic forces and trends that could affect future demand for river use assuming reopening the Locks. Our interviews with key informants will help identify sources of these data and information.

Part 3: Compile Demand Information

In the third and final part of our demand analysis we will synthesize the information from the first two parts into a description of current and likely future demand for river use. Our compilation will include upper and lower

bounds on likely future demand by type of commercial and recreational user groups.

Step 2: Develop Model

In the second step of our work plan we will develop the economic model with which we will estimate the economic effects of reopening the Locks. This step has two main parts:

Part 1: Collect Additional Data

The data collection task in Step 1 focuses on future use of the river by commercial and recreational users. This information will support our demand analysis. Data collection in Step 2 involves identifying and collecting data on other relevant economic factors. These factors include:

- Estimated future operating costs of the Locks.
- · Costs savings associated with shipping goods by barge vs. rail or road.
- · Employment and income effects of barge vs. rail or road transport.
- · Environmental benefits of barge vs. rail or road transport.
- Economic values of environmental benefits of barge vs. rail or road transport.
- Economic values of increased recreational use of the river facilitated by the Locks.

Part 2: Set-up Model

Part 2 involves building the model with which we will estimate the economic effects of reopening the Locks. The major tasks in this part include:

- Setting up the model in Excel.
- Developing a user-friendly interface so that non-economists can easily operate the model.
- Developing separate and stand-alone data and assumption pages that facilitate easy modification of model inputs.
- · Clearly describing imbedded calculations.
- Model 3 operations options for the locks, e.g., 1 day/week, 1 week/month, 2 weeks/month. These options are illustrative only. We will develop the details of the operation options as part of our analysis.
- Developing a sensitivity-analysis with high and low bounds for model assumptions.

Step 3: Conduct Economic Analysis

In Step 3 we will conduct the economic analysis using the data and model developed in previous steps. Our analysis will use a *with vs. without* approach. That is, we will compare the world *with* reopening the Locks to a baseline of *without* opening the Locks, and calculate the differences in economic effects within the relevant geography.

We will describe the effects of reopening the Locks on economic benefits and costs, including those for natural resources, commerce, travel, and recreation. To the extent the available data will allow we will quantify how reopening the Locks would affect the primary sources of economic value (e.g., elements of the four primary forms of capital—natural, human-built, human and social?) and estimate the dollar value of these effects.

We will describe the impacts of reopening the Locks on local economic activities, including changes in jobs and incomes for workers, costs or revenues for private firms, and expenditures or tax revenues for local jurisdictions.

Our analysis will include a financial feasibility analysis of operating the Locks. This portion of our study will include estimating future operating costs and financial requirements of maintaining the Locks.

Step 4: Describe Qualitative Effects

We expect that not all the economic effects of reopening the Locks will lend themselves to quantification. To the extent that our analysis identifies such effects, we will describe these effects qualitatively. Describing such effects qualitative provides stakeholders with a more complete description of the economic effects of reopening the Locks than an approach that excludes such effects because data do not allow quantification. Such qualitative effects likely will include describing how reopening the Locks would help maximize the economic benefits of river-based investments made by local jurisdictions upstream from the Locks.

Step 5: Draft and Final Reports

The last step in our work plan involves producing draft and final reports. We will produce a draft report to WFHF for their review and comment. We will produce a final report based on WFHF comments on the draft report.

4. Summary of Schedule and Budget

The estimated budget to complete the tasks described above is \$89,200. Table 1 below shows the estimated timeline, budget and hours by steps in our work plan.

⁷ Classifications vary, but most economists generally recognize four types of capital: natural, human-built, human, and social. Natural capital refers to the components of nature, e.g., water, trees, and soil, and the interactions between these components. Human-built capital refers to water-delivery infrastructure, roads, and other tangible goods and infrastructure. Human capital refers to the knowledge and skills embodied in people. Social capital refers to social networks, cultural norms, laws, and political systems.

Table 1. Summary of Schedule and Budget

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Total |
|-------------------------------|----------|----------|----------|---------|----------|----------|
| Estimated Timeline | 8 weeks | 3 weeks | 3 weeks | 2 weeks | 3 weeks | 19 weeks |
| All Project Staff (budget) | \$20,400 | \$15,100 | \$22,300 | \$8,300 | \$15,200 | \$81,300 |
| All Project Staff (hours) | 185 | 126 | 185 | 83 | 140 | 719 |

5. Related Project Experience

ECONW has earned a national reputation for rigorous and often pioneering economic and policy analysis, especially on public policies affecting the allocation and use of natural resources. Below, we describe some of ECONW's recent related project experience.

Benefit-Cost Analysis

Benefit-Cost Analysis of Levee Setbacks in Urban Waterways

For King County, Washington, ECONW is identifying and describing the economic value of ecosystem services supplied within the Green River's riparian corridor. ECONW is quantifying the marginal economic benefits and costs of several alternative levee setback scenarios for the Green River. ECONW is also identifying the distribution of benefits and costs of each alternative, particularly for low-income populations.

Benefit-Cost Analysis of Development Alternatives for a Proposed Port Facility

For the City of Portland, ECONW is conducting a benefit-cost analysis of proposed alternatives to develop West Hayden Island with a port facility. ECONW is describing the values associated with economic impacts, recreation, ecosystem services, and local socioeconomic effects under two scenarios: (1) the baseline scenario (assuming no future development) and (2) the development scenario (assuming future development of the port and adjacent areas). ECONW is also developing a model to discount the costs and benefits that occur in the future and describe how relevant economic forces and trends will influence the environmental, economic, and social goods and services affected by the alternatives.

Benefit-Cost Analysis of Superfund Remediation

For a confidential private client, ECONW is conducting a benefit-cost analysis of the development and economic outcomes of remediation alternatives for a Superfund site in a highly-developed urban area. ECONW's analysis will describe the full range of remediation benefits and costs. Such analyses of Superfund remediations typically focus on the costs to the principal responsible parties and the jobs, incomes and tax revenues generated by remediation actions. ECONW's analysis will describe these economic impacts, but will go beyond these short-term outcomes that occur proximate to the site, and describe the economic effects that occur over the longer-term and wider geography. This approach gives a more complete picture of the likely development and economic outcomes of remediation.

Economic Benefits and Costs of Hazard Mitigation Plans

For the University of Oregon, ECONW advised the University of Oregon's Emergency Management Office on the economic aspects of ranking University projects that receive hazard-mitigation funding. ECONW conducted the analysis on two levels: (1) a University-wide natural hazard mitigation plan and (2) several individual business continuity plans for essential administrative services within the University. ECONW's analysis occurred concurrently with major changes in the University's budget and allocation process, which ECONW accounted for in its analysis at both the University and department level. ECONW's analysis applied the principles of benefit-cost analysis to business continuity planning.

Benefit-Cost Analysis of Flood Mitigation in Clackamas County

For the University of Oregon, ECONW helped Clackamas County understand the benefits and costs associated with improving its Community Rating in FEMA's Community Rating System (CRS) for flood mitigation. ECONW reviewed the available information on the CRS program and the County's Hazard Mitigation Plan; conducted and reviewed key-informant interviews with Clackamas County's and other jurisdictions' staff that work on these issues; and described the range of benefits and costs to the County of participating in FEMA's CRS program using ten actions from the County's recent CRS application.

Benefit-Cost Analysis of Watershed-Restoration and Water-Development Projects

For the North Coast Regional Water Quality Control Board, on behalf of low-income communities in the North Coast region of California, ECONW evaluated the costs and benefits of proposed water-development and watershed-restoration projects in northern California. The benefit-cost analysis quantified and described qualitatively benefits associated with improving the ecosystem and increasing the quality and quantity of goods and services available to satisfy regional and state-wide demands.

Benefit-Cost Analysis of Reclaimed Water Strategies

For King County, Washington, ECONW is describing the economic benefits and costs of using reclaimed water throughout King County. ECONW's analysis established a baseline that defines the "no action" alternative, and identified a range of action alternatives for using reclaimed water. In future work, ECONW will conduct a benefit-cost analysis of potential options for utilizing reclaimed water in the County. The analysis will include a sensitivity analysis to identify which assumptions and uncertainties have the largest impact on the results.

Financial Feasibility and Economic Impact Analysis

Economic Impacts of the Spokane Valley Corridor System Changes

For the City of Spokane Valley, Washington, ECONW analyzed the impacts of changing a portion of a main traffic corridor from a two-way street into two one-way streets. ECONW focused on how changes in transportation systems affect travel and traffic, and how changes in travel and traffic affect economic activity. ECONW based its research on existing literature and local transportation and land use data. ECONW combined its understanding of existing conditions

with potential policy options to create future development scenarios for transportation and land use, and described the expected economic impacts of the different development scenarios.

Economic and Fiscal Impacts of a Revenue Development Area

For the City of Bothell, ECONW estimated the economic and fiscal impacts of creating a Revenue Development Area in the City of Bothell. ECONW conducted a market analysis to assess local demand for downtown commercial space and residential units, projected local and state sales and property tax revenues from new development, and estimated the impacts of the new development on existing businesses and downtown low-income residents. ECONW's analysis supported the City's application to the State of Washington in a competitive process to be awarded the authority to use Washington's Local Infrastructure Financing Tool (LIFT) and funding from the state. The City of Bothell was awarded the full amount it requested.

Economic Impacts of Public Works Programs

For the Oregon Economic and Community Development Department, ECONW determined the economic impact of the public works projects it funds. ECONW evaluated the number of jobs created or retained by the projects, the value of other investments leveraged, and contributions to local and state tax revenues.

Financial Feasibility and Risks of a City-Owned Development

For the City of Eugene, ECONW Senior Economist Anne Fifield assessed the financial and development risks associated with proposals to develop a City-owned site in the downtown. The assessment evaluated the proposals' estimated costs of construction and financing, revenues associated with operating the structure, current market for the proposed use, the proposers' experience with the development type, and the short-term and long-term fiscal impacts to the City of Eugene.

Fiscal Impact Analysis for the Beavercreek Road Concept Plan

For the City of Oregon City and ODOT, ECONW contributed to the Beavercreek Road Concept Plan by describing regional market conditions, and the opportunities, constraints, and barriers in Oregon City that may affect future development of employment lands. ECONW conducted a fiscal impact analysis describing the public costs and revenues associated with the alternative development concepts.

Feasibility Study for the Salem Economic Improvement District

For the Mid-Willamette Valley Council of Governments, ECONW conducted a feasibility study for the creation of an Economic Development District (EID) in downtown Salem. The study included interviewing property owners in downtown, and working with a citizen advisory committee and the City of Salem on a new management structure for the Salem Downtown parking district.

Economic Impacts of the West Broadway Redevelopment Advisory Group

For the City of Eugene, ECONW provided analysis about the redevelopment of a 2-block part of West Broadway Avenue in Eugene, Oregon. ECONW assisted an advisory group with understanding the fiscal and economic impacts of the downtown redevelopment.

Transportation Analysis

Oregon Department of Transportation Land Use and Transportation Model

For the Oregon Department of Transportation, ECONW developed the economic portions of the first and second generation integrated economic, land use, and transportation models. The model included all arterial and collector roadways and used approximately 3,000 geographic zones. In the first generation model, ECONW's developed a 27-sector input-output model of the State of Oregon, as well as procedures for allocating the activity to the county level. ECONW also played a key role in the design of the models, as well as investigating institutional and implementation issues relating to its use. In the second generation ECONW also designed and implemented the overall modeling framework, including the economic and demographic modeling component, database design, and model validation.

Oregon Department of Transportation: Transit Planning IDIQ

For the Oregon Department of Transportation, and as subs to Kittleson & Associates, Inc., ECONW is providing benefit-cost analysis, transit finance, and economic impact analysis, as needed, for work order contracts related to transit planning in Oregon.

Highway Cost Allocation Study

For the Oregon Department of Administrative Services, ECONW is completing the Oregon Highway Cost Allocation Study, the main instrument the Oregon legislature uses to determine changes in weight-mile, fuel taxes, and vehicle registration fees. ECONW has completed these study each biennium since 2001.

Highway Interchange Benefit-Cost and Transportation Analysis

For the Tulalip Tribe, near Marysville, WA, ECONW is supporting the Tribe's application for TIGER 3 funding to improve an interchange on I-5 to better serve their developments. The benefit-cost analysis will address the current interchange's challenges from congestion as traffic enters the mainline of I-5.

Appendix A. Team Resumes

Resumes are attached for the following key personnel:

- · Ed MacMullan
- · Carl Batten
- Bryce Ward
- Sarah Reich
- · Anne Fifield

Fulbright Scholar, University of Strathclyde, Scotland M.S. Agricultural Economics and International Agricultural Development, University of California at Davis B.S. Soil Science, Oregon State University

Ed's public-policy work focuses on describing the environmental, economic, and social outcomes of policy options for residents, businesses and governments using benefit-cost analysis. His recent work includes managing a benefit-cost analysis of a proposed port development in Portland, managing an economic assessment of water infrastructure projects throughout California, managing a benefit-cost analysis of the development and economic outcomes of remediation alternatives for a Superfund site in a highly-developed urban area, and managing a Habitat Equivalency Analysis of natural-resource damages at one of the largest Superfund sites in the US.

Representative Projects

Benefit-Cost Analysis

- Conducted a benefit-cost analysis that compared the economic benefits and costs of developing 300 acres of West Hayden Island into a port facility and restoring the remaining 500 acres to leaving all 800 acres in their current state. City of Portland – Portland, OR.
- Assisted the City of Portland staff in developing an approach to study the economic benefits and costs of alternative stormwater-management techniques in support of the City's Watershed Plan. City of Portland – Portland, OR.
- Developed an analytical approach to describe the short-term and long-term benefits and costs of clean-up and remediation alternatives for the Portland Harbor Superfund Site. City of Portland—Portland, OR.
- Analyzed the range of economic costs and benefits of projects and policy options affecting
 water quality and quantity in a watershed that drains to the Willamette River. City of
 Portland Portland, OR.
- Developed an economic model to determine the economic benefits of riparian-restoration projects. Clean Water Services – Portland, OR.
- Co-instructed a seminar at Portland State, "USP 505 Evaluating Low Impact Development (LID)," that focuses in part on the economic costs and benefits of managing stormwater by LID and conventional controls. Clackamas County, OR – Oregon.
- Applied the principles of benefit-cost analysis to help Clackamas County understand the full range of economic benefits and costs associated with improving its score on FEMA's Community Rating System. *University of Oregon – Clackamas County, OR*.

- Worked with emergency managers at the University of Oregon to identify the tradeoffs associated with various hazard mitigation and response plan options, gathered data to evaluate these tradeoffs, and helped calculate the economic benefits and costs associated with different options. *University of Oregon – Eugene, OR.*
- Conducted a benefit-cost analysis of a conventional roof versus a greenroof on a commercial building. City of Portland Portland, OR.
- Conducted a cost-benefit analysis of energy efficiency and renewable energy resources.
 Alaska Coalition Alaska.

Other Relevant Public Policy Analysis

- Provided economic analysis regarding litigation over a city's method of collecting user fees for stormwater services. *Confidential client confidential location*.
- Studied the economic performance of the ski industry in the Lake Tahoe area, the market
 conditions that affect this sector of the region's economy, and the economic factors
 associated with avoiding and complying with regional water quality regulations and county
 permitting processes. California Attorney General's Office Lake Tahoe, CA.
- Reviewed an economic impact assessment of a submarine cable and terminus. North State Resources – San Luis Obispo, California.
- Assessed the financial implications of switching from franchise fees to a gross-revenue tax on telecom services provided in the municipalities. City of Portland – Portland, OR.
- Estimating the potential economic impact of funding cuts to Oregon's courts. Oregon Trial Lawyers Association – Oregon.
- Conducted an economic analysis of proposed increases in piloting fees and considered the
 extent to which the proposed increase in fees would influence the destination decisions of
 vessel owners. Columbia River Bar Pilots and Haglund Kelly Horngren and Jones Astoria, OR.
- For attorneys representing plaintiffs in a class action lawsuit, assessed the economic aspects
 of alleged inflated home appraisals. Hagens Berman Sobol Shapiro, LLP Arizona.
- Conducted an economic evaluation of a property at issue in a claim against a city. Confidential client New Orleans, LA.
- Evaluated the financial feasibility of a proposed destination resort in Central Oregon on the Gould and Cline Buttes. Paul D. Dewey – Oregon.
- Provided economic analysis regarding a contract dispute between the City of Eugene and a tenant leasing city-owned property. *Harrang Long Eugene, OR*.
- Conducted a market analysis for industrial products in regional and world markets.
 Confidential client Nationwide.
- Analyzed the national market for cookware items and the financial performance of firms that participate in the market. Schwabe, Williamson & Wyatt.
- Evaluated the market for professional manuals used by attorneys and legal assistants.
 Confidential client Oregon.

M.S. Economics, University of Oregon B.S. Economics, University of Oregon

Carl is a senior economist who has been at ECONorthwest since 1986. With more than 25 years of experience, he specializes in the identification and estimation of the economic and financial consequences of policy and management decisions. He has extensive experience in forecasting, econometric modeling, economic-impact analysis, and financial modeling. Carl has applied these techniques in the fields of industrial organization (antitrust), transportation management and planning, resource management and planning, energy, solid waste management and planning, revenue forecasting, business valuation, and damages calculation. He has also conducted financial feasibility analyses for public and private developments.

Representative Projects

Transportation Analysis

- Development of the economic model components of an integrated economic, land-use and transportation modeling system, Oregon Department of Transportation
- Documentation of Portland Metro's integrated land use, economic, and transportation model, Metroscope
- Co-author of AASHTO's User Benefit Analysis for Highways, which describes best practices for conducting and applying benefit-cost analysis to highway-related investments.
 Developed software to accompany the manual.
- Addenda to User Benefit Analysis for Highways, to incorporate non-user benefits and costs into highway benefit-cost analyses
- Road pricing demonstration project for Puget Sound Regional Council where tolls varied by facility and time of day and on-board computers in vehicles used GPS data to determine the toll in effect and cellular telephone technology to communicate users'
- Travel survey for Puget Sound Regional Council that used GPS recording units to supplement travel diaries for participants
- Development of least-cost planning procedures for Puget Sound Regional Council that used Analytic Hierarchic Processes to allow policymakers to assign weights to monetizable and non-monetizable evaluation criteria
- Various congestion pricing and high-occupancy toll lane analyses in the San Francisco Bay Area including toll optimization and revenue projection
- Biennial Highway Cost Allocation Studies for the State of Oregon to determine whether current user fees result in an equitable balance between fees paid and costs imposed across

vehicle classes and to recommend changes to fuel tax, registration fee, and weight-mile tax rates to achieve equity. These studies included testimony to the State Legislature and Transportation Commission.

- Modification of the AASHTO benefit-cost analysis software to suit the needs of the State of North Carolina
- Analysis of local-government transportation funding adequacy and the allocation of Statecollected user fees among local governments for the Association of Oregon Counties
- Statistical analysis of drunken driving convictions and their effect on recidivism, Oregon Department of Transportation
- · Benefit-cost analyses for various highway improvement projects

Other Relevant Analyses

- Development of a highway cost allocation model for the State of Oregon to attribute the costs imposed and revenues generated by vehicles of different weights
- Development of a Monte Carlo risk analysis model for the State of Oregon Public Employees Retirement System to project future contributions and liabilities with and without reforms
- · Semi-annual economic and revenue forecasts, Portland Tri-Met
- Economic and fiscal impact models for the evaluation of Resource Management Plans in western Oregon, Bureau of Land Management
- Analysis of potential timber-harvest impacts on local government's ability to repay municipal bonds, City of Eugene
- Economic and environmental impacts of financial plans for electric utility, Emerald Peoples
 Utility District
- Commercial land inventory, forecast of economic conditions, City of Corvallis
- Revenue effects of changes in tax rules for a transit district, Portland Tri-Met
- Modeling of residential and commercial property markets in the Portland metropolitan area to determine future growth scenarios, Portland Metro

Ph.D. Economics, Harvard University B.A. Economics and History, University of Oregon

Bryce's areas of expertise include econometric analysis and applied microeconomics, focusing on urban and regional economics, real estate markets, labor markets, public finance, and environmental and natural resource economics. He specializes in program evaluation, benefit-cost analysis of public policy decisions, and projection and estimation of economic trends and effects. He has taught courses in a variety of economic disciplines at Harvard University, Lewis and Clark College, the University of Oregon, and Portland State University. His recent project experience includes estimating the effects of land-use regulations, open spaces, low-impact development projects, and oil spills on property values; describing the economic cost of labor market regulations; and, calculating the natural resource damages associated with a Superfund site using Habitat Equivalency Analysis (HEA).

Representative Projects

Public Policy

- Estimating the potential economic impact of funding cuts to Oregon's courts. Oregon Trial Lawyers Association – Oregon.
- Performed a quantitative and qualitative analysis of the economic impact of Oregon State University on the regional and state economies. Oregon State University – Oregon.
- Led a benefit-cost analysis that compared the economic benefits and costs of developing 300 acres of West Hayden Island into a port facility and restoring the remaining 500 acres to leaving all 800 acres in their current state. City of Portland Portland, OR.
- Reviewed the economic literature and described potential impact of proposed income tax increase on taxable income and economic growth. Oregon Business Council – Oregon.
- Developed a model and analyzed data to estimate gross revenues for video, voice, and data services at the city level. League of Oregon Cities – Oregon.
- Provided data collection services to determine garbage and yard debris can weights and setout rates for Eugene residents. City of Eugene – Eugene, OR.

Real Estate & Land Use

- Estimated the potential economic effects of future residential rural development on real estate values. San Luis Obispo County – San Luis Obispo County, CA.
- Analyzed the effect of Portland's Intertwine (a network of open spaces) on property values in the Portland-Vancouver metropolitan area using a hedonic regression analysis and data from county assessors' records. Metro – Portland, OR.

- With a team of researchers at Harvard University, analyzed the effect of local land-use regulations on housing supply and housing prices for 187 communities in Eastern Massachusetts. Pioneer Institute for Public Policy Research – Massachusetts.
- Detailed the sources of housing-price cycles at the neighborhood level. Pioneer Institute for Public Policy Research – Boston, Massachusetts.
- Applied the principles of benefit-cost analysis to help Clackamas County understand the full range of economic benefits and costs associated with improving its score on FEMA's Community Rating System. *University of Oregon – Clackamas County, OR*.
- Worked with emergency managers at the University of Oregon to identify the tradeoffs
 associated with various hazard mitigation and response plan options, gathered data to
 evaluate these tradeoffs, and helped calculate the economic benefits and costs associated
 with different options. University of Oregon Eugene, OR.
- Developed automated valuation models to statistically assess the value several thousand properties in Arizona and Nevada, and provided oral and written testimony on the economic aspects and harm, if any, to plaintiffs, from an alleged scheme that inflated the appraised market value of real estate. Hagens Berman – Arizona and Nevada.
- Provided written testimony on the economic aspects and harm, if any, to plaintiffs, from an alleged scheme that inflated mortgage costs without proper disclosure. Hagens Berman – Arizona.
- Described the economic costs of a pipeline rupture and related oil spill on residential and public property values. Salt Lake City – Salt Lake City, UT.
- Analyzed the impacts of Measure 37 (property rights limitation) on the State of Oregon.
 Department of Justice, Office of the Attorney General Oregon.

Natural Resources

- Examined the impacts of implementing the King County Wastewater Treatment Division's Combined Sewer Overflow Control Plan on ratepayers and assessed their financial capacity to bear these impacts. King County Wastewater Treatment Division—King County, WA.
- Helped develop an analytical approach to describe the short-term and long-term benefits
 and costs of clean-up and remediation alternatives for the Portland Harbor Superfund Site.
 City of Portland—Portland, OR.
- Analyzed the effect of Seattle's Natural Drainage (low impact development) Projects on neighboring property values using a hedonic regression analysis and data from county assessors' records. Water Environment Foundation – Seattle, WA.
- Described the growth in the market for third-party certified forest products and discussed the reasons why firms choose to pursue certification.

M.S. Economics with Honors, University of Oregon M.C.R.P. Community and Regional Planning, University of Oregon B.A. History, Yale University

Anne recently rejoined ECONorthwest as an economist in 2012 after working at Evergreen Economics, where she evaluated energy efficiency programs at electric utilities. Prior to that, she worked at Johnson Reid and ECONorthwest. Anne has worked on numerous projects in fiscal impact analysis, market analysis, economic impact analysis, and policy analysis, for private and public clients. She specializes in assessing the economic and fiscal impacts of public policies at the local, regional, and state level. She has extensive experience calculating economic damages for litigation. Anne is also an adjunct instructor at the University of Oregon.

Representative Projects

Financial and Fiscal Analysis

- Estimated the costs and benefits of a proposed Urban Renewal District to the affected school district and county government. The analysis took into account a broad range on long-term impacts of a successful Urban Renewal District.
- Calculated expected revenue and economic impacts from a proposed local income tax that would support K-12 schools.
- Conducted feasibility analyses and estimated bonding capacity for Urban Renewal Districts, based on planned capital improvements and development expectations.
- Calculated the fiscal impacts of proposed annexations and new development for multiple local jurisdictions and private developers in Oregon, Washington, Idaho, and Louisiana. The proposed projects included residential, mixed use, and hospitality developments.
- Calculated the economic and fiscal impacts of redeveloping a portion of downtown Bothell
 into a mix of residential, office, and retail uses. The analysis estimated projected sales and
 use tax for construction of the project and ongoing revenues from the developed project,
 property tax revenues, jobs, and average wages. The analysis supported a City's successful
 application for the Washington Local Infrastructure Financing Tool (LIFT) competitive grant
 program.
- Evaluated the financial model for landfill closure and post-closure, including forecasts for population and waste generation.
- Evaluated market conditions and fiscal capacity to revitalize a deteriorating commercial strip and create a new City Center.
- For a non-profit organization, assessed the fiscal impacts of redeveloping a former paper mill site into mixed-use waterfront development in Washington. The analysis compared impacts under private and public ownership scenarios.
- Calculated the cost of providing building and land use permitting services and determined fees to cover those costs.

Provided on-call research and advice on economic, financial, and management issues.

Market Analysis

- Conducted market analyses for residential developments for financial institutions and private developers.
- For the City of Eugene, assessed the financial and development risks associated with
 proposals to develop a City-owned site in the downtown. The assessment evaluated the
 proposals' estimated costs of construction and financing, revenues associated with
 operating the structure, current market for the proposed use, the proposers' experience with
 the development type, and the short-term and long-term fiscal impacts to the City.
- Conducted a market analysis for a residential development for felons recently released from the Oregon prison system. The analysis supported a non-profit organization's application for a Low Income Housing Tax Credit from the State of Oregon.
- Assessed the market conditions for residential, office, retail, and industrial uses in a
 neighborhood near a downtown to develop a redevelopment plan that took into account the
 market conditions, existing City policies and goals, and residents' and business owners
 opinions. Existing development in the neighborhood had a mix of conflicting and some nonconforming uses.
- Conducted a residual land value analysis to estimate how wetlands affect the cost of developing industrial land.
- Provided analysis about the redevelopment of a two-block part of an underdeveloped downtown; assisted an advisory group to understand the fiscal and economic impacts of downtown redevelopment.
- Evaluated the potential market for a high-density, mixed-use development adjacent to a medical complex.
- Assessed the competitiveness of an industrial park relative to other industrial lands in its market, and developed strategies to successfully market the industrial park to potential buyers and tenants.

Economic Impacts

- Evaluated the economic impacts to a County and its residents and businesses of expanding
 a local landfill versus hauling waste to an alternative, more distant landfills. The analysis
 accounted for jobs, income, business revenue, tax revenue, emissions from transportation,
 and the value of electricity generated from the methane emitted by the landfill.
- For the Oregon Economic and Community Development Department, estimated the shortterm and long-term economic impacts of infrastructure improvements in small communities across Oregon. The analysis relied on detailed interviews with local governments and affected business owners and detailed data analysis.
- · Calculated the costs and benefits of building a municipal jail.
- · Determined the economic impacts of building a hospital in a downtown.

M.A. Urban and Environmental Policy and Planning, Tufts University Certificate in Water: Systems, Science, and Society, Tufts University H.B.S. Environmental Economics, Policy, and Management, Oregon State University H.B.S. Geography, Oregon State University

Sarah specializes in the study of environmental and natural-resource policy, planning, and economics. Her recent work involves conducting a benefit-cost analysis of watershed restoration projects in northern California, analyzing the benefits and costs of low-impact development and other options for stormwater management, and valuing the ecosystem services associated with the East Buttes area of east Portland, near Johnson Creek.

Representative Projects

- Developed an analytical approach to describe the short-term and long-term benefits and costs of clean-up and remediation alternatives for the Portland Harbor Superfund Site. City of Portland—Portland, OR.
- Analyzed the value of irrigated agriculture in the Walla Walla River Basin. Private client Washington and Oregon.
- Conducted a benefit-cost analysis of water-infrastructure improvement projects in communities in the Sierra Nevada. Cosumnes, American, Bear, Yuba Integrated Regional Water Management Plan – California.
- Evaluated the benefits and costs of proposed water-development and watershed-restoration projects. West Coast Watershed Northern California.
- Assisted in an analysis that compared and contrasted benefits and costs, stemming from the
 use of MTBE-oxygenated gasoline with those stemming from the use of ethanol-oxygenated
 gasoline to determine if refiners could have used ethanol to meet federal reformulated
 gasoline mandates instead of MTBE during the 1990s. Various clients Various locations.
- Described an economic framework to apply to analyze the benefits and costs of water allocation. Confidential private client – California.
- Described the economic benefits and costs associated with producing and using reclaimed water. King County – King County, WA.
- Conducted an economic benefit-cost comparison of a conventional roof and a green roof on a commercial building. City of Portland – Portland, OR.
- Analyzed the costs and benefits of various options for restoring Puget Sound, including low-impact development projects, and assessed the feasibility of various market-based mechanisms for project evaluation and implementation. Puget Sound Partnership – Washington.

December 18, 2013

Wilsonville City Council 29799 SW Town Center Loop E Wilsonville, OR

Subject: Willamette Falls Locks' Future: Request for support of an Economic Benefits Study

Honorable Mayor Knapp and Council,

I'm writing today for the Willamette Falls Heritage Foundation, based in West Linn, which is working with local partners, including the National Trust for Historic Preservation and a One Willamette River advisory committee to help bring about a transfer of ownership of the Willamette Falls Navigation Canal and Locks from the U.S. Army Corps of Engineers to a new owner. Such a move would enable the locks once again to serve communities both up and down the Willamette River. Because Wilsonville would benefit from an operational locks, especially as it relates to the Council's goal for a vital multi-modal transportation network, the Foundation hopes that the City will see fit to contribute \$2,500 for a key step towards that transfer: an economic analysis of reopening the Locks. The generation of clear data and analysis showing the economic benefit to an operational canal to marine-based industries in the Newberg Pool, as well as tourists and recreational river users on the Willamette River Water Trail, is badly needed in this effort.

Understanding the economic aspects of owning and operating the Locks is integral to addressing stakeholder questions about the implications of ownership transfer and to identifying the future owner. To that end, we asked ECONorthwest to submit a proposal to conduct an economic benefits study on reopening the Locks. The first step of ECONW's proposed work plan is to conduct that demand analysis that includes a market analysis and outreach interviews with key stakeholders, including OCAPA. The second step of the work plan will develop an economic model to estimate the economic effects of reopening the Locks. In Step 3, the economic analysis will be conducted, using the data and model developed in previous steps, using a with vs. without approach that compares the world with reopening the Locks to a baseline of without opening the Locks, then calculating the differences in economic effects.

The end product will describe the effects of reopening the Locks on economic benefits and costs, including those for natural resources, commerce, travel, and recreation. The Study Budget will be \$81,300, and the Foundation has \$40,000 promised or in hand—nearly enough to launch and cover the first phase of the project, which we'd like to begin before the year is out.

| Estimated Timeline of Phases | 8 weeks | 3 weeks | 3 weeks | 2 weeks | 3 weeks | 19 weeks |
|------------------------------|----------|----------|----------|---------|----------|----------|
| All Project Staff (budget) | \$20,400 | \$15,100 | \$22,300 | \$8,300 | \$15,200 | \$81,300 |
| All Project Staff (hours) | 185 | 126 | 185 | 83 | 140 | 719 |

This study will quantify how reopening the Locks would affect the primary sources of economic value (natural, human-built, human and social) and estimate the dollar value of these effects. The analysis will include a financial feasibility analysis of operating the Locks, including estimating future operating costs and financial requirements of maintaining the Locks. We believe that the Locks are a treasured historic resource for the whole falls area. A functioning locks in the heart of our redeveloping historic industrial areas at the falls will be a great asset to the region and beyond.

Not all the economic effects of reopening the Locks will lend themselves to quantification. To the extent that analysis finds such effects, those will be described qualitatively. Such qualitative effects likely will include describing how reopening the Locks would help maximize the economic benefits of river-based investments made by local jurisdictions upstream from the Locks, such as Wilsonville.

We respectfully request \$2,500 so that we can complete this critical final step needed to elicit a stakeholder offer to assume future ownership of the Locks. This contribution would enable us to complete the work in Steps 2 and 3. We are gratified that so far we have already have commitments or checks funding the early phase of the study, from Wilsonville Concrete Products, J & A Fuel, the City of Oregon City, METRO, the National Trust for Historic Preservation, the City of West Linn, the Willamette Falls Heritage Area Coalition and Portland General Electric. We are also approaching the rest of our One Willamette River Coalition project advisors and several large commercial river interests.

We look forward to hearing from you about this request. A donation of whatever size made to Willamette Falls Heritage Foundation, an Oregon non-profit will be restricted to use funding the study.

If you have any questions or would like to see the Study Scope, please let me know (503-655-0649). I look forward to hearing from you. I can come and give testimony or attend a study/work session of Council if you'd like.

Sincerely,

Sandy Carter, Facilitator, One Willamette River Coalition & VP, Willamette Falls Heritage Foundation, PO Box 635, West Linn, OR 97068 www.willamettefalls.org

Peggy Sigler, Oregon Field Officer, National Trust for Historic Preservation



CITY COUNCIL MEETING STAFF REPORT

| Meeting Date: January 6, 2014 | Subject: Res 2449 Supplemental Budget Staff Member: Cathy Department: Finance | Supplemental Budget Staff Member: Cathy Rodocker | | | | | | |
|--|---|---|--|--|--|--|--|--|
| Action Required | Advisory Board/Com | Advisory Board/Commission Recommendation | | | | | | |
| ☐ Motion ☑ Public Hearing Date: ☐ Ordinance 1st Reading Date: ☐ Ordinance 2nd Reading Date: ☑ Resolution ☐ Information or Direction | □ Approval □ Denial □ None Forwarded ☑ Not Applicable Comments: | | | | | | | |
| ☐ Information Only ☐ Council Direction ☐ Consent Agenda Staff Recommendation: | | | | | | | | |
| Staff recommends Council approve | e Resolution No. 2449. | | | | | | | |
| Recommended Language for Mo I move to approve Resolution No. | | | | | | | | |
| PROJECT / ISSUE RELATES To Council Goals/Priorities □ | O: [Identify which goal(s), and Adopted Master Plan(s) | master plans(s) issue relates to.] ⊠Not Applicable | | | | | | |

ISSUE BEFORE COUNCIL:

Consideration of a Supplemental Budget for the 2013-14 Fiscal Year Budget.

EXECUTIVE SUMMARY:

At its June 3, 2013 City Council meeting, the Council adopted the Fiscal Year 2013-14 budget. Since that time, several unanticipated projects and expenses have come to staff's attention that require additional budget authorization. There are two resolutions for consideration: a budget transfer and a supplemental budget adjustment. The transfer resolution will move expenditures from one category to another with no additional increase to the overall budget. The second resolution is a supplemental budget adjustment that will impact the budget by increases to

revenues and expenditures. As per Local Budget Law, the supplemental budget adjustment also includes budget transfers that have surpassed 15% of the adopted contingency.

Transfer Resolution

Attachment #1, "Transfers Only – No Increase on Overall Budget" provides a detailed listing of the projects and/or accounts that will be affected by the transfer resolution. The transfers noted are all less than 15 percent of the original adopted contingency in each fund. In most cases, the additional costs of increased capital projects, either new projects or increase budget for existing projects, will be offset by reducing existing capital project budgets. These projects requiring increased budgets include: Water Distribution Miscellaneous Improvements, Segment 3B Water Line Mitigation Site, Update Sewer Rate and SDC Study, Waste Water Master Plan Update, Autumn Park Sewer Line Replacement and Realign Boeckman Creek/Reconnect Channel.

The Parks SDC Fund is recognizing a transfer from contingency to fund the following capital projects: Basalt Creek Concept Planning, Coffee Creek Development Readiness, Memorial Park Improvements-Parking Lot Rebuild and Recreation/Aquatic Center Update.

An increase is also requested for the replacement of the granulated activated carbon at the water treatment plant. This bi-annual maintenance request was postponed from FY13 until FY14. Due to a shortage of available product, the City was able to purchase the product at a significant savings (nearly \$95,000) by postponing until the new fiscal year.

Adjustment Resolution

Attachment #2, "Supplemental Budget Adjustments" provides a detailed listing of the projects and expenditures that are recognizing new funding from either interfund transfers or outside funding sources. A number of road projects will need additional budget appropriation to accommodate an accelerated construction schedule. The annual streetlight infill project will be expanded this year to cover various projects included the areas of Grahams Ferry Rd and Boones Ferry Rd.

The resolution also includes additional appropriations for three stormwater projects: Rivergreen Drainage, Realign Boeckman Creek/Reconnect Channel and Morey's Landing. To meet the additional appropriations, all of the fund's available contingency will be used as well as reductions in personal services, materials and services, and the deferral of two additional capital projects.

EXPECTED RESULTS:

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

TIMELINE:

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice was published on Wednesday, January 6, 2014. Adoption of

the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2014.

CURRENT YEAR BUDGET IMPACTS:

| Resources: | | Expenditures: | |
|----------------------|-----------------|---|-----------------|
| Interfund transfers | \$ 3,044,874 | Street Capital Projects | \$ 1,419,354 |
| Other governments | 75,000 | Stormwater Capital Projects | 234,302 |
| Charges for services | 34,400 | Building Capital Projects | 76,640 |
| | | Parks Capital Projects | 126,400 |
| | | Transfer to to other funds for capital projects | 2,806,695 |
| | | Stormwater Reductions | (91,921) |
| | | Granulated active carbon | 253,276 |
| | | Visitor Information Tourism Review Taskforce | 25,000 |
| | | Contingencies | (1,695,472) |
| Total Resources | \$ 3,154,274 | | \$ 3,154,274 |

| EO | _ Date: | 12-20-13 | |
|----------------|-----------------|---|------------------------|
| etailed in res | olution. | | |
| COMMEN | Т: | | |
| | | | |
| | etailed in reso | EO Date: etailed in resolution. COMMENT: | etailed in resolution. |

COMMUNITY INVOLVEMENT PROCESS:

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The adoption process requires a public hearing prior to adoption.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY

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

ALTERNATIVES:

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

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Attachment #1Transfers Only No Increase on Overall Budget
- B. Attachment #2 Supplemental Budget Adjustments

Transfers Only - No Increase to Overall Budget

| Water Fund Projects | CIP | CD OH | GF | ОН | Total | Funding Source | Explanation |
|---|---|----------------------------------|-----------|-------------------------|----------------------|-----------------------------|--|
| Proj 1048-Water Distribution Miscellaneous Improvements Proj 1125-Water Telemetry-Well & Flow Monitoring Proj 1121-Annual Pipeline, Valve and Hydrant Replacements | \$ 81,000 (81,000) | \$ 22,000 (15,800) (6,200) | (| 1, 620 1,620) | 4 | Water Ops Water SDC | Project erroneously omitted from FY14 budget |
| Proj 1126-Segment 3B Water Line Mitigation Site | - | \$ 240 | | | \$ 2,280 | | New Project, mitigation beginning sooner than anticipated |
| Proj 1121-Annual Pipeline, Valve and Hydrant Replacements Sewer Fund Projects | (2,000) | (240) | | (40) | (2,280) | Water Ops | |
| Sewer Fund Projects | | | | | | | |
| Proj 2066-Update Sewer Rate and SDC Study Proj 2045-Sewer R&M Access Along Boeckman Creek Proj 2999-Sewer Project Design and Development | \$ 16,500 (8,250) (8,250) | \$ 1,980 (990) (990) | | (165) (165) | (9,405) | Water Ops Water SDC | Project was added after the budget process to review rates and SDC methodology |
| Proj 2088-Waste Water System Master Plan Update | \$ 16,250 | \$ 1,950 | \$ | 325 | \$ 18,525 | | Consolidating master plan budgets included in various projects |
| Proj 2045-Sewer R&M Access Along Boeckman Creek Proj 2999-Sewer Project Design and Development | (8,125) (8,125) | (975) (975) | | (163) (162) | (9,263) (9,262) | Sewer Ops Sewer SDC | into one project |
| Proj 2091-Autmun Park Sewer Line Replacement | \$ 134,500 | \$ 11,000 | \$ 1 | 2,690 | \$148,190 | | Budget higher than anticipated, OH higher as project was |
| Proj 2045-Sewer R&M Access Along Boeckman Creek | (134,500) | (11,000) | (2 | 2,690) | (148,190) | Sewer Ops | designed |
| Stormwater Projects | | | | | | | |
| Proj 7038-Realign Boeckman Creek/Reconnect Channel Proj 7999-Storm Water Project Design and Development | 3,017 (3,017) | | _ | (60) | 3,077 (3,077) | Storm Water SDC | Additional budget to complete project |
| Transit Fund Projects | | | | | | | |
| Proj 8083-SMART Ops Facility | 32,000 | 9,000 | | 640 | 41,640 | | Rollover from last FY, work not completed by 6/30/13 |
| Transfer from Transit Fund Contingency | (32,000) | (9,000) | | (640) | (41,640) | Transit Fund | |
| Multi-Funding Projects* | | | | | | | |
| Proj 3000-Basalt Creek Planning | \$ 25,000 | \$ - | \$ | | \$ 25,000 | | New project created to capture costs associated with the Basalt |
| Water SDC Fund Contingency | (5,000) | 100 | | * | (5,000) | | Creek area planning. Project will be funded by SDC's. |
| Sewer SDC Fund Contingency | (5,000) | - | | | (5,000) | | |
| Roads SDC Fund Contingency | (10,000) | - | | - | (10,000) | | |
| Stormwater SDC Fund Contingency Parks SDC Fund Contingency | (2,500) (2,500) | | | | (2,500) (2,500) | Stormwater SDC Parks SDC | |
| | \$ 42,500 | \$ - | \$ | | \$ 42,500 | | |
| Proj 3002-Coffee Creek Area Planning | | | | 3 | (8,500) | Water SDC | New project created to capture costs associated with the Coffee |
| | (8,500) | (-) | | | (D FDD) | Carrier CDC | |
| Water SDC Fund Contingency Sewer SDC Fund Contingency | (8,500) | | | - | (8,500) | | Creek area planning. Project will be funded by SDC's. |
| Sewer SDC Fund Contingency Roads SDC Fund Contingency | (8,500) (17,000) | | | | (17,000) | Roads SDC | Creek area planning. Project will be funded by SDC's. |
| Water SDC Fund Contingency Sewer SDC Fund Contingency Roads SDC Fund Contingency Stormwater SDC Fund Contingency | (8,500) (17,000) (4,250) | | | * | (17,000) (4,250) | Roads SDC Stormwater SDC | Creek area planning. Project will be funded by SDC's. |
| Water SDC Fund Contingency Sewer SDC Fund Contingency Roads SDC Fund Contingency Stormwater SDC Fund Contingency | (8,500) (17,000) | | | * * * * | (17,000) (4,250) | Roads SDC | Creek area planning. Project will be funded by SDC's. |
| Water SDC Fund Contingency Sewer SDC Fund Contingency Roads SDC Fund Contingency Stormwater SDC Fund Contingency Parks SDC Fund Contingency Multi-Funding Projects* The Roads Capital Project captures the expense of the t | (8,500) (17,000) (4,250) (4,250) | 1000 | adjustr | ment. | (17,000) (4,250) | Roads SDC Stormwater SDC | Creek area planning. Project will be funded by SDC's. |
| Water SDC Fund Contingency Sewer SDC Fund Contingency Roads SDC Fund Contingency Stormwater SDC Fund Contingency Parks SDC Fund Contingency | (8,500) (17,000) (4,250) (4,250) | 1000 | ı adjustr | ment. | (17,000) (4,250) | Roads SDC Stormwater SDC | Creek area planning. Project will be funded by SDC's. |
| Water SDC Fund Contingency Sewer SDC Fund Contingency Roads SDC Fund Contingency Stormwater SDC Fund Contingency Parks SDC Fund Contingency Multi-Funding Projects* The Roads Capital Project captures the expense of the t | (8,500) (17,000) (4,250) (4,250) | 1000 | adjustr | ment. | (17,000) (4,250) | Roads SDC Stormwater SDC | Creek area planning. Project will be funded by SDC's. Rollover from last FY, work not completed by 6/30/13; significant |

Supplemental Budget Adjustments

| Capital Projects | | CIP | (| CD OH | - | GF OH | | Total | Explanation |
|--|----|--------------------------|----|----------------------|----|----------------------|----|----------------------|--|
| Proj 2082-Waste Water Treatment Plant | \$ | | \$ | | \$ | 4 | \$ | | This transaction recognizes the funding from |
| Transfer from Sewer Operating Fund Contingency | | - | | - | | 4 | | (1,000,000) | the Sewer Operating Fund as per original financing |
| Transfer to Sewer CIP Fund Contingency | _ | | _ | - | _ | - | _ | 1,000,000 | plan. |
| | | | | | | | | | |
| Proj 3001-Frog Pond/Advance Road Planning | \$ | | \$ | 50,000 | \$ | | \$ | 50,000 | New grant funded project created to capture costs associated with |
| Metro Grant Funded Project | | | | (50,000) | | | | (50,000) | the Frog Pond/Advance Road Planning |
| Proj 4004-Kinsman Road Extension | \$ | 135,000 | \$ | 13,500 | \$ | 2,700 | \$ | 151,200 | Expedited project - ODOT Match |
| Proj 4116-Barber St, Kinsman to Coffee Lake | | 457,000 | | | | 9,140 | | 466,140 | Acquisition needed this FY to expedite construction next FY |
| Proj 4146-Tooze Rd, 110th to Grahams Ferry Rd | | 188,200 | | 24,820 | | 3,764 | | 216,784 | Expedited project-ODOT match |
| Proj 4153-Upgrade 15 Traffic Signal Controllers Transfer from Roads SDC Fund Contingency | _ | (785,930) | - | (38,320) | | (15,604) | | 5,730 (839,854) | Additional work |
| P-14492 P-11- P-11- C-11- P-1- C-11- I | | V. 34. | | | | | | | B. W. C. L. S. F. V. L. L. L. L. L. C. |
| Proj 4182-Realign Boeckman Creek/Reconnect Channel Transfer from Road Operating Fund Contingency | \$ | 120,000 (120,000) | \$ | 4,500 (4,500) | \$ | 5,900 (5,900) | \$ | (130,400) | Rollover from last FY, work not completed by 6/30/13 |
| Proj 4696-Streelight Infill Project | \$ | 290,000 | 5 | 35,800 | \$ | 5,800 | \$ | 331,600 | Various infill projects throughout the City, plus GFR / BFR |
| Transfer from Streetlight Operating Fund Contingency | | (290,000) | | (35,800) | | (5,800) | | (331,600) | |
| Proj 8093-Fiber Connectivity Project | \$ | 35,000 | \$ | | \$ | | \$ | 35,000 | Additional contingency: allows installation of fiber in current projects |
| Transfer from General Fund Contingency | | (35,000) | | - | | * | | (35,000) | |
| Proj 9128-Recreation/Aquatic Center Update | \$ | 40,000 | \$ | 4,000 | \$ | 800 | \$ | 44,800 | Bids came in over estimated budget |
| Transfer from Parks SDC Contingency | | (40,000) | | (4,000) | | (800) | | (44,800) | |
| Proj 9142-Memorial Park Imp-Parking Lot Rebuild | \$ | 80,000 | | | \$ | 1,600 | \$ | 81,600 | Rollover from last FY, work not completed by 6/30/13, bids |
| Transfer from General Fund Contingency | | (37,536) | | | | | | (37,536) | slightly higher than anticipated |
| Transfer from Parks SDC Contingency | | (42,464) | | | | (1,600) | | (44,064) | |
| Stormwater Operating Fund Projects | | | | | | | | | |
| Proj 7012-Rivergreen Drainage | | 55,000 | | | | 1,100 | | 56,100 | Additional budget to complete project |
| Reduce Personnel Services Reduce Material and Services line items | | (12,400) (42,600) | | - | | (1,100) | | (12,400) (43,700) | |
| Reduce material and Services line items | _ | (42,600) | | - | | (1,100) | | (43,700) | |
| Proj 7038-Realign Boeckman Creek/Reconnect Channel | | 3,401 | | | | 68 | | 3,469 | Additional budget to complete project |
| Reduce Material and Services line items | _ | (3.401) | - | - | _ | (68) | - | (3,469) | Additional budget to complete project |
| reduce material and confess line fema | | (0,401) | | | | (00) | | (0,400) | |
| Proj 7044-Morey's Landing | | 295,185 | | 7,500 | | 4,207 | | 306,892 | Significantly over original budget |
| Proj 7048-Placeholder for 4's & 5's from TVing | | (100,000) | | (10,000) | | (2,000) | | (112,000) | Defer project until additional funding is available |
| Proj 7049-Purchase infoSWMM Model | | (18,000) | | (1,800) | | (360) | | (20,160) | Defer project until additional funding is available |
| Reduce Personnel Services Reduce Material and Services line items | | (2,600) (29,752) | | * | | - | | (2,600) (29,752) | |
| Contingency | | (144,833) | | 4,300 | | (1,847) | | (142,380) | |
| | | V-5-12-5 | | | | | | | |
| Proj 3000-Basalt Creek Planning | \$ | 25,000 | \$ | | \$ | | \$ | 25,000 | New project created to capture costs associated with the Basalt |
| Roads SDC Fund Contingency | | (10,000) | | - | | 9.1 | | (10,000) | Creek |
| Remaining funding sources are recorded as a transfer | | (15,000) | | | | | | (1,500) | |
| Proj 3002-Coffee Creek Area Planning | \$ | 42,500 | \$ | | \$ | | \$ | 42,500 | New project created to capture costs associated with the Coffee Creek |
| Roads SDC Fund Contingency Remaining funding sources are recorded as a transfer | | (17,000) (15,000) | | - | | 4 | | (17,000) (1,500) | area |
| Non-Capital Project Related Adjustments | | | | | | | | | |
| Visitor Information Tourism Review/Taskforce | | | | | | | \$ | 25,000 | Grant funded expenditure |
| Clackamas County Contribution | | | | | | | | (25,000) | |

RESOLUTION NO. 2449

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2013-14.

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2013-14 by Resolution 2420; and,

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

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

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

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

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

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

The City amends the estimated revenues and appropriations within the funds and categories delineated and explained in Attachment A.

This resolution becomes effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 6th day of January 2014 and filed with Wilsonville City Recorder this same date.

| ATTEST: | TIM KNAPP, MAYOR |
|------------------------------------|------------------|
| Sandra C. King, MMC, City Recorder | |

SUMMARY OF VOTES:

Mayor Knapp Councilor Starr Councilor Fitzgerald Councilor Goddard Councilor Stevens

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

| | | Current | | Change in | Amended | | |
|--|--------------------------|-------------------|------------|--------------------|----------------|---------------|--|
| | Ap | propriations | App | propriations | Appropriations | | |
| General Fund | | | | | | 7 | |
| Intergovernmental | \$ | (1,624,153) | \$ | (25,000) | \$ | (1,649,153 | |
| Interfund transfers | | (2,539,852) | | (33,358) | | (2,573,210 | |
| All other resources | | (23,613,599) | | - | | (23,613,599 | |
| Total increase in resources | \$ | (27,777,604) | \$ | (58,358) | \$ | (27,835,962 | |
| Administration | \$ | 1,274,065 | \$ | 25,000 | \$ | 1,299,065 | |
| Transfers to other funds | | 1,194,100 | | 72,536 | | 1,266,636 | |
| Contingency | | 8,882,960 | | (39,178) | | 8,843,782 | |
| All other requirements | | 16,426,479 | | | | 16,426,479 | |
| Net change in requirements | \$ | 27,777,604 | \$ | 58,358 | \$ | 27,835,962 | |
| Intergovernmental revenue increase is to recog recognizes additional resources for the overhead | ad charges on capital i | improvement pro | jects. Inc | crease in transfer | s to oth | er funds are | |
| for the following capital projects: Memorial Par | | he Fiber Connec | tivity Pro | ject. Materials a | nd serv | ices increase | |
| is for the Visitor Information Tourism Review T | askforce. | | | | | | |
| Community Development Fund | | | | | | | |
| Interfund transfers | \$ | (2,085,758) | \$ | (204,820) | \$ | (2,290,578 | |
| Charges for services | | (722,750) | | (34,400) | | (757,150 | |
| All other resources | | (6,104,609) | | | - | (6,104,609 | |
| Total increase in resources | \$ | (8,913,117) | \$ | (239,220) | \$ | (9,152,337 | |
| Contingency | \$ | 3,705,907 | \$ | 239,220 | \$ | 3,945,127 | |
| All other requirements | | 5,207,210 | | - | | 5,207,210 | |
| Net change in requirements | \$ | 8,913,117 | \$ | 239,220 | \$ | 9,152,337 | |
| Interfund transfers increase recognizes additio | | | | | | | |
| for services increase recognizes additional reso | ources for the overhea | d charges on Ur | ban Rene | ewal funded capi | tal proje | ects. | |
| Road Operating Fund | | | | | | | |
| Transfers to other funds | \$ | 463,260 | \$ | 130,400 | \$ | 593,660 | |
| Contingency | | 644,565 | | (130,400) | | 514,165 | |
| All other requirements | | 951,576 | | 0- | | 951,576 | |
| Net change in requirements | \$ | 2,059,401 | \$ | - 4 | \$ | 2,059,401 | |
| Increase in Transfers to other funds is for the f | ollowing capital project | ct: Realign Boech | cman Cre | ek/Reconnect Cl | nannel. | | |
| Sewer Operating Fund | | | | | | | |
| Transfers to other funds | \$ | 3,627,580 | \$ | 1,000,000 | \$ | 4,627,580 | |
| Contingency | | 6,980,612 | | (1,000,000) | | 5,980,612 | |
| All other requirements | | 6,753,941 | 43 | | | 6,753,941 | |
| Net change in requirements | \$ | 17,362,133 | \$ | - 1-7 | \$ | 17,362,133 | |
| An increase in transfers to other funds recognithe original finance funding plan. | izes the funding of the | Waste Water T | reatment | Plant Rehabilitat | tion Pro | ject as per | |

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

| | Current | | | Change in | | Amended |
|--|-------------------|--------------------|-----------|--------------------|----------|----------------|
| | Ap | propriations | Ar | propriations | A | propriations |
| Street Lighting Operating Fund | | | | | | |
| Transfers to other funds | \$ | 58,240 | \$ | 331,600 | \$ | 389,840 |
| Contingency | | 855,295 | | (331,600) | | 523,695 |
| All other requirements | | 365,574 | | | | 365,574 |
| Net change in requirements | \$ | 1,279,109 | \$ | - 8 1 | \$ | 1,279,109 |
| An increase in Transfers to other funds is for the follow | ing capital pr | oject: Streetlight | Infill Pr | roject. | | |
| Stormwater Fund | | | | | | |
| Natural Resources/Stormwater Management | \$ | 188,919 | \$ | (11,500) | \$ | 177,419 |
| Stormwater Maintenance | | 523,365 | | (80,421) | | 442,944 |
| Transfers to other funds | | 1,106,085 | | 234,301 | | 1,340,386 |
| Contingency | | 142,380 | | (142,380) | | - |
| All other requirements | | 182,742 | | - | | 182,742 |
| Net change in requirements | \$ | 2,143,491 | \$ | 2.01 | \$ | 2,143,491 |
| | | | | | | 1.00 |
| An increase in Transfers to other funds is for the follow | ing capital pr | oject: Rivergreer | n Draina | ige, Realign Boec | kman C | reek/Reconne |
| Channel and Morey's Landing. Increased project costs | | | | rsonal services, n | naterial | and services |
| and postpone the Placeholder for 4's &5's TVing and the | e purchase of | infoSWMM mo | del. | | | |
| Sewer Capital Projects Fund | | | | | | |
| Interfund transfers | \$ | (4,784,160) | \$ | (1,000,000) | \$ | (5,784,160 |
| All other resources | | (9,913,593) | | - | | (9,913,593 |
| Total increase in resources | \$ | (14,697,753) | \$ | (1,000,000) | \$ | (15,697,753 |
| Contingency | | 1,413,593 | | 1,000,000 | | 2,413,593 |
| All other requirements | | 13,284,160 | | | | 13,284,160 |
| Net change in requirements | \$ | 14,697,753 | \$ | 1,000,000 | \$ | 15,697,753 |
| An increase in interfund transfers recognizes the origina | al finance fun | ding plan for the | Waste | Water Treatment | Plant F | Rehabilitation |
| Project. | ii tiiidiice taii | ding plan for the | | Trutter Treatment | | annominary i |
| Streets Capital Projects Fund | | | | | | |
| Intergovernmental | \$ | | \$ | (50,000) | \$ | (50,000 |
| Interfund transfers | 4 | (1,940,126) | | (1,369,354) | | (3,309,480 |
| All other resources | | (487,433) | | (-10-0-10-0) | | (487,433 |
| Total increase in resources | \$ | (2,427,559) | \$ | (1,419,354) | \$ | (3,846,913 |
| Streets conital projects | | 1,961,184 | | 1,195,930 | | 3,157,114 |
| Streets capital projects Transfers to other funds | | | | 223,424 | | 518,766 |
| | | 295,342 | | 223,424 | | |
| Contingency | - | 171,033 | F.A. | 4 440 254 | - | 171,033 |
| Net change in requirements | \$ | 2,427,559 | \$ | 1,419,354 | \$ | 3,846,913 |
| The intergovernmental increase recognizes a grant recei | ved from Me | tro. The interfun | d transf | ers and the corres | pondir | ng |
| equirements for capital projects and Transfers to other | | | | | | |
| Kinsman Rd Extension, Barber St-Kinsman to Coffee Lal | | | | | | |
| Anistran IN LAURISION, Darber Strikinshan to Conce La | | - HUMB TO CHADAII | | | | |
| Reconnect Channel, Streetlight Infill Project, Basalt Cree | | | | | | |

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

| | | Current | | Change in | | Amended | |
|--|--|----------------|----------------|------------------------------|----------------|------------|--|
| | Appropriations | | Appropriations | | Appropriations | | |
| Stormwater Capital Projects Fund | | | | | | | |
| Interfund transfers | \$ | (1,002,211) | \$ | (234,302) | \$ | (1,236,513 | |
| All other resources | | (10,355) | 4 | | | (10,355 | |
| Total increase in resources | \$ | (1,012,566) | \$ | (234,302) | \$ | (1,246,868 | |
| Stormwater capital projects | | 863,582 | | 235,587 | | 1,099,169 | |
| Transfers to other funds | | 138,630 | | (1,285) | | 137,345 | |
| Contingency | | 10,354 | | | | 10,354 | |
| Net change in requirements | \$ | 1,012,566 | \$ | 234,302 | \$ | 1,246,868 | |
| The interfund transfers and the corresponding re- | | | | | for the f | following | |
| projects: Rivergreen Drainage, Realign Boeckman | Creek/Reconnect C | hannel and Mor | ey's Lan | ding. | | | |
| Building Capital Projects Fund | | 30.37 045 | | 125 252 | 5 | 1250 731 | |
| Interfund transfers | \$ | (450,560) | \$ | (76,640) | \$ | (527,200 | |
| All other resources | | (280,229) | | | | (280,229 | |
| Total increase in resources | \$ | (730,789) | \$ | (76,640) | \$ | (807,429 | |
| Building capital projects | | 550,500 | | 67,000 | | 617,500 | |
| Transfers to other funds | | 60 | | 9,640 | | 9,700 | |
| Contingency | | 180,229 | | - | . 7 | 180,229 | |
| Net change in requirements | \$ | 730,789 | \$ | 76,640 | \$ | 807,429 | |
| The interfund transfers and the corresponding re- projects: SMART Ops Facility and the Fiber Con- Parks Capital Projects Fund Interfund transfers | Plant and the same of the same | (1,960,058) | nsfers to | other funds are (126,400) | for the f | (2,086,458 | |
| All other resources | | (358,212) | - | | | (358,212 | |
| Total increase in resources | \$ | (2,318,270) | \$ | (126,400) | \$ | (2,444,670 | |
| Parks capital projects | | 2,016,170 | | 120,000 | | 2,136,170 | |
| Transfers to other funds | | 239,228 | | 6,400 | | 245,628 | |
| Contingency | | 62,872 | | | | 62,872 | |
| Net change in requirements | \$ | 2,318,270 | \$ | 126,400 | \$ | 2,444,670 | |
| The interfund transfers and the corresponding re- | | | | | nds are | for the | |
| following project: Memorial Park Improvements-P | arking Lot Rebuild a | nd Recreation/ | Aquatic (| Center Update | | | |
| Street Development Charges Fund | | | | | | | |
| Transfers to other funds | \$ | 950,176 | \$ | 866,854 | \$ | 1,817,030 | |
| Contingency | | 3,739,639 | | (866,854) | | 2,872,785 | |
| All other requirements | | 6,700 | - | | | 10,100 | |
| Net change in requirements | \$ | 4,696,515 | \$ | - | \$ | 4,696,515 | |
| The requirements for transfers to other funds are Extension, Barber St-Kinsman to Coffee Lake, and | | | | c Signal Controlle | ers, Kins | sman Rd | |

RESOLUTION NO. 2450

A RESOLUTION AUTHORIZING A TRANSFER OF BUDGET APPROPRIATIONS WITHIN CERTAIN FUNDS FOR FISCAL YEAR 2013-14.

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2013-14 by Resolution 2420; and,

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

WHEREAS, ORS 294.450 provides that a city may transfer appropriations within appropriation categories provided the enabling resolution states the need for the transfer, purpose of the expenditure and corresponding amount of appropriation; and,

WHEREAS, all transfers from contingencies within the fiscal year to date aggregate to not more than fifteen percent (15%) of the fund's total appropriations, with transfers exceeding this limit being referred via a separate supplemental budget request; and,

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

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

The City amends the estimated revenues and appropriations within the funds and categories delineated and explained in Attachment A.

This resolution becomes effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 6^{th} day of January 2014 and filed with Wilsonville City Recorder this same date.

| ATTEST: | TIM KNAPP, MAYOR |
|------------------------------------|------------------|
| ATTEST. | |
| Sandra C. King, MMC, City Recorder | |

SUMMARY OF VOTES:

Mayor Knapp Councilor Starr Councilor Goddard Councilor Stevens Councilor Fitzgerald

ATTACHMENT A

| | | Current Appropriations | | hange in | Amended Appropriations | |
|--|---|---|--------------------|-----------------------------------|---------------------------|------------------------------|
| | Ap | | | ropriations | | |
| General Fund | | | | | | |
| Total requirements | \$ | 27,777,604 | \$ | - | \$ | 27,777,60 |
| Total requirements | S | 27,777,604 | \$ | - | \$ | 27,777,60 |
| A net zero transfer will be made for the over Improvements, Segment 3B Water Line Mit Autumn Park Sewer Line Replacement. The noted increases: Water Telemetry-Well & F Boeckman Creek Maintenance and Sewer P | igation Site, Update Sewe overhead charges on the Tow Monitoring, Annual- | r Rater and SDC following capit Pipeline, Valve | Study, Walprojects | Vaste Water Ma will be reduced | ster Pla to offs | n Update and et the above |
| Community Development Fund | | | | | | |
| Total requirements | \$ | 8,913,117 | \$ | | \$ | 8,913,117 |
| Total requirements | \$ | 8,913,117 | \$ | | S | 8,913,117 |
| Boeckman Creek Maintenance and Sewer P Transit Fund Transfer to other funds Contingency | \$ | 485,410 1,272,369 | s | 41,640 (41,640) | \$ | 527,05 1,230,72 |
| Contingency All other requirements | | 1,272,369 6,522,520 | | (41,640) | | 1,230,729 6,522,520 |
| Net change in requirements | \$ | 8,280,299 | \$ | 1.1 | 5 | 8,280,29 |
| An increase in transfer to other funds is for | the following capital pro | iect: SMART O | os Facility | | | |
| Water Operating Fund | me reacting expans pro- | , | | | | |
| Water Treatment | \$ | 2,451,771 | S | 253,276 | 5 | 2,705,04 |
| Contingency | | 4,588,999 | | (253,276) | | 4,335,72 |
| All other requirements | | 4,390,818 | | | | 4,390,81 |
| Net change in requirements | S | 11,431,588 | \$ | - | \$ | 11,431,588 |
| An increase in material and services is due transfer will be made for the following capit Line Mitigation Site. The following capital prow Monitoring and the Annual-Pipeline. | al projects: Water Distrib projects will be reduced to | oution Miscellar offset the above | eous Imp | rovements and | Segmen | t 3B Water |
| Sewer Operating Fund | | | - | | | |
| Total requirements | S | 17,362,133 | \$ | • | \$ | 17,362,13 |
| Total requirements | \$ | 17,362,133 | \$ | | S | 17,362,13 |
| A net zero transfer will be made for the follo Plan Update and Autumn Park Sewer Line I increase: Sewer Reestablish Boeckman Cree | Replacement. The following | | | | | |

ATTACHMENT A

| | Ap | Current propriations | | hange in ropriations | | Amended propriations |
|---|---|-------------------------|-------------|-------------------------|----------|----------------------|
| Water Capital Fund | | 700 00 | | | | |
| Total requirements | S | 4,831,499 | \$ | • | \$ | 4,831,499 |
| Total requirements | \$ | 4,831,499 | \$ | | \$ | 4,831,499 |
| A net zero transfer will be made for the following 3B Water Line Mitigation Site. The following cap Telemetry-Well & Flow Monitoring and the Annu | ital projects will be r | educed to offse | t the abov | e noted increas | | |
| Sewer Capital Projects Fund Total requirements | \$ | 14,697,753 | \$ | | \$ | 14,697,75 |
| Total requirements | s | 14,697,753 | \$ | - | \$ | 14,697,753 |
| A net zero transfer will be made for the following Plan Update and Autumn Park Sewer Line Replacing increase: Sewer Reestablish Boeckman Creek Ma | ement. The followin | | | | | |
| Water Development Charges Fund Transfer to other funds | S | 2,819,120 | S | 13,500 | S | 2,832,620 |
| Contingency | 4 | 115,585 | | (13,500) | | 102.085 |
| All other requirements | | 6,600 | | (15,500) | | 6,600 |
| Net change in requirements | S | 2,941,305 | \$ | | S | 2,941,30 |
| An increase in transfer to other funds will be mad | le for the following p | projects: Basalt | Creek Con | cept Planning a | ind Coff | fee Creek |
| Development Readiness. | | | | | | |
| Sewer Development Charges Fund | | | | | | |
| Transfer to other funds | \$ | 2,168,080 | \$ | 13,500 | \$ | 2,181,58 |
| Contingency | | 4,674,460 | | (13,500) | | 4,660,960 |
| All other requirements | | 6,700 | | - | | 6,70 |
| Net change in requirements | S | 6,849,240 | \$ | 12.0 | \$ | 6,849,240 |
| An increase in transfer to other funds will be mad Development Readiness. A net zero increase will Waste Water Master Plan Update. The following Design and Development. | be made for the folk | owing capital pr | rojects: Up | date Sewer Rate | e and SI | DC Study and |
| Stormwater Development Charges Fund | | 1117995 | | × 750 | | 1.17.07 |
| Transfer to other funds | \$ | 141,226 | S | 6,750 (6,750) | \$ | 1.318,603 |
| Contingency All other requirements | | 1,325,355 1,400 | | (0,730) | | 1,516,00. |
| Net change in requirements | <u></u> | 1,467,981 | \$ | - 1 | \$ | 1,467,98 |
| An increase in transfer to other funds will be mad Development Readiness. A net zero increase will The following capital project will be reduced to o | le for the following p be made for the follo | orojects: Basalt | Creek Con | man Creek and | ind Coff | ee Creek |
| Parks Development Charges Fund | | | | | | 17. 0 |
| Transfer to other funds | \$ | 1,444,958 | S | 95,614 | \$ | 1,540,572 |
| Contingency | | 2,855,787 | | (95,614) | | 2,760,173 |
| All other requirements | | 5,200 | | | | 5,200 |
| Net change in requirements | \$ | 4,305,945 | \$ | 70.0 | 5 | 4,305,94 |
| An increase in transfer to other funds will be mad Development Readiness, Memorial Park Improve | | | | | | Creek |

Parks and Recreation Dept.

November 2013 Report



Seasonal Parks Staffing Wrap Up

Three remaining seasonal employees reached the end of their employment period on November 27th and after helping with dozens of maintenance tasks over the summer/fall have moved on to other adventures.

Seasonal Highlights:

- * One of the projects that stands out this season was the start of a pressure washing program. This summer 5 bridges, 2 tennis courts, 1.5 basketball courts, numerous entry signs, benches, tables and pads, several picnic shelters and play structures, as well as the walkways around restroom buildings were cleaned. The pressure washing was completed in 8 city park sites.
- * The task of gathering and removing leaves from throughout the park system requires the efforts of every crew member and could not be completed without the seasonal staff. Pathways are cleared of leaves no less than once per week to maintain a safe walking surface.
- * The annual pruning took place in Canyon Creek Park, Murase Plaza and Town Center Park.

Active Adults Program Check In

Senior Nutrition Program

The Center's Chefs, Evie Proctor and Jennifer Nelson cooked up a feast for 104 seniors and their friends on Friday, November 15th. Due to generous donations of turkeys from community members, a second turkey dinner was served on Wednesday, November 27th.

I-5 Connection Community Chorus

The I-5 Connection Community Chorus practiced their holiday songs every Thursday at the Center. The choir will perform on Saturday, December 7th at 3:00pm at the Frog Pond Grange and will be boarding the SMART bus and sharing their songs of good cheer for Wilsonville Senior Living Facility Residents this month as well.



Parks and Recreation Department

Spotlight on Tranquil Park

Over the past year, Tranquil Park has been the site of a number of events and activities aimed at improving the safety of the park, as well as working to restore a healthy understory to the park area.

The work began in February with a Friends of Trees event, with the addition of desirable trees and shrubs and maintenance of previous plantings. Staff continued throughout the year with removal of undesirable vegetation, which was followed by goats in the park. The goats were busy removing the low ground hugging invasive plants, as well as blackberry and stinging nettle.

Numerous compliments were received by staff as work was occurring, thanking them for the removal of the underbrush, opening up the view into and out of the park and making for a safer feel to the users.

Recently, both park crew members and a contracted tree service have been working on removing a number of dead trees, both large and small and removing hazardous dead limb wood from over the pathways.

All in all, a very busy year in this normally "Tranquil Park" that exists as a low maintenance part of our park system.





Upcoming Events

Reindeer Romp 5k and Kids Fun Run Saturday, December 14 Town Center Park at 9:00 am





| | | | | t Year Elapsed → | |
|-----------------|---|---|--|--|---|
| | | Budget | Activity | % Used | _ |
| Fund 110 Gener | al Fund: | | | | |
| | Taxes | 8,476,065 | 5,394,137 | 64% | |
| | Intergovernmental | 1,624,153 | 307,269 | 19% | |
| | Licenses and Permits | 132,700 | 151,496 | 114% | |
| | Charges for Services | 544,700 | 271,915 | 50% | |
| | Fines | 385,000 | 125,791 | 33% | |
| | Investment Revenue | 105,000 | 32,418 | 31% | |
| | Other Revenues | 139,900 | 54,277 | 39% | |
| | Transfers | 2,539,852 | 857,671 | 34% | |
| | Total Revenue | 13,947,370 | 7,194,974 | 52% | |
| | Personal Services | 6,568,875 | 2,966,838 | 45% | |
| | Materials and Services | 6,988,219 | 3,565,011 | 51% | |
| | Capital Outlay | 109,450 | 15,974 | 15% | |
| | Transfers | 1,194,100 | 132,536 | 11% | |
| | Total Expense | 14,860,644 | 6,680,359 | 45% | |
| und 210 Fleet I | Fund: | | | | |
| | Charges for Services | 1,203,110 | 601,560 | 50% | |
| | Investment Revenue | 5,000 | 1,893 | 38% | |
| | Other Revenues | 0 | 10,930 | -% | |
| | Total Revenue | 1,208,110 | 614,383 | 51% | |
| | Personal Services | 547,190 | 250,989 | 46% | |
| | Materials and Services | 677,041 | 323,841 | 48% | |
| | Capital Outlay | 120,500 | 39,172 | 33% | |
| | Transfers | 2,100 | 1,050 | 50% | |
| | Total Expense | 1,346,831 | 615,052 | 46% | |
| und 235 Comm | Licenses and Permits-Villebois Investment Revenue Other Revenues Transfers Total Revenue Personal Services Materials and Services Transfers Total Expense nunity Development Fund: Intergovernmental Licenses and Permits Licenses and Permits Licenses and Permits Charges for Services Investment Revenue Other Revenues Transfers Total Revenue Personal Services Materials and Services Capital Outlay | 895,000 9,500 0 20,800 1,493,645 637,900 94,954 180,050 912,904 25,000 206,888 366,320 722,750 10,500 0 2,174,758 3,506,216 2,662,700 518,556 20,000 | 160,636 3,521 1,069 0 754,781 283,119 23,321 37,530 343,971 0 210,339 250,443 373,315 3,293 3,179 466,939 1,307,508 1,212,254 147,613 0 | 18% 37% -% -% 51% 44% 25% 21% 38% -% 102% 68% 52% 31% -% 21% 37% 46% 28% -% | |
| | Transfers | 419,850 | 181,026 | 43% | |
| | Total Expense | 3,621,106 | 1,540,894 | 43% | |
| und 240 Road | Operating Fund: | | 100 | | |
| | Intergovernmental | 1,127,500 | 412,044 | 37% | |
| | Investment Revenue | 5,000 | 1,986 | 40% | |
| | Other Revenues | 0 | 4,679 | -% | |
| | Total Revenue | 1,132,500 | 418,708 | 37% | |
| | Personal Services | 334,610 | 161,755 | 48% | |
| | Materials and Services | 441,966 | 156,400 | 35% | |
| | Capital Outlay | 20,000 | 0 | -% | |
| | Transfers | 463,260 | 281,525 | 61% | |
| | | | | | |

1,259,836

48%

599,680

Total Expense

| | | Budget | Activity | % Used | |
|------------------|--|------------------------|--------------------|-------------|---|
| | | buuget | Activity | 70 O3CG | |
| Fund 245 Road I | Maintenance Fund: | | | | |
| | Charges for Services | 659,000 | 330,346 | 50% | |
| | Investment Revenue | 1,500 | 1,540 | 103% | |
| | Other Revenues | 0 | 23,178 | -% | |
| | Total Revenue | 660,500 | 355,064 | 54% | |
| | Materials and Services | 500 | 0 | -% | |
| | Transfers | 670,000 | 596,216 | 89% | |
| | Total Expense | 670,500 | 596,216 | 89% | |
| Fund 260 Transit | Cd. | | | | |
| runa 200 Transi | Taxes | 4,350,000 | 2,091,652 | 48% | |
| | Intergovernmental | 1,354,109 | 660,419 | 49% | |
| | Charges for Services | 199,000 | 99,126 | 50% | |
| | Investment Revenue | 22,500 | 6,624 | 29% | |
| | Other Revenues | 12,000 | 19,133 | 159% | |
| | Total Revenue | 5,937,609 | 2,876,954 | 48% | |
| | Personal Services | 2,968,660 | 1,373,752 | 46% | |
| | Materials and Services | 1,835,860 | 817,089 | 45% | |
| | Capital Outlay | 757,000 | 803,995 | 106% | |
| | Transfers | 485,410 | 188,185 | 39% | |
| | Total Expense | 6,046,930 | 3,183,022 | 53% | |
| | | | | | _ |
| Fund 310 Water | | 2 | 0.550 | . 64 | |
| | Intergovernmental | 0 | 2,553 4,172,217 | -% 61% | |
| | Charges for Services | 6,835,000 | 4,172,217 | -% | |
| | Fines Investment Revenue | 0 32,700 | 8,105 | 25% | |
| | Other Revenues | 32,700 | 3,020 | -% | |
| | Transfers | 350,000 | 0 | -% | |
| | Total Revenue | 7,217,700 | 4,190,633 | 58% | |
| | Personal Services | 509,270 | 216,559 | 43% | |
| | Materials and Services | 3,200,899 | 1,520,871 | 48% | |
| | Capital Outlay | 54,000 | 0 | -% | |
| | Debt Service | 1,879,000 | 807,259 | 43% | |
| | Transfers | 1,199,420 | 142,894 | 12% | |
| | Total Expense | 6,842,589 | 2,687,583 | 39% | |
| ar and a second | 2710400000000000000000000000000000000000 | | | | _ |
| Fund 320 Sewer | | 0.700.000 | 0.540.474 | 53% | |
| | Charges for Services | 6,702,000 | 3,543,171 | 49% | |
| | Investment Revenue | 52,500 | 25,821 | 78% | |
| | Other Revenues | 18,216 | 14,280 | -% | |
| | Transfers | 600,000 | | | |
| | Total Revenue | 7,372,716 | 3,583,272 | 49% | |
| | Personal Services | 306,250 | 128,844 888,384 | 42% | |
| | Materials and Services | 2,448,691 | 1,283,956 | 36% 36% | |
| | Debt Service Transfers | 3,586,000 3,627,580 | 387,781 | 11% | |
| | Total Expense | 9,968,521 | 2,688,964 | 27% | |
| | Total Expense | 9,900,021 | 2,000,004 | 2170 | _ |
| Fund 350 Street | Lighting Fund: | | | | |
| | Charges for Services | 397,000 | 205,013 | 52% | |
| | Investment Revenue | 5,000 | 1,686 | 34% | |
| | Total Revenue | 402,000 | 206,699 | 51% | |
| | Materials and Services | 304,574 | 111,682 | 37% | |
| | Transfers | 58,240 | 40,852 | 70% | |
| | Total Expense | 362,814 | 152,534 | 42% | |
| Fd 270 Ct | Water Onereting Freed | | | | _ |
| runa 3/0 Storm | Water Operating Fund: | 0 | 1,722 | -% | |
| | Taxes Charges for Services | 1,334,000 | 673,701 | 51% | |
| | Charges for Services Investment Revenue | 3,500 | 1,167 | 33% | |
| | | | 473.711.757.1 | - 10 Police | |
| | Total Revenue | 1,337,500 | 676,590 | 51% | |
| | Personal Services | 270,440 | 114,423 | 42% | |
| | Materials and Services | 475,586 | 140,252 | 29% | |
| | Transfers | 1,106,085 | 599,816 | 54% | |
| | Total Expense | 1,852,111 | 854,491 | 46% | |

City of Wilsonville City Council Meeting January 6, 2014 Sign In Sheet

| Name | Mailing Address |
|-------------------------------|---|
| Doris Weller Peter Juriery | an-sile |
| TETER JURLEY | |
| KENNETH RUND | 28597 SW Mornigade Ave. 7577 SW Vlahos Dr. |
| SIMON SPRINGALL | 7577 IN Vlahos Dr. |
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January 6, 2014 City Council Meeting Action Minutes

| COUNCILORS STAFF Mayor Knapp Bryan Cosgrove | | STAFF | STAFF Steve Adams | |
|--|------------------|--------------------|-------------------|--|
| | | Kristen Retherford | | |
| Councilor Goddard | Mike Kohlhoff | Cathy Rodocker | Steve Munsterman | |
| Councilor Starr | Jeanna Troha | Stephan Lashbrook | Angela Handran | |
| Councilor Fitzgerald | Sandra King | Jen Massa-Smith | | |
| Councilor Stevens | Barbara Jacobson | Chris Neamtzu | 19 | |
| | Nancy Kraushaar | Steve Allen | | |
| | Joanne Ossanna | Stan Sherer | | |

| AGENDA | ACTIONS |
|--|---|
| WORK SESSION | |
| Council Concerns Fitzgerald – suggested annually the councilors share their liaison experiences and do an annual survey of the Boards and Commissions, how it is going, do all the members of the commission have all they need to do their job. As an enhancement, do welcoming packets for the public that comes before a public body to make the experiences of interacting with boards and commissions more accessible, positive, and welcoming. Starr – wanted to discuss the costs to make repairs to the visitor's center | Staff will prepare information on the subject for Council discussion. |
| Transit Integration Project. | Staff would provide cost estimates and items for council to consider. |
| Elligsen Request for Changing RSIA Designation | Staff and consultants provided an update for the SMART Transit Integration Project. Councilors were asked to forward questions to the City Manager. Council wanted to see a report detailing the cost of bus service versus WES, and to look into the possibility of partnering with Tri-Met for reciprocal routing. |
| Board and Commission Appointments City Council Liaison Representation to Various | The Staff presentation focused on the process to change the RSIA designation on Metro's Regional Title 4 Map, and the City's Comprehensive Plan Map. An explanation of Clackamas County's strategically significant employment lands project was provided. Councilors supported additional discussion during the regular meeting. |
| Intergovernmental Regional Boards and Committees | Addressed under Mayor's Business |
| | Item will be carried forward to the 1/23/14 Council work session. |

| DECLII AD MEETING | |
|---|---|
| REGULAR MEETING | |
| Mayor's Business Recognize Laura Goff, Girl Scout Gold Award | Ms. Goff received her Girl Scout Gold Award for her service project to knit hats for premature babies. Mayor Knapp presented a certificate of recognition to Ms. Goff. |
| Board and Commission Appointments | Council made the following appointments: Reappoint Lenka Keith, Diane Knight and Cheryl Dorman for a second term on the DRB Panel. Appoint Tony Holt to the Budget Committee |
| | Appoint Gerry Greenfield to the Planning Commission |
| | Appoint Karen Eichelberger to fill the unexpired term of Mr. Greenfield |
| Communications | |
| Recognize Xerox for Library and Community Center Donations | Representatives of Xerox were introduced, and thanked for their many generous community contributions over the past ten years. |
| 2013 Summer Reading Outcomes | Staff discussed the very successful 2013 Summer Reading program, and described the benefits of participating in the program. |
| Wilsonville Seniors Presentation | The president of the Wilsonville Community Seniors, Inc. talked about the many offerings for seniors at the Community Center and the value of these programs. |
| WWTP Quarterly Report | Staff presented what may be the final quarterly update on the construction of the WWTP, which is ahead of schedule and on budget. It is anticipated that the ribbon cutting will take place in April. |
| Consent Agenda | |
| Resolution No. 2448 – streetlight infill project Minutes of December 2, 2013 | Approved 5-0 |
| New Business | |
| Willamette Falls Locks – Request for support of an Economic Benefits study | Motion to contribute \$2,500 for the Economic Analysis approved 5-0. |
| • Elligsen Property RSIA – motion to support the land owner to remove the RSIA designation if they were to make the appeal to Metro, but not to change the zoning designation. | Motion failed 1-4 |
| Public Hearing Resolution No. 2449 – authorizing Supplemental Budget Adjustment for FY 2013-14 | Approved 5-0 |

| Resolution No. 2450 – authorizing transfer of budget appropriations within certain funds for FY 2013-14 | Approved 5-0 |
|--|---|
| City Manager's Business Since it was an off year for Council Goals Councilors were asked if they wanted any type of special training or team building during the 2014 Calendar Year | Councilors will email their ideas to the City Manager who would look for commonalities. |
| Legal Business Medical Marijuana | Councilors requested staff return at the next meeting with draft language for their consideration amending the Business License code and identifying the legal issues that would be involved with the licensing of medical marijuana businesses in the City of Wilsonville. |
| Adjourn – 9:48 p.m. | |
| URBAN RENEWAL | |
| New Business Canyon Creek Road Connector – motion to approve full street option if Mentor Graphics agreed to contribute the ROW and their proportional share for their half of the street. If Mentor declines then recommend the ¾ street with a reimbursement district for the ROW acquisition costs | Motion carried 4-1 |
| Public Hearing URA Resolution No. 238 – authorizing a supplemental budget adjustment for FY 2013-14 | Motion approved 5-0 |
| Consent Agenda November 18, 2013 URA Minutes | Approved 5-0 |
| Adjourn – 10:51 p.m. | |

RECORDED BY: SCK

City of Wilsonville by bike without bike larer January 6, 2014 City Council Meeting full street buildant

SPEAKER CARD

| NAME: SIMON SPRINGALL | |
|----------------------------------|------------------------------|
| ADDRESS: 7577 VLAHOS DRIV | Æ. |
| TELEPHONE: | E-MAIL Simon & Springall.com |
| AGENDA ITEM YOU WANT TO ADDRESS: | CANYON CREEK OR EXTENSION |

Please limit your comments to 3 minutes. Thank you.

| Wor ed about safety torbers full |
|--------------------------------------|
| City of Wilsonville sheet builded - |
| SPEAKER CARD planted center dividen |
| SPEAKER CARD planted center divides. |
| NAME: KEN RUUD |

| NAME: | EN Kuud | | | | |
|------------|-----------|----------|-------------|-------|-----------------------|
| ADDRESS: _ | 28597 | SW | Morningside | Are | , Wilsonville DR97070 |
| TELEPHONE | | | E-MAIL | KEN | Rund YAHOO. Com |
| AGENDA ITE | M YOU WAN | T TO ADI | DRESS:CA | JON C | LEEV GOAD EXT. |

Please limit your comments to 3 minutes. Thank you.

City of Wilsonville street buildbut, or January 6, 2014 City Council Meeting don't build at all.

SPEAKER CARD

| NAME: PETER HO | RLEY |
|-------------------------------|------------------------------|
| ADDRESS: | |
| TELEPHONE: | E-MAIL pKhurney 10 gmil. con |
| AGENDA ITEM YOU WANT TO ADDRE | EXTENS YOU |

Please limit your comments to 3 minutes. Thank you.