

AGENDA

**WILSONVILLE CITY COUNCIL MEETING
SEPTEMBER 17 2012
7:00 P.M.**

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

Council President Celia Núñez
Mayor Tim Knapp
Councilor Richard Goddard
Councilor Scott Starr

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. COUNCILORS' CONCERNS [10 min.]**
- 5:10 P.M. PRE-COUNCIL WORK SESSION**
- A. Economic Development Strategy Work Plan [30 min.]
(Ottenad/Retherford/Lashbrook)
- 6:50 P.M. ADJOURN**
-

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held Monday, September 17, 2012 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on, September 4, 2012. 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. Upcoming Meetings

7:10 P.M. COMMUNICATIONS

- A. WWTP Quarterly Report (Staff – Mende)

7:25 P.M. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

7:30 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

- A. Council President Núñez – Chamber Leadership and Library Board liaison
- B. Councilor Goddard – Library, Chamber Board, and Clackamas County Business Alliance liaison
- C. Councilor Starr –Development Review Boards and Wilsonville Community Seniors Inc. liaison

7:30 P.M. CONSENT AGENDA

- A. Minutes of the August 20, 2012 Council Meeting (staff – King)

7:40 P.M. PUBLIC HEARING

- A. SMART Transit Fare Increase (staff – Lashbrook)

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

- A. Meeting Recap

8:10 P.M. LEGAL BUSINESS

8:15 P.M. ADJOURN

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated. 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

King, Sandy

From: Cosgrove, Bryan
Sent: Friday, September 07, 2012 1:52 PM
To: King, Sandy
Subject: Fwd: Request to add an item to your Council agenda .

Sent from my iPhone

Begin forwarded message:

From: Sherilyn Lombos <SLOMBOS@ci.tualatin.or.us>
Date: September 7, 2012 1:41:43 PM PDT
To: Paul Hennon <PHENNON@ci.tualatin.or.us>, "Cosgrove, Bryan" <cosgrove@ci.wilsonville.or.us>
Cc: Yvonne Addington <yvonne.addington@gmail.com>
Subject: RE: Request to add an item to your Council agenda

Great!

Bryan, expect one or two folks from Tualatin to show up on the 18th to speak under public comment requesting that the Wilsonville Council add a resolution to an agenda supporting the name change.

Thank you!!
Sherilyn

From: Paul Hennon
Sent: Friday, September 07, 2012 1:39 PM
To: Sherilyn Lombos; Cosgrove, Bryan
Cc: Yvonne Addington
Subject: RE: Request to add an item to your Council agenda

Sherilyn,

I can make it, though I am returning from vacation late Sunday night so won't be much help if there are any last minute issues. If Yvonne can make it as well, she could do the presentation and I can answer questions if there are any.

Paul Hennon

Community Services Director
City of Tualatin | Community Services
18880 SW Martinazzi Avenue | Located at 8515 SW Tualatin Road
Tualatin, OR 97062-7092
503.691.3060 | phennon@ci.tualatin.or.us

From: Sherilyn Lombos
Sent: Friday, September 07, 2012 10:04 AM
To: Cosgrove, Bryan
Cc: Paul Hennon; Yvonne Addington
Subject: RE: Request to add an item to your Council agenda

Ok. I'll check with our folks who will be coming. Hopefully the 17th will work. 3 minutes will be fine under Public Comment.

Paul and/or Yvonne...does the 17th work for you?

From: Cosgrove, Bryan [<mailto:cosgrove@ci.wilsonville.or.us>]
Sent: Friday, September 07, 2012 9:32 AM
To: Sherilyn Lombos
Subject: RE: Request to add an item to your Council agenda

September 17th. Would you prefer to be placed under Public Presentation, or can you make your pitch in 3 minutes or less under Public Comment?

Bryan Cosgrove,
City Manager

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

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The only disability in life is a bad attitude.
-- Scott Hamilton

From: Sherilyn Lombos [<mailto:SLOMBOS@ci.tualatin.or.us>]
Sent: Friday, September 07, 2012 9:28 AM
To: Cosgrove, Bryan
Cc: King, Sandy; Mayor Tim Knapp; Ottenad, Mark; Paul Hennon
Subject: RE: Request to add an item to your Council agenda

Thanks Bryan!

When is the next council meeting that we could come and speak at to make that request?

From: Cosgrove, Bryan [<mailto:cosgrove@ci.wilsonville.or.us>]
Sent: Thursday, September 06, 2012 10:31 AM
To: Sherilyn Lombos
Cc: King, Sandy; Mayor Tim Knapp; Ottenad, Mark
Subject: RE: Request to add an item to your Council agenda

Sherilyn

Best approach would be to come to a future Council meeting and have someone speak and make the request of Council. Or, have Mayor Knapp make the request to have the item placed on a future agenda under Mayor's Business. Which would you prefer?

Bryan Cosgrove,
City Manager

503.570.1504 (work)

cosgrove@ci.wilsonville.or.us
29799 SW Town Center Loop
Wilsonville, Oregon 97070

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The only disability in life is a bad attitude.
-- Scott Hamilton

From: Sherilyn Lombos [<mailto:SLOMBOS@ci.tualatin.or.us>]
Sent: Wednesday, September 05, 2012 5:42 PM
To: Cosgrove, Bryan; GallJ@SherwoodOregon.gov; Marty@tigard-or.gov
Cc: Paul Hennon
Subject: Request to add an item to your Council agenda

Hi neighbors!

You may or may not have heard of this effort to get Metro to officially change the name of the Tonquin Trail to the "Ice Age Tonquin Trail". Our local historical society, headed by Yvonne Addington (who was the first city manager of Tualatin) has been on a mission to get the name formally changed. There is a significant amount of momentum here in Tualatin behind the Ice Age Trail effort and highlighting the role the ice age floods had in the formation of our area.

We all have a strong interest in getting the Tonquin Trail built...this will be a wonderful addition to the area! I am hoping that by connecting the ice age effort to the Tonquin Trail, there may be more opportunities for funding.

The Metro Council will be voting on the Tonquin Trail Master Plan sometime this fall; the idea is for them to officially change the name to the Ice Age Tonquin Trail at that time. Here's where you come in: they are looking for support from the affected jurisdictions in order to make this change. Mayor Ogden has already spoken with Mayor Knapp, Mayor Mays and Mayor Dirksen letting them know of this effort and asking for their support. We think it will be most effective to have the same resolution adopted by each of the jurisdictions. To that end, I am attaching the staff report and resolution that the Tualatin City Council adopted on August 27th. The Washington County Board and the Clackamas County Board have already voted to support the effort.

We would love to coordinate a time to come to your Council meeting in the next month or two (actually, it would most likely be Yvonne Addington along with one of us) to present the concept and ask for adoption of the resolution of support. Would you let me know how we can make that happen?

Thank you so much!!
Sherilyn



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The Responsibilities of Leadership

HOLD THE FOCUS

- **WHAT ARE WE DOING?**
- **WHY ARE WE DOING IT?**
- **WHY DOES IT MATTER?**

Every member of a group has a responsibility to the other members of the group to keep the mission in focus. This isn't somebody's job, it's everybody's job. Without it, even the most interesting work becomes routine after a time. Ask and answer these questions of yourself and each other at meetings, on projects, and whenever a new effort is begun. What are we doing? Why are we doing it? Why does it matter?

WHERE RUBBER MEETS ROAD.

RESPECT: Don't do to others what you don't want done to you.

INFORM: Let people know about decisions before they are implemented. Spread the word when important information finds its way to you.

RECOGNIZE: Catch each other in the act of doing something right.

KEEP IT MEANINGFUL

- **RESPECT**
- **INFORM**
- **RECOGNIZE**

SELF MANAGEMENT

People ought to be able to observe you to know what you are all about. Self management means you don't wait until you're in trouble. There is support all around you. But it's not enough to want support. You've got to reach out.



Manage Yourself

MEETINGS HAPPEN IN STAGES

BEFORE

- Circulate agenda in question form
- Use email and message boards
 - Informal discussion of issues
 - Updates
 - Getting others up to speed
- Rotate meeting leadership

ART Change

DURING

- Start on time
- Get and Keep Yourself Present
- Time Keeper
 - Hold people accountable for time taken
- Recorder
- Visual Device (Focus, Acknowledge)

ART Change

DURING

- Topic
- Process
 - Brainstorm
 - Match / Mismatch
 - Robert's Rules - Why have rules?
- Ideas as Proposals
 - Discussion follows proposals
 - Make sure quiet people have a voice

WHAT TO DO WITH TWO (OR MORE) POSITIONS

- Narrowly define the difference by ruling out areas of agreement
 - Listen to each other
 - Acknowledge good intent
- Clarify criteria and definitions
- Seek a solution that encompasses as many criteria as possible

ART Change

AFTER

- Summarize meeting verbally
- Go Round Table (feelings, commitments)
- One minute minutes-Produce and Distribute
 - Dollars
 - Decisions
 - Deadlines
 - Commitments
- Complete Minutes

ART Change

One minute
minutes-Produce and Distribute

CITY COUNCIL WORK SESSION INFORMATION ITEM

WWTP – DBO Owner’s Representative Contract Quarterly Report

Meeting Date: September 17, 2012
Report Date: September 04, 2012
Source of Item: Engineering

Contact: Eric Mende, Deputy City Engineer
Contact Telephone Number: 503-570-1538
Contact E-Mail: mende@ci.wilsonville.or.us

THERE IS NO RECOMMENDATION, THIS IS AN INFORMATION ITEM.

BACKGROUND

SAIC (formerly R.W. Beck) 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 SAIC is a quarterly report to City Council pertaining to the performance of the DBO Company – CH2M HILL. Tonight is the third of these quarterly reports.

Representatives from SAIC and Brown and Caldwell will provide a briefing to City Council for June, July, and August 2012, and will answer any questions that arise.

SCHEDULE

The current Design-Build Work schedule shows that CH2M HILL is generally on schedule to meet the contractually required Scheduled Acceptance Date of March 20, 2014. Although the aeration basin work (a critical path item) is approximately one week behind schedule, CH2M HILL has stated that the Scheduled Acceptance Date will still be met. Since June, the monthly updates to the Design-Build Work schedule have shown a progressively declining amount of float relative to the Scheduled Acceptance Date, and the current schedule does not show any float. Therefore CH2M HILL has less cushion should it encounter additional delays. The Scheduled Acceptance Date is 19 months away and CH2M HILL has options to actively manage the schedule situation. Declining float is not uncommon with projects of this size and complexity as the work progresses, and the schedule will continue to be closely monitored. The Owner’s Representative conducts detailed reviews of monthly updates to the Design-Build Work Schedule in order to alert the City to any issues that may impact CH2M HILL’s ability to meet the Scheduled Acceptance Date.

BUDGET

As of August 31, 2012, CH2M HILL has been paid \$10,514,033.82, representing 29.3% of the current \$35,871,460.98 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)	\$164,046.98	(0.46%)
Current Design-Build Price	\$35,871,460.98	

CONTRACT ADMINISTRATION MEMORANDA (CAM), CHANGE ORDERS (CO), AND DBO AGREEMENT AMENDMENTS (DAA)

Four Change Orders were executed during this quarter, as summarized on Table 2:

**Table 2
Summary of Change Orders Executed this Quarter**

Description of Change Order	Cost
Fire Alarms in Operations Building (City Request – Split cost)	\$14,268.45
Influent Raw Sewer Line Upsizing (City Request)	\$40,021.65
Temporary Emergency Generator Rental due to Early Removal of Existing Generator (City Request)	\$30,037.88
Revised Layout of CH2M HILL's Permanent Standby Generator Layout (Company Request)	\$0
TOTAL	\$84,327.98

Eight Contract Administrative Memoranda (CAMs) were executed this quarter, six of which provided City approval of subcontractors who will provide contract services to CH2M HILL, valued in excess of \$50,000. One CAM documented a methodology for City repayment to CH2M HILL for electric power costs for ongoing WWTP operations that are a City responsibility, but are billed by PGE to CH2M HILL. The last CAM provided a temporary easement to CH2M HILL from SW Fir Street for construction activities related to the influent raw sewer line relocation.

DESIGN

CH2M HILL continues to refine the design through the process of procuring major equipment and systems. One example is the selection of the therma-flite biosolids dryer which resulted in changes to the Dewatering and Drying Building that improve the efficiency of the equipment layout. Additional refinements have been made related to the configuration of the influent raw sewage piping.

PERMITTING

Seven permits were issued by the City during the quarter. These permits included building, mechanical, and plumbing permits for the new Headworks and Dewatering / Drying facilities, plus a Site Plumbing Permit. Clackamas County also issued a Site Electrical Permit.

CH2M HILL also submitted revised Dewatering and Drying Building design drawings for Class I Administrative Review. CH2M HILL will submit revised Headworks design drawings for Class I Administration Review in September.

CONSTRUCTION PROGRESS

CH2M HILL continues to install, implement, and modify the temporary sediment and erosion control measures on the site, in accordance with its Construction Plan and City input.

Construction activities this quarter have included the following: Completion of the outfall pipe; installation of the temporary 500 kW generator and removal of the existing generator; concrete placements for the plant drain pump station, aeration basin splitter box and aeration basin #3; grading; yard piping changes; and electrical feed modifications.

The temporary odor control system was operational throughout this quarter. Odors have been noticed by CH2M HILL staff, City staff, the Owner's Representative and the public. CH2M HILL has been monitoring the function of the temporary odor control system on a daily basis, in accordance with the DBO Agreement and CH2M HILL's Construction Plan, and evaluated possible improvements to the temporary odor control system to further mitigate odors. So far, CH2M HILL has replaced the filter media with a different type of media and installed additional stacks which have reduced odors.

Procurement for major equipment, smaller subcontractors, and yard piping continues. The mechanical subcontractor mobilized on the site in August. CH2M HILL has responded to and approved Requests for Information and early Submittals.

CH2M HILL, the City and the Owner's Representative continue to meet at the Monthly Construction Meetings to discuss CH2M HILL's progress and any outstanding issues. Weekly Construction Check-in Meetings between the City, CH2M HILL and the Owner's Representative are held as needed.

OTHER ISSUES

The City is currently working with Department of Environmental Quality (DEQ) to develop a Mutual Agreement and Order (MAO) to postpone implementation of the temperature Total Maximum Daily Load (TMDL) and give the City an opportunity to evaluate alternative means of achieving TMDL compliance.

The WWTP violated the National Pollutant Discharge Elimination System (NPDES) permit during the month of August due to operator error. The error was quickly rectified but a permit violation still occurred. CH2M HILL is taking corrective actions but, as a result of the violation, DEQ may impose a fine for which CH2M HILL is responsible.

ANTICIPATED ACTIVITIES FOR NEXT QUARTER

- HSSE Safety Training for anyone who plans to be on the WWTP site during construction
- Additional permitting activities
- Development of draft Acceptance Test Plan and Hydraulic Test Plan
- Further refinements to CH2M HILL's planned construction sequencing
- Update to CH2M HILL's Construction Plan
- Long lead time procurement items to be ordered
- Completion of structural demolition of the north primary clarifier, new yard piping, and slope stabilization prior to the upcoming wet season
- Completion of revised influent sewer construction
- Start foundations for flow control structure, headworks and sludge stabilization basins
- Completion of major earthwork
- Monthly Construction Meetings

ONGOING PROJECT SUCCESS

- Design completed on schedule and budget
- Minimal change orders through design
- Strong partnering relationships among team members
- No lost time accidents or injuries

**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: September 17, 2012		Subject: Economic Development Strategy Implementation Work Plan and creation of task force Staff Members: Stephan Lashbrook/Mark Ottenad/ Kristin Retherford Departments: Transit/Administration/Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: On August 20, 2012, the City Council adopted Resolution No. 2376, which directed the City Manager to develop an implementation work plan create a task force to advance the City's Economic Development Strategy.	
Staff Recommendations: No Council action is required. This item is for discussion only.			
Recommended Language for Motion: Not applicable.			
PROJECT / ISSUE RELATES TO:			
<input checked="" type="checkbox"/> Council Goals/Priorities Council Goal D	<input checked="" type="checkbox"/> Adopted Master Plan(s) Economic Opportunity Analysis (2008)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL

On August 20, 2012, the City Council adopted Resolution No. 2376, which directed the City Manager to develop an implementation work plan and to form a task force to consider additional issues that advance the City's Economic Development Strategy.

This report presents the outline of a work plan to implement the strategy and to form a task force to consider, in greater detail, the issue of "targeted business-sector recruitment and retention," along with the possible use of financial incentives to further the forgoing recruitment and retention objectives.

EXECUTIVE SUMMARY

Work Plan to Implement City's Economic Development Strategy

The initial focus is on the following two items identified in the strategy as being needed "Immediately in Year 1". Both of these components of the strategy call for the creation of a task force to review and deliberate in greater depth on these issues:

"1. Agreement on amount, type, location and pattern of development

Action 1.1. Describe business attributes and impacts that are supportive of Wilsonville's economic and community development goals.

"6. Business communication and services

Action 6.2. Develop criteria to guide the use of incentives to attract or retain businesses."

A number of items in the strategy call for resolution of the issues cited above in order to set the direction on subsequent recommendations and plans. For example, the strategy suggests that staff "make recommendations to City Council on policies and locations to promote reuse of vacant buildings". Staff can more aptly make these recommendations if community agreement is reached on what kinds of "incentives," if any, are available to encourage certain private-sector behavior desired by the public.

A proposed timeline for implementation of items "Immediately in Year 1" follows below.

Task Force Formation and Facilitation

The City Manager seeks to form a limited-duration, topic-focused task force, composed of approximately 22 business and community members, similar to the Economic Development Advisory Committee (EDAC) that advised on the creation of the Economic Development Strategy. Some members of the EDAC are expected to be interested in serving on this new task force. The EDAC included representatives from a range of interests, including industrial employers, retail companies, developers, chamber of commerce, large and small businesses, higher education and residents of the community. A common denominator was that many of the EDAC members and alternates "wore multiple hats" and were able to represent a number of different community interests. A wide diversity of interests and viewpoints are sought for the new task force in order to create robust deliberations of important public-policy issues.

The City would extend the contract with ECONorthwest, which successfully guided the formation of the Economic Development Strategy, to facilitate this next phase of the strategy. Principals with ECONorthwest would organize and facilitate meetings and work with staff to research issues for consideration and presentation.

EXPECTED RESULTS

Resolution No. 2376 both adopted the proposed Economic Development Strategy and set into motion the appointment of a citizen task force to examine the characteristics of businesses that will be of greatest community benefit (what might be termed "Targeted Business-Sector Retention and Recruitment"); and to determine what sorts of incentives, and under what circumstances, the community would be willing to provide support and encourage the retention,

expansion or recruitment of such businesses through “Inducement Incentives” that motivate certain behavior by the private-sector in response to public goals.

In the longer-term, implementation of the Economic Development Strategy will provide staff with direction in terms of negotiations with businesses considering locating or expanding in Wilsonville. The strategy will also help to set the direction for future City growth into areas slated for urbanization and development as industrial or “employment lands.” Members of the business community who are observing this process can be expected to see this action as an indication of the City’s business-friendly attitude.

Beyond the foregoing, it is anticipated that the implementation of the Economic Development Strategy, and possible changes to the policies of the Economic Opportunity Analysis, may lead to changes in the City’s Comprehensive Plan and Development Code. Some of the strategies will take longer to implement, but the stage is now set for the Planning Commission to work with the Planning staff in preparing a work plan to address possible revisions to both the Comprehensive Plan and the Development Code.

TIMELINE

A proposed timeline for implementation of items identified for consideration and recommendation “Immediately in Year 1”:

- September 2012
 - Contact EDAC members to gauge interest in service on task force
 - Advertise task force openings through news releases and other media
 - Scope of work defined with ECONorthwest
- October 2012
 - City Manager appoints task force members
 - First meeting of task force is held; charter agreed upon
 - Key issues for consideration identified by task force
- November 2012
 - Second meeting of task force is held
 - Consultants and staff research additional information
- December 2012
 - Third meeting of task force is held
- January 2013
 - Fourth meeting of task force is held
 - Draft recommendations are proposed by task force
- February 2013
 - Fifth meeting of task force is held
 - Final recommendations agreed upon and forwarded City Council

CURRENT YEAR BUDGET IMPACTS

Proposed extension of the ECONorthwest contract is anticipated to be \$15,000 to 20,000.

Depending on recommendations from task force, additional budget impacts may be anticipated but are unknown at this time.

FINANCIAL REVIEW / COMMENTS

Reviewed by: _____JO_____ Date: 9/6/12

The cost to extend the ECONorthwest contract is not specifically identified in the 2012-13 budget, but sufficient appropriations are available to cover this expenditure. Additional costs to implement the recommendations from the study are anticipated, but unknown at this time.

LEGAL REVIEW / COMMENT

Reviewed by: BJ Date: 9/5/2012

Staff is following the direction of City Council to do more in depth studies before implementation of any final economic development strategies. There appear to be no legal issues with the proposed plan, presented for discussion purposes only at this stage, particularly given that the proposed plan continues to include meetings that will be open to the public and many opportunities for public comment before recommendations are made and adopted. The plan also calls for task force appointments that will represent a good cross section of community interests, thereby providing additional opportunity for public comment and involvement.

COMMUNITY INVOLVEMENT PROCESS

Prior staff reports (for City Council meetings held on August 8 and August 20) outlined the public engagement process for phase one of the Economic Development Strategy.

Phase two of the Economic Development Strategy implementation would involve a similar, significant public outreach and involvement effort that can include:

- Task force recruitment: Advertising of openings on the task force through news releases and other media, including City website and newsletter, and notification to special interest groups like chamber of commerce and associations.
- Public notices for meetings of the task force, which are open to the public to attend.
- Posting online at City's website task force meeting notes and materials as they are produced.
- Possible online surveys to gauge task force and public feedback, if desired by task force.
- Possible 'large' public meeting to review and discuss draft recommendations from task force.

POTENTIAL IMPACTS OR BENEFITS TO THE COMMUNITY

Given the focus on maintaining Wilsonville's quality of life throughout this economic development effort, implementation of the Economic Development Strategy should provide positive impacts to the community. Probable outcomes include increased local employment opportunities and a greater share of property taxes being borne by the owners of commercial and industrial lands which undergo increased private investment. Such changes are expected to benefit the community as a whole..

ALTERNATIVES

The City Council could seek modifications to the proposed implementation strategy, timeline and task force formation and management.

CITY MANAGER COMMENT



West Linn-Wilsonville
School District

“Beauty & the Bridge”

I-5 Interchange Student Art Project

Public Dedication Event

Sunday, October 7, 2012 • 12 Noon – 1:30 pm

Old Town Square Plaza

30060 SW Boones Ferry Road, Wilsonville

Northwest corner of shopping center near Qdoba and Subway

Both stores to offer 20% of non-discounted sales on Oct. 7 to Music and Arts Partners (MAP), the primary arts support group for local public schools

Please car-pool or consider walking/biking due to limited parking

Sponsored by

Fred Meyer®

First 500 children can receive a cupcake



For more information, see www.BeautyAndTheBridge.com

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2012

SEPTEMBER

Date	Day	Time	Event	Place
9/6	Thursday	7 p.m.	City Council Meeting	Council Chambers
9/10	Monday	6:30	DRB Panel A	Council Chambers
9/12	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
9/17	Monday	7 p.m.	City Council Meeting	Council Chambers
9/24	Monday	6:30 p.m.	DRB Panel B	Council Chambers

COMMUNITY EVENTS

Neighborhood BBQs

Landover/Meadows Park – Thursday September 13 – 5 p.m.

Water Features Close September 15

Wilsonville Farmers Market

Sofia Park 28836 SW Costa Circle Villebois
Every Thursday beginning June 28 – 4 p.m.
Farmers Market will close September 27

Beauty & the Bridge Dedication Event

October 7, Noon – 1:30 p.m. Old Town Square public gathering area (intersection of Boones Ferry Road and Wilsonville Road NW corner).

The Conversation Project Unplugged

September 22 --1:00 PM - 2:30 PM

Graham Oaks Nature Park

Don't miss out on berry pie and a lively conversation about using and preserving Oregon's natural resources at Graham Oaks Nature Park. For more information about Metro parks call 503-797-1850 or visit www.oregonmetro.gov/parks This event is free.



CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, August 20, 2012. Mayor Knapp called the meeting to order at 7:02 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Council President Núñez
Councilor Goddard
Councilor Starr

Staff present included:

Bryan Cosgrove, City Manager	Sandra King, City Recorder
Jeanna Troha, Assistant City Manager	Joanne Ossanna, Finance Director
Mike Kohlhoff, City Attorney	Pat Duke, Library Director
Steve Adams, Interim City Engineer	Nancy Kraushaar, Community Development Director
Eric Mende, Deputy City Engineer	Scott Simonton, Fleet Manager
Kristin Retherford, Urban Renewal	Mark Ottenad, Public Affairs Director
Delora Kerber, Public Works Director	

Motion: Council President Nunez moved to approve the order of the agenda. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

Mayor Knapp announced City Hall would be closed September 3rd for Labor Day, and that a special Council meeting would be held Thursday, September 6, 2012. The City received a plaque of appreciation from the Korean War Veterans Association, Republic of Korea veterans group, upon the 62nd anniversary of the Korean War. He noted the LCDC had concluded their formal process and had issued their ruling on urban reserves. In a letter the Mayor of Kitakata Japan asked for local families to host students who will be visiting Wilsonville in October.

Mayor Knapp stated the first Wilsonville Sunday Streets was a very popular event. He thanked staff and the many volunteers who helped to make the event so successful.

COMMUNICATIONS

A. Safe Routes to School and Lowrie Primary School Opening

Tim Woodley, Director of Operations and Capital Program Manager, West Linn-Wilsonville School District, presented PowerPoint slides that displayed the construction and completion of the new Lowrie Primary School in Villebois. A map identifying the safest routes for walking and biking to school was shown. Mr. Woodley explained staff would be in attendance to help students with the routes, cross-walks and traffic. He presented the Mayor with a copy of the book titled "The Story of Lowrie Primary School" a story about the Lowrie family it is named after and the role of the City in developing the school.

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CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

Steve Gilmore, Chamber of Commerce, CEO, submitted a letter supporting the Economic Development Strategy and offered the help of the Chamber to work through the process to implementation. The letter has been made part of the record.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Council President Núñez – Chamber Leadership and Library Board liaison, invited the community to attend the Beauty and the Bridge Dedication scheduled for September 23, 2012, and noted the next meeting dates of the Library Board.

Councilor Goddard – Library, Chamber Board, and Clackamas County Business Alliance (CCBA) liaison – reported on the CCBA activities, and the community events he attended including the Canyon Creek neighborhood BBQ, and the Sunday Streets event. He announced the next neighborhood BBQ in Landover.

Councilor Starr –Development Review Boards and Wilsonville Community Seniors Inc. liaison stated the DRB approved an expansion plan for SSI, and continued the public hearing for the Fox Center Town Homes. He announced the last Movies in the Park, and the continuing farmers market in Villebois.

Eric Postma, Planning Commission member, provided the update on the last Planning Commission meeting where the Commission talked about Transportation System Plan Policies, and the potential of a virtual open house for gathering public input. Mr. Postma said the Commission would like to be involved in the Economic Development Strategy work and interact more with Councilors to discuss goals and direction.

CONSENT AGENDA

Mr. Kohlhoff read the title of the Consent Agenda item into the record.

A. **Resolution No. 2375**

A Resolution Of The Wilsonville City Council, Acting As The Local Contract Review Board, Authorizing South Metro Area Regional Transit (Smart) To Purchase Two 25-Foot/19-Passenger El Dorado National Gasoline Powered Aerotech Buses Along With Associated Equipment From Schetky NW Sales, Inc.

Motion: Councilor Goddard moved to approve the Consent Agenda. Councilor Nunez seconded the motion.

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Vote: Motion carried 4-0.

NEW BUSINESS

A. **Resolution No. 2376**

A Resolution Of The Wilsonville City Council Adopting The Wilsonville Economic Development Strategy Of 2012.

Mr. Kohlhoff read the title of Resolution No. 2376 for the record.

The staff report was prepared by Kristen Retherford, and Mark Ottenad.

The City Council met jointly with the Planning Commission in work session on August 6 and heard reports on the update of the Economic Opportunity Analysis (EOA) from Todd Chase of the FCS Group and a summary of the Economic Development Strategy, as recommended by the City's Economic Development Advisory Committee (EDAC) and presented by Terry Moore of ECONorthwest. In the course of the work session, the Planning Commissioners and City Councilors expressed their interest in moving forward with the immediate adoption and implementation of Economic Development Strategy.

The City of Wilsonville has not previously had an Economic Development Strategy to guide the 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 not a single document, to explain the City's priorities for action in recruiting, supporting or promoting business development in Wilsonville.

While this represents an impressive amount of work completed over the last six months with a great deal of public involvement, there are a number of follow-up tasks that must be completed to fully implement the Strategy. Much has been accomplished, but it will only have value for the community as it is implemented.

The preparation of the Economic Development Strategy directly addresses one of the City Council Goals, as follows:

“D. Develop, Adopt and Begin Implementation of a Comprehensive Economic Development Strategy.

- ***Create a city-wide economic development plan***
- ***Industrial, employment and future lands (including Coffee Creek)”***

Results of the recently completed community survey showed considerable public support for several of the basic tenets of the Economic Development Strategy, summarized below:

The City asked residents a number of custom questions including: *“To what extent do you support or oppose the City of Wilsonville taking the following actions regarding economic development in Wilsonville?”*

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- 90 percent or more of respondents support efforts to actively recruit businesses to locate here or market the City to attract new businesses;
- 75 percent or more of respondents support the City adopting policies to encourage more affordable housing; and
- 69 percent or more of respondents support providing financial incentives to attract new businesses or to help expand existing businesses; conversely, 24 percent or more of respondents oppose providing financial incentives.

The divergence of opinion over the potential use of financial incentives to induce business location is similar to sentiments expressed during the economic development strategy process: most generally favor the use of incentives; some dislike incentives.

In the community survey, residents indicated that the biggest priorities facing the City of Wilsonville over the next five years include:

- Balancing growth with aesthetics and quality of life, keeping a small-town feel;
- Effectively managing the flow of traffic (vehicle) with all the new construction coming; and
- Bringing businesses to Wilsonville to fill vacant retail, office and industrial buildings before building more! Be business friendly; bring in jobs that pay a “Wilsonville wage.”

Although Wilsonville has a successful history in recruiting and retaining businesses, recent events have demonstrated the obvious need for a strategy to guide future actions and that strategy needs to have been widely vetted in the community and supported by the public. The proposed Economic Development Strategy accomplishes those things and it sets the stage for further actions by the City.

Resolution No. 2376 adopts the proposed Economic Development Strategy and sets into motion the appointment of one or more citizen task forces to examine the characteristics of businesses that will be of greatest community benefit (“Targeted Retention and Recruitment”); and to determine what sorts of incentives, and under what circumstances, the community would be willing to provide to support and encourage the retention, expansion or recruitment of such businesses through incentives (“Inducement Incentives”).

In the longer-term, implementation of the Economic Development Strategy will provide staff with direction in terms of negotiations with businesses considering locating or expanding in Wilsonville. Beyond that, the strategy will help to set the direction for future City growth into areas slated for urbanization and development as industrial or “employment lands.” Members of the business community who are observing this process can be expected to see this action as an indication of the City’s business-friendly attitude.

Beyond that, it is predictable that the implementation of the Economic Development Strategy, and possible changes to the policies of the Economic Opportunity Analysis, will lead to changes in the City’s Comprehensive Plan and Development Code. Some of those things will take longer to implement, but the stage is now set for the Planning Commission to work with the Planning

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staff in preparing a work plan to address those things.

Staff anticipates the task force(s) would be convened in September, issues reviewed by the task force(s) in October and November, and a recommendation made to City Council in December.

The obvious budgetary impacts will be in terms of staff commitments to implement the Strategy, as it is predictable that some amount of staff time will be consumed in this implementation effort. When the work plans have been completed by the City Manager and Planning Director, a more complete understanding of the budgetary impacts will be possible.

The preparation of the Economic Development Strategy has involved a significant public outreach and involvement effort. This started with the appointment of an Economic Development Advisory Committee (and alternates) with a diverse background. The Committee met five times over the course of six months and all of those meetings were open to the public. In fact, members of the public who attended those meetings were regularly invited to contribute their thoughts.

The central opportunity for public participation was the Economic Development Summit, held in May. Over 60 people attended and many more have watched the video of the Summit on Local Access or the internet.

More than 40 people took part in focus group discussions about Economic Development in Wilsonville, and many diverse opinions were expressed.

Numerous people have contributed comments via email and through the electronic survey conducted following the Summit. Literally hundreds of local residents responded to the community survey noted above, and those responses have helped to shape the Economic Development Strategy.

Given the focus on maintaining Wilsonville's quality of life throughout this economic development effort, there is no reason to assume that the implementation of the Economic Development Strategy will have any adverse effects on the community. Probable outcomes include increased local employment opportunities and a greater share of property taxes being borne by the owners of commercial and industrial lands which undergo increased private investment. Those changes will tend to benefit the community overall.

In drafting the Economic Development Strategy, the City's Economic Development Advisory Committee considered more than 40 possible "actions" or implementation measures. They successfully narrowed the list to a total of twelve actions in six categories.

In terms of alternatives to the implementation of the proposed Economic Development Strategy, there are numerous choices, including rejecting the entire effort and having the City continue without a strategy to deal with economic development. The "no action" alternative should always be considered. However, considering the amount of community interest in this subject, it does not appear to be realistic for the City to take no action on the proposed Strategy.

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The role of the Planning Commission was clarified. The Commission would be involved throughout the process of developing the strategy, and address concerns expressed about City processes, the Zoning and Sign codes and the Comprehensive Plan. Staff would prepare a work plan for Council to review as well as a funding plan for the action items.

Councilor Starr was eager to be moving forward. He felt the Economic Development Strategy would provide dependability and reliability for companies making decisions on relocating or locating in Wilsonville. The plan would be tailored to fit Wilsonville and provide Council the tools to make the best decisions for the Community.

Motion: Councilor Goddard moved to approve Resolution No. 2376 as presented.
Councilor Starr seconded the motion.

Councilors thanked those who participated in the process, EconNorthwest, and the Chamber of Commerce. They thought it was important to focus on retention of local businesses and to help them flourish, and continue to find ways to streamline the Wilsonville Development Code. At the core of the recent city-wide survey was the satisfaction with the high quality of life in Wilsonville. Any implementation of policies or actions included in the Economic Development plan should be made thoughtfully and deliberately to retain the quality of life enjoyed by residents. Councilors felt this was a strong opening, but the work was just beginning to bring in new businesses. The challenge will be developing a long-term strategy to implement the plan in an organized manner.

Vote: Motion carried 4-0.

B. Resolution No 2377

A Resolution Of The City Of Wilsonville Approving Addendum No. 4 To The Development Agreement Of June 14, 2004 By And Between The City Of Wilsonville (City) And The Urban Renewal Agency Of The City Of Wilsonville (URA) And Matrix Development Corporation (Developer) And Property Owners Donald E. Bischof / Sharon L. Lund, Arthur C. / Dee W. Piculell, The Dearmond Family LLC / Louis J. / Margaret P. Fasano (Owners) And Valerie And Matthew Kirkendall (Kirkendall).

The title of Resolution No. 2377 was read by Mr. Kohlhoff. This resolution is an addendum agreement with Polygon Northwest and sets forth the development process for roads, sewer water and parks, the SDCs to be collected, credits, and funding for the development.

Addendum No. 4 amends the Matrix Development Agreement (for portions of Villebois Village) which was originally between Matrix Development Corporation, several property owners, and both the City of Wilsonville (City) and the City of Wilsonville Urban Renewal Agency (URA).

Addendum No. 4 documents the responsibilities to be assumed by a new party (Polygon Northwest Company, LLC) when they acquire property that is subject to the existing development agreement. It also clarifies pertinent City and URA obligations.

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In 2004, the City and the URA entered into the Matrix Development Agreement with Matrix Development Corporation and several property owners. The agreement addresses the subject parties' obligations regarding the development of portions of the Villebois Village Master Plan.

That agreement was since amended by Addenda Nos. 1, 2, and 3 as approved by the City Council and Urban Renewal Agency. These addenda were needed to address refinements to financial, construction, and maintenance roles and responsibilities for infrastructure and parks. The addenda also added new parties to the agreement.

Addendum No. 4 has been prepared to address the responsibilities of Polygon Northwest, LLC (Polygon) in anticipation of their potential purchase of a property (the Bischof/Lund property) that is subject to the Matrix Development Agreement. Addendum No. 4 applies to the City, the URA, and Polygon and clarifies their respective obligations if Polygon acquires the property and receives approvals for the portion of the Villebois Village Master Plan referred to as SAP East, PDP-3 ("PDP-3E"). This area is contemplated to include approximately 184 lots. Addendum 4 addresses the parties' obligations for financing, reimbursement, and construction for parks, roads, sewer, and water improvements.

The Addendum No. 4 agreement prepares the parties for further development of the Villebois Village Master Plan and assures that Polygon, the City, and the URA have agreed and committed to their obligations when Polygon purchases the Bischof/Lund property.

The Addendum No. 4 agreement could result in further development in this area of the Villebois Village Master Plan within the next 2 to 5 years.

The Agreement was negotiated by the City Engineer and the City Attorney. Due to the Matrix bankruptcy and the inclusion of the Lowrie Primary School, the Matrix Development Agreement was amended and the City agreed to take on the primary role of designing and constructing Regional Park 7 and 8 with no timeline for development. Addendum 4 allows the City to have Polygon be assigned the task of design and constructing Regional Park 7 and much of Regional Park 8 with the intent that this occur at the beginning of Polygon's development. Additionally, the Addendum also anticipates two further agreements: one that would allow the extension of Villebois Drive west of 110th and one that would have Polygon purchasing the surcharge rock being used on the Boeckman extension repair project that would allow a major recoupment of costs for the City.

Public outreach specific to the Addendum No. 4 agreement was not undertaken. However, the outcomes of the documented obligations are consistent with the adopted Villebois Village Master Plan.

The Addendum No. 4 agreement allows for continuation of public and private partnering for the financing and construction of public improvements in Villebois that are consistent with the adopted master plan and will benefit existing and future Villebois residents as well as the Wilsonville community (residents, visitors, students, and the business community) who use the park, road, water, and sewer improvements in the area.

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Mr. Kohlhoff recommended Council approve the resolution subject to the Legal Department working with Polygon Northwest to adjust the master planning fee numbers.

Councilor Goddard asked staff to provide the total financial responsibility to the City embedded in the resolution and if the resolution change the City's responsibility to build the infrastructure. Staff would provide the information to the Councilor.

Motion: Councilor Starr moved to approve Resolution No. 2377 as read subject to the Legal Department working out the master planning fee. Council President Núñez seconded the motion.

Councilor Starr thought it was in the best interest of Wilsonville and Villebois to keep the construction momentum moving forward in Villebois, which the resolution accomplishes.

Mayor Knapp commented he has been involved with Villebois since his days on the DRB, and that the contracts were some of the most complex private-public partnerships in the state. Changes in the economic climate the past few years has brought changes to the principals; however, he had full confidence in the Legal and Planning departments and their abilities to negotiate adjustments in the agreements to continue to allow development to move forward. The Mayor pointed out if Polygon Northwest was not successful in purchasing the property, the agreement would be moot.

Vote: Motion carried 4-0.

C. Resolution No 2378

A Resolution Of The City Of Wilsonville Approving The Bid Process; Accepting The Lowest Responsible Bid; Awarding A Construction Contract To K&E Excavating, Inc. The Lowest Responsible Bidder; Verifying Fund Availability; For The Boeckman Road Bridge Repairs Phase 1 Project #4177.

Resolution No. 2378 was read by title only for the record.

Steve Adams, Interim City Engineer presented the staff report. In June of 2012 City Council approved the funding of the Capital Improvement Project known as Boeckman Road Bridge Repairs project. This Project is funded through a settlement of claims with HDR Engineering. The project is the first phase to repair portions of the Boeckman Road extension and bridge abutments that failed due to sinking of the roadway. This first phase project involves the engineered placement of surcharge materials on portions of the road to achieve greater primary compression of the underlying peat soils of the wetland area under the roadway. The compression being achieved by the surcharging will be monitored by Hart Crowser and approval by the geotechnical engineer given prior to allowing reconstruction of the roadway (this is Phase 2 work to be bid and awarded in 2013). Construction is scheduled to begin on August 21, 2012, and surcharge loading to be completed during winter 2013. Reconstruction of Boeckman Road to be bid and awarded in 2013.

Reconstruction efforts for Boeckman Road have been previously discussed at various Council

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sessions, posted on the City of Wilsonville website and presented as news articles in both The Oregonian and the Wilsonville Spokesman.

Project # 4177 will repair Boeckman Road across the Coffee Lake Wetlands, this is a critical east-west arterial connecting route for Wilsonville. This project is considered a high priority. The closure of the road will present a hardship and inconvenience on the community.

Other alternatives were not debated. City staff chose to reconstruct the roadway at close to the original design elevation due to permitting issues (any change in design would have triggered new permitting to be acquired from Army Corps of Engineers and Oregon Department of State Lands), the design had already been drawn and approved and only needed to be modified slightly. Any changes in design would have been more costly and time consuming than repairing the road per the original design.

Mr. Kohlhoff added Polygon has agreed to buy back the rock used for surcharging allowing the City to recover approximately \$180,000.

Councilor Goddard asked if there is adequate compression sooner will the reconstruction schedule be moved up. Mr. Adams stated the reconstruction plans will be finished this fall, compression will be completed in the next 5-8 months, but actual reconstruction will depend on the weather next spring.

Motion: Councilor Goddard moved to approve Resolution No. 2378. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

PUBLIC HEARING

A. **Ordinance No. 707** – first reading

An Ordinance Of The City Of Wilsonville Adopting An Updated Water System Master Plan As A Sub-Element Of The City's Comprehensive Plan; Adopting A Capital Improvement Project List For Water Supply, Storage And Distribution; And Replacing All Prior Water System Master Plans.

Mr. Kohlhoff read the title of Ordinance No. 707 into the record on first reading.

Mayor Knapp opened the public hearing at 8:35 p.m. and stated the hearing criteria.

Eric Mende prepared the staff report. (*included here for background*)

The proposed Water System Master Plan document would replace the existing 2002 Water System Master Plan, which was developed prior to completion of the Willamette River Water Treatment Plant. This revised Master Plan provides a 20 year planning document including estimated costs and timing for maintenance, upgrades, and growth related capital improvements to the City of Wilsonville Water Distribution System, which currently comprises approximately

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107 miles of pipes, 4 storage reservoirs (tanks), 2 pump stations, 8 wells, over 1000 fire hydrants, over 5000 water meters, plus various other components.

Overall, the City water system is in very good shape. Most of the distribution system is less than 30 years old, there is adequate storage for emergencies, adequate water rights for the long term, and the water treatment plant is state-of-the art. Future demand estimates are based on historic growth rates, current delivery agreements with the City of Sherwood, and with additional contingencies included for potential large industrial users. The Master Plan identifies and prioritizes improvements to address current and future system deficiencies – most of which are “calculated” deficiencies (such as “emergency storage” requirements) based on conservative planning criteria. Tables are provided listing estimated costs for various program elements including Operations and Maintenance, Major Repairs, and growth related Capital Improvements.

Two key recommendations are included in the Plan to address long term deficiencies. The first recommendation is to refurbish the City’s existing groundwater wells and maintain them as a backup emergency supply source. These wells may never be used, however, a reliable output from the well system directly offsets the need for additional storage reservoirs to meet required emergency and fire flow needs. Assuming the City must do either the wells or additional storage, the money spent on refurbishment of the wells is significantly less than the cost of the corresponding storage tanks, and is the most economical choice to protect against future emergencies.

Secondly, a seismic analysis of the 0.75 million gallon Charbonneau Storage Reservoir indicates this reservoir becomes unusable after a large (magnitude 6 to 7) earthquake. Assuming the existing pipeline across the Boone Bridge is also damaged, the Charbonneau District would have less than 300 gallon per minute (gpm) fire flow capacity, where 1500 gpm is needed. To address this deficiency, either a new seismically designed storage tank is required, or a secondary seismically stable pipeline is needed, bored under the river from the main part of the City. The pipeline alternative has a better benefit / cost ratio than a new tank, as well as a lower risk of damage during an earthquake, and is therefore the recommended alternative.

The Master Plan is consistent with the Goals, Policies, and Implementation Measures of the current Comprehensive Plan, and recommends only a few minor changes. Specifically, the Plan recommends three new policies (3.1.6, 3.1.7, 3.1.8) which in essence codify activities such as demand profiling, conservation programs, and coordination of construction efforts, which are already being done. A revised Implementation Measure (3.1.5.b) adds impacts on existing fire flows as a criteria to be considered by the Development Review Board in determining Conditions of Approval for new developments.

The Water System Master Plan (and Appendices) is designed to be a key reference document for city staff, businesses, developers, citizens, and City Council. The Master Plan provides detailed information on the current status of the City’s water system and provides planning guidance concerning the resources and infrastructure needed to ensure the City water system remains viable for the long term. The Master Plan will be the basis for prioritizing future Capital Improvements and will drive the future rate profile.

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Work on the Master Plan update began in December 2010. Document development began with confirmation of population estimates, current water demand, system planning criteria, hydraulic model calibration, and a system inventory and evaluation. Actual water meter data was confirmed, well pump tests were performed, as was a special seismic evaluation of the Charbonneau storage reservoir. Multiple technical reviews were performed internally by Public Works, Planning, and Engineering staff. External reviews were solicited from Veolia Water (the City's Operating contractor at the Water Treatment Plant), Tualatin Valley Water District (TVWD), Tualatin Valley Fire and Rescue (TVF&R), and the City of Sherwood.

The Planning Commission Public Hearing was held on July 11, 2012, resulting in a recommendation for approval. This will be the final Public Hearing for the Water System Master Plan. After adoption by City Council, this Master Plan becomes a subset of the City Comprehensive Plan.

Necessary follow-on work associated with this Master Plan include a Rate Study, and completion of an Update of the Water Treatment Plant Master Plan, both of which are intended to be completed within the next 18 months.

To solicit public input, a public open house was conducted on May 9, 2012, and a Measure 56 notice was sent to approximately 4500 households in June. In addition, individual letters were sent to the City's 30 largest water users, articles were published in the *Boones Ferry Messenger*, and the various drafts of the document have been posted on the City website since early May. Work Sessions were held with Planning Commission on March 14, 2012 and May 9, 2012. City Council Work Sessions were held on March 19, 2012 and July 16, 2012. Work sessions are publicly noticed and open to the public.

Very little feedback was received from the general public throughout the process. Approximately 8 calls were fielded as a result of the Measure 56 Notice. Two individuals provided written comments prior to the Planning Commission Hearing, and two individuals provided verbal testimony at the Hearing.

Planning Commission provided thoughtful input into the Plan including creation of glossary, expansion and re-formatting of the Executive Summary and inclusion of a more detailed benefit/cost analysis for the recommended Charbonneau pipeline that greatly enhanced the readability of this highly technical document. The key issues addressed in public testimony included questioning: a) why the document did not address rates and funding mechanisms for the CIP, and b) the justification for a secondary pipeline to serve the Charbonneau District. Based on the Planning Commission's determination, the above issues raised by the public testimony were not incorporated in the recommendation of the Planning Commission, and therefore the Plan remains as presented in regards to these two issues. The other changes resulting from verbal testimony and Planning Commission input are incorporated into the current document. The Council should expect additional verbal and/or written testimony on these issues at this hearing.

A reliable, cost effective, and well planned water system maintains property values and a high quality of life, promotes residential growth and new businesses, and protects the general health,

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welfare, and safety of the public.

No alternatives were considered to the basic decision to perform a revision of the 2002 Master Plan. The Scope of the Master Plan did, however, specifically exclude a consideration of future water rates and System Development Charges (SDC's), and consideration of long term improvements for the Water Treatment Plant. The alternative to include Rate Study considerations within the Master Plan was not chosen because important information concerning long range Water Treatment Plant improvements, having significant impacts on rates and SDCs, will not be available until the a Treatment Plant specific Master Plan update is prepared. These activities are planned for the near future, as discussed above.

Mr. Mende introduced James Bledsoe and Peter Olson of Keller Associates, consultants for the project. The proposed document replaces the 2002 Water System Master Plan which was developed prior to the completion of the Water Treatment Plant. The proposed Master Plan provides a twenty year planning look for the City's distribution system and includes estimated costs and timing for maintenance and upgrades and growth related capital improvements. Once adopted the Master Plan will become part of the City's Comprehensive Plan. Comprehensive Plan Goal 3.1 identifies what needs to be accomplished in the Master Plan and that is to assure good quality public facilities, adequate capacity for the long term. Not included in this Master Plan is the Water Treatment Plant update, or the rate study.

James Bledsoe talked about the technical aspects of the plan and recommend keeping the City's wells in operation as a backup to the City's water treatment plant. The City's water system infrastructure is relatively new because of new development and because of investment in the treatment facilities. A list of improvements was identified after a review of the entire water distribution system, however, they are for the most part small improvements, or localized areas of fire flow efficiencies.

An assessment of the City's storage needs now and for the future were made using the City's wells and not using the City's wells. The wells can be used in an emergency should the Water Treatment Plant be taken off line or the water supply become limited in the system. Use of the wells would also reduce the amount of storage necessary from 9mg to 2mg. The recommendation was to continue to maintain the wells as a backup system. The west side storage tank would provide storage needs for the planning period.

The Charbonneau District was evaluated since the area was older and codes have changed since original construction. A seismic assessment of the storage tank in Charbonneau was completed and it was determined the tank did not meet current seismic codes. Should there be a large earthquake event the tank would fail due to liquefaction taking it off line. Options to provide emergency water storage and fire protection during a major emergency event were looked at and options developed: replace and rehabilitate the existing tank, or construct a water line that would cross the Willamette River for a secondary supply source to the Charbonneau District.

A list of Priority-1 CIP improvements for the first ten years as well as additional improvements for the 20-year period were included in the Master Plan. The Priority-1 items had been previously identified in the 2002 Water Master Plan and were carried forward.

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A modification to Comprehensive Plan Measure 3.1.5.b would provide clarification to the Comprehensive Plan by including additional policies that focused on water conservation, demand profiling, and formalizing a policy of coordinating improvements with other utility and roadway improvements.

Mr. Mended added the Planning Commission had an extensive discussion about the Water System Master Plan and recommended approval with modifications to the revised text for Implementation Measure 3.1.5.b. The current implementation measure is geared towards evaluating fire flow on a developing property. It does not evaluate what the impact is on the fire flow for the existing properties that surround the developing property. This is the major change in the focus of the implementation measure. The other recommended measures are tasks the City is already doing currently.

For the Charbonneau pipeline versus the tank rehab issue, the Planning Commission wanted to see a benefit/cost analysis which was included in the document as Table 3.4. Capital projects that were carried forward from the 2002 Master Plan were identified to give a better idea to the reader that there are projects that were previously identified and carried forward, and it is not all 'new' money, which is shown in the Executive Summary and Table 5.2. Minor clarifications were addressed and additional definitions included; however the Planning Commission did not recommend any changes to the bulk of the Executive Summary or the demand methodology. The Commission accepted the capital plan, O&M recommendations and exclusion of the rate study based on the fact that the rate study for this document depended on the long term upgrades to the Water Treatment Plant, which were not part of the document.

Councilor Starr did not want the most 'state of the art' system that could be bought; he wanted the best return on investment and the best value that does the needed job.

Mr. Mende explained the Priority-1A projects including the west side reservoir tank and the 48-inch transmission line previously identified, were a very good value.

Council President Núñez agreed with the comments of Councilor Starr, and desired to get the job done for the best value.

Mr. Mende continued there is no project ranking in the Priority-1A project list, the projects were identified in the last master plan to be addressed in the first five years and are part of the SDCs the City has been collecting and included in the financial plan. The 48-inch transmission line is a partnership with the City of Sherwood. The majority of the \$10.5 million is growth related and paid for through SDCs or in partnership.

Councilor Goddard referred to the 2002 Master Plan Policy 3.1 which stated, "insure adequate distribution facilities are available with adequate **but not excessive** capacity to meet community needs." however the phrase "but not excessive" was removed from the current document. The Councilor wanted include this phrase back into the Policy 3.1.5, so there is confidence that capacity is available to meet today's needs and for forecasted future needs, but that the City is not spending money that is not necessary to spend.

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Mr. Mende stated amending the policies was at Council's discretion. Staff did not feel the recommendations in the Master Plan were excessive.

Councilor Goddard expressed reservation the Council was being asked to approve a Master Plan without a rate study and he preferred to see information on the rate impacts to the community, including the Water Treatment Plant upgrade and the CIP projects. If the Council chooses to move forward with an approval Councilor Goddard wanted to be on the record in stating his desire to revisit the capital improvement plan once Council understood the rate impacts. The Councilor wanted the community to have the ability to comment and if they felt the Plan was too expensive for Councilors to revisit the CIP.

Nancy Kraushaar, explained staff would be coming back to Council with a rate study. The other reason why it is important to adopt the CIP is so staff can review SDCs for water. It is fairly standard operating procedures to establish the needs to the Capital Improvement Plan and then conduct the rate study. At that time there are policy decisions to be made by the City Council and decisions as to timing. Certainly there is great consideration for what our customers can handle in terms of rates, so at that time staff will come back and have a thorough discussion about rates and where the City Council wants to be.

Mayor Knapp invited public testimony.

Stanley Wallulis, 7725 SW Village Greens Circle, submitted his comments and concerns in writing. Mr. Wallulis stated his objections were centered on expensive items in the CIP. Mr. Wallulis' comments are included in the record.

Mayor Knapp asked for additional public comments, seeing none he closed the hearing he closed the public hearing at 9:12 p.m.

Mr. Kohlhoff suggested keeping the record open to let staff respond to the concerns raised by Mr. Wallulis in his written testimony, and allow time for Mr. Wallulis to receive and respond to Staff's report. Council could pass the Ordinance on first reading subject to receipt of the information.

Motion: Councilor Goddard moved to approve Ordinance No. 707 with the following amendment, that on policy 3.1 we add the language "but not excessive capacity" and that we also condition this approval on the receipt of additional written responses from staff by Thursday August 23, 2012 to the written testimony submitted by Mr. Wallulis and any follow up response from Mr. Wallulis by Thursday, August 30, 2012. Councilor Starr seconded the motion.

Mayor Knapp asked if policy 3.1.5 impacted Dolan proportionality with this scenario: if an application comes forward and the applicant does not have adequate fire flow, they must pay for an offsite looped connection system. Isn't the looped connection going to service many other users, not just the one user?

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Mr. Kohlhoff stated if adequate service cannot be provided to a property no development permit would be issued. In the described scenario the applicant would be responsible for installing the looped system; however, they may receive SDC credit for that system, which is similar to what is done with roads and sewers. The Dolan issue is who is going to pay, if there is a looping system one of the ways to make that propionate is you get a credit for the SDCs.

Mayor Knapp had difficulty with the phrase "but not excessive" which seemed to be a conflict with the idea about having systems built to allow the capacity for business and residential growth for the future, and he did not find the language a helpful addition to the Plan.

Mr. Cosgrove clarified the Plan was a 20 year plan which contemplated future growth for commercial, industrial and residential to the urban growth boundary.

Mr. Kohlhoff suggested Councilor Goddard clarify his intent with the inclusion of the language in conformance with what the City Manager said.

Councilor Goddard said his intent with the inclusion of the language was to address exactly what the City Manager stated, that adequate includes reasonable forecasts of projected demand from industrial, commercial and residential needs into the time line envisioned in the Master Plan.

Mr. Kohlhoff understood Councilor Goddard's position to be basically trying to get some guideline language to make sure that as staff went forward in their planning they covered the adequate needs under the 20 years, but not carried away. It was simply an expression to give some basis to the desire to keep everything in line and reasonable expectations for rate payers.

Mr. Cosgrove added that we are not overbuilding systems based on the growth projections.

Councilor Starr called the question.

Vote: Motion carried 4-0.

B. Resolution 2350

A Resolution Of The City Of Wilsonville Authorizing Establishment Of A Reimbursement District To Refund To The City Of Wilsonville The Pro Rata Costs For The Segment 1 Extension Of The Coffee Lake Drive Sewer Line Infrastructure Improvements That Will Serve Properties Within The Reimbursement District

Mr. Kohlhoff read Resolution No. 2350 into the record by title only. He requested the Resolution be continued to allow staff time to meet with the representative of Wachovia.

Mayor Knapp opened the public hearing at 9:31 p.m. and read the hearing criteria.

Mr. Adams provided the staff report.

Construction of the sewer line was required to provide service to the Lowrie Primary School. With the slowdown in residential development, the City stepped up and undertook design and

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

construction of this 1800 foot section of sewer main to assist the School district. See attached Summary of Development Agreement and History for Villebois SAP-E and Reimbursement District.

In meetings with the West Linn – Wilsonville School District it was pointed out that their school bond did not include sufficient funds to construct the off-site sanitary line required to provide service to the school. The City and the School District entered into an Intergovernmental Agreement that specified this sewer line was the responsibility of the City to design and construct; in that agreement the School District has agreed to reimburse the City for about 24 percent of the costs of the sewer line.

The establishment of this Reimbursement District will allow the City to recoup the remaining 76 percent of the costs for installation of the sewer line provided upstream development occurs within the next 10 years; an estimated reimbursement of up to \$597,143 to the City's Sanitary Sewer SDC Fund. Reimbursements will share the same restriction as other sewer SDCs. A Reimbursement District has a sunset period of 10 years, but can be renewed for good cause.

Notices have been sent to all affected property owners. The notice advises the assessment will only become due in the event their property is developed. The charges for the Reimbursement District do not become a lien. Application was made within three months of the final construction date of January 17, 2012.

Owners of affected tax lots have been notified of the City's desire to establish this sanitary sewer reimbursement district. Cost of the construction has been distributed in a Pro Rata fashion to all properties that will be serviced by the sewer system.

Benefits include the installation of 1800 feet of sewer main that will eventually provide service to Villebois SAP East, and portions of Villebois SAP Central and SAP North, and area UPA 3 lying north of Tooze Road allowing residential development of these areas to proceed.

The previously approved school site was located in Villebois SAP North and received prior Council approval to be relocated to the current Villebois SAP East location to save several million dollars in infrastructure costs.

The methodology to use the acreage to allocate the costs rather than lots or future density of the acreage was explained by Mr. Adams. He confirmed the benefiting property owners would bear the costs, however no payments would be due until the property develops.

Mayor called for public testimony.

Jay Nims, 11700 SW Tooze Road, asked who he should speak with on staff if they had questions. Mr. Adams provided his business cards.

Jim Lange, 13445 SW 110th Ave, Tigard, represented Wells Fargo and supported the continuation of the resolution and adoption of the resolution once adjustments were made to the

**CITY OF WILSONVILLE
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reimbursements. He noted a meeting had been scheduled for August 29, 2012 to discuss the reimbursement adjustments.

Motion: Councilor Núñez moved to continue Resolution No. 2350 to September 17, 2012. Councilor Goddard seconded the motion.

Vote: Motion carried 4-0.

CITY MANAGER'S BUSINESS

Mr. Cosgrove provided a summary of the Councilor's actions at the meeting. He thanked Jen Massa-Smith for the planning, organizing and success of the first Wilsonville Sunday Streets event.

LEGAL BUSINESS – There was no report.

ADJOURN

Motion: Councilor Goddard moved to adjourn. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

The Council meeting adjourned at 9:44 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

TIM KNAPP, MAYOR

**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: Public Hearing – September 17, 2012	Subject: Transit Fare Increase Proposal Staff Member: Lashbrook Department: Transit
Action Required	Advisory Board/Commission Recommendation
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: September 17, 2012 <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: This item is scheduled for action following a public hearing on September 17, 2012.
Staff Recommendation: Approval of proposed amended fare schedule.	
Recommended Language for Motion: “I move to approve the proposed fare changes for SMART, as shown on Attachment A, effective October 1, 2012.”	
PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>	
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)
<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Fares on Routes 2X (Barbur; \$1.25), Route 3 (Canby; \$1.25), and the out-of-town Dial-a-Ride service for Elderly and Disabled (\$2.00), have not increased since 2006 when fares were first introduced on these routes. Route 1X (Salem) has had one fare increase, from \$2.00 to \$2.50, in 2008.

EXECUTIVE SUMMARY:

Staff is recommending a fare increase for all out-of-town trips. These increases are recommended for two reasons: 1. Costs, both in personnel and fuel continue to rise annually; and 2. The increase in fares will ensure that riders pay a reasonable share of the additional

expenses so that the Wilsonville business community is not required to bear 100% of the escalating operational costs.

Most riders recognize the value of the service and realize that taking public transit is less expensive than driving their personal vehicles. Based on historical data, staff expects the costs of both gasoline and diesel fuel to continue to increase. Staff does not project a significant loss of ridership with the proposed fare increases.

Salem-Keizer Transit, also known as Cherriots, has proposed that the Route 1X cash fare be increased to \$3.00 and the cost of a monthly pass increased from \$55.00 per month to \$75.00. This is approximately a 20 percent increase for the cash fare and a 36 percent increase for the monthly pass. This route is shared by Cherriots and SMART. SMART staff believes that this proposal is reasonable for service that has not had a fare increase in four years. The proposed fare changes have already been approved by the Salem-Keizer Transit Board of Directors. Having the two entities (SMART and Cherriots) use the same fare schedule is necessary in order for expenses, revenues, and service to be shared equitably between the two agencies.

In line with the Route 1X increase, staff also recommends increases for Routes 2X and 3. Staff proposes to increase the cash fare from \$1.25 to \$1.50, with the cost of a monthly pass increasing from \$30.00 to \$35.00. Staff also proposes the elimination of an extra discount if a party buys both the Route 1X pass and the Zone 2 pass. Since both passes are already discounted, staff feels that further discounts are unwarranted. The proposed two-pass costs would therefore rise from \$80.00 to \$110.00 a month. Since the startup of WES, this pass combination has dropped to only 3 or 4 buyers, on average, per month.

With respect to the Elderly and Disabled Out-Of-Town Dial-a-Ride fare, staff proposes a cash fare increase from \$2.00 to \$3.00, with an increase in the monthly pass from \$40.00 to \$50.00. Sales of monthly passes for this service are low, as this service is offered exclusively for medical trips. The passenger using a monthly pass would have to ride 20 times a month to break even. Except for dialysis patients, most riders do not have a need for that much service during the month. This service is a grant-based service with federal funds paying for most of the expenses incurred.

The chart below highlights the proposed changes. The city limits of Wilsonville will remain a fare-free zone.

Route	Current monthly pass	Current cash fare	Proposed monthly pass	Proposed cash fare
1X	\$55.00 (\$27.50)	\$2.50 (\$1.25)	\$75.00 (\$37.50)	\$3.00 (\$1.50)
2X, 3	\$30.00 (\$15.00)	\$1.25 (\$.60)	\$35.00 (\$17.50)	\$1.50 (\$.75)
Dial-a-Ride	\$40.00	\$2.00	\$50.00	\$3.00

Fares in parenthesis are senior/disabled/youth, as required by law.

In addition to the above, staff proposes raising the charge for a Zone 2, 18-ride punch-pass from \$18 to \$22.50.

RECOMMENDATION:

The proposed fare increases are scheduled for public hearing on September 17, 2012. City Council approval of the fare increases at this meeting will enable the staff to put the proposed changes in place before October 1, 2012, the date when Salem-Keizer Transit's new fares go into effect. Staff therefore recommends that the City Council approved the new fare schedule, as shown on **Attachment A**.

IMPACT ON RIDERSHIP/EQUITY ISSUES:

Staff does not project a significant loss of ridership due to the proposed fare increases. Anecdotal evidence suggests that significant fare increases can cause a ridership reduction to be in the 15-25 percent range, or up to 35,000 annual rides, representing about 9 percent of our total ridership. Staff estimates that proposed modest fare increases may cause an initial ridership loss of up to 5 percent, with ridership returning to current levels within a year. Even with the increase in fares, SMART service is a recognized value. Should fuel prices plummet for some reason, it may take a longer period to recover the initial passenger drop-off.

Federal Title VI requirements mandate consideration of the effects of any changes to transit fares on minority and low income populations. Unfortunately, SMART has no definite demographic information about our riders, other than those who receive reduced fares because they are elderly or disabled. The lack of more detailed information necessitates a certain amount of extrapolation and reliance on anecdotal information in order for SMART to comply with the federal requirement. On one hand, SMART offers in-town rides (on both fixed routes and dial-a-ride) without charging any fare and that program is not proposed to change. Therefore, low income and minority riders will not be affected by the fare increases insofar as travel within the city limits of Wilsonville is concerned. Anecdotal information would indicate that SMART's highest minority ridership for fixed route out-of-town travel comes on Route 3 (Canby). While the cash fare on Route 3 is proposed to increase by 20 percent (just as with the 1X and 2X routes), the proposed monthly pass rate for Route 3 is proposed to be increased by less than 17 percent or \$5.00 (one-fourth of the proposed increase for the monthly pass rate for the Route 1X -- \$20.00). In other words, the fare increase on the fixed route that is believed to carry the highest percentage of minority riders is lower than the increase for the busiest out-of-town route. Furthermore, the out-of-town routes have seen the greatest cost increases based on fuel consumption but fares on the Canby route have not been raised since 2006.

Given that a higher percentage of elderly and disabled riders tend to be on fixed incomes, any increase in fares for Dial-a-Ride service must be carefully considered. It is important to note that Dial-a-Ride customers will continue to travel for free within the Wilsonville city limits. The proposed out-of-town Dial-a-Ride cash fare increase from \$2.00 to \$3.00 represents only a fraction of the actual cost of providing this service (the average cost of a Dial-a-Ride is calculated to be \$26.97 per trip in fiscal year 2010/11, after subtracting federal assistance.).

It should be noted that, even with the outreach effort and publicity about the proposed fare increases, the City has received minimal public reaction to the proposed increases, including no

reaction from lower income or minority members of the community. The public will have the opportunity to comment directly to the Council at the hearing on September 17, 2012.

TIMELINE:

Staff recommends that the City Council conduct a public hearing on September 17, 2012 and enact the proposed fare increases with an effective date of October 1, 2012. This date will coordinate with the implementation date for fare increases set by Salem-Keizer Transit.

CURRENT YEAR BUDGET IMPACTS:

Revenue projections for fares in the 2012/13 budget are expected to be increased by approximately 12-15 percent.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: JO Date: 9/6/12

The proposed increase to transit fares appears reasonable based on the fact that there has not been any fare increases in the previous 4-6 years. The fare increase was not budgeted in 2012-13, but the additional revenue will be used to offset operating costs in the Transit Fund.

LEGAL REVIEW / COMMENT:

Reviewed by: BJ Date: 9/6/12

As noted in the staff report, Federal Title VI requirements mandate consideration of the effects of any changes to transit fares on minority and low income populations. Although SMART has not yet developed a formal protocol for identifying the demographics of its ridership, it is able to make some educated inferences from data that is available to it. Because there has been no fare increase for all but one of the impacted routes since 2006, given the relatively modest amounts of the increases and the fact that the proposed increases are limited to the longer haul routes that have seen the greatest cost increases due to escalating gas prices, coupled with the amount of public outreach done by SMART (as outlined in the staff report and including the public hearing before City Council), the foregoing legal requirement is likely satisfied. Going forward, particularly if the City Council desires to establish a more regular and consistent fare review policy, it will be important to do more to identify ridership demographics. SMART's new director advises that SMART has a plan to use some currently available federal grants funds to gather more information concerning SMART ridership, particularly as it pertains to minority, low income and elderly transit users.

COMMUNITY INVOLVEMENT PROCESS:

Notice of the opportunity for the public to comment on the fare increase was published in The Oregonian and The Wilsonville Spokesman. Additionally, this notice was posted in buses, in transit shelters, at bus stops, and on our website. A meeting for public comments was conducted on July 30, 2012, in the Council Chambers from 7:00 pm to 8:00 pm. This meeting was convened to allow the public to comment in person on the proposed fare increase. Additionally, the public was invited to comment via email and standard mail. No one attended the public meeting. As of August 10, 2012, we have received a total of only three comments, none expressing an argument against the fare increase. Prior to action on September 17, 2012 the City Council will need to conduct a public hearing on the proposed fare increases. The staff has made arrangements to have a Spanish language translator available at the hearing.

POTENTIAL IMPACTS/BENEFITS TO THE COMMUNITY:

Implementation of the proposed fare increases will only impact long distance out-of-town riders. If implemented, the fare increases it will indirectly benefit local businesses which support SMART through payroll taxes.

ALTERNATIVES:

Both smaller and larger fare increases were considered. Staff believes that the proposed increases are reasonable, especially given that there have been no fare increases for any of the proposed routes, except one, since 2006. The Salem route has not had a fare increase since 2008. The City Council may want to consider future fare increases on a more regular basis, perhaps as part of the budget process.

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Summary of proposed fare increases.

Attachment A

ROUTES & FARES

Proposed changes effective at the end of September, 2012

1X	Salem	\$2.50/\$1.25	6 a.m. to 6:32 p.m.	Pass: \$55.00/Mo
		\$3.00/\$1.50		Pass: \$75.00/Mo
2X	Barbur	\$1.25/\$.60	5:05 a.m. to 8:05 p.m.	Pass: \$30.00/Mo
		\$1.50/\$.75		Pass: \$35.00/Mo
3	Charb. – Canby	\$1.25/\$.60	6:25 a.m. to 6:37 p.m.	Pass: \$30.00/Mo
		\$1.50/\$.75		Pass: \$35.00/Mo
4	Wilsonville Rd.	\$.00	5:20 a.m. to 7:36 p.m.	
		\$.00		
5	95 th Ave.	\$.00	5:25 a.m. to 7:06 p.m.	
		\$.00		
6	Canyon Creek	\$.00	6:29 a.m. to 7:33 p.m.	
		\$.00		
V	Villebois	\$.00	6:32 a.m. to 5:37 p.m.	
		\$.00		
Out-of-town dial-a-ride		\$2.00	7:30 a.m. to 5 p.m.	Pass \$40.00/Mo
		\$3.00		Pass \$50.00/Mo
Zone 2 Punch Pass		\$18.00	for 18 rides	
		\$22.50	for 18 rides	

- All fixed route departure times shown from SMART Central.

King, Sandy

From: Cosgrove, Bryan
Sent: Wednesday, September 05, 2012 11:43 AM
To: Lashbrook, Stephan
Subject: RE: 1X Fare Increase

I think your response was spot on. We should assume always that no one wants to pay more. It's the American way.

Bryan Cosgrove,
City Manager

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

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The only disability in life is a bad attitude.
-- Scott Hamilton

From: Lashbrook, Stephan
Sent: Wednesday, September 05, 2012 10:07 AM
To: Cosgrove, Bryan
Cc: Troha, Jeanna
Subject: FW: 1X Fare Increase

Bryan:

Just a heads-up that our proposed fare increases are starting to generate some heat.

S

From: Allen, Steve
Sent: Wednesday, September 05, 2012 10:02 AM
To: Elaine Rosenberg
Cc: Giannetti, Mike; Lashbrook, Stephan
Subject: RE: 1X Fare Increase

Ms. Rosenberg,

We did our best in trying to alert the riding public to the upcoming fare increase. We posted the notice in the bus; we posted the notice in bus shelters; we listed the notice on our website; we advertised the fact in The Oregonian and the Spokesman; the Spokesman did an article on the proposal; and we had an open house to provide comments at City Hall on July 30. I have attached the original notice. Since that time, Salem's board approved to increase the monthly pass rise from \$65 to \$75 which we are obligated to match.

There is one more opportunity to comment at the upcoming public hearing on Sept. 17 during the city council meeting that begins at 7:00pm at Wilsonville City Hall.

Please understand that our costs have gone up in the years since the last increase and we cannot sustain charging 2006 prices in 2012 with the substantial labor and fuel increases we have experienced over that time period. This increase, if we were to raise fare every year as Trimet does, is 5.5% per year. We are experiencing rising expenses in the 11-14% per year range. We realize no one appreciates price hikes. However, an honest evaluation of the cost to ride the bus, even with the increase, represents a significant savings over driving your car.

Thank you for being a long time rider.

Steven Allen
Operations Manager

From: Elaine Rosenberg [<mailto:erosenberg@advrep.com>]
Sent: Wednesday, September 05, 2012 9:39 AM
To: SMART
Cc: Allen, Steve
Subject: RE: 1X Fare Increase

Thanks Michael, I appreciate your response and consideration. I love my 1X and SMART (it was actually one of the selling points when we moved to Wilsonville) and I just feel a little blindsided by this. I don't know if anything can be done at this point, but I do think it's important that you and Cherrriots know how the regular riders are feeling and I don't think I'm alone on this.

Take care,
Elaine Rosenberg
General Manager (Wilsonville Resident and Salem Businesswoman)
Direct: 503.779.1566
Cell: 503.949.4559
Office: 503.375.0451 Toll-Free: 888.375.0451
Fax: 503.779.1345 Website: advrep.com

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From: Giannetti, Mike [<mailto:Giannetti@ridessmart.com>] **On Behalf Of** SMART
Sent: Wednesday, September 05, 2012 9:29 AM
To: Elaine Rosenberg
Cc: Allen, Steve
Subject: RE: 1X Fare Increase

Thanks for your input, I will forward your email to our operations manager. Have a great day.

Michael
Transit Dispatcher
SMART

From: Elaine Rosenberg [<mailto:erosenberg@advrep.com>]
Sent: Wednesday, September 05, 2012 9:20 AM
To: SMART; 'SKT@cherrriots.org'
Subject: 1X Fare Increase

Hello,

I'm writing today as a concerned, long term rider of the 1X Wilsonville/Salem Express. Yesterday when I went into the Cherriots office at the Salem Transit Center to purchase my September pass I was notified of the 36% fare increase taking effect next month. If I had purchased my pass online through the RideSmart.com website like I usually do I would still not be aware of this significant change.

I see from the Cherriots webpage that the changes were proposed in July and there was a public hearing period from July 26-August 23, but in all that time I never received a rider alert or saw any notices of the proposal on any of the 1X buses or at the bus shelters. When I spoke with several fellow riders this morning they were also unaware of the fare change and shocked by the amount.

I understand the need for some fare increases to keep pace with rising fuel, maintenance and labor costs, but a 36% increase does not seem justified without a corresponding increase in services. I know the Universal Pass provides the added access to the CARTS buses, but that provides no benefit at all to most Wilsonville to Salem 1X commuters. What is the reasoning behind continuing to offer the CARTS monthly pass separately while discontinuing the 1X pass? With the 1X buses I ride consistently running with standing room only and the lack of transparency around the public hearing process this fare increase and the elimination of a 1X monthly pass feels like you are taking advantage of some of your most consistent and dedicated riders.

Elaine Rosenberg

General Manager (Wilsonville Resident and Salem Businesswoman)

Direct: 503.779.1566

Cell: 503.949.4559

Office: 503.375.0451 Toll-Free: 888.375.0451

Fax: 503.779.1345 Website: advrep.com

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King, Sandy

From: King, Sandy
Sent: Wednesday, September 05, 2012 8:29 AM
To: Dax Legaspi (gcacka@canbyherald.com); Dax Legaspi (stwitty@canbyherald.com); SPOKSMAN LEGAL AD
Subject: Public Hearing Notice
Attachments: SMART fare increase.docx

Please publish the attached public hearing notice one time in the September 11, 2012 edition of the Spokesman and send proof of publication. Many thanks.

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

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**CITY OF WILSONVILLE
CITY COUNCIL
NOTICE OF PUBLIC HEARING**

PUBLIC NOTICE IS HEREBY GIVEN that the Wilsonville City Council will conduct a public hearing on September 17, 2012 at 7 p.m. at City Hall, 29799 SW Town Center Loop, Wilsonville, Oregon.

The purpose of this public hearing is to invite and consider public testimony on:

South Metro Area Regional Transit (SMART) is proposing to increase cash fares from \$1.25 to \$1.50 on Route 2X (Barbur Blvd. and Tualatin Park & Ride) and Route 3 (to/from Canby). It is proposed that the monthly passes for these two routes will rise from \$30.00 to \$35.00. SMART staff also proposes to increase the cash fare on the 1X (Salem) route from \$2.50 to \$3.00. The proposed monthly pass for this route will rise from \$55.00 to \$75.00. In addition, SMART staff is recommending an increase in cash fares for out of town medical Dial-a-Ride trips from \$2.00 to \$3.00. If approved, monthly passes will rise from \$40.00 to \$50.00. All services provided within the Wilsonville city limits will remain free.

If approved, the changes will take effect on October 1, 2012.

Copies of the staff report may be obtained at a cost of 25 cents per page, at City Hall or by calling the City Recorder at 503-570-1506 and requesting a copy to be mailed to you.

Specific suggestions or questions concerning the proposed ordinance may be directed to Stephan Lashbrook, SMART Director 503-570-1576. Public testimony, both oral and written will be accepted at the public hearing. Written statements are encouraged and may be submitted to Sandra C. King, MMC, City Recorder, 29799 SW Town Center Loop E, Wilsonville, OR 97070.

Assistive listening devices are available for persons with impaired hearing and can be scheduled for this meeting. The City will endeavor to provide qualified sign language interpreters without cost if requested at least 48 hours prior to the meeting. To obtain such services call the office of the City Recorder at 682-1011.

Published in the Wilsonville Spokesman September 11, 2012.

City of Wilsonville
September 17, 2012 City Council Meeting

Request Council
endorse name
change -

SPEAKER CARD

NAME: Yvonne Addington & Paul Hennen, City of Tualatin

ADDRESS: PO Box 545 Sherwood OR 97140

TELEPHONE: _____ E-MAIL _____

AGENDA ITEM YOU WANT TO ADDRESS: _____

consider supporting changing name of
Tongue Trail to "Ice Age Tongue Trail"

Please limit your comments to 3 minutes. Thank you.

will provide

City of Wilsonville
September 17, 2012 City Council Meeting

Recommending Dedication
City Street in his
Name -

SPEAKER CARD

NAME: DAVID CORLL

ADDRESS: 29292 SW TOWN CTN LP E

TELEPHONE: 503 582 9200 E-MAIL CORLL@COMCAST
NET

AGENDA ITEM YOU WANT TO ADDRESS: DEDICATION OF
A CITY ROAD TO TYLER RYNE

Please limit your comments to 3 minutes. Thank you.

City of Wilsonville
 City Council Meeting
 September 17, 2012 Sign In Sheet

Name	Mailing Address
Kerri Wise	
Doris White	
Yvonne Addington	PO Box 545 SHERWOOD, OR 97140
Paul Heanon	18880 SW Martinelli Ave Tualatin OR 97062
DAVID CORLL	CORLL@COMCAST.NET
CHRIS DULL	SAIC
Jerome Duletzke	Brown & Caldwell
Julie Fitz Gerald	11812 SW Grandale St 97070
Bob Rentro	" "