

## AGENDA

### WILSONVILLE CITY COUNCIL MEETING

APRIL 2, 2012

7:30 P.M.

#### CITY HALL

29799 SW TOWN CENTER LOOP

WILSONVILLE, OREGON

Mayor Tim Knapp

Council President Celia Núñez  
Councilor Richard Goddard

Councilor Steve Hurst  
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.

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

- 5:00 P.M. EXECUTIVE SESSION [15 min.]**  
A. Pursuant to ORS 192.660(2)(e) Real Property Transactions  
ORS 192.660(2)(f) Exempt Public Records
- 5:15 P.M. COUNCILORS' CONCERNS [5 min.]**
- 5:25 P.M. PRE-COUNCIL WORK SESSION**
- A. Mayoral Compensation Discussion [40 min.]  
B. City Property Disposal (Yellow House) (Retherford) [13 min.]  
C. Finalize Community Survey (Cosgrove) [30 min.]  
D. Review of Agenda [5 min.]  
E. City Manager Recap [2 min.]
- 7:25 P.M. ADJOURN**
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#### 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, April 2, 2012 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on March 20, 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.

#### NOTE CHANGE IN MEETING START TIME

**7:30 P.M. CALL TO ORDER**

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

**7:35 P.M. MAYOR'S BUSINESS**

- A. Recognize Nicholas Butler and Officer Shadrin
- B. Upcoming Meetings

**7:40 P.M. COMMUNICATIONS**

- A. Clackamas County Sheriff's Office 2011 Annual Report (staff – Watt)
- B. Arbor Week and Tree City USA (staff – Pauley)
- C. 2011 Annual Report to Council by Jennifer Johnson, Chamber of Commerce Tourism

**7:55 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.

**8:05 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

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

**8:15 P.M. CONSENT AGENDA**

- A. **Resolution No. 2352**  
A Resolution Of The City Of Wilsonville Temporarily Modifying Vehicular Speed Limits Along Segments Of Day Road And Boberg Road In Conformance With Oregon Revised Statutes (ORS 810.180). (staff – Adams)
- B. Minutes of the March 19, 2012 Council Meeting. (staff – King)

**8:20 P.M. NEW BUSINESS**

A. **Resolution No. 2351**

A Resolution Adopting A Gift Acceptance Policy For The City Of Wilsonville. (staff – Troha)

**8:30 P.M. PUBLIC HEARING**

A. **Resolution No. 2353**

A Resolution Of The City Of Wilsonville Establishing Just And Equitable System Development Charge And A Stormwater Fee For Stormwater Management And Repeals Resolution No. 1732. (staff - Rappold)

**9:00 P.M. CITY MANAGER'S BUSINESS**

A. Meeting Recap

**9:10 P.M. LEGAL BUSINESS**

**9:15 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](mailto:king@ci.wilsonville.or.us)

**City of Wilsonville  
Work Session and City Council Calendar**

**ITEMS ARE TENTATIVELY SCHEDULED AND MAY BE MOVED TO ANOTHER MEETING.**

<i>Meeting Date</i>	<i>Agenda Items</i>
<p align="center"><b>April 2</b></p> <p align="center"><b><i>Staff reports due March 20</i></b></p>	<p>Executive Session</p> <p>Work Session</p> <ul style="list-style-type: none"> <li>• Mayoral Compensation</li> <li>• City Land Disposal (Yellow House) (Retherford)</li> </ul> <p>Communications</p> <ul style="list-style-type: none"> <li>• Clackamas County Sheriff's Department Annual Report – Nick Watt</li> <li>• Arbor Week and Tree City USA Proclamation (Pauley)</li> <li>• 2011 Annual Report Wilsonville Chamber of Commerce/Tourism (Jennifer Johnson)</li> </ul> <p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Day road &amp; Boberg road Speed Limits (Adams)</li> <li>•</li> </ul> <p>Public Hearing</p> <ul style="list-style-type: none"> <li>• Storm Water SDCs and Rates (Rappold)</li> </ul> <p>Continuing Business</p> <p>New Business</p> <ul style="list-style-type: none"> <li>• Gift acceptance policy for the City of Wilsonville (Rose/Kohlhoff)</li> <li>•</li> </ul>

<p><b>April 16</b></p> <p><i>Staff Reports due April 3</i></p>	<p>Executive Session</p> <p>Work Session</p> <ul style="list-style-type: none"> <li>• TSP (Neamtzu)</li> <li>• Brenchley Estates North Zone Map Amendment (Edmonds)</li> <li>• Bicycle/Pedestrian/Emergency Bridge (Neamtzu)</li> <li>•</li> </ul> <p>Communications</p> <ul style="list-style-type: none"> <li>• Ken Dickson and son Jake re: Memorial Park dugout project. (Knoll)</li> <li>• Earth Day Proclamation and “The Journey of a Raindrop” video (Rappold)</li> </ul> <p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Property Tax Exemptions for low-income housing (Rodocker)</li> </ul> <p>Public Hearing</p> <ul style="list-style-type: none"> <li>• Brenchley Estates – North zone map amendment (Edmonds)</li> <li>• Establishing Reimbursement District Segment 1 of Coffee Lake Drive Sewer Line Infrastructure.... (Adams/Kohlhoff)</li> </ul> <p>Continuing Business</p> <p>New Business</p>
<p><b>April 19</b></p>	<p>Economic Development Advisory Committee Meeting 6 p.m. – 8 p.m.</p>
<p><b>April 24</b></p> <p><b>Joint meeting with TVF&amp;R Board of Directors</b></p>	<p>Joint meeting with TVF&amp;R 5:30 p.m. at new CBOC facility in Tigard</p>
<p><b>April 30</b> <b>7:00 p.m.</b></p>	<p>Budget Committee Meeting</p>
<p><b>May 3</b> <b>7:00 p.m.</b></p>	<p>Budget Committee Meeting</p>

<p><b>May 7</b> <i>Staff reports due April 17</i></p>	<p>Executive Session Work Session</p> <ul style="list-style-type: none"> <li>• Sign Code Amendments (Neamtzu)</li> <li>• <b>JOINT WORK SESSION</b> [1.5 hr.] with Planning Commission on draft TSP Solutions (Neamtzu)</li> <li>•</li> </ul> <p>Communications</p> <ul style="list-style-type: none"> <li>• American Water Works Drinking Water Week Proclamation (Kerber)</li> </ul> <p>Consent Agenda</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Public Hearing</p> <p>Continuing Business</p> <p>New Business</p> <p><b>UR meeting pertaining to authorizing a \$8 million debt refinancing (West Side).</b></p>
<p><b>May 9</b></p>	<p>10 year anniversary celebration at the Willamette River Water Treatment Plant <b>at 5:30 p.m.</b> We will promote National Drinking Water Week, Public Works Week, and WERK Day during the event.</p>
<p><b>May 10</b></p>	<p>Budget Committee Meeting 7:00 p.m.</p>
<p><b>May 17</b></p>	<p>Economic Development Advisory Committee meeting 6 p.m. – 8 p.m.</p>
<p><b>May 21</b> <i>Staff report due May 8</i></p>	<p>Executive Session Work Session</p> <p>Communications</p> <ul style="list-style-type: none"> <li>• National Public Works Week Proclamation (Kerber)</li> <li>•</li> </ul> <p>Consent Agenda</p> <p>Public Hearing</p> <ul style="list-style-type: none"> <li>• Sign Code Amendments (Neamtzu)</li> <li>•</li> </ul> <p>Continuing Business</p> <p>New Business</p>

<p><b>June 4</b></p> <p><i>Staff reports due May 22</i></p>	<p>Executive Session Work Session</p> <p>Communications</p> <p>Consent Agenda</p> <p>Public Hearing</p> <ul style="list-style-type: none"> <li>• Budget Adoption Resolutions</li> </ul> <p>Continuing Business</p> <p>New Business final supplemental budget adjustment to the first meeting in June (Rodocker)</p> <p><b>Also URA Meeting for budget adoption.</b></p> <div data-bbox="1325 157 1751 261" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Economic Development Summit week of June 4</p> </div>
<p><b>June 18</b></p> <p><i>Staff reports due June 5th</i></p>	<p>Executive Session Work Session</p> <p>Communications</p> <p>Consent Agenda</p> <p>Public Hearing</p> <p>Continuing Business</p> <p>New Business</p>
<p><b>June 28</b></p>	<p>Economic Development Advisory Committee meeting. 6 p.m. – 8 p.m.</p>

**UNSCHEDULED ITEMS**

- Amend Res. Declaring an emergency succession statement
- Road Maintenance Fee

## **CITY COUNCIL MEETING AGENDA ITEM SUMMARY**

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### **Mayor's Compensation Task Force Framework**

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Meeting Date: January 20, 2011  
Report Date: January 13, 2011  
Source of Item:

Contact: Jeanna Troha  
Contact Telephone Number: 503-570-1520  
Contact E-Mail: troha@ci.wilsonville.or.us

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#### **ISSUE STATEMENT**

The City Council has held discussion regarding the formation of a task force to examine the appropriate compensation for the Mayor. This item is brought before the City Council to establish the members of the task force.

#### **BACKGROUND**

During last year's budget process, there were discussions among the budget committee members regarding the appropriate compensation for the position of Mayor given the associated duties. The topic was again discussed at a work session in October and Council concluded that a citizen task force should be established to review the duties of the Mayor and make recommendations regarding the appropriate compensation for that position. The City Council agreed to bring their ideas for the task force to the December 6, 2010 work session for discussion. At the December 6<sup>th</sup> work session, Councilor Nunez submitted to the Council a proposed framework for the task force including objectives, timeline, and recommended committee members (see attached). The topic was discussed and directed staff to formalize a process and bring back to the City Council for final action. Below is the basic structure of a Mayor's Compensation Task Force.

#### **RELATED CITY POLICIES**

NA

#### **COUNCIL OPTIONS**

As requested, staff has prepared a draft framework for a mayor's compensation task force. This is based upon City Council discussion at previous work sessions.

#### **Mayor's Compensation Task Force**

**Objective:** The objective of the task force is to examine the duties of the mayor position; assess Wilsonville's total compensation package to ensure competitiveness with other Portland Metro cities; determine the appropriate level of compensation given the required duties and make any recommended adjustments, if warranted, to the City Council.

**Committee Members:**

The task force would consist of 7 members representing a cross-section of the community. Suggested members include:

- Chamber of Commerce Representative; ex. Chamber President or Other Member
- Member of Wilsonville Boards and Commissions; ex. Planning Commission or DRB Chair
- Elected or appointed official from other government; ex. Clackamas County Sheriff or TVF&R Chief
- Community Member with Human Resources background
- Citizen Member of Budget Committee
- General Community Representative
- City Council Member

**Timeline:**

January: Task Force Formed; Committee Members Determined  
February-March: Task Force Meets  
April-May: Final Recommendation to City Council

**SUGGESTED MOTION**

Staff recommends that each City Council member come to the January 20<sup>th</sup> council work session prepared to finalize the framework for the task force and decide who you will ask to serve as committee members.

In order to move this task force forward in a timely manner, each Council member should think of people you would recommend for the task force. In an effort to facilitate this process, please come to the work session with recommended names of individuals for each represented area of the task force as listed above.

Work Session Outcomes include names of individuals to contact about serving on the task force and consensus regarding the objective and timeline.

**ATTACHMENTS**

Attachment A (Councilor Nunez hand-out December 6, 2010 Council work session).

## Mayor's Duties, Responsibilities, And Compensation

CITY	POPULATION (2009)	MONTHLY SALARY	INSURANCE	EQUIPMENT	CAR	TOTAL
Tigard	47,460	\$ 3,541.00	\$ 1,465.00	Laptop	None	\$ 60,072.00
Wilsonville	18,020	\$ 1,327.00	\$ 512.00	Laptop/Cell	\$400	\$ 26,863.00
Hillsboro	90,380	\$ 2,000.00	None	\$15 Mo/Tech	Mileage	\$ 24,180.00
Tualatin	26,130	\$20 (to Water bill)	\$ 1,328.00	None	Mileage	\$ 16,179.00
West Linn	24,400	\$ 552.00	None	Laptop	None	\$ 6,624.00
Lake Oswego	36,755	\$ 334.00	None	None	None	\$ 4,008.00
Newberg	23,150	\$ 300.00	None	None	Mileage	\$ 3,840.00
Milwaukie	20,920	\$ 300.00	None	None	None	\$ 3,600.00
Canby	15,230	\$ 200.00	None	None	Mileage	\$ 2,400.00
Forest Grove	21,500	\$ 150.00	City contr 95% if enrolled	None	City	\$ 1,800.00
Sherwood	16,640	\$ -	None	\$80 Mo/Cell		\$ 960.00
Woodburn	23,350	\$ 50.00	None	Laptop	Mileage	\$ 600.00
Gladstone	12,215	\$ -	None	None	Mileage	\$ -
McMinnville	32,760	\$ -	None	None	None	\$ -
Oregon City	30,710	\$ -	None	Laptop	Mileage	\$ -

### Mayor's Compensation Task Force:

**Objective:** To determine the following:

1. Assess City of Wilsonville Mayor's total compensation package to ensure competitiveness.
2. Leverage Mayoral duties to determine whether accountabilities warrant increase.
3. Based on findings, make a total compensation recommendation, if any, should Task Force determine package is non-competitive.

### **Criteria:**

Must Stay within City of Wilsonville Budget

Must fall within timeline and budget year

Business case should be compiled to present to the City of Wilsonville

Must align to comparable other cities

### **Timeline:**

90 Days with a proposed recommendation to City Council

Final approval within 60 Days of proposed recommendation by City Council

### **Committee Members: (Suggested)**

Council Member

Senior Community

Youth Representative

Certified Public Accountant/Finance Background

Business Community

Religious Community

Human Resource Specialist

*Work session,  
12/6/10  
Celia Alvarez*

City of Wilsonville  
Mayoral Compensation Task Force  
March 15, 2011  
6:00 p.m.  
Arrowhead Creek Conference Room

Task Force Members:

Steve Hurst, Chair  
Scott Phillips  
Eric Postma

Chris Moore  
Mary Furrow

**Agenda**

6:00 P.M. Call to Order

- Introductions
- Background and Purpose
  - Purpose: Review and Analyze mayoral duties and determine appropriate level of compensation.
- Discussion
- Next Steps

8:00 P.M. Adjourn

Attachments:

- City Charter
- List of Mayoral Meetings
- Survey of Mayor Salaries
- List of Task Force Members And Email Addresses

# CHARTER OF THE CITY OF WILSONVILLE

To provide for the government of the City of Wilsonville, Clackamas and Washington Counties, Oregon; and to repeal all Charter provisions the city enacted prior to the time this Charter takes effect.

Be it enacted by the people of the City of Wilsonville, Clackamas and Washington Counties, Oregon

## CHAPTER I

### NAME AND BOUNDARIES

Section 1. **TITLE OF ENACTMENT.** This enactment may be referred to as the Wilsonville Charter of 1987 and shall become effective January 1, 1987.

Section 2. **NAME OF CITY.** The City of Wilsonville, Clackamas and Washington Counties, Oregon, shall continue to be a municipal corporation with the name, "City of Wilsonville".

Section 3. **BOUNDARIES.** The city shall include all territory encompassed by its boundaries as they now exist or are hereafter modified pursuant to law. The City Recorder shall keep an accurate, up-to-date description of the boundaries and make copies of this charter and boundary descriptions available for public inspection.

## CHAPTER II

### POWERS

Section 4. **POWERS OF THE CITY.** The city shall have all powers that the constitutions, statutes and common law of the United States and of this state expressly or impliedly grant or allow municipalities, as fully as though this charter specifically enumerated each of those powers.

Section 5. **CONSTRUCTION OF CHARTER.** In this charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally construed to this end that the city may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to state laws and to the municipal home rule provisions of the state constitution.

### **CHAPTER III** **FORM OF GOVERNMENT**

Section 6. **WHERE POWERS VESTED.** Except as this charter provides otherwise, all powers of the city are vested in the Council; the elected officers of the city.

Section 7. **COUNCIL.** The Council shall be composed of a Mayor and four Councilors elected from the city at large.

Section 8. **COUNCILORS.** Councilors in office at the time this charter takes effect shall continue in office until the end of the present term of office of each. At each biennial general election after this charter takes effect, two Councilors shall be elected, each for a term of four years.

Section 9. **MAYOR.** At the biennial general election held in 1988, and every fourth year thereafter, a Mayor shall be elected for a term of four years. The term of Mayor elected at the 1986 general election shall continue until January 1, 1989.

Section 10. **APPOINTIVE OFFICERS.** Additional officers of the city shall be a City Manager, City Attorney and Municipal Judge and other officers and the Council deems necessary. The Council shall appoint and may remove any of these officers by a majority vote of all incumbent members of the Council. In judicial functions, the Municipal Judge shall not be subject to supervisory by any other officer.

Section 11. **SALARIES.** The compensation for the service of each city officer and employee shall be the amount fixed by the Council.

Section 12. **QUALIFICATIONS OF ELECTED OFFICERS.** No person shall be eligible for an elective office of the city unless at the time of his election, he is a qualified elector within the meaning of the state constitution and has resided in the city during the twelve months

immediately preceding the election. No person shall hold an elected office of the city if the person is an employee of the city. The Council shall be the final judge of the qualifications and election of its own members.

**CHAPTER IV**  
**CITY COUNCIL**

Section 13. **MEETINGS.** The Council shall hold a regular meeting at least once each month in the city at a time and place with it designates. It shall adopt rules for the government of its members and proceedings. The Mayor or three Council members may call special meetings of the Council. Special meetings may also be held at any time by the common consent of a quorum of all members of the Council at any regular meeting.

Section 14. **RECORDS OF PROCEEDINGS.** The Council shall cause a record of its proceedings to be kept.

Section 15. **QUORUM.** A majority of the incumbent members of the Council shall constitute a quorum for its business.

Section 16. **PROCEEDINGS TO BE PUBLIC.** No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 17. **MAYOR'S FUNCTIONS AT COUNCIL MEETINGS.** The Mayor shall preside over Council deliberations and shall have a vote on all questions before the Council. The Mayor shall preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council.

Section 18. **PRESIDENT OF THE COUNCIL.** At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the Council shall elect a president from its membership. In the Mayor's absence from a Council meeting, the president shall preside over it. Whenever the council determines that the Mayor is unable to perform the functions of the office, the president shall act as Mayor.

Section 19. **VOTE REQUIRED.** Except as this charter otherwise provides, the concurrence of a majority of members of the Council voting when a quorum of the Council is present shall decide any questions before it.

**CHAPTER V**  
**POWERS AND DUTIES OF OFFICERS**

Section 20. **MAYOR.** The Mayor shall appoint the Council committees provided by the rules of the Council. The Mayor shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power and shall sign all ordinances passed by the Council within three days after their passage. After the Council approves a bond of a city officer or a bond for a license, contract or proposal, the Mayor shall endorse the bond.

Section 21. **CITY MANAGER.** (a) Qualifications. The City Manager shall be the administrative head of the government of the city. The City Manager shall be chosen by the Council without regard to political considerations and solely with reference to executive and administrative qualifications. The manager need not be a resident of the city or of the state at the time of appointment.

(b) Terms. The manager shall be appointed for an indefinite term and may be removed at the pleasure of the Council. Upon any vacancy occurring in the office of manager after the first appointment pursuant to this charter, the Council at its next meeting shall adopt a resolution of its intention to appoint another manager. Not later than six months after adopting the resolution, the Council shall appoint a manager to fill the vacancy.

(c) Powers and Duties. The powers and duties of the manager shall be as follows:

(1) The manager shall devote full-time to the discharge of the manager's official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the city, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the city.

(2) The City Manager shall see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the city are observed.

(3) The manager shall designate a City Recorder and shall appoint and may remove appointive city officers and employees except as this charter

otherwise provides, and shall have general supervision and control over them and their work with power to transfer an employee from one department to another. The City Manager shall organize and supervise the departments to the end of obtaining the utmost efficiency in each of them. The manager shall have no control, however, over the Council, over the Mayor, over the City Attorney, or over the judicial activities of the Municipal Judge.

(4) The manager shall act as purchasing agent for all departments of the city. All purchases shall be made by requisition signed by the manager or his designate.

(5) The manager shall be responsible for preparing and submitting to the budget committee the annual budget estimates and such reports as that body requests.

(6) The manager shall supervise the operation of all public utilities owned and operated by the city and shall have general supervision over all city property.

(d) Seats at Council Meetings. The manager and such other officers as the Council designates shall be entitled to sit with the Council but shall have no vote on questions before it. The manager may take part in all Council discussion.

(e) Manager Pro Tem. Whenever the manager is absent from the city, is temporarily disabled from acting as manager, or whenever the office becomes vacant, the Council shall appoint a manager pro tem, who shall possess the powers and duties of the manager. No manager pro tem, however, may appoint or remove a city officer or employee except with the approval of the Council. No manager pro tem shall hold the position as such for more than six months, and no appointment of a manager pro tem shall be consecutively renewed.

Section 22. **MUNICIPAL JUDGE.** The Municipal Judge shall be the judicial officer of the city. The judge shall hold within the city, a court known as the municipal court for the City of Wilsonville, Clackamas and Washington Counties, Oregon. The court shall be open for the transaction of judicial business at times specified by the Council. All areas within the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise

original and exclusive jurisdiction of all offenses defined or authorized by ordinances of the city. The judge shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the city, to commit any such person to jail or admit to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before the judge, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. When not governed by ordinances or this charter, all proceedings in the municipal court for the violation of a city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

Notwithstanding this section or section 10 of this charter, the Council may provide for the transfer of powers and duties of the municipal court to the appropriate district court of the State of Oregon.

Section 23. **CITY RECORDER.** The City Recorder shall serve ex officio as clerk of the Council, attend all its meetings unless excused therefrom by the Council and keep an accurate record of its proceedings. In the Recorder's absence from a Council meeting, the Mayor shall appoint a clerk of the Council pro tem, who, while acting in that capacity, shall have all the authority and duties of the Recorder.

## **CHAPTER VI**

### **ELECTIONS**

Section 24. **REGULATION OF ELECTIONS GENERALLY.** Except as this charter provides otherwise and as the Council provides otherwise by ordinance, the general laws of the state shall apply to city elections.

Section 25. **TIE VOTES.** In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the Council.

Section 26. **COMMENCEMENT OF TERMS OF OFFICE.** The term of office of a person elected to a city office at a regular city election commences on January 1<sup>st</sup> of the year immediately following the election.

Section 27. **OATH OF OFFICE.** Before commencing the duties of elective office, each officer shall take an oath or shall affirm faithful performance of the duties of the office and support for the constitutions and laws of the United States and the State of Oregon.

Section 28. **NOMINATIONS.** A qualified elector who shall have resided in the city during the 12 months immediately preceding the election may be nominated for an elective city position. Nomination shall be by petition specifying the position sought in a form prescribed by the Council. Such petition shall be signed by not fewer than 20 electors. Nomination petitions shall be in the form and filed in the manner and within the time prescribed by ordinance and state law. The City Recorder shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filed.

## **CHAPTER VII**

### **VACANCIES IN OFFICE**

Section 29. **VACANCY.** An office shall be deemed vacant upon the incumbent's death, adjudicated incompetence, conviction of a felony, resignation or recall or upon the incumbent's ceasing to possess the qualifications necessary for the office; or upon the failure of the person elected or appointed to an office to qualify therefor within ten days after the time for the term of office to commence; and in the case of Mayor or Councilor, upon the absence from meetings from the Council for 60 days or absence from the city for 30 days without consent of the Council; and upon a declaration by the Council of the vacancy.

Section 30. **FILLING OF VACANCIES.** Vacancies in elective offices of the city shall be filled by appointment by a majority of the incumbent membership of the Council. The appointee's terms of office shall begin immediately upon appointment and shall continue until the first day of January following the next biennial election; and if the term of office does not then expire, the remainder thereof shall be filled by election at such biennial election. During the temporary disability of any officer or during the absence temporarily from the city for any cause, the office may be filled pro tem, in the manner provided for filling vacancies in office permanently.

**CHAPTER VIII**  
**ORDINANCES**

Section 31. **ENACTING CLAUSE.** The enacting clause of all ordinances hereafter enacted shall be "The City of Wilsonville Ordains as Follows".

Section 32. **MODE OF ENACTMENT.** (1) Except as subsection (2) and (3) provides to the contrary, every ordinance of the Council shall, before being put upon its final passage, be read fully and distinctly in open Council meeting on two different days.

(2) Except as sub-section (3) provides to the contrary, an ordinance may be enacted at a single meeting of the Council by unanimous vote of all incumbent Council members, upon being read first in full and then by title.

(3) Any of the readings may be by title only (a) if no Council member present at the meeting requests to have the ordinance read in full; or (b) if a copy of the ordinance is provided for each Council member and a copy is provided for public inspection in the office of the City Recorder not later than one week before the first reading of the ordinance and notice of their availability is given forthwith upon the filing by written notice posted in the City Hall and two other public places in the city; or advertisement in a newspaper of general circulation in the city. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in open Council meeting as finally amended prior to being approved by the Council.

(4) Upon the final vote on an ordinance, the ayes and nays of the members shall be taken and entered into the record of proceedings.

(5) Upon the enactment of any ordinance, the City Recorder shall sign it with the date of its passage and the Recorder's name and title of office, and within three days thereafter the Mayor shall sign it with the date of signature, name and the title of office.

Section 23. **WHEN ORDINANCES SHALL TAKE EFFECT.** An ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of emergency, it may take effect immediately.

**CHAPTER IX**  
**PUBLIC IMPROVEMENTS**

Section 34. **CONDEMNATION.** Any necessity of taking property for the city by condemnation shall be determined by the Council and declared by a resolution of the Council describing the property and stating the uses to which it shall be devoted. All such proceedings shall be in accordance with existing state laws pertaining to condemnation.

Section 35. **IMPROVEMENTS.** The procedure for making, altering, vacating or abandoning a public improvement shall be governed by ordinance or, to the extent not so governed, by the applicable general laws of the State of Oregon.

Section 36 **SPECIAL ASSESSMENTS.** The procedure for levying, collecting, and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by ordinance or to the extent not so governed, by the applicable general laws of the State of Oregon.

Section 37. **PUBLIC CONTRACTING.** Except as authorized by Oregon Public Contracting law or general ordinance, all city contracts shall be based on competitive bids.

**CHAPTER X**  
**MISCELLANEOUS PROVISIONS**

Section 38. **DEBT LIMIT.** Except by consent of the voters, the city's voluntary floated indebtedness shall not exceed ten percent of the current budget, nor its bonded indebtedness exceed that as may be set by Oregon law. For purposes of calculating the limitation, however, the legally authorized debt of the city in existence at the time this charter takes effect shall not be considered. All city officials and employees who create or officially approve any indebtedness in excess of this limitation shall be jointly and severally liable for the excess.

Section 39. **TORTS.** In no event shall the city be liable in damages except as provided by Oregon law.

Section 40. **EXISTING ORDINANCES CONTINUED.** All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 41. **REPEAL OF PREVIOUSLY ENACTED PROVISIONS.** All charter provisions of the city enacted prior to the time that this charter takes effect are hereby repealed except those charter amendments giving authority for the issuance of general obligation bonds which shall remain in full force and effect.

Section 42. **TIME OF EFFECT OF CHARTER.** This charter shall take effect January 1, 1987.

Section 43. **USE OF WILLAMETTE RIVER.** The City of Wilsonville shall not use Willamette River water as a drinking water source for its citizens unless the question of so using the Willamette River water as a drinking water source has received the affirmative majority of the total number of legal votes cast on such measure and entitled to be counted thereon. *[Section 43 is a Charter Amendment voted upon and approved by a majority of the qualified voters of the City of Wilsonville in a special election September 20, 1999.]*

Section 44. **REQUIRES VOTER APPROVAL BEFORE CITY EXPENDS RESOURCES TO CONSTRUCT ANY NEW CITY HALL BUILDING.** The city shall not expend resources on the construction of a new City Hall Building without first obtaining approval of a majority of voters casting ballots during a regularly scheduled City election. A regularly scheduled city election shall be defined as the general election held on the first Tuesday after the first Monday of November in even numbered years or such special election called by the City council for a statutorily scheduled county election date in March, May, September or November. Any ballot proposal seeking such approval must include the total cost of completing the construction project in its title caption. The total cost of construction must be detailed in a proposal summary and shall include principal construction costs, infrastructure costs, the commercially zoned market value of any land acquired or appropriated for the project, the maximum cost of paying interest on any bonded indebtedness attached to the project, and an

estimate of any other costs necessary to complete the project. The term ‘City Hall Building’ includes any significant structure housing one or more chief administrative functions of the city.” Spending necessary to determine costs is not restricted. *[Section 44 is a Charter Amendment voted upon and approved by a majority of the qualified voters of the City of Wilsonville in a regular election held November 5, 2002.]*

Amended September 1999, Section 43.

Amended November 2002, Section 44.

Amended November 2004, Section 44 to clarify ‘regularly scheduled election’

# Memo

To: Wilsonville City Council

From: Mayoral Compensation Task Force  
Steve Hurst, Chair  
Chris Moore  
Eric Postma  
Mary Furrow

CC: Jeanna Troha  
Starla Schur

Date: March 15, 2011

Re: Mayoral Compensation Task Force Recommendation

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## **Background**

Two years ago the Wilsonville Budget Committee approved a salary increase for the Mayor. The Mayor's salary was increased from \$577 per month to \$1327 per month. By including the Mayor's car allowance and insurance cost, this brings the Mayor's total annual compensation to \$26,863 plus laptop and mobile phone expense. This amount is higher than other nearby communities with similar populations.

City Council and many members of the community have questioned whether the salary increase was appropriate given the current economic climate and the appropriate role of the Mayor in city affairs. The Mayoral Compensation Task Force was selected by City Council to evaluate the appropriate level of compensation for the position of Mayor based on the duties assigned to the position.

The Task Force reviewed and discussed relevant provisions of the City Charter, the list of meetings attended by the Mayor, City Councilors and staff, and a survey of compensation of Mayors in neighboring communities before and after the recent increase.

## **Factors Considered**

The Task Force recognized that the past two individuals to occupy the office of Mayor of the City of Wilsonville were able to dedicate more time to the office than is required under the City Charter. It was noted that, despite the limited duties delineated for the Mayor in the City

Charter, the Mayor is called upon to participate in various other functions on behalf of the City and that the time requirements currently expected of the office of Mayor may be unreasonable in light of the compensation. However, the Task Force recognizes the extraordinary efforts of City Councilors and the many volunteers that serve on boards, panels and committees that generally receive no compensation at all.

The City Charter's basic description of the office of Mayor lists only minimal duties. The Task Force evaluated whether the Mayor's compensation should be limited to what is required of the Mayor under the City Charter. The Task Force then discussed the council/manager form of government as described in the City Charter, the role of the Mayor being limited to running the meetings and breaking a tie vote of the Council, and the appropriate compensation in light of such a limited role.

The Task Force received and reviewed a memo from Jeff Johnson who was unable to attend the meeting and therefore did not vote. His memo is available if requested.

The Task Force discussed the car allowance, equipment and insurance available to the Mayor to determine whether compensating the Mayor for these items is consistent with the requirements of the office.

### **Recommendation**

The Task Force recommends Council retain the Mayor's salary of \$1327 per month and discontinue the insurance, laptop and replace the car allowance with mileage reimbursement at the same rate the city pays employees. This would result in a reduction of total annual compensation from \$26,863 to \$15,924.

### **Analysis**

Although the Task Force recognizes the volunteer nature of the office of Mayor and the limited role proscribed in the City Charter, the Task Force is reluctant to send a message to future mayors that the city wants less time and effort from its Mayor. City Council is encouraged to pursue this question further to determine exactly what the Mayor spends time on, whether the city is better served by having City Council or staff handle more of those duties, and whether a comprehensive description of the requirements of the office of Mayor should be prepared to inform the Mayor and the public of the specific duties and tasks assigned to the Mayor. But the Task Force agreed that the Mayor's accessibility, involvement and leadership is of significant benefit to the City of Wilsonville and should be encouraged by a reasonable level of compensation. By making reductions in the other areas noted below, the City of Wilsonville can bring the total compensation in line with similarly situated communities while continuing to encourage a significant time commitment from the Mayor.

Of the sixteen nearby cities listed in the survey, Wilsonville is the only one providing a monthly car allowance of \$400. Many of the other cities compensate the mayor for mileage at the rate determined by the Internal Revenue Service. The Task Force agreed that some reimbursement for driving on city business is appropriate, but that \$400 may be excessive depending on the

amount of driving actually required. Therefore, the Task Force recommends mileage compensation instead of the current car allowance.

The Mayor currently receives a cellular telephone/Blackberry and laptop computer for use in connection with the duties of the office. The Task Force agreed that a Blackberry, mobile telephone or other such communication device can help the Mayor be more effective by permitting real time communication with staff during testimony or other public meetings, and by providing increased accessibility during times of crisis. But the Task Force questioned whether a laptop computer furthers the goals of the office. Although the Mayor is encouraged to spend time representing the city and being visible in the community, tasks that put the mayor in front of a computer are probably better performed by staff or others.

The Task Force was unable to see how the \$512 monthly insurance allowance furthers the goals of the office. It was noted that this benefit is also extended to members of the City Council, and any action on this subject will equally affect City Council members. City staff was asked to evaluate whether elected officials could purchase insurance coverage under plans currently provided to staff so that insurance could still be made available to elected officials without costing taxpayers.

**Schur, Starla**

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**Subject:** FW: MTF packet

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**From:** Jeff Johnson [mailto:chiefjdj@gmail.com]  
**Sent:** Monday, March 14, 2011 7:46 PM  
**To:** 'Steve Hurst'  
**Cc:** Troha, Jeanna  
**Subject:** RE: MTF packet

Chair Hurst and members of the Task Force,

Thank you for allowing me to participate remotely. I'm sorry that my duties have taken me to our nation's capital during your deliberations. For the purpose of contributing to the discussion, I've included my observations about mayoral compensation following my signature.

Regards,  
Jeff Johnson

**Overview:** I am partial to the council/manager form of government. The council sets policy for the city and the manager executes the policy and directs all work by city staff in an effort to achieve the policies of the city. In this context, the Mayor leads the policy board, runs the meetings and breaks a tie of the council. In my view, policy makers (mayor and council) are volunteers and should only receive De minimis compensation. Compensating the Mayor moves toward the strong-mayor form of government whereby the mayor is the city manager as opposed to the council-manager form of government. In my opinion, when local elected officials are compensated it changes the dynamic of volunteer civic leadership and provides the citizenry another reason to question our motivations.

My opinion is not specific to the current mayor of Wilsonville. Our mayor does an excellent job and the time requirements of the position are beyond reason. In fact, if we are looking for adequate compensation for the hours invested by our civic leaders (inclusive), our list should be much longer and the compensation much higher. Rather, I believe compensation should be reserved for those individuals who are employed as professional staff as to not confuse the role of staff and the policy makers.

Lastly, I believe the hours demanded of elected officials has become unreasonable to the point that the idea of compensation for elected officials sounds like a reasonable alternative. At least on par with this suggestion is the concept of paring back the number of meetings and processes which require the attention of our elected officials. In most instances, staff can adequately represent the collective interests of the council by altering the hearing processes and changing the emphasis of who speaks for and represents the city.

6/7/10  
Council Packet

City	Pop (2009)	Salary (monthly)	Insurance	Equipment	Car	Total Compensation
Tigard	47,460	\$3,541	\$1,465	Laptop	No	\$60,072
Wilsonville	18,020	\$1,327	\$512	Laptop/Cell	\$400	\$26,863
Hillsboro	90,380	\$2,000	\$0	\$15/mo tech	Mileage	\$24,180
Tualatin	26,130	\$20 (to water bill)	\$1,328	No	Mileage	\$16,179
West Linn	24,400	\$552	\$0	Laptop	No	\$6,624
Lake Oswego	36,755	\$334	\$0	No	No	\$4,008
Newberg	23,150	\$300	\$0	No	Mileage	\$3,840
Milwaukie	20,920	\$300	\$0	No	No	\$3,600
Canby	15,230	\$200	\$0	No	Mileage	\$2,400
Forest Grove	21,500	\$150	City pays 95% if enrolled	No	City	\$1,800
Sherwood	16,640	\$0	\$0	\$80/mo (cell)		\$960
Woodburn	23,350	\$50	\$0	Laptop	Mileage	\$600
Gladstone	12,215	\$0	\$0	No	Mileage	\$0
McMinnville	32,760	\$0	\$0	No	No	\$0
Oregon City	30,710	\$0	\$0	Laptop	Mileage	\$0

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

Compiled by Mark Ottenad, Public/Government Affairs Director, City of Wilsonville, 12/2010.  
All meetings are monthly unless otherwise noted; schedules are subject to change.

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

## **Standing meetings of elected officials and appointed representatives**

<b>Meeting Date/Time</b>	<b>Leadership Body</b>	<b>Location</b>	<b>Representative</b>
1 <sup>st</sup> or 2 <sup>nd</sup> Monday 12:00 – 1:30 pm	<b>WCCC: Washington County Coordinating Committee</b>	Beaverton Library	Mayor Knapp, rep. Mark Ottenad, alt.
1 <sup>st</sup> Thursday 7:30 – 9:00 a.m.	<b>Metro C-4 Cities Pre-JPACT/MPAC meeting</b>	Various locations	Mayor Knapp and Mark Ottenad (attend)
1 <sup>st</sup> Thursday 6:45 – 8:45 pm	<b>C-4: Clackamas County Coordinating Committee</b>	Development Svcs Bldg, Oregon City	Mayor Knapp, rep. Mark Ottenad (attend) Councilor Hurst, alt.
2 <sup>nd</sup> Wednesday 5:00 – 7:00 pm	<b>MPAC: Metro Policy Advisory Committee (Metro)</b>	Metro Council Chambers, Portland	Mayor Knapp, Clack. County Other Cities Alternate; Mark Ottenad (attend)
2 <sup>nd</sup> Thursday 7:30 – 9:30 am	<b>JPACT: Joint Policy Advisory Committee on Transportation (Metro)</b>	Metro Council Chambers, Portland	Mark Ottenad (attend)
3 <sup>rd</sup> or 4 <sup>th</sup> Thursday 2:00 – 4:00 pm	<b>French Prairie Forum Local Governments Work Group</b>	North Willamette Research Center	Mark Ottenad, Mayor Knapp
3 <sup>rd</sup> or 4 <sup>th</sup> Thursday 6:30 – 8:30 pm Dinner	<b>Clackamas County Cities Assn.</b>	Varies by hosting city	Mayor Knapp, Mark Ottenad, Jeanna Troha
4 <sup>th</sup> Wednesday 5:00 – 7:00 pm	<b>MPAC: Metro Policy Advisory Committee (Metro)</b>	Metro Council Chambers, Portland	Mayor Knapp, Clack. County Other Cities Alternate; Mark Ottenad (attend)

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

<b>Meeting Date/Time</b>	<b>Leadership Body</b>	<b>Location</b>	<b>Representative</b>
<i>Every 2 months:</i> 2 <sup>nd</sup> Tuesday 5:00 – 8:00 pm	<b>Aurora State Airport Master Plan Planning Advisory Com. (PAC)</b>	Varies	Councilor Steve Hurst, rep.; Mark Ottenad (attend)
Periodic	<b>Oregon Mayors Assn, League of Oregon Cities</b>	Varies	Mayor Knapp

NOTE – highlighted meeting indicate an elected official must attend.

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

Meeting Date	Leadership Body	Location	Representative
1 <sup>st</sup> Tuesday 3:00 – 4:30 pm	Clackamas County Business Alliance Land-Use Com.	CCBA office, Lake Oswego	Mark Ottenad
1 <sup>st</sup> Wednesday 12:00 – 1:00 pm	Wilsonville Chamber Government Affairs Com.	Wilsonville visitor information center	Mayor Knapp, Mark Ottenad, others
<i>Quarterly:</i> 1 <sup>st</sup> Wednesday 7:00 – 8:30 pm	Regional Water Providers Consortium	Metro Council Chambers, Portland	Michael Bowers, Delora Kerber
2 <sup>nd</sup> Tuesday 11:30 am – 1:00 pm	Wilsonville Chamber Monthly Luncheon	Wilsonville Holiday Inn	Mayor Knapp, others
2 <sup>nd</sup> Tuesday 12:00 – 1:30 pm	Portland-Vancouver Regional Partners for Economic Development	US Bank Tower, Portland	Mark Ottenad, rep Kristin Retherford, alt Stephan Lashbrook, alt
3 <sup>rd</sup> Wednesday 12:00 – 1:30 pm	Westside Economic Alliance Land-use and Housing Com.	WRG Design, Portland	Mark Ottenad
4 <sup>th</sup> Thursday 7:30 – 9:00 am	Westside Economic Alliance Monthly Forum	Varies	Mayor Knapp, Mark Ottenad

### Standing meetings of regional/local government staff

Meeting Date/Time	Leadership Body	Location	Representative
1 <sup>st</sup> Wednesday 9:30 – 11:30 am	MTAC: Metro Technical Advisory Committee (Metro)	Metro, Portland	Chris Neamtzu, other planning staff, Mark Ottenad
1 <sup>st</sup> Thursday 8:00 – 11:00 am	Washington County Planning Directors Meeting	Beaverton Library	Chris Neamtzu, other planning staff
<i>Varies:</i> 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Fridays, 7:30 – 9:00 am	TMAC: Transportation Management Advisory Com.	Tri-Met, Portland	Mark Ottenad
2 <sup>nd</sup> Wednesday 3:00 – 5:00pm	Regional Travel Options (RTO) Subcommittee of TPAC (Metro)	Metro, Portland	Jen Massa Smith
2 <sup>nd</sup> Thursday 10:00 – 11:30 am	Regional Freight & Goods Movement Task Force (Metro)	Metro, Portland	Mark Ottenad
2 <sup>nd</sup> Friday 12:00 – 1:30 pm	Metro Area Regional Lobby meeting	Metro, Portland	Mark Ottenad
3 <sup>rd</sup> Wednesday 9:30 – 11:30 am	MTAC: Metro Technical Advisory Committee (Metro)	Metro Room 370, Portland	Chris Neamtzu, planning staff, Mark Ottenad
3 <sup>rd</sup> Thursday 1:30 – 3:00 pm	WCCC TAC: Washington County Coordinating Com. Technical Advisory Com.	Beaverton Library	Michael Bowers, Mike Stone
4 <sup>th</sup> Tuesday 3:30 – 5:00 pm	CTAC: Clackamas Transportation Advisory Com	County building, Oregon City	Kristin Retherford, Mark Ottenad
4 <sup>th</sup> Friday 9:30 – 11:30 am	TPAC: Transportation Policy Alternatives Com. (Metro)	Metro, Portland	Mark Ottenad, Stephan Lashbrook

**Periodic meetings or project-related meetings of prior years:**

- **League of Oregon Cities** Hometown Voices legislative committee and Annual Conference
- **I-5/99W Connector** Policy Steering Committee and Project Management Committee
- **Metro Urban and Rural Reserves Steering Committee** and technical advisory committee
- **Oregon Transportation Commission (OTC)** meetings
- **ODOT Region 1** meetings
- **Land Conservation and Development Commission (LCDC)** meetings
- **Clackamas or Washington County land-use hearings**
- **Oregon Legislative Assembly** committee meetings (when legislature in session)

Mayoral Compensation Task Force  
Member Contacts  
March 11, 2011

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28585 SW Cascade Loop  
Wilsonville OR 97070  
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Christopher Moore  
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Wilsonville OR 97070  
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Mary Furrow  
Furrow Pump, Inc.  
8525 SW St. Helens DR  
Wilsonville OR 97070  
Email: [mary@furrowpump.com](mailto:mary@furrowpump.com)

**Mayor's Compensation Task Force Candidates  
 Provided by City Council Members  
 January 31, 2011**

<b>Councilor</b>	<b>Chamber of Commerce</b>	<b>Board &amp; Commission</b>	<b>Other Governmental Jurisdiction</b>	<b>Community Member w/ HR Background</b>	<b>Citizen Budget Committee Member</b>	<b>General Community Representative</b>	<b>Council Member Representative</b>
Mayor Knapp	Scott Phillips	Eric Postma	Craig Roberts, CCSD Jeff Johnson, former TVF&R Chief Mike Duyck, TVF&R Chief	Any HR Director from one of 5 largest Wv employers	Chris Moore or Tony Holt	David Lake Lynn Todd Mary Furrow	Steve Hurst
Council President Núñez	Scott Phillips		Craig Roberts, CCSD Mike Duyck, TVF&R Chief				
Councilor Hurst	Robert Bennett	Marta McGuire	Craig Roberts, CCSD		Chris Moore	Brian Noll	
Councilor Goddard							
Councilor Starr							

City	Pop (2009)	Salary (monthly)	Insurance	Equipment	Car	Total Compensation	Comp per Capita	Notes
Tigard	47,460	\$3,541	\$1,465	Laptop	No	\$60,072	\$1.27	not guaranteed, but budgeted for 10-11 (doesn't necessarily go to mayor, could be council member)
Wilsonville	18,020	\$1,327	\$512	Laptop/Cell	\$400	\$26,863	\$1.49	
Hillsboro	90,380	\$2,000	\$0	\$15/mo tech	Mileage	\$24,180	\$0.27	salary under consideration, could decrease in 10-11
Tualatin	26,130	\$20 (to water bill)	\$1,328	No	Mileage	\$16,179	\$0.62	
West Linn	24,400	\$552	\$0	Laptop	No	\$6,624	\$0.27	
Lake Oswego	36,755	\$334	\$0	No	No	\$4,008	\$0.11	
Newberg	23,150	\$300	\$0	No	Mileage	\$3,840	\$0.17	
Milwaukie	20,920	\$300	\$0	No	No	\$3,600	\$0.17	
Canby	15,230	\$200	\$0	No	Mileage	\$2,400	\$0.16	
Forest Grove	21,500	\$150	City pays 95% if enrolled	No	City	\$1,800	\$0.08	
Sherwood	16,640	\$0	\$0	\$80/mo (cell)		\$960	\$0.06	
Woodburn	23,350	\$50	\$0	Laptop	Mileage	\$600	\$0.03	
Gladstone	12,215	\$0	\$0	No	Mileage	\$0	\$0.00	
McMinnville	32,760	\$0	\$0	No	No	\$0	\$0.00	
Oregon City	30,710	\$0	\$0	Laptop	Mileage	\$0	\$0.00	

2010 REVISED

City	Salary (monthly)	Insurance	Equipment	Car	Total Salary	Notes
Tigard	\$3,541	\$1,465	Laptop	No	\$60,072	not guaranteed, but budgeted for 10-11 (doesn't necessarily go to mayor, could be council member)
Hillsboro	\$2,000	\$0	\$15/mo tech	Mileage	\$24,180	salary under consideration, could decrease in 10-11
Wilsonville	\$577	\$447	Laptop/Cell	\$400	\$17,088	
Tualatin	\$20 (to water bill)	\$1,328	No	Mileage	\$16,179	
West Linn	\$552	\$0	Laptop	No	\$6,624	
Lake Oswego	\$334	\$0	No	No	\$4,008	
Newberg	\$300	\$0	No	Mileage	\$3,840	
Milwaukie	\$300	\$0	No	No	\$3,600	
Canby	\$200	\$0	No	Mileage	\$2,400	
Forest Grove	\$150	City pays 95% if enrolled	No	City	\$1,800	
Sherwood	\$0	\$0	\$80/mo (cell)		\$960	
Woodburn	\$50	\$0	Laptop	Mileage	\$600	
Gladstone	\$0	\$0	No	Mileage	\$0	
McMinnaville	\$0	\$0	No	No	\$0	
Oregon City	\$0	\$0	Laptop	Mileage	\$0	

MAYOR COMP SURVEY  
2010

City	Total Salary
Tigard	\$60,072
Wilsonville	\$26,863
Hillsboro	\$24,180
Tualatin	\$16,179
West Linn	\$6,624
Lake Oswego	\$4,008
Newberg	\$3,840
Milwaukie	\$3,600
Canby	\$2,400
Forest Grove	\$1,800
Sherwood	\$960
Woodburn	\$600
Gladstone	\$0
McMinnville	\$0
Oregon City	\$0

includes WV new increase approved by budget committee 2010

6/7/10  
Council Packet

City	Pop (2009)	Salary (monthly)	Insurance	Equipment	Car	Total Compensation
Tigard	47,460	\$3,541	\$1,465	Laptop	No	\$60,072
Wilsonville	18,020	\$1,327	\$512	Laptop/Cell	\$400	\$26,863
Hillsboro	90,380	\$2,000	\$0	\$15/mo tech	Mileage	\$24,180
Tualatin	26,130	\$20 (to water bill)	\$1,328	No	Mileage	\$16,179
West Linn	24,400	\$552	\$0	Laptop	No	\$6,624
Lake Oswego	36,755	\$334	\$0	No	No	\$4,008
Newberg	23,150	\$300	\$0	No	Mileage	\$3,840
Milwaukie	20,920	\$300	\$0	No	No	\$3,600
Canby	15,230	\$200	\$0	No	Mileage	\$2,400
Forest Grove	21,500	\$150	City pays 95% if enrolled	No	City	\$1,800
Sherwood	16,640	\$0	\$0	\$80/mo (cell)		\$960
Woodburn	23,350	\$50	\$0	Laptop	Mileage	\$600
Gladstone	12,215	\$0	\$0	No	Mileage	\$0
McMinnville	32,760	\$0	\$0	No	No	\$0
Oregon City	30,710	\$0	\$0	Laptop	Mileage	\$0

## MAYOR'S COMPENSATION SURVEY MAY 2009

City	Population 2008*	Salary (monthly)	Insurance	Equipment	Car	Other
Canby	15,165	\$200	\$0	No	No	
Forest Grove	21,465	\$150	\$1,202	No	City	
Gladstone	12,215	\$0	\$0	No	Mileage	
Hillsboro	89,285	\$2,000	\$2,000 life insurance policy	Tri-met pass, flu shot, logo shirt, laptop computer	Mileage	Training, travel and dues reimbursed
Lake Oswego	36,590	\$334	\$0	No	No	
McMinnville	32,400	\$0	\$0	No	No	LOC & other conferences
Milwaukie	202,915	\$300	\$0	No	No	
Newberg	22,645	\$300	\$0	No	Mileage	Reimburse expenses
Oregon City	30,405	\$0	\$0	Laptop	Mileage	Reimburse expenses
Sherwood	16,420	\$0	\$0	\$80/mo (cell)		Reimburse expenses
Tigard	47,170	\$3,500 (\$42,000/year)	\$1,465	No	Mileage when traveling out of town	Can participate in city's health insurance (they pay same as employees). Per diem and transportation for conferences out of town.
Tualatin	26,040	\$20 (to water bill)	\$1,251	No	Mileage	Reimburse expenses
West Linn	24,400	\$552	\$0	Laptop	No	Publications, training
Woodburn	23,366	\$50	\$0	Laptop	Mileage	
Wilsonville	17,940	\$2,000	\$491.30/month	Cell phone	\$400/mo Car allowance	LOC, reimburse expenses, training

\*Prepared by Population Research Center, PSU, March 2009

Wilsonville Councilors receive 446.64 per month. This is in lieu of insurance. Alan has declined money and insurance.

The amount they receive is based on the Blue Cross insurance premium for a single employee and is adjusted each year according to the current rate.

City	Salary (monthly)	Insurance	Equipment	Car	Other
Canby	\$200	\$0	No	No	
Forest Grove	\$150	\$1,202	No	City	
Gladstone	\$0	\$0	No	Mileage	
Lake Oswego	\$334	\$0	No	No	
McMinnville	\$0	\$0	No	No	LOC & other conferences
Milwaukie	\$300	\$0	No	No	
Newberg	\$300	\$0	No	Mileage	Reimburse expenses
Oregon City	\$0	\$0	Laptop	Mileage	Reimburse expenses
Sherwood	\$0	\$0	\$80/mo (cell)		Reimburse expenses
Tigard	\$475	\$1,465	No	No	
Tualatin	\$20 (to water bill)	\$1,251	No	Mileage	Reimburse expenses
West Linn	\$552	\$0	Laptop	No	Publications, training
Woodburn	\$50	\$0	Laptop	Mileage	

Wilsonville                      \$2,000                      491.30/mo cell phone                      \$400/mo                      LOC, reimburse expenses

May 2009



# ELECTED OFFICIAL STIPENDS AND BENEFITS

League of Oregon Cities  
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# Elected Official Stipends & Benefits

Survey Conducted By:  
The League of Oregon Cities  
April 2006

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## INTRODUCTION

In May 2006, LOC conducted a survey to update its 2004 data on mayor and councilor stipends, or other benefits. The survey was sent out to All 240 LOC member cities, and 137 cities responded (57 percent).

The other benefits included in the survey are the following: travel reimbursements; cell phones; PERS/retirement; workers' compensation; professional/civic memberships; health insurance; utility billing credits; training/conferences; city credit cards. The survey instrument used to collect the data for this report can be found in Appendix A on page 19.

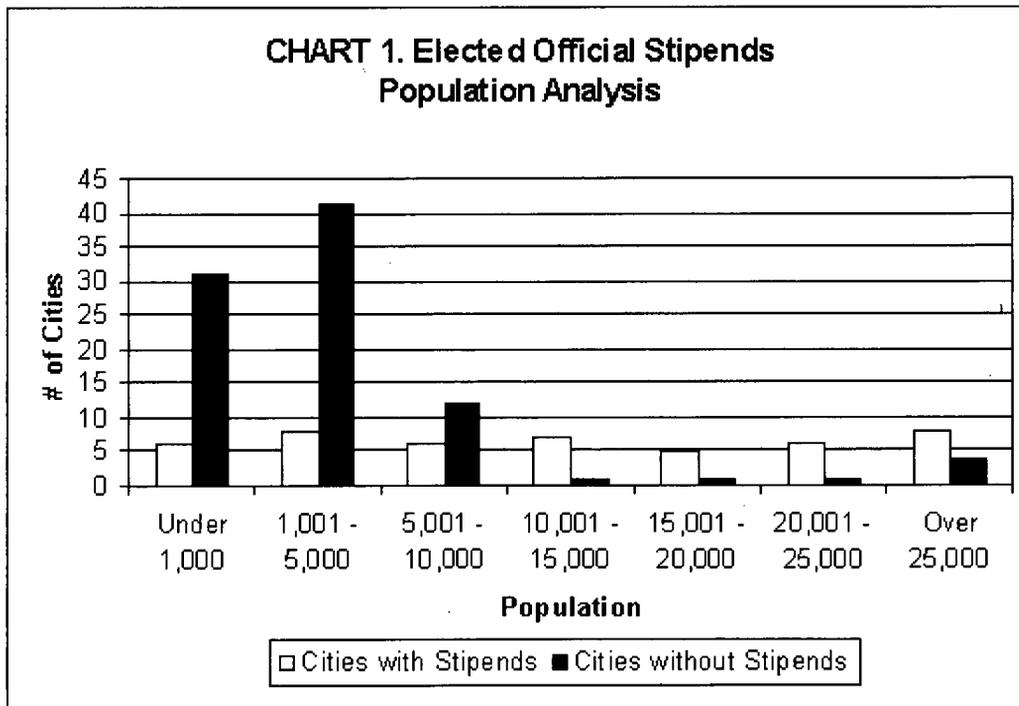
LOC would like to thank the responding cities for their time and efforts.

## ELECTED OFFICIAL STIPENDS

### Stipend Analysis

Of the 137 respondents, only 46 cities (34 percent) offer stipends or salaries to the mayors and/or councilors. Larger cities are more likely to have stipends than smaller cities.

Of cities with elected official stipends, 70 percent have populations over 5,000. Of the cities without elected official stipends, only 21 percent have populations over 5,000. The smallest city to have a stipend (for the mayor only), is Halfway, population 350. The largest city without stipends is Gresham, the fourth largest city with a population of 95,900. Chart 1 illustrates the population analysis for the stipend survey data. Information on stipend and salary amounts are located on p. 2. The list of cities without stipends is located on p. 4.



**TABLE 1. City Mayor and Councilor Stipends: General Information**

City	2005 Population	Stipend Information		
		Mayor (total per year)	Councilor (total per year)	Stipends Paid
Albany	45,360	\$1,980	\$1,320	Monthly
Ashland	20,880	\$500	\$300	Once per year
Astoria	9,910	\$1,200	\$720	Monthly
Aumsville	3,130	\$1,320	\$1,080	Monthly
Baker City	9,960	\$150	\$150	Quarterly
Bandon	3,065	\$2,400	\$1,200	Monthly
Banks	1,430	\$600	\$300	Twice per year
Beaverton*	83,095	\$134,244 + \$4,200 car allow.	\$14,400	Mayor - Biweekly Council - Monthly
Bend	70,330	\$2,400	\$2,400	Monthly
Canby	14,385	\$2,400	\$1,200	Monthly
Central Point	15,640	\$3,000	\$1,800	Monthly
Condon	770	\$600	\$250	Twice per year
Cornelius	10,585	\$600	\$600	Monthly
Corvallis	53,165	\$1,200	\$0	Monthly
Dallas	14,040	\$1,500	\$0	Monthly
Eugene	146,160	\$19,329	\$12,886	Biweekly
Forest Grove	19,565	\$1,800	\$1,200	Monthly
Glendale	915	\$900	\$0	Monthly
Gold Beach	1,930	\$1,500	\$1,140	Monthly
Haines	440	\$600	\$600	Monthly
Halfway	350	\$3,600	\$0	Monthly
Harrisburg	3,275	≈ \$345	≈ \$345	\$15/meeting
Hermiston	15,025	\$3,000	\$1,200	Monthly
Hillsboro	82,025	\$3,000	\$1,500	Monthly

\* Beaverton has a strong mayor, who serves as the full-time administrative head for the city.

**TABLE 1. City Mayor and Councilor Stipends: General Information (continued)**

City	2005 Population	Stipend Information		
		Mayor (total per year)	Councilor (total per year)	Stipends Paid
Island City	955	\$9,566	≈ \$300	See Below*
Klamath Falls	20,400	\$2,400	\$600	Monthly
Lebanon	13,940	\$3,600	\$2,400	Monthly
Mill City	1,555	\$960	\$540	Monthly
Milton-Freewater	6,540	\$2,500	\$1,200	Quarterly
Milwaukie	20,655	\$2,400	\$1,800	Monthly
Newberg	20,565	≈ \$3,792	≈ \$192	See Below**
North Powder	490	\$2,400	\$0	Monthly
Ontario	11,245	\$2,400	\$1,500	Monthly
Pendleton	17,025	\$1,800	\$1,200	\$75 & \$50/mtg.
Rockaway Beach	1,345	\$1,200	\$600	Monthly
Sheridan	5,785	\$100	\$75	Once per year
St. Helens	11,795	\$1,600	\$640	Quarterly
Sublimity	2,225	\$240	\$120	Monthly
Sweet Home	8,500	\$1,020	\$900	Quarterly
Talent	6,255	\$1,800	\$1,500	Biweekly
Tigard	45,500	\$5,700	\$4,200	Quarterly
Troutdale	14,880	\$6,000	N/A	Monthly
Tualatin	25,465	N/A	\$3,774***	Biweekly
West Linn	24,075	\$6,400	\$4,000	Quarterly
Wilsonville****	16,510	\$9,936	\$5,000	Monthly
Woodburn	22,110	\$600	\$300	Monthly

\* The mayor receives \$797 per month. Councilors receive \$25 per meeting.

\*\* Councilors receive \$8 per meeting. The Mayor receives \$300 per month, plus \$8 per meeting.

\*\*\* Grandfathered councilors may receive \$157.25 biweekly. New councilors may only receive health care.

\*\*\*\* Mayor salary includes \$300/mo. car allowance. Councilors may opt for stipends in lieu of health care.

**TABLE 2. Cities without Mayor and Councilor Stipends**

City	2005 Pop.
Adair Village	905
Adams	330
Adrian	150
Amity	1,480
Arlington	570
Aurora	785
Barlow	140
Bay City	1,170
Boardman	3,175
Brookings	6,185
Brownsville	1,530
Butte Falls	445
Cannon Beach	1,650
Canyonville	1,530
Carlton	1,585
Cascade Locks	1,155
Cave Junction	1,500
Clatskanie	1,660
Columbia City	1,785
Coos Bay	15,850
Cove	620
Creswell	4,525
Culver	1,020
Damascus	9,670
Depoe Bay	1,275
Detroit	255
Drain	1,045
Dufur	610
Dundee	2,965
Dunes City	1,330
Echo	695

City	2005 Pop.
Estacada	2,480
Falls City	960
Florence	8,185
Garibaldi	900
Gearhart	1,055
Gresham	95,900
Happy Valley	7,275
Huntington	520
Idanha	230
Imbler	290
Independence	7,515
Irrigon	1,790
Jefferson	2,515
John Day	1,845
Jordan Valley	240
Joseph	1,090
Junction City	4,945
Keizer	34,735
Lafayette	3,105
Lexington	260
Lyons	1,090
Madras	5,600
Malin	800
Manzanita	660
Medford	70,855
Millersburg	830
Monument	150
Mosier	420
Mt. Angel	3,630
Myrtle Point	2,510

City	2005 Pop.
Oakridge	3,680
Philomath	4,400
Pilot Rock	1,545
Port Orford	1,225
Prairie City	110
Prineville	9,080
Reedsport	4,240
Richland	150
Rivergrove	350
Roseburg	20,790
Rufus	270
Sandy	6,680
Scotts Mills	300
Seaside	6,165
Shady Cove	2,680
Siletz	1,130
Silverton	8,230
Springfield	55,855
Stayton	7,505
Tangent	955
The Dalles	12,505
Toledo	3,585
Veneta	3,955
Vernonia	2,275
Waldport	2,060
Wheeler	420
Winston	5,265
Wood Village	2,880
Yachats	730
Yoncalla	1,090

## Increasing Stipends

Compared with the 2004 survey, only eight cities increased their mayor stipends, and only four cities increased their councilor stipends. Please note that not all cities responded to both the 2006 and 2004 surveys. Many of the cities responded that the stipend amounts had not changed for many years. This is due to the fact that 39 cities (85 percent) have no set schedule for when the stipends will increase. Only six cities stated that they increase the stipends annually: Beaverton (mayor only); Eugene; Sublimity; Tualatin; West Linn; Wilsonville. Pendleton increases the stipends every third year.

Of the cities with stipends, 32 cities (70 percent) can change the stipend amounts by council recommendation. Six cities - Albany, Bandon, Beaverton, Gold Beach, Halfway and Troutdale - can only increase the stipends if it first comes from the budget committee, and is then approved by the council. Six cities - Ashland, Astoria, Baker City, Bend, Klamath Falls and West Linn - must receive voter approval for a charter amendment or ordinance/resolution in order to increase stipends. Eugene increases its stipends annually using the CPI index, and Tualatin increases their stipends in lieu of insurance as health coverage costs increase.

## **TRAVEL REIMBURSEMENTS AND ALLOWANCES**

### Mileage Reimbursements

One hundred and fourteen of the responding cities (83 percent) provide mileage reimbursements to their mayors and councilors for city business-related travel. Only 23 cities do not offer this benefit. Of those cities providing reimbursements, 97 cities (85 percent) had mileage rates of \$0.40 per mile or more, with the current IRS mileage rate being \$0.485. Eight cities had mileage rates from \$0.30 to \$0.395, and 3 cities still have rates as low as \$0.20 to \$0.25. Gold Beach has a mileage rate of \$0.10, but a gas card is also provided.

There were some cities that did not have mileage rates. Canyonville, Cave Junction (gas card), Halfway and Rufus (gas card) cover the actual cost of fuel. Cave Junction also provides the use of a city vehicle. The Mayor of Beaverton receives a \$350 per month car allowance in-lieu-of any mileage reimbursements.

### Meal Allowances & Reimbursements

Twenty-one of the responding cities (15 percent) stated that they do not provide allowances or reimbursements for meals while mayors and councilors are traveling. The remaining cities do provide meal reimbursements, but in different ways.

Of the cities with meal allowances, eighty cities (69 percent) reimburse meals at actual cost with no maximum rate. Thirty-two cities (28 percent) have meal allowances or reimbursement rates based on each meal, or a total per diem rate (See p. 6 for more details). Finally, four cities (3 percent) reimburse at rates set by either the U.S. General Services Administration (GSA) or the Internal Revenue Service (IRS).

**TABLE 3. Travel Reimbursements for Mayors and Councilors**

City	Mileage Rate	Daily Meal Reimbursement				
		Actual Cost	Breakfast	Lunch	Dinner	Per Diem (total)
Adair Village	\$0.445 per mile	✓				
Adams	\$0.485 per mile	✓				
Albany	\$0.485 per mile	✓				
Arlington	\$0.37 per mile	✓				
Ashland	\$0.445 per mile		\$6.00	\$7.00	\$17.00	
Astoria	\$0.445 per mile	✓				
Aumsville	\$0.445 per mile	✓				
Aurora	\$0.485 per mile	✓				
Baker City	\$0.445 per mile					\$35.00
Bandon	Current IRS Rate	✓				
Bay City	Current IRS Rate	Rate based on U.S. General Services Administration.				
Beaverton	Mayor receives \$350/month vehicle allowance					\$25 in-state \$35 out-of-state
Bend	\$0.445 per mile	✓	\$9.00	\$10.00	\$20.00	\$39.00
Boardman	\$0.445 per mile	✓				
Brookings	\$0.445 per mile		\$7.00	\$9.00	\$14.00	
Brownsville	Current IRS Rate	✓				
Canby	\$0.445 per mile	✓				
Canyonville	Cost of gas	✓				
Carlton	N/A	✓				
Cascade Locks	\$0.445 per mile	✓				
Cave Junction	Use city vehicles or city gas card		\$5.00	\$10.00	\$15.00	
Central Point	\$0.445 per mile	✓				
Clatskanie	Current IRS Rate	✓				

- TABLE 3. Travel Reimbursements for Mayors and Councilors (continued)

City	Mileage Rate	Daily Meal Reimbursement				
		Actual Cost	Breakfast	Lunch	Dinner	Per Diem (total)
Columbia City	\$0.445 per mile		\$5.00	\$6.00	\$15.00	
Condon	\$0.405 per mile	✓				
Coos Bay	\$0.445 per mile		\$9.00	\$12.00	\$18.00	
Cornelius	\$0.445 per mile	✓				
Corvallis	\$0.445 per mile		\$7.00	\$10.00	\$20.00	\$37.00
Cove	Current IRS Rate	✓	\$5.00	\$10.00	\$15.00	
Creswell	\$0.445 per mile	✓				
Culver	State Rate	✓				
Dallas	\$0.435 per mile		\$7.50	\$10.00	\$17.50	
Damascus	\$0.445 per mile	✓				
Depoe Bay	Current IRS Rate	✓				
Detroit	\$0.445 per mile	✓				
Drain	\$0.445 per mile	✓				
Dunes City	\$0.35 per mile		\$6.00	\$7.00	\$18.00	
Estacada	\$0.485 per mile	✓				
Eugene	\$0.445 per mile	✓				
Florence	Current IRS Rate	✓				
Forest Grove	\$0.445 per mile	✓				
Garibaldi	Current IRS Rate	✓				
Gearhart	N/A	✓				
Gold Beach	\$0.10 per mile + city gas card		\$7.00	\$8.00	\$15.00	
Gresham	Current IRS Rate	✓				
Haines	\$0.415 per mile		\$7.50	\$10.00	\$15.00	
Halfway	Cost of gas	✓				

TABLE 3. Travel Reimbursements for Mayors and Councilors (continued)

City	Mileage Rate	Daily Meal Reimbursement				
		Actual Cost	Breakfast	Lunch	Dinner	Per Diem (total)
Happy Valley	N/A	✓				
Harrisburg	Current IRS Rate	✓	\$10.00	\$10.00	\$20.00	
Hermiston	\$0.36 per mile		\$10.00	\$10.00	\$20.00	
Hillsboro	\$0.445 per mile		\$8.05	\$9.20	\$17.25	\$34.50
Huntington	\$0.30 per mile		\$7.00	\$7.00	\$15.00	
Imbler	\$0.445 per mile	✓				
Independence	\$0.445 per mile	Rate based on U.S. General Services Administration.				
Irrigon	\$0.45 per mile	✓				
Island City	\$0.485 per mile	✓				
Jefferson	\$ 0.445 per mile	✓				
John Day	N/A	✓				
Jordan Valley	\$0.42 per mile	✓				
Joseph	\$0.20 per mile	✓				
Lebanon	Current IRS Rate	✓				
Lexington	Current IRS Rate	✓				
Lyons	\$0.485 per mile	N/A				
Madras	\$0.445 per mile	✓				
Malin	\$0.395 per mile	✓				
Manzanita	N/A	✓				
Medford	\$0.445 per mile	✓	\$8.00	\$12.00	\$18.00	
Junction City	Current IRS Rate	✓				
Keizer	\$0.445 per mile	✓				
Klamath Falls	\$0.445 per mile					\$30.00
Lafayette	\$0.445 per mile	✓				

**TABLE 3. Travel Reimbursements for Mayors and Councilors (continued)**

City	Mileage Rate	Daily Meal Reimbursement				
		Actual Cost	Breakfast	Lunch	Dinner	Per Diem (total)
Mill City	\$0.445 per mile		\$6.00	\$10.00	\$15.00	
Millersburg	\$0.445 per mile	✓				
Milton-Freewater	\$0.445 per mile	✓	\$10.00	\$15.00	\$25.00	\$50.00
Milwaukie	\$0.445 per mile	Rate based on U.S. General Services Administration.				
Monument	\$0.32 per mile	N/A				
Mosier	Current IRS Rate	✓				
Mt. Angel	Current IRS Rate	✓				
Port Orford	\$0.445 per mile	✓				
Prineville	\$0.445 per mile	✓				
Reedsport	Current IRS Rate	✓				
Richland	\$0.37 per mile	✓				
Rockaway Beach	\$0.405 per mile	✓				
Roseburg	Current IRS Rate	✓				
Rufus	City gas card	✓				
Sandy	Current IRS Rate	✓				
Myrtle Point	\$0.20 per mile	N/A				
Newberg	\$0.445 per mile	✓				
North Powder	Current IRS Rate	✓				
Oakridge	\$0.405 per mile	✓				
Ontario	\$0.445 per mile		\$7.00	\$9.00	\$15.00	
Pendleton	\$0.40 per mile	✓	\$6.50	\$8.50	\$13.00	
Philomath	\$0.445 per mile	✓				
Pilot Rock	\$0.485 per mile		\$10.00	\$10.00	\$15.00	\$35.00
Seaside	\$0.445 per mile		\$8.00	\$10.00	\$20.00	

TABLE 3. Travel Reimbursements for Mayors and Councilors (continued)

City	Mileage Rate	Daily Meal Reimbursement				
		Actual Cost	Breakfast	Lunch	Dinner	Per Diem (total)
Shady Cove	Current IRS Rate	✓				
Sheridan	\$0.445 per mile	✓				
Silverton	\$0.445 per mile	✓				
Springfield	\$0.445 per mile	✓	\$10.00	\$11.00	\$22.00	
St. Helens	\$0.445 per mile		\$10.00	\$15.00	\$25.00	\$50.00
Stayton	\$0.445 per mile	✓				
Talent	\$0.445 per mile	✓				
Tangent	\$0.45 per mile	✓				
The Dalles	Current IRS Rate	✓				
Tigard	\$0.445 per mile	✓				
Toledo	\$0.485 per mile		\$8.00	\$8.00	\$13.00	
Troutdale	\$0.445 per mile	✓				
Tualatin	\$0.445 per mile	✓				IRS rate
Veneta	Current IRS Rate	✓				
Vernonia	\$0.445 per mile		\$6.00	\$6.00	\$12.00	
Waldport	\$0.485 per mile		\$5.00	\$6.00	\$11.00	
West Linn	\$0.445 per mile					\$50.00
Wheeler	\$0.30 per mile	✓				
Wilsonville	\$0.445 per mile	✓				
Winston	Current IRS Rate	✓				
Wood Village	Current IRS Rate					\$30.00
Woodburn	\$0.25 per mile	✓				
Yachats	\$0.445 per mile	✓				
Yoncalla	\$0.445 per mile	✓				

Lodging Reimbursements & Limitations

LOC asked a question regarding allowances, reimbursements and limitations on lodging expenses for elected officials when traveling on city business. Ninety cities responded, of which 76 cities (84 percent) stated that they have no limitations, and reimburse lodging at actual cost. Most cities ask that mayors and councilors stay in hotels that have "reasonable rates."

Aumsville, Bay City, Florence, Madras and Tualatin reimburse at the Internal Revenue Service and/or the General Services Administration governmental rates. Cove has no limit on lodging rates, but if a mayor or councilor stays with family in lieu of a hotel room, the city provides \$15 for dinner. There were 8 cities that had monetary limitations on lodging rates (See Table 4).

City	Lodging Rate
Dunes City	\$60/night
Huntington	\$60/night
Independence	\$60/night
Mill City	\$90/night
Monument	\$100/night
Pendleton	\$60/night
Vernonia	\$100/night
Yoncalla	\$160/night

**OTHER BENEFITS FOR ELECTED OFFICIALS**

Benefit	Mayor	Councilor	More Details
Workers' Compensation	56 cities (41%)	49 cities (36%)	p. 12
PERS	4 cities (3%)	3 cities (2%)	p. 12
Cell Phones	16 cities (12%)	1 city (<1%)	p. 13
Utility Billing Credits	6 cities (4%)	6 cities (4%)	p. 13
Professional Memberships	87 cities (64%)	19 cities (14%)	p. 14
Health Insurance (elected-only)	1 city (<1%)	2 cities (1%)	p. 15
Health Insurance (elected & family)	7 cities (5%)	6 cities (4%)	p. 15
Training and Conferences	110 cities (80%)	105 cities (77%)	p. 16
Credit Cards	26 cities (19%)	7 cities (5%)	p. 18

**TABLE 6. Other Benefits - Workers' Compensation**

Workers' Compensation		
City	Mayor	Councilors
Albany	✓	✓
Ashland	✓	✓
Astoria	✓	✓
Aumsville	✓	✓
Bandon	✓	✓
Beaverton	✓	
Boardman	✓	✓
Canby	✓	✓
Canyonville	✓	✓
Cascade Locks	✓	✓
Cave Junction	✓	✓
Clatskanie	✓	✓
Condon	✓	✓
Dallas	✓	✓
Damascus	✓	✓
Depoe Bay	✓	✓
Eugene	✓	✓
Florence	✓	✓
Garibaldi	✓	✓
Glendale	✓	✓
Gold Beach	✓	✓
Haines	✓	✓
Halfway	✓	
Hillsboro	✓	✓
Imbler	✓	✓
Irrigon	✓	✓
Island City	✓	
Junction City	✓	✓

Workers' Compensation		
City	Mayor	Councilors
Klamath Falls	✓	✓
Lebanon	✓	✓
Lexington	✓	
Lyons	✓	✓
Mill City	✓	✓
Millersburg	✓	✓
Milton-Freewater	✓	✓
Newberg	✓	✓
North Powder	✓	
Oakridge	✓	✓
Ontario	✓	✓
Pendleton	✓	✓
Prairie City	✓	✓
Richland	✓	✓
Shady Cove	✓	✓
Sheridan	✓	✓
Silverton	✓	✓
Stayton	✓	
Troutdale	✓	✓
Tualatin	✓	✓
Veneta	✓	✓
Vernonia	✓	✓
Waldport	✓	✓
Wheeler	✓	✓
Wilsonville	✓	
Wood Village	✓	✓
Woodburn	✓	✓
Yachats	✓	✓

**TABLE 7. Other Benefits - Retirement**

PERS/Retirement			
City	Mayor	Councilors	Other Information
Beaverton	✓		
Eugene	✓	✓	If the mayor or councilors accept this offer, there would be a deduction in stipend/salary.
Pendleton	✓	✓	Same as Eugene.
Woodburn	✓	✓	Available only if the official is an active PERS member.

**TABLE 8. Other Benefits - Cell Phones**

<b>City-Provided Cell Phone</b>		
<b>City</b>	<b>Mayor</b>	<b>Councilors</b>
Arlington	✓	
Beaverton	✓	
Bend	✓	
Canby	✓	
Canyonville	✓	
Eugene	✓	
Gresham	✓	✓
Hillsboro	✓	
Huntington	✓	
Island City	✓	
Klamath Falls	✓	
Prineville	✓ (\$25/mo.)	
Shady Cove	✓	
Silverton	✓	
Wilsonville	✓	
Wood Village	✓	

**TABLE 9. Other Benefits - Utility Billing Credit**

<b>Utility Billing Credit</b>	
<b>City</b>	<b>(Mayors and Councilors)</b>
John Day	Monthly water/sewer bill
Malin	\$28/mo. for water bill
Pilot Rock	\$30.50 for monthly utility bill
Prairie City	Base water fee (\$14/mo.)
Sandy	Free SandyNet internet access
Tualatin	\$20/mo. credit on city utility bill

**TABLE 10. Other Benefits - Professional / Civic Memberships**

Professional / Civic Memberships		
City	Mayor	Councilors
Adair Village	✓	
Albany	✓	
Arlington	✓	
Ashland	✓	✓
Astoria	✓	✓
Aumsville	✓	
Aurora	✓	
Banks	✓	✓
Bay City	✓	
Beaverton	✓	
Bend	✓	
Boardman	✓	
Brookings	✓	
Canby	✓	
Canyonville	✓	✓
Carlton	✓	
Cave Junction	✓	
Central Point	✓	
Clatskanie	✓	✓
Condon	✓	✓
Cornelius	✓	
Corvallis	✓	
Cove	✓	
Creswell	✓	
Dallas	✓	
Damascus	✓	✓
Depoe Bay	✓	
Detroit	✓	
Drain	✓	✓
Dundee	✓	
Echo	✓	

Professional / Civic Memberships		
City	Mayor	Councilors
Estacada	✓	
Eugene	✓	✓
Florence	✓	
Forest Grove	✓	
Garibaldi	✓	
Gearhart	✓	
Glendale	✓	
Gresham	✓	✓
Haines	✓	
Hermiston	✓	✓
Hillsboro	✓	✓
Imbler	✓	
Independence	✓	
Irrigon	✓	
Island City	✓	
John Day	✓	
Jordan Valley	✓	
Junction City	✓	
Klamath Falls	✓	✓
Lebanon	✓	
Madras	✓	
Malin	✓	
Manzanita	✓	
Medford	✓	✓
Mill City	✓	
Millersburg	✓	
Milton-Freewater	✓	
Milwaukie	✓	✓
Newberg	✓	
Oakridge	✓	
Ontario	✓	

**TABLE 10. Other Benefits - Professional / Civic Memberships (continued)**

Professional / Civic Memberships		
City	Mayor	Councilors
Pendleton	✓	
Philomath	✓	
Port Orford	✓	
Prineville	✓	
Sandy	✓	
Shady Cove	✓	
Sheridan	✓	✓
Silverton	✓	
Springfield	✓	
St. Helens	✓	✓
Sublimity	✓	
Sweet Home	✓	
Talent	✓	

Professional / Civic Memberships		
City	Mayor	Councilors
Tangent	✓	
Toledo	✓	✓
Troutdale	✓	
Tualatin	✓	
Veneta	✓	
Vernonia	✓	
West Linn	✓	✓
Wheeler	✓	
Wilsonville	✓	
Wood Village	✓	
Yachats	✓	
Yoncalla	✓	

**TABLE 11. Other Benefits - Health Insurance**

Health Insurance Coverage				
City	Mayor (only)	Councilors (only)	Mayor & Family	Councilor & Family
Ashland			✓	✓
Beaverton*			✓	✓
Eugene			✓	✓
Forest Grove			✓	✓
Klamath Falls			✓	✓
Tigard			✓	✓
Tualatin**		✓	✓	
Wilsonville***	✓	✓		

\* Councilors may receive health insurance, but the monthly stipend is reduced by the premium amount.

\*\* This benefit may be paid as cash in-lieu-of coverage for grandfathered-councilors (see p. 3).

\*\*\* Councilors may opt for a stipend in-lieu-of health insurance (See p. 3).

**TABLE 12. Other Benefits - Trainings & Conferences**

Training and Conferences		
City	Mayor	Councilors
Adair Village	✓	✓
Albany	✓	✓
Arlington	✓	✓
Ashland	✓	✓
Astoria	✓	✓
Aurora	✓	✓
Aurora	✓	✓
Baker City	✓	✓
Bandon	✓	✓
Banks	✓	✓
Bay City	✓	✓
Beaverton	✓	✓
Bend	✓	✓
Boardman	✓	✓
Brookings	✓	✓
Brownsville	✓	✓
Canby	✓	✓
Canyonville	✓	✓
Carlton	✓	✓
Cascade Locks	✓	✓
Cave Junction	✓	✓
Central Point	✓	✓
Clatskanie	✓	✓
Condon	✓	✓
Coos Bay	✓	✓
Cornelius	✓	✓
Corvallis	✓	✓
Cove	✓	✓

Training and Conferences		
City	Mayor	Councilors
Creswell	✓	✓
Culver	✓	
Damascus	✓	✓
Depoe Bay	✓	✓
Detroit	✓	✓
Drain	✓	✓
Dundee	✓	✓
Estacada	✓	✓
Eugene	✓	✓
Florence	✓	✓
Forest Grove	✓	✓
Garibaldi	✓	✓
Gates	✓	✓
Gearhart	✓	✓
Glendale	✓	
Gold Beach	✓	✓
Gresham	✓	✓
Halfway	✓	✓
Happy Valley	✓	✓
Harrisburg	✓	✓
Hermiston	✓	✓
Hillsboro	✓	✓
Huntington	✓	✓
Imbler	✓	✓
Independence	✓	✓
Irrigon	✓	✓
Jefferson	✓	✓
John Day	✓	✓

**TABLE 12. Other Benefits - Trainings & Conferences (continued)**

Training and Conferences		
City	Mayor	Councilors
Joseph	✓	✓
Junction City	✓	✓
Keizer	✓	✓
Klamath Falls	✓	✓
Lafayette	✓	✓
Lebanon	✓	✓
Lyons	✓	✓
Madras	✓	✓
Malin	✓	✓
Manzanita	✓	✓
Medford	✓	✓
Mill City	✓	✓
Millersburg	✓	✓
Milton-Freewater	✓	✓
Milwaukie	✓	✓
Mosier	✓	✓
Myrtle Point	✓	✓
Newberg	✓	✓
Ontario	✓	✓
Pendleton	✓	✓
Philomath	✓	✓
Pilot Rock	✓	✓
Port Orford	✓	✓
Prineville	✓	✓
Reedsport	✓	✓
Richland	✓	✓
Rockaway Beach	✓	

Training and Conferences		
City	Mayor	Councilors
Roseburg	✓	✓
Seaside	✓	✓
Shady Cove	✓	✓
Sheridan	✓	✓
Sherwood	✓	✓
Silverton	✓	✓
Springfield	✓	✓
St. Helens	✓	✓
Stayton	✓	
Sublimity	✓	✓
Sweet Home	✓	
Talent	✓	✓
Tangent	✓	✓
Tigard	✓	✓
Toledo	✓	✓
Troutdale	✓	✓
Tualatin	✓	✓
Veneta	✓	✓
Vernonia	✓	✓
Waldport	✓	✓
West Linn	✓	✓
Wheeler	✓	✓
Wilsonville	✓	✓
Winston	✓	✓
Wood Village	✓	✓
Woodburn	✓	✓
Yachats	✓	✓

**TABLE 13. Other Benefits - Credit Cards**

<b>Issued City Credit Card</b>			
<b>City</b>	<b>Mayor</b>	<b>Councilors</b>	<b>Credit Card Limit</b>
Arlington	✓		(Has access to one)
Aumsville	✓		\$1,500
Banks	✓		\$3,000
Beaverton	✓		\$21,500
Bend	✓		
Brookings	✓		\$1,000
Columbia City	✓		\$2,000
Coos Bay	✓		\$2,000
Damascus	✓	✓	\$5,000
Eugene	✓		\$2,500
Gresham	✓	✓	\$5,000 (restricted)
Halfway	✓		\$1,000
Hermiston	✓	✓	
Hillsboro	✓	✓	\$5,000 (shared card)
Klamath Falls	✓		
Lyons	✓		
Madras	✓		
Millersburg	✓	✓*	\$3,000
Milton-Freewater	✓	✓	\$1,000 (shared card)
Newberg	✓		\$1,000
Ontario	✓		\$2,000
Richland	✓		(Debit Card)
Springfield	✓		\$2,500
Stayton	✓		\$2,500
Tangent	✓		\$500
The Dalles	✓	✓	\$2,000

\* Only two councilors have credit cards.

**APPENDIX A**  
**Elected Official Stipend Survey (2006)**

Name: \_\_\_\_\_

City: \_\_\_\_\_

**Councilor Salaries/Stipends**

*(Please circle answer)*

Does your city offer salaries or stipends to the mayor and/or councilors?      Yes      No

How much is the mayor salary/stipend?    \$ \_\_\_\_\_

How much are the councilors salaries/stipends?    \$ \_\_\_\_\_

The salaries/stipends are paid per:      Meeting      Month      Quarter      Year  
Other: \_\_\_\_\_

How often does the salary/stipend amount change?      Annually      Varies  
Other: \_\_\_\_\_

How is a salary/stipend change decided?      Council Recommendation/Action  
CPI Index      Other: \_\_\_\_\_

**Travel Reimbursements**

Does your city offer travel reimbursements to the mayor and/or councilors?      Yes      No

What is the current mileage reimbursement? \$ \_\_\_\_\_/mi.

What is the daily meal reimbursement?    *(Check All that Apply)*

- Actual Cost                       \$ \_\_\_\_\_ for breakfast                       Daily per diem \$ \_\_\_\_\_  
 \$ \_\_\_\_\_ for lunch                       \$ \_\_\_\_\_ for dinner

What is the limit on nightly lodging costs? \$ \_\_\_\_\_/night.

Other lodging restrictions/limitations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX A (continued)

### Other Benefits

*For each item below, please check whether or not this benefit is provided to the mayor and/or councilors in your city. If there is a text line, please fill in the amount provided, and any other relevant information.*

<u>OTHER BENEFITS</u>	<u>MAYOR</u>	<u>COUNCILORS</u>
▶ Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>
▶ PERS/Retirement	<input type="checkbox"/>	<input type="checkbox"/>
▶ Workers' Comp.	<input type="checkbox"/>	<input type="checkbox"/>
▶ Professional/Civic Memberships (i.e. Oregon Mayors' Assoc.)	<input type="checkbox"/>	<input type="checkbox"/>
▶ Health Insurance (elected officials only)	<input type="checkbox"/>	<input type="checkbox"/>
▶ Health Insurance (elected officials & family)	<input type="checkbox"/>	<input type="checkbox"/>
▶ Utility Billing Credit	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
▶ Training/Conferences	<input type="checkbox"/> \$ _____ (Budgeted Amt.)	<input type="checkbox"/> \$ _____ (Budgeted Amt.)
▶ Expense Budget	<input type="checkbox"/> \$ _____ (Budgeted Amt.)	<input type="checkbox"/> \$ _____ (Budgeted Amt.)
▶ City Credit Card	<input type="checkbox"/> \$ _____ <hr/> (Credit limit & permitted uses)	<input type="checkbox"/> \$ _____ <hr/> (Credit limit & permitted uses)

**OTHER COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

League of Oregon Cities  
 PO Box 928  
 Salem, OR 97301  
[www.orcities.org](http://www.orcities.org)

## Mayoral Compensation From 1990 to 2012

Fiscal Year	Mayor	\$100K Life Insurance	Monthly				Annualized Total
			Stipend	Car Allowance	Insurance	Total	
1989-90	Ludlow	✓					
1990-91	Ludlow	✓					
1991-92	Krummel	✓					
1992-93	Krummel	✓					
1993-94	Krummel	✓					
1994-95	Krummel	✓					
1995-96	Krummel	✓					
1996-97	Krummel	✓					
<hr/>							
1996-97	Lehan	✓					
1997-98	Lehan	✓					
1998-99	Lehan	✓	\$ 500.00				
1999-00	Lehan	✓	\$ 500.00				
2000-01	Lehan	✓	\$ 500.00				
2001-02	Lehan	✓	\$ 500.00		taken as benefit	\$ 500.00	\$ 6,000.00
2002-03	Lehan	✓	\$ 500.00			\$ 500.00	\$ 6,000.00
2003-04	Lehan	✓	\$ 500.00		\$ 335.54	\$ 835.54	\$ 10,026.48
2004-05	Lehan	✓	\$ 500.00	\$ 300.00	\$ 381.68	\$ 1,181.68	\$ 14,180.16
2005-06	Lehan	✓	\$ 528.00	\$ 300.00	\$ 416.71	\$ 1,244.71	\$ 14,936.52
2006-07	Lehan	✓	\$ 544.00	\$ 400.00	\$ 367.80	\$ 1,311.80	\$ 15,741.60
2007-08	Lehan	✓	\$ 560.00	\$ 400.00	\$ 414.41	\$ 1,374.41	\$ 16,492.92
2008-09	Lehan	✓	\$ 560.00	\$ 400.00	\$ 446.64	\$ 1,406.64	\$ 16,879.68
<hr/>							
2008-09	Knapp		\$ 577.00	\$ 400.00	\$ 446.64	\$ 1,423.64	\$ 17,083.68
2009-10	Knapp		\$ 577.00	\$ 400.00	\$ 446.64	\$ 1,423.64	\$ 17,083.68
2010-11	Knapp	(incr Oct 2010)	\$ 1,327.00	\$ 400.00	\$ 480.89	\$ 2,207.89	\$ 24,141.93
2011-12	Knapp		\$ 1,327.00	\$ 400.00	\$ -	\$ 1,727.00	\$ 20,724.00

taken as cash pymt

**Elected Officials Compensation  
as of March 31, 2012**

	Monthly Costs				
	Mayor	Councilors			
	Knapp	Goddard	Hurst	Nunez	Starr
Stipend	\$ 1,327.00	\$ -	\$ -	\$ -	\$ -
Car Allowance	\$ 400.00	\$ -	\$ -	\$ -	\$ -
Cell Phone	\$ 79.00	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ 1,391.04	\$ 1,391.04
Laptop	✓				
<b>Total</b>	<b>\$ 1,806.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,391.04</b>	<b>\$ 1,391.04</b>

rates 2012

Family	\$ 1,391.04
Married	\$ 1,006.12
Single	\$ 490.37

(all net of 8%)

**Mayor Knapp: City Business Time Logs  
February 1, 2011 through June 16, 2011**

February:	92.5 hours
March:	113.6 hours (plus 5 nights away)
April:	149.7 hours
May:	111.5 hours
<u>June (thru 6/16):</u>	<u>50.8 hours</u>
4 ½ Month Total:	518.1 hours
Monthly Average:	115.1 hours per month

*Tim Knapp*

S 1/30

Ph./EM. .2

M 1/31

Breakfast/wmpd & George 1.7

Prep for Workshop 1.2

Connect Workshop 4.0

Phone/EM. ~~8~~

T. 2/1

Meets/WBA Breakfast "Building Tomorrow's Jobs" 3.5

Phone/EM. .6

W 2/2

Phone/EM .3

GAC 1.5

Th. 2/3

Phone/EM .5

C/4 3.0

F. 2/4

Phone/EM. ~~3~~

Airport sub/Pac 2.5

Feb. B.2<sub>sub</sub>

~~Lions Club Conference~~

S-2/5

Lions Club Conference 1.0

Tu 3/1

Mail & Ph. 3+ .2

JPACT Meeting - Plan DC Trip 2.1

W 3/2

Mail & Ph. .6

Walden meeting w/Conrad - 1.6

Prep/meet w/ Total Council - 3.2

Th 3/3

Mail & Phone - .3

W.B.A Breakfast - 2.8

C/4 - 3.1

F 3/4 Ph. & Email .3

SAT 3/5 Review Conf Res/Bags/Pack for DC - 2.5

Sun. 3/6 Flight - leave 3:45 AM

Arrive @ hotel 4:45 EST 10.0

(+ 10.25 away)

S 2/6 Hunt Coffee 2.5  
2/7 Phone/Fm .5  
M 2/7 Read Packet + prep. WCC 2.0

P.M. .5  
Work Sess - 2.0  
Comm - 4.0

T 2/8. SBA/WEA 2.5 w/Altran

Phone/Fm - .5  
- 12:00/Off. Sign Ord. f 1.0

W 2/9 Phone/Fm. - .5

Th 2/10 Ph/Fm. - .6  
Wal Crm. - 2.0 Phone/Robert .3

F 2/11 Ph/Fm. - .7 (Scott S.) - Chad - Steph - Jenn

S 2/12 Ph/Fm. - .3

Coffee w/ Richard - 1.4

Su 2/13 Email/Ph. (Scott S.) mlk  
~~Neuro BFM Col.~~ - .7

M 2/14 Email/Ph. <sup>Off.</sup> Kink .6

Neuro BFM Col. - .5

Phone/Jenna - .4

T 2/15 Email - .4

Or. Comm. Foundation Meeting - 1.5

" Hi Speed Rail Meeting - 1.5 / Lauren

Meet w/ Staff - .6

Meet w/ Lynn Peterson - 1.7

Meet w/ Lou Olson - .6

W 2/16 Email - .4

Phone Conf. - Metro Reg / Climate Change Summit - .5

Call/Meet w/ Scott Stew. - .3

Received "Smart Growth" book w/ staff - .3  
meet w/ Retreat Facilitator. - 1.5

33.8

Th 2/17 Email + Phone .7  
 meet w/ Lion Club. - 1.5  
 Conf w/ Wabson. - 1.3  
 meet w/ Art Tech H.S. - 1.0  
 Talk w/ Trola + Otterd. - .3  
 " w/ Hwt. - .3  
 F 2/18 Email + Phone. - .6  
 S 2/19 Review <sup>Final</sup> w/r Research. <sup>English</sup> - 1.1  
 Sa 2/20 Write w/r P.O.V for paper - 3.5  
 M 2/21 EMAIL - P.O.V + other .4  
 Cong. Schnader Visit + Industrial Bus Tour 2.5  
 T 2/22 Email - .3  
 Sdo Open House 2.6  
 W 2/23 Email + Phone - .4  
 Th 2/24 Email .4  
 Prep for Council - 2.1  
 Council - 4.7  
 F 2/25 Email + Phone - .65  
 Visit City Hall - Sign Resolutions - .7  
 Council Retreat - 5.2  
 Speech @ Chabonema - .8  
 SA 2/26 Lions Club Conf. - 1.0  
 Council Retreat - 6.7  
 Natl Guard Awards Dinner - 5.5  
 Su 2/27  $\phi$   
 M 2/28 Meet w/ Staff Miller/Otterd - .7  
 Phone + Email - .6/sub 45.5

Total  
 Feb 92 \$

Mon	3/7	-	10.0 <sup>e</sup>	+ 14.0 away
Tu	3/8		10.0	+ 14.0 away
Wed	3/9		10.0	+ 14.0 away
Th	3/10		10.0	+ 14.0 away
Fri	3/11		5.0	+ 19.0 away
Tu	3/17	Enact -	.3	
		Prep for phone/Concert meeting -	1.2	
		Concert -	2.5	
F	3/18	Flight - Leave hotel 5:50am EDT to PDX Arrive home 3:45 pm PPT	11.9	<del>11.9</del>
Su	3/20	Enact -	.3	
M	3/21	Ph/Enact -	.3	
T	3/22	Ph/Enact -	.4	
		meet w/ Staff Kohloy/Toda/Ottens -	1.5	
		" w/ Reynolds -	1.5	
W	3/23	Phone/Email -	2.3	
Th	3/24	" " -	.6	
		Review Solo Docs/discuss w/ Kohloy -	1.2	
F	3/25	Phone/Enact -	.3	
		meet w/ Reynolds -	1.2	
S	3/26	Ph/Enact -	.2	
Sa	3/27	" " meetings -	2.2 + .3	
M	3/28	" " -	1.3	
T	3/29	Phone/Enact	1.2	
		meetings -	2.5	
W	3/30	Ph/Enact -	1.8	
Th	3/31	Ph/Enact -	1.6	
		ODA Harrig/Salem -	3.5	

108.5  
 made total  
 113.6

FR 4/1	Wp to Climate Conf.	5.5
	Ph/Email	1.6
Su 4/3	meeting prep	1.0
	ph/Email	.2
M 4/4	meeting prep	2.5
	ph/Email	.6
	Council	7.3
T 4/5	Student Essay School	1.5
	Ph/Email	1.3
	Student Art Council	1.4
W 4/6	Ph/Email	1.5
	Meet w/ McCabe	.9
	GAC + discussion	2.3
	Council Exec/WRTP	4.3
Th 4/7	Ph/Email	1.4 + .4
	ch meeting	3.5
F 4/8	Ph/Email	3.2
	NAIDP Meeting	1.7
	CC Commrs. Lohan/Limona	1.2
	Write <sup>(2)</sup> Opnom/Splena	2.1
S 4/9	meet Citizens	1.0
	ph/email	.3
S 4/10	ph/email	<del>1.3</del>
M 4/11	Ph/email	.2 + .2
	Solo/Chamber meeting	2.1
T 4/12	Ph/Email	.3

(498)

total (49.8)

W 4/13

Ph/Email - 2.5  
Chamber Meeting - 1.9  
Chamber Luncheon - 2.2  
Meets/Golden - 1.4  
MPAC - 4.0

Th 4/14

Ph/Email - 4.2

FR 4/15

Ph/Email - 4.8

S 4/16

Ph/Email - 1.6

Meet w/Chamber, Commissioners, <sup>2.8</sup> Press  
City Event - <sup>1.0</sup> Hosp. Alcohol .8

Su 4/17

SR/Email - 1.4 + <sup>1.0</sup> ~~1.0~~

meet Colwell/Hurst/Turner 2.3

M 4/18

Ph/Email - 1.4

meeting Prep 2.2

Council 7.2

T 4/19

Ph/Email - .7

Exec Search Prep 1.8

W 4/20

Ph/Email - .7

Exec Search Prep 1.5

Spec. Council Meeting Prep .5

meeting/discussion 2.5

Th 4/21

Ph/Email - 1.8

Exec. Search Prep 1.0

" " meeting 3.0

Meet w/ Press 1.5

F 4/22

Ph/Email - .8

Grand Rhonda Unit 8.0

S 4/23

Ph/Email - .9

1135 sas ✓

rw 113.5

Sa 4/24 Ph/Email .4

Mon 4/25 Ph/Email .5

Budget Prep .6

meetings 4.5

Tu 4/26 Ph/Email .6

Budget Prep 1.0

Budget meeting 3.4

W 4/27 Ph/Email 1.3

meet Kollhot Press 1.7

Budget Prep 1.7

Th. 4/28 Ph/Email 1.2

Meeting Prep 1.0

Budget Meeting 4.0

WEA 3.2

Bus. Meetings - 2.4

F 4/29 Ph/Email - 2.3

Chamber - 1.6

S 4/30 Ph/Email

Solo Campaign ~~4.3~~ 5.3

~~Or. Tourism Conf. 4.3~~

Sa 5/1 Ph/Email .4

Solo Campaign 4.8

Or Tourism Conf. 1.2

Mon 5/2 Ph/Email 1.1

Meeting Prep 1.8

Council 3.5

T 5/3 Ph/Email 1.2

Budget Comm 3.4

Meetings on Solo 7.4

sub 28.2

APRIL

149.7 hrs

18.8 sub total

Wed 5/4 Ph / Email .4  
 CM Search 4.4  
 Chamber CAL 2.1  
 Th 5/5 Ph / Email .6  
 Re JPAET/MPAET 2.7  
 CM Search 3.7  
 Discussion w/ Mayor 1.1  
 Fr 5/6 Ph / Email .6  
 B+C Interview 1.2  
 SA 5/7 Ph + Email .3  
 Su 5/8 Ph + Email .4  
 (MS 5/9 Ph + Email 1.1  
 WCCC 2.2  
 T 5/10 Ph + Email 1.6  
 Chamber Lunch 1.9  
 Citizen Meeting 2.1  
 W 5/11 Ph / Email 2.1  
 CM Search 3.1  
 Th 5/12 Ph / Email 1.2  
 CM Search 4.4  
 Meet w/ Mayor 2.3  
 Fr 5/13 Ph / Email 2.2  
 So announced meet w/ Staff 2.0  
 meet w/ Press 1.2  
 B/C Interview 1.3

SA 5/14 Ph / Email .6  
 meetings 1.4  
 CM meeting 3.7  
 Su 5/15 Ph / Email .5  
 meetings 2.0  
 CM Proposal 1.5  
 Mo 5/16 Ph / Email .7  
 meeting prep 1.4  
 Council 6.3  
 Tu 5/17 Ph / Email 1.1  
 meetings .8  
 Wed 5/18 Ph / Email .6  
 meetings 1.7  
 Th 5/19 Ph / Email .8  
 meetings 1.5  
 Fri 5/20 Ph / Email .5  
 Mon 5/23 Ph / Email 1.2  
 Tu 5/24 Ph / Email .6  
 We 5/25 Ph / Email .5  
 WWTTP Open House 3.5  
 Th 5/26 Ph / Email .4  
 WEA 2.4  
 Ch. City Council 3.0  
 C4 3.1  
 F 5/27 Ph / Email 1.4  
 Sat 5/28 Ph / Email .2  
 Su 5/29 Ph / Email .1  
 Mo 5/20 Ph / Email .2 / 41.7  
 Tu

46.2  
 sub

41.7  
 sub

Tu 5/30 Ph/Email .6  
 meet/corgme 1.5  
 " <sup>sen</sup> Wippen 2.7

W 6/1 Ph/Email .5  
 CAC 1.8  
 I+BA 3.3

Th 6/2 Ph/Email .3  
 PRE-JPAET 2.5  
 Casey Dugan/Tisha 2.3  
 C/4 3.3

F 6/3 Ph/Email 1.4

Sa 6/4 Ph/Email .3  
 Parade/Art 3.0

Su 6/5 Ph/Email .2  
 Arts .5

M 6/6 Ph/Email .9  
 meeting prep 1.6  
 Council 4.1  
 WCC 2.2

T 6/7 Ph/Email .7  
 Equality Event 1.2  
 resolution .6

W 6/8 Ph/Email .8  
 Solo Debrief 2.8  
 CCI 2.1

Th 6/9 Ph/Email .8  
 School Groundwork 1.3

F 6/10 Ph/Email .4  
 reporters 1.3  
 SA 6/11 Ph/Email .4

Su 6/12 Ph/Email .2

M 6/13 Ph/Email 1.4  
 Logging .6

T 6/14 Ph/Email .6  
~~Chambers~~ Chambers 1.7

W 6/15 Ph/Email .7

Th 6/16 Ph/Email .5  
 Chambers 1.5  
 meetings + BQ 3.4

~~F 6/17 Ph/Email 1.1~~

May  
 111.5

Feb - 92.5  
 (28 days)

March - 113.6 + 5 nights away  
 (31 days)

April - 149.7  
 (30 days)

MAY - 111.5  
 (31 days)

JUN - 50.8  
 (16 days)  
 2

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518.1 ÷ 4.5 =  
 115.13/mo.

50.8

**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  <b>April 2, 2012</b>	<b>Subject: Property Disposition – Yellow House on Tooze Road</b>  <b>Staff Member: Kristin Retherford</b> <b>Department: Community Development</b>
<b>Action Required</b> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b>

<b>Staff Recommendation:</b> Council direction to pursue final disposition of the house located on the city-owned property on Tooze Road.		
<b>Recommended Language for Motion:</b> Not applicable.		
<b>PROJECT / ISSUE RELATES TO:</b> <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:** Last summer Council advised staff to research the costs associated with preparing the Urban Renewal Agency owned house on Tooze Road for rent, and to return to Council with these cost estimates prior to the FY 2012-13 budget hearings to receive further direction.

**EXECUTIVE SUMMARY:** At the time the Urban Renewal Agency acquired property on Tooze Road for a future school site, the improvements on the property were considered to have no contributing value and were planned for demolition. Subsequently, the school site was

relocated. The Agency is still in ownership of this 9.95 acre site which includes a 3 bedroom, 1 bathroom single family residence.

In following up on Council's directions to evaluate the home's readiness for rental and needed improvements, staff has identified the issues below and obtained the following cost estimates for associated repairs:

1. The roof is in poor condition and leaking and requires a full replacement. Cost estimate - \$6,000 - \$7,500.
2. The chimney mortar is in poor condition and needs a number of repairs including tuck-pointing, new flashing, a new crown, new flue tile, a new cap, and pressure washing and sealant. Cost estimate - \$1,500 - \$2,500.
3. The washing machine drain and laundry sink in the basement currently drain into the storm ditch and need to be pumped and re-routed into the septic system. Cost estimate - \$1,800 - \$2,500.
4. The home needs minor electrical updates and the installation of smoke detectors. Cost estimate - \$800 - \$1,500.
5. Miscellaneous interior repairs including the replacement of water damaged sheetrock on the second floor, paint, cleaning, etc. – Cost estimate - \$5,000 – \$7,000.
6. Demolition and removal of outbuildings that have hazardous potential – Cost estimate \$2,000 - \$4,000.

Total repair costs: \$17,100 - \$25,000. The low number is based on actual cost estimates while the higher number includes contingency for unanticipated items that may add cost to the original estimates.

The hot water heater, furnace, well pump, and septic system are currently in working order and do not warrant repair or replacement at this time, but may become issues in the future. Cost estimate – unknown at this time but could reach up to \$10,000.

The home does not include a stove, a refrigerator, or a washer and dryer. These would need to be procured by the City or be tenant provided items. Further, the home does not include a dishwasher and is not equipped for one to be installed. Cost estimate - \$2,000 if City provided.

Over the next year, the City will be using a portion of the field to the east of the home for staging for the repair of Boeckman Road. If the home is rented a fence should be installed around the yard to separate it from this staging area for safety purposes. Cost estimate - \$2,000 - \$5,000 depending on the type of fencing and area.

A rent survey of comparable properties in terms of size, condition, and amenities indicates that the home would rent in the range of \$1,150-\$1,300 per month.

It is staff's recommendation that Council consider a sale of the house for removal off-site. While this would net very little in terms of proceeds, the purchaser would absorb the costs of backfilling the basement and cleaning up the site. If there is not a purchaser, Staff then recommends options C or D below.

Staff has concerns with regard to repairing and renting the home due to its age and condition, the magnitude of repairs needed to prepare it for rental, and the amount of staff time that would be needed on an ongoing basis for related property management issues. Given these issues, there may be more economical approaches to assisting Council with their desire to help provide the community with affordable housing options.

**EXPECTED RESULTS:** Staff would like to receive Council direction on the following options:

- A. Repairing and renting the home.
- B. Selling the home for removal from the site.
- C. Demolishing the home and outbuildings.
- D. Keep the home secured and leave it vacant until the entire property is sold for future development.

**TIMELINE:** With Council direction staff can initiate the selected option at the beginning of next fiscal year.

**CURRENT YEAR BUDGET IMPACTS:** Staff has not included any of these options within the Capital Improvement Project budget, but has requested \$50,000 in budgeted funds through the Urban Renewal Department budget for next fiscal year under the maintenance and repairs line item to pay for the selected option.

With regard to future year budget impacts, rental of the property will result in expenses related to staff property management efforts, maintenance, repairs and property taxes. While the first three items are not quantified, the County Tax Assessor's office has indicated that the change from exempt status would result in a property tax bill of \$3,638.63 for this tax year.

**FINANCIAL REVIEW / COMMENTS:** *[Item must be sent to Finance for review.]*

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

**LEGAL REVIEW / COMMENT:** *[Item must be sent to City Attorney for review.]*

Reviewed by: MEK \_\_\_\_\_ Date: 3/20/2012 \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:** None.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:** Repair of the home to provide a reasonably priced rental option to the community.

**ALTERNATIVES:** These have been identified above in the "Expected Results" section.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:** None

# The City of Wilsonville 2012 Citizen Survey

# DRAFT

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Please select the response (by circling the number or checking the box) that most closely represents your opinion for each question. Your responses are anonymous and will be reported in group form only.

**1. Please rate each of the following aspects of quality of life in Wilsonville:**

	Excellent	Good	Fair	Poor	Don't know
Wilsonville as a place to live.....	1	2	3	4	5
Your neighborhood as a place to live.....	1	2	3	4	5
Wilsonville as a place to raise children.....	1	2	3	4	5
Wilsonville as a place to work.....	1	2	3	4	5
Wilsonville as a place to retire.....	1	2	3	4	5
The overall quality of life in Wilsonville.....	1	2	3	4	5

**2. Please rate each of the following characteristics as they relate to Wilsonville as a whole:**

	Excellent	Good	Fair	Poor	Don't know
Sense of community.....	1	2	3	4	5
Openness and acceptance of the community toward people of diverse backgrounds.....	1	2	3	4	5
Overall appearance of Wilsonville.....	1	2	3	4	5
Cleanliness of Wilsonville.....	1	2	3	4	5
Overall quality of new development in Wilsonville.....	1	2	3	4	5
Variety of housing options.....	1	2	3	4	5
Overall quality of business and service establishments in Wilsonville.....	1	2	3	4	5
Shopping opportunities.....	1	2	3	4	5
Opportunities to attend cultural activities.....	1	2	3	4	5
Recreational opportunities.....	1	2	3	4	5
Employment opportunities.....	1	2	3	4	5
Opportunities to participate in social events and activities.....	1	2	3	4	5
Opportunities to participate in religious or spiritual events and activities.....	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters.....	1	2	3	4	5
Ease of car travel in Wilsonville.....	1	2	3	4	5
Ease of bus travel in Wilsonville.....	1	2	3	4	5
Ease of bicycle travel in Wilsonville.....	1	2	3	4	5
Ease of walking in Wilsonville.....	1	2	3	4	5
Availability of paths and walking trails.....	1	2	3	4	5
Traffic flow on major streets.....	1	2	3	4	5
Availability of affordable quality housing.....	1	2	3	4	5
Availability of affordable quality health care.....	1	2	3	4	5
Availability of affordable quality food.....	1	2	3	4	5
Quality of overall natural environment in Wilsonville.....	1	2	3	4	5
Overall image or reputation of Wilsonville.....	1	2	3	4	5

**3. Please rate the speed of growth in the following categories in Wilsonville over the past 2 years:**

	Much too slow	Somewhat too slow	Right amount	Somewhat too fast	Much too fast	Don't know
Population growth.....	1	2	3	4	5	6
Retail growth (stores, restaurants, etc.).....	1	2	3	4	5	6
Jobs growth.....	1	2	3	4	5	6

4. To what degree, if at all, are run down buildings, weed lots or junk vehicles a problem in Wilsonville?  
 Not a problem     Minor problem     Moderate problem     Major problem     Don't know

5. Please rate how safe or unsafe you feel from the following in Wilsonville:

	Very safe	Somewhat safe	Neither safe nor unsafe	Somewhat unsafe	Very unsafe	Don't know
Violent crime (e.g., rape, assault, robbery) .....	1	2	3	4	5	6
Property crimes (e.g., burglary, theft) .....	1	2	3	4	5	6
Environmental hazards, including toxic waste .....	1	2	3	4	5	6

6. Please rate how safe or unsafe you feel:

	Very safe	Somewhat safe	Neither safe nor unsafe	Somewhat unsafe	Very unsafe	Don't know
In your neighborhood during the day .....	1	2	3	4	5	6
In your neighborhood after dark .....	1	2	3	4	5	6
In Wilsonville's commercial areas during the day .....	1	2	3	4	5	6
In Wilsonville's commercial areas after dark .....	1	2	3	4	5	6

7. Have you had any in-person or phone contact with an employee of the City of Wilsonville Police Department within the last 12 months?

- No → Go to Question 9     Yes → Go to Question 8     Don't know → Go to Question 9

8. What was your overall impression of your most recent contact with the City of Wilsonville Police Department?

- Excellent     Good     Fair     Poor     Don't know

9. During the past 12 months, were you or anyone in your household the victim of any crime?

- No → Go to Question 11     Yes → Go to Question 10     Don't know → Go to Question 11

10. If yes, was this crime (these crimes) reported to the police?

- No     Yes     Don't know

11. In the last 12 months, about how many times, if ever, have you or other household members participated in the following activities in Wilsonville?

	Never	Once or twice	3 to 12 times	13 to 26 times	More than 26 times
Used Wilsonville public libraries or their services .....	1	2	3	4	5
Used Wilsonville recreation centers .....	1	2	3	4	5
Participated in a recreation program or activity .....	1	2	3	4	5
Visited a neighborhood park or City park .....	1	2	3	4	5
Ridden a local bus within Wilsonville .....	1	2	3	4	5
Attended a meeting of local elected officials or other local public meeting .....	1	2	3	4	5
Watched a meeting of local elected officials or other City-sponsored public meeting on cable television, the Internet or other media .....	1	2	3	4	5
Read <i>Boones Ferry Messenger</i> .....	1	2	3	4	5
Visited the City of Wilsonville Web site (at <a href="http://www.ci.wilsonville.or.us">www.ci.wilsonville.or.us</a> ) .....	1	2	3	4	5
Recycled used paper, cans or bottles from your home .....	1	2	3	4	5
Volunteered your time to some group or activity in Wilsonville .....	1	2	3	4	5
Participated in religious or spiritual activities in Wilsonville .....	1	2	3	4	5
Participated in a club or civic group in Wilsonville .....	1	2	3	4	5
Provided help to a friend or neighbor .....	1	2	3	4	5

12. About how often, if at all, do you talk to or visit with your immediate neighbors (people who live in the 10 or 20 households that are closest to you)?

- Just about every day  
 Several times a week  
 Several times a month  
 Less than several times a month

**The City of Wilsonville 2012 Citizen Survey**

**13. Please rate the quality of each of the following services in Wilsonville:**

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Police services	1	2	3	4	5
Fire services	1	2	3	4	5
Ambulance or emergency medical services	1	2	3	4	5
Crime prevention	1	2	3	4	5
Fire prevention and education	1	2	3	4	5
Municipal courts	1	2	3	4	5
Traffic enforcement	1	2	3	4	5
Street repair	1	2	3	4	5
Street cleaning	1	2	3	4	5
Street lighting	1	2	3	4	5
Sidewalk maintenance	1	2	3	4	5
Traffic signal timing	1	2	3	4	5
Bus or transit services (SMART)	1	2	3	4	5
Garbage collection	1	2	3	4	5
Recycling	1	2	3	4	5
Yard waste pick-up	1	2	3	4	5
Storm drainage	1	2	3	4	5
Drinking water	1	2	3	4	5
Sewer services	1	2	3	4	5
Power (electric and/or gas) utility	1	2	3	4	5
City parks	1	2	3	4	5
Recreation programs or classes	1	2	3	4	5
Recreation centers or facilities	1	2	3	4	5
Land use, planning and zoning	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.)	1	2	3	4	5
Services to seniors	1	2	3	4	5
Services to youth	1	2	3	4	5
Public library services	1	2	3	4	5
Public information services	1	2	3	4	5
Public schools	1	2	3	4	5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations)	1	2	3	4	5
Preservation of natural areas such as open space, farmlands and greenbelts	1	2	3	4	5

**14. Overall, how would you rate the quality of the services provided by each of the following?**

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The City of Wilsonville	1	2	3	4	5
The Federal Government	1	2	3	4	5
The State Government	1	2	3	4	5
Clackamas County Government	1	2	3	4	5
Washington County Government	1	2	3	4	5

**15. Please indicate how likely or unlikely you are to do each of the following:**

	<i>Very likely</i>	<i>Somewhat likely</i>	<i>Somewhat unlikely</i>	<i>Very unlikely</i>	<i>Don't know</i>
Recommend living in Wilsonville to someone who asks	1	2	3	4	5
Remain in Wilsonville for the next five years	1	2	3	4	5

**16. What impact, if any, do you think the economy will have on your family income in the next 6 months? Do you think the impact will be:**

- Very positive     
  Somewhat positive     
  Neutral     
  Somewhat negative     
  Very negative

**17. Have you had any in-person, phone or email contact with an employee of the City of Wilsonville within the last 12 months (including police, receptionists, planners or any others)?**

- No → Go to Question 19     
  Yes → Go to Question 18

**18. What was your impression of the employee(s) of the City of Wilsonville in your most recent contact? (Rate each characteristic below.)**

	Excellent	Good	Fair	Poor	Don't know
Knowledge.....	1	2	3	4	5
Responsiveness.....	1	2	3	4	5
Courtesy.....	1	2	3	4	5
Overall impression.....	1	2	3	4	5

**19. Please rate the following categories of Wilsonville government performance:**

	Excellent	Good	Fair	Poor	Don't know
The value of services for the taxes paid to Wilsonville.....	1	2	3	4	5
The overall direction that Wilsonville is taking.....	1	2	3	4	5
The job Wilsonville government does at welcoming citizen involvement.....	1	2	3	4	5

**20. Please check the response that comes closest to your opinion for each of the following questions:**

**a. To what extent do you support or oppose the City of Wilsonville taking the following actions regarding economic development in Wilsonville?**

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose
Actively recruit businesses to locate here.....	1	2	3	4
Market the City to attract new businesses.....	1	2	3	4
Provide financial incentives to attract new businesses.....	1	2	3	4
Provide financial incentives to help expand existing businesses.....	1	2	3	4
Adopt policies to encourage more affordable housing.....	1	2	3	4
Reduce development fees to encourage commercial and light industrial growth.....	1	2	3	4
Streamline the development permitting process.....	1	2	3	4

**b. Please indicate whether each of the following is a major source, minor source, or not a source of information regarding Wilsonville City Government.**

	Major source	Minor source	Not a source
Boones Ferry Messenger (City newsletter).....	1	2	3
Wilsonville Spokesman.....	1	2	3
Oregonian.....	1	2	3
Local public access television.....	1	2	3
City of Wilsonville Web site (www.ci.wilsonville.or.us).....	1	2	3
City's Facebook page.....	1	2	3
Oregon Live Web site's Wilsonville blog page.....	1	2	3

**c. The City of Wilsonville is considering constructing a community center/indoor aquatics center. Constructing a community center/indoor aquatics center would be funded through a property tax (approximately \$xx per year, based on a home valued at \$xx). Please indicate how much you support or oppose the construction of a community center/aquatics center in Wilsonville:**

Strongly support       Somewhat support       Somewhat oppose       Strongly oppose

**c. The City of Wilsonville is considering constructing a community center/indoor aquatics center. Please indicate how much you would be willing to spend in additional property tax, if any, per year to fund a community center/indoor aquatics center:**

\$xx per year       \$xx per year       \$xx per year       \$xx per year       \$0, I would not be willing to fund

**d. Please indicate how important, if at all, it is to you to have the following features in a community center/indoor aquatics centers:**

	Essential	Very important	Somewhat important	Not at all important
Indoor sports courts (e.g., basketball, racquetball, etc.).....	1	2	3	4
Performing arts center.....	1	2	3	4
Indoor leisure pool (pool with water play features).....	1	2	3	4
Indoor swimming pool lessons or water exercise classes.....	1	2	3	4

**The City of Wilsonville 2012 Citizen Survey**

c. What do you think is the biggest priority facing the City of Wilsonville over the next five years?

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**DRAFT**

**Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.**

**D1. Are you currently employed for pay?**

- No → Go to Question D3
- Yes, full time → Go to Question D2
- Yes, part time → Go to Question D2

**D2. During a typical week, how many days do you commute to work (for the longest distance of your commute) in each of the ways listed below? (Enter the total number of days, using whole numbers.)**

- Motorized vehicle (e.g., car, truck, van, motorcycle, etc.) by myself ..... days
- Motorized vehicle (e.g., car, truck, van, motorcycle, etc.) with other children or adults ..... days
- Bus, rail, subway or other public transportation ..... days
- Walk ..... days
- Bicycle ..... days
- Work at home ..... days
- Other ..... days

**D3. How many years have you lived in Wilsonville?**

- Less than 2 years     11-20 years
- 2-5 years             More than 20 years
- 6-10 years

**D4. Which best describes the building you live in?**

- One family house detached from any other houses
- House attached to one or more houses (e.g., a duplex or townhome)
- Building with two or more apartments or condominiums
- Mobile home
- Other

**D5. Is this house, apartment or mobile home...**

- Rented for cash or occupied without cash payment?
- Owned by you or someone in this house with a mortgage or free and clear?

**D6. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance and homeowners' association (HOA) fees)?**

- Less than \$300 per month
- \$300 to \$599 per month
- \$600 to \$999 per month
- \$1,000 to \$1,499 per month
- \$1,500 to \$2,499 per month
- \$2,500 or more per month

**D7. Do any children 17 or under live in your household?**

- No                             Yes

**D8. Are you or any other members of your household aged 65 or older?**

- No                             Yes

**D9. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)**

- Less than \$24,999
- \$25,000 to \$49,999
- \$50,000 to \$99,999
- \$100,000 to \$149,999
- \$150,000 or more

**Please respond to both questions D10 and D11:**

**D10. Are you Spanish, Hispanic or Latino?**

- No, not Spanish, Hispanic or Latino
- Yes, I consider myself to be Spanish, Hispanic or Latino

**D11. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)**

- American Indian or Alaskan Native
- Asian, Asian Indian or Pacific Islander
- Black or African American
- White
- Other

**D12. In which category is your age?**

- 18-24 years             55-64 years
- 25-34 years             65-74 years
- 35-44 years             75 years or older
- 45-54 years

**D13. What is your sex?**

- Female                     Male

**D14. Are you registered to vote in your jurisdiction?**

- No                             Ineligible to vote
- Yes                             Don't know

**D15. Many people don't have time to vote in elections. Did you vote in the last general election?**

- No                             Ineligible to vote
- Yes                             Don't know

**D16. Do you have a cell phone?**

- No                             Yes

**D17. Do you have a land line at home?**

- No                             Yes

**D18. If you have both a cell phone and a land line, which do you consider your primary telephone number?**

- Cell                             Land line                     Both

**Thank you for completing this survey. Please return the completed survey in the postage-paid envelope to:  
National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502**

**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  <b>April 2, 2012</b>	<b>Subject: 14<sup>th</sup> Consecutive Tree City USA Designation and 2012 Arbor Day Proclamation</b>  <b>Staff Member: Daniel Pauly, AICP</b> <b>Department: Planning</b>
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b>

<b>Staff Recommendation:</b> There is no recommendation; the item is for Council's information.
<b>Recommended Language for Motion:</b> N/A

<b>PROJECT / ISSUE RELATES TO:</b> <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:**

Staff is pleased to announce the City of Wilsonville has been recognized for the 14<sup>th</sup> consecutive year as a Tree City USA by the National Arbor Day Foundation. This recognition reflects Wilsonville's ongoing commitment to promoting and maintaining Wilsonville's urban forest. The urban forest is comprised of all trees in the City, both native and planted. Whether it is a majestic 200- year old Oregon white oak, a grove of towering Douglas-firs, or a young flowering cherry, urban trees contribute greatly to Wilsonville's sense of place and quality of life. Urban

trees help clean the air, conserve the soil and water, reduce heating and cooling costs, and bring nature close to where we live.

Staff is pleased to be able to announce this award to the City Council, and appreciates the opportunity to work on projects that raise the awareness of the importance of trees in the city.

Also, as part of the 2012 Oregon Arbor Week celebration a community tree planting event will be held at 10:30 a.m. on Saturday April 7, 2012 at Murase Plaza. A barbeque lunch will be served following the event.

**EXECUTIVE SUMMARY:**

There are four criteria that need to be satisfied in order to achieve Tree City USA status. They include: 1) a comprehensive urban forestry program; 2) an Arbor Day proclamation; 3) a tree ordinance and a tree department/board; and 4) an Arbor Day observance.

**EXPECTED RESULTS:**

**TIMELINE:** N/A

**CURRENT YEAR BUDGET IMPACTS:** N/A

**FINANCIAL REVIEW / COMMENTS:** N/A

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

**LEGAL REVIEW / COMMENT:** N/A

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

**COMMUNITY INVOLVEMENT PROCESS:**

The public will be invited to the community tree planting event through a variety of mediums including the Boones Ferry Messenger, social media, the City's Website, and information at the Easter Egg Hunt.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** The City benefits from the Tree City USA designation by increasing public awareness of the value and benefits urban trees play in creating a healthy environment. Staff has attached the "Top 15 Reasons to Become a Tree City USA" page from the Arbor Day Foundation website for Council review and consideration.

**ALTERNATIVES:** N/A

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

- A. 2012 Arbor Day Proclamation
- B. "15 Reasons to Become a Tree City USA"

CITY OF WILSONVILLE  
2012 ARBOR DAY PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide better habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property value, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS, Wilsonville has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting practices.

NOW, THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville, urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I encourage all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 2<sup>nd</sup> day of April 2012

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



February 20, 2012

*Recd 2/29/12  
Act*

Mayor Tim Knapp  
29799 SW Town Center Loop East  
Wilsonville, OR 97070

Dear Tree City USA Supporter,

The Arbor Day Foundation congratulates Wilsonville on being named a Tree City USA® community for 2011. Residents of Wilsonville should take pride in the fact that they live in a community where planting and nurturing trees is a priority.

You already know that trees are a vital component of the infrastructure in cities and towns, providing environmental and health benefits for your citizens. In fact, trees are a rare component of a community's infrastructure in that they actually increase in value and service over time from a modest investment.

Enclosed is a press release for your convenience as you prepare to contact your local media to share this commendable achievement with the public. We hope you are excited to share the significance of this accomplishment. If you wish to receive this press release in electronic form, please email Randy Gordon, Public Relations Manager of the Foundation, at [programs@arborday.org](mailto:programs@arborday.org). We will send it to you within one business day.

The Tree City USA program is sponsored in cooperation with the National Association of State Foresters and the USDA Forest Service. Today, more than 3,400 cities and towns have been recognized as a Tree City USA community. State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward your awards to Kristin Ramstad in your state forester's office. They will be coordinating the presentation with you. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your diligence in improving the quality of life for the citizens of Wilsonville and thank you for creating a healthier, more sustainable world for us all.

Best Regards,

A handwritten signature in cursive script, appearing to read "John Rosenow".

John Rosenow  
Chief Executive

cc: Daniel Pauly

enclosure



**Arbor Day Foundation**

We inspire people to plant, nurture, and celebrate trees.

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Salt Lake City, UT a Tree City USA Community for 20 years

You are here: [Home](#) → [Programs](#) → [Tree City USA](#) → 15 Reasons to be a Tree City

## 15 Reasons to Become a Tree City

Becoming a Tree City:

1. Encourages better care of community forests.
2. Touches the lives of people within the community who benefit daily from cleaner air, shadier streets, and aesthetic beauty that healthy, well-managed urban forests provide.
3. Recognizes and rewards communities for annual advancements in urban forestry practices.
4. Increases public awareness of the many social, economical and environmental benefits urban forestry practices.
5. Provides education to improve current urban forestry practices.
6. Builds cooperation between public and private sectors to effectively manage urban forests.
7. Encourages, supports, and strengthens effective urban forestry programs in diverse communities nationwide.
8. Can make a strong contribution to a community's pride.
9. Serves as a blueprint for planting and maintaining a community's trees.
10. Puts people in touch with other communities and resources that can help them improve their program.



11. Brings solid benefits to a community such as helping to gain financial support for tree projects and contributing to safer and healthier urban forests.
12. Helps present the kind of image that most citizens want to have for the place they live or conduct business.
13. Tells visitors, through signage, that here is a community that cares about its environment.
14. Sometimes gives preference over other communities when allocations of grant money are made for trees or forestry programs.
15. Provides a way to reach large numbers of people with information about tree care.

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## More Information

**Call:** 402-474-5655

Monday–Friday

8:00 AM to 5:00 PM CST

Tree City USA is supported by the USDA Forest Service Urban and Community Forestry Program.



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# WILSONVILLE PUBLIC WORKS DEPARTMENT

City Council Report, March 20, 2012

## STREETS AND STORM WATER

### Concrete Spill on I-5 Off-Ramp

Deputy Joshua Eagle with the Wilsonville Police Department Traffic Division needed assistance when a cement truck dumped a large amount of concrete on the I-5 southbound off-ramp to Elligsen Road. He received it with one call to Public Works. A short time later Roads Utility Workers Casey Peck and Dave Boyd were on the scene and cleaning up.

"Dave and Casey always have great attitudes and are extremely helpful," said Deputy Eagle. "They approach situations with a how-can-we-solve-this -approach, even when the situation is not their problem."

The I-5 off-ramp is maintained by the Oregon Department of Transportation (ODOT). While their crew was in transit, Dave and Casey took the lead to get the job done. They set up traffic cones, closed the right turn-lane, flagged traffic, and started shoveling and sweeping up concrete on the 30 yard section of Elligsen Road.

"We work for the City and whether it is a City street or state maintained street, if there is a job that needs to be done and for the safety of the traveling public, we need to take care of it," said Boyd

The spilled concrete and gravel mix presented a safety issue at the heavily traveled off-ramp. Loose gravel could have flown up onto windows, scratched paint jobs, or impeded vehicles from stopping or slowing down.

## WATER TREATMENT AND DISTRIBUTION

### Reservoir Seismic Inspection

Keller and Associates was contracted to perform a Seismic Evaluation of the 750,000 gallon in-ground concrete water reservoir that serves the Charbonneau area of the city. This required the water crew to assist with, or undertake a number of tasks to enable this to occur. These tasks included locating and documenting all underground facilities prior to having boring conducted, cleaning and sanitizing the top of the tank, excavating an area alongside the tank for inspection and cleaning the surface. Also flushed the well supply line and reviewed the well operation with the crew, assembled a confined space entry with fall restraint equipment. Disconnected the automatic fill and drain controls and emptied the reservoir, assisted with the entry, sanitized, filled and sampled prior to returning the tank back to service and repaired the exterior surface after destructive testing on the exterior.

## PARK, BUILDING AND LANDSCAPE MAINTENANCE

### Stein Barn Hog Pen Modification

Facility maintenance Senior Utility Workers Tyler Byrne and Ivan Crumrine worked busily on the modifications to the hog pens located at the historic Stein Barn this month. The project should allow better usage and programming of the facility. The barn has become fairly popular with users for weddings and reunions. These modifications will allow users to access each hog pen from a back entrance and should be large enough to accommodate two people and a small cocktail table without losing the historical aesthetics.



### Employee Memorial Rose Garden Drainage

Senior Utility Worker Rob Rollins with the help of newly hired Utility Worker Daron Spence and Seasonal Utility Worker Max McCluskey worked on the exploratory excavation of the low point footing drain at City Hall. The excavation was for two reasons; the first was to make sure the drain was performing as it was designed and the second reason was to install a clean-out access point that can be used to clean the line as well as inspect it in the future. The line was located directly below the Memorial Rose Garden, so great care was given in the replacement of the construction soils with a high quality planting mix that will be conducive to the growth of champion roses. The project came to a completion with the replanting and landscaping of the area.



### Memorial Park Ball Field Prep

Park Maintenance Senior Utility Workers Chuck Jacoby, Tommy Reeder and Utility Worker Tim Skipper have been busy preparing the ball fields for another season of play. Jacoby commented on how well the ball fields continue to take the wet weather of spring. These park maintenance crews have also been finishing up the pre-emergent applications for weed control. Reeder is customizing the turf maintenance program for the year by pulling soil samples for proper adjustments of fertilizer applications and PH control.



## Community Development FYI

March 20, 2012

- West Side Reservoir (CIP 1065): Hearing at Clackamas County, June 7<sup>th</sup>.
- Water System Master Plan: Planning Commission Public Hearing – (tentatively) May 9<sup>th</sup>, City Council Hearing, June or July
- Segment 3B design (CIP 1055) in progress.
- Water Delivery to Sherwood: averaging XX MGD (Get a number from Delora or the WTP guys)
- Barber Street Bridge (CIP 4116): Negotiations for final design services underway. Expect April design kickoff.
- Final (Stage III) temporary lane shifts at WV Road and I-5 – week of March 26.
- 95<sup>th</sup> / BFR utility construction work is underway.
- Wilsonville Business Park and Kinsman Road extension are complete. Waiting on final as-builts and punch list.
- Economic Development Advisory Committee kick-off meeting scheduled for Thursday, March 22, from 6-8 with future meetings tentatively scheduled for April 19 (Thursday) at 6 PM to 8PM, May 17 (Thursday) at 6 PM to 8 PM, and June 28 (Thursday) at 6 PM to 8 PM. The Economic Development Summit (public meeting) is currently proposed for the week of June 4<sup>th</sup>.
- Construction of the SMART Ops/Fleet facility is underway. Walls are scheduled to go up within the next month, weather permitting.

# THE LEO COMPANY

MARKETING, PUBLIC & GOVERNMENT AFFAIRS COUNSEL

## City of Wilsonville Activity Report for January 2012 The Leo Company, LLC

### Overview

During the month of January, The Leo Company continued to work on several ongoing intergovernmental projects and focusing in on City priorities in the upcoming February 35-day Legislative Session. We continue to provide research and counsel on several long term policy issues. We work in support of the City Council Goals at the supervision of the Public Affairs Director.

### Upcoming February Legislative Session

Balancing the state budget will be the primary job of the Legislature in 2012, which will be especially challenging with a projected revenue shortfall of at least \$341 million. We also expect to see bills on education planning, health care reform, hand guns permits at schools and public places and a limited number of other issues. Issues that may impact the City of Wilsonville have been flagged by the League of Oregon Cities include opposition to any bill that reduces City State-shared revenues, City autonomy, or the City of Wilsonville's ability to serve citizens.

### Regional Legislators' Priority Bills – each legislator has two during February Session

Each legislative member can introduce two bills and a limited number of Committee Bills will be allowed, so we will be watching closely when the bills emerge from legislative Counsel. As always, we will keep the City County and staff posted on issues of interest to Wilsonville.

**Senator Larry George (SD-13)** has transferred one of his two priority bills to another member, which will attempt to fix a conflict of interest regarding the Appraisal Board and home appraisals. Senator George has also introduced a measure that would fix a loophole related to taxi cab transportation.

**Senator Alan Olsen (SD-20)** has introduced a measure to promote transparency in government and reduce inefficiency in legislative process by requiring bill amendments to include the author; this simple step will help to more efficiently identify the actual changes which are sometimes one word in a 13-page bill. This bill would also help legislators and staff to understand the motivation behind amendment language.

Senator Olsen is also introducing a bill that would amend Measure 67, in an effort to reduce some of the onerous tax burden to businesses and create a more hospitable business environment for job growth and economic recovery. This amendment includes a repeal of the minimum tax, which punishes some businesses by taxing them on their gross income, even if

they lost money. It would also change the tax brackets for taxable business income, leaving more money in the hands of business owners to reinvest in hiring, capitalizing, and growing their businesses.

**Representative Matt Wingard (HD-26)** will introduce a bill to promote private-sector job creation by offering a tax incentive to businesses that hire Oregonians who've exhausted their state and federal unemployment benefits. He says the measure is necessary because employers are often reluctant to hire individuals with significant gaps in their employment history.

Representative Wingard will also introduce a bill to phase-out DEQ's emissions testing stations that have been made obsolete by the production of cleaner and more fuel-efficient vehicles. Subject to approval by the federal government, the proposal would halt mandatory testing of new vehicles and eliminating testing for other vehicles by 2022.

**Representative Bill Kennemer (HD-39)** has introduced a measure dubbed the "Safe for Salmon" bill in an effort to balance our precious salmon resources between sports fishers and commercial gill net fishing interests. It moves gillnet fishing off of the lower Columbia River into off-channel fishery enhancement areas designed for the gill net fishery.

Representative Kennemer will also introduce a measure on behalf of a local business person who has discovered problems with the DMV's facial recognition system and seeks to create clarity, fairness and administrative review regarding driving privileges.

#### **French Prairie Forum Meeting**

The topics at the French Prairie Forum in January included discussion of Transportation System Plans of local county and city governments. Karen Buehrig from Clackamas County requested that time be set aside at the February meeting for transportation presentations. Preparations for the February Legislative Session were discussed, including a preview of issues concerning the communities in the French Prairie region, as well as the budget shortfall and consequences for local governments. Marion County has expressed concerns over declining real-estate values that precipitate issues over compression and that impact tax receipts.

Members were reminded about participation at the Bicycle Tourism Workshop in Wilsonville on February 9th, a great opportunity for citizen and organizations to have input into the transportation and tourism planning as it pertains to bicycle tourism and economic development.

#### **OSU North Willamette Research and Extension Center**

The NWREC Advisory Council continues to meet on a bi-monthly schedule to work with the management to determine the future direction of the agricultural research station located across Miley Road from Charbonneau and the City limits and Urban Growth Boundary. One of the early tasks of the Advisory Council is to review last year's Strategic Plan and determine next steps. The Advisory members will also help facilitate community input on how this unique research and extension center can become increasingly valuable to local famers, processors, businesses and residents.

At the second meeting, we discussed the initial feedback, circulation and success of their new publications; discussed the concept, strategy and goals of the Friends of NWREC membership campaign; upcoming education program outreach; input on staffing changes; and various other topics including the introduction of new high value crops to the Willamette Valley. Budgets and the Clackamas Innovation Fund Proposals were also discussed.

#### **Baldock Rest Area Renaming and coalition activities**

The Leo Company participated in coordination of future Baldock Committee meetings, to work on the preparation of proposal to seek support from the Mid-Willamette Valley Area Commission of Transportation (MWACT) and possibly ODOT Region 1 to demonstrate statewide support for the Baldock Rest Area name change. We expect this concept to go forward through ODOT channels in the next few weeks.

#### **Chamber Governmental Affairs Committee hears from business advocates**

Kim Parker, executive director of the Workforce Investment Council of Clackamas County presented the council's work with respect to their investments in public/private partnerships that attract funding that helps local business meet the challenges in finding a skilled and competitive workforce. The council directs critical investments in workforce training and education so that local businesses can be profitable. Furthermore, they provide assistance to community agencies which in turn provide employment training solutions for job-seekers. The aim being to prepare individuals for in-demand jobs that lead to solid career options.

Ben Altman, with SFA Design Group and a City of Wilsonville Planning Commissioner, will give an update on the Planning Commission's work program for 2012. This will include a discussion on the sign code revisions that have been under consideration for more than a year and are slated to go to hearings before the commission soon as well as updates on the Transportation System Plan and a few additional items.

#### **Chamber Governmental Affairs Committee vets County Commission candidates**

Following endorsement interviews, the Chamber's GAC passed a recommendation to the Chamber Board to make endorse both a Candidate for County Commission Chair and Commissioner in Position Number 4 and The Chamber Board will vote on these endorsements at their January 16<sup>th</sup> meeting. We are monitoring this process as part of our work for the city, but not taking a position on behalf of the City of Wilsonville.

#### **Chamber's South Metro Leadership Forum – Small Business Advocates in our community**

We attended the South Metro Leadership Forum, which included presentations by Betsy Earls, Jan Meekoms and Jeff Stone, three prominent business advocates. They shared their respective legislative agendas on how they will be advocating for legislation that will make our state more business-friendly. Betsy Earls, VP and Counsel for Associated Oregon Industries, manages AOI's Education and Workforce Development Policy Council, Health Care Policy Council and the Oregon Retail Policy Council. Earls worked for AOI from 1992 to 2002 in a number of significant policy areas and, after working with one of the state's top law firms for six years, returned to AOI in 2008. Jan Meekoms, state director National Federation of Independent Business: Jan brings with her experience in small business, lobbying and politics in her role as a business advocate. The mission of NFIB is to promote and protect your right to own, operate and grow

your business and continue to be involved in business discussions at the legislature. Jeff Stone, executive director of the Oregon Association of Nurseries: Jeff is also the co-chairman of the Coalition for a Working Oregon. Between his two responsibilities, Jeff wants to make sure business in Oregon starts to not only grow, but flourish. Stone brings a breadth and depth of experience with government, having been the chief of staff of the Metro Council and also worked for United States Senator Bob Packwood.

#### **Summary of January Monthly Activities:**

**January 4<sup>th</sup>** – Attended the monthly meeting of the Chamber's Government Affairs Committee gave a follow-up on Legislative issues and participated in discussions.

**January 13<sup>th</sup>** – Sent out call for agenda items to the members of French Prairie Forum for the January 18<sup>th</sup> meeting.

**January 18<sup>th</sup>** – Facilitated the French Prairie Forum, a monthly meeting of local government representatives to discuss local government policies including transportation, potential state legislation and infrastructure. Discussed regional priorities for the upcoming February Legislative Session.

**January 18<sup>th</sup>** – Attended League of Oregon Cities lunch meeting to discuss LOC priorities for the upcoming February Legislative Session. We are setting up a close working relationship with the League of Oregon Cities legislative staff to coordinate State Legislative positions in the upcoming session.

**January 19<sup>th</sup>** – Attended and monitored Wilsonville Work Session and City Council Meeting, coordinated with City's Public Affairs Director.

**January 23<sup>rd</sup>** – Monitored the bi-monthly meeting of the NWREC Advisory Council to help determine the future direction of the regional agricultural research facility.

**January 30<sup>th</sup>** – Attended special meeting of the Government Affairs Committee for endorsement interviews of County Commission candidates.

**January 31<sup>st</sup>** – Met with Clackamas County Commissioner Jamie Damon to review issues of concern for the City of Wilsonville, including transportation connections and to see where opportunities exist to coordinate on transportation planning.

#### **Objectives for coming month of February 2012:**

1. Represent the City at Metro and League of Oregon Cities lobby meetings. Continue to build coalitions with other local governments to effectively represent City of Wilsonville interests at the Legislature and in other governmental forums.
2. Prepare for the upcoming 35-day 2012 Legislative Session. Coordinate with League of Oregon Cities and other local government groups concerning legislation.

3. Assist City Attorney and Public Affairs Director in the review of statutory authorities which might be changed during the Legislative Session and work at the request of City staff to better understand legislative changes as they impact Wilsonville.
4. Attend the Wilsonville Chamber of Commerce Government Affairs Committee meetings and give assistance in understanding workforce-related legislative issues as requested by the Public Affairs Director.
5. Work with the other French Prairie governments through the French Prairie Forum to coordinate policies concerning area south of the Willamette River. Maintain ongoing relationships with the other governments in the French Prairie Forum. Find opportunities for mutual cooperation.
6. Monitor the Baldock Rest Area planning issues. Work under the direction of the City Attorney and Public Affairs Director to coordinate issue management related to I-5 infrastructure issues.
7. Provide 'as requested' assistance to the Public Affairs Director to attend meetings and coordinate with various officials and groups in support of the City's Public Affairs program.
8. Provide contacts and communication with the Korean American Community concerning the long term maintenance of the Korean War Memorial.
9. Other duties as assigned by the City Council, Public Affairs Director and City Manager.

Greg Leo  
The Leo Company  
March, 2012

# THE LEO COMPANY

MARKETING, PUBLIC & GOVERNMENT AFFAIRS COUNSEL

**City of Wilsonville**  
**Activity Report for December 2011**  
**The Leo Company, LLC**

Rec'd 3/13/12

## **Overview**

During the month of December we made progress on several ongoing intergovernmental projects, and are firming up plans for the upcoming February 35-day Legislative Session, and provided research and counsel on several long term policy issues.

## **What we can expect in February Legislative Session**

Balancing the state budget will be the primary job of the Legislature in 2012. There will also be bills on education planning, health care reform, hand-gun permits at schools and public places and a limited number of other issues. Rebalancing of the state government budget will be critical in light of the projected revenue shortfall, which appears to be greater than the budgeted reserve. Budget and job creation will be the focus of this 'first' Annual Legislative Session.

There will be several 'jobs' measures which we will follow closely and monitor as they relate to Wilsonville's competitive economic position. The Transportation Planning Rule (TPR) and other "follow-up" issues from last session are also expected. It is clear that the major emphasis of the February session will be job creation and expediting planning and regulatory policies to create employment opportunities. To say it clearly, the February session will be "all about jobs" as Oregon struggles with the stagnant economy. We will also closely monitor SB 766 "Industrial rulemaking" legislative changes and any legislation affecting Enterprise Zones or other economic development incentives.

## **Korean War Veterans Memorial – Meeting with Korean Community Leaders**

To follow up on the City Council resolution of November 7<sup>th</sup> to transfer the responsibility for ownership and ongoing maintenance of the Oregon Korean War Memorial over to the City of Wilsonville, we contacted former State Senator John Lim, a leader of the Oregon Korean-American community with a long history of cooperation, and asked him to convene a meeting of the senior Korean-American community leaders from the Portland Metro area to discuss how to best financially support the Korean War Memorial.

At the meeting on December 1<sup>st</sup>, members of the Korean Community explained the importance of the Memorial to the Koreans in Oregon and agreed to have a meeting between City Attorney Mike Kohlhoff and an attorney representing the Korean-American Community to work out details and language for a proposal. At the Meeting Mayor Knapp and Bryan Cosgrove, Mark Ottenad and I discussed the future maintenance, repair and restoration, improvements and the

support of ceremonial observations with the Korean American community leaders. All parties agreed that there was potential for future cooperation and look forward to reviewing the specifics of the agreement, which are being worked out by the attorneys.

### **French Prairie Forum Meeting**

There was no French Prairie Forum Meeting in December by agreement by the members due to Holiday scheduling conflicts. A schedule of meetings for 2012 was proposed. Here is the French Prairie Forum meeting schedule for 2012:

January 18<sup>th</sup>  
February 15<sup>th</sup>  
March 21<sup>st</sup>  
April 18<sup>th</sup>  
May 16<sup>th</sup>  
June 20<sup>th</sup>  
July 18<sup>th</sup>  
August 15<sup>th</sup>  
September 19<sup>th</sup>  
October 17<sup>th</sup>  
November 14<sup>th</sup>  
December 19<sup>th</sup>

### **Willamette Water Trail draft MOU discussed at partnership meeting**

The Memorandum of Understanding between Oregon Parks and Recreation Dept. and land management agencies and local governments along the Willamette River is being prepared for review by City and jurisdictions located along the Willamette River. This is a general agreement to communicate about recreational and facility development along the Willamette River and fits well with the bicycle and trail plans already adopted by the City.

### **County Commissioner Savas, Canby Mayor Randy Carson take a 'windshield tour'**

Conducted a driving tour of the French Prairie region for Clackamas County Commissioner Paul Savas to review transportation connections and to see where opportunities exist to coordinate on transportation planning. We additionally met up with Canby Mayor Randy Carson to review the regional common interests and concerns between the cities of Wilsonville and Canby and the transportations connections and related land use issues that impact both communities.

### **Review of Transit Authorities**

We were asked to review the authority of Tri-Met relative to independent transit authorities such as SMART that have withdrawn from the Tri-Met system. After review of the Oregon Revised Statute concerning the formation and dissolution of transit districts, it appears that the original transit district cannot unilaterally annex a new district without additional statutory authority. Wilsonville and several other Clackamas County cities have withdrawn from Tri-Met, and once out, providing they are delivering a satisfactory level of service as determined by the Federal Transportation Authorities to maintain federal transit payments, are not subject to dissolution and re-annexation without a change in Oregon law by the state legislature. We will monitor any bill at the legislature that would affect SMART in this manner.

### **North Baldock Coalition Meets – Endorses Name Change for Rest Areas**

The committee coordinated by Oregon Travel Information Council met to discuss the logistics and impact of the possible name change of the Baldock Rest Areas to The French Prairie Rest Areas. The committee concurred with the support of the name change by the South Baldock Coalition. Next steps by the committees include outreach to Mid-Willamette Valley Area Commission of Transportation (MWACT) and possibly ODOT Region 1 to demonstrate statewide support for the name change.

### **Baldock Rest Area Renaming and coalition activities**

The Baldock North-Bound Advisory Coalition voted to accept the recommendation of the Baldock Re-naming Committee to rename the Baldock Rest Areas to the French Prairie Rest Areas. This name change is now gaining momentum. If adopted by the Baldock Northbound Advisory Committee, the Oregon Travel Experience Board and the Oregon Transportation Commission, the Rest Areas will be re-named the French Prairie Rest Areas.

We discussed the results of Moore Information Rest Area Survey. Staff gave an update on the Visitor Kiosks and a status update on the Recreational Zoning at Baldock Rest Area (6F). We were also briefed on ODOT's future planned use of rest area property. We also brought up the topic of the possible evolving and increasing uses for Baldock Rest Areas that could include Bike Tourism opportunities that would plug into larger efforts by Wilsonville, Clackamas County, Travel Oregon and Oregon State Parks, especially nearby Champoege Park.

### **Chamber of Commerce – Governmental Affairs Committee**

We attended the monthly meeting of the GAC. We had a presentation on the Industrial Lands Survey by Mike Williams from Business Oregon and Kirk Olsen, Dermody Properties/NAIOP. Another related presentation about Current Trends in Commercial and Industrial Real Estate given by Dave Kotansky, also from Colliers International/NAIOP. The Committee also received an economic development and budget update from City of Wilsonville.

### **Wilsonville and Bicycle Tourism**

The Bicycle Studio that the City of Wilsonville is jointly sponsoring with Travel Oregon, Mt. Hood Territory and the Wilsonville Chamber Visitor's Center, has been rescheduled for February 9<sup>th</sup>, 2012. The City is working with the Chamber of Commerce to coordinate tourism development through this workshop.

### **Summary of December Monthly Activities:**

**December 1<sup>st</sup>** – Coordinated initial meeting between City officials and the Korean community leaders to discuss the future of the Korean Veteran's War Memorial in Wilsonville.

**December 2<sup>nd</sup>** – Followed up with former Senator John Lim about the meeting between City officials and the Korean community concerning the future of the Wilsonville Korean War Memorial. He was pleased with the introduction of the key community leaders and City officials.

**December 5<sup>th</sup>** – Attended the Chamber’s monthly Government Affairs Committee meeting. Topics discussed included the Industrial Lands Survey, Current Trends in Commercial and Industrial Real Estate and the Economic Development and Budget update from the City of Wilsonville.

**December 13<sup>th</sup>** – Attended the Chamber’s Leadership Forum Luncheon, guest speaker House Republican Co-speaker Bruce Hanna about the upcoming 2012 legislative session, highlight the successes of the 2011 legislative session, and discuss how the legislature can be a positive influence on moving our economy forward out of a challenging economy.

**December 13<sup>th</sup>** – Met with state legislator Rep. Bill Kennemer (HD 39) to discuss issues likely to come up in the February Legislative Session. Established good communication with Wilsonville’s newest Legislator.

**December 14<sup>th</sup>** – Attended the North Baldock Coalition meeting, representing the City of Wilsonville’s interests and concerns.

**December 15<sup>th</sup>** – Attended the Chamber event sponsored by Qdoba. Had conversations with business owners and community leaders about growth of the hospitality industry in Wilsonville.

**December 16<sup>th</sup>** – Met with Mike Kohlhoff to review

**December 19<sup>th</sup>** – Sent out a reminder that the December French Prairie Forum was canceled and the updated Forum Roster and the official meeting schedule for 2012.

**December 31<sup>st</sup>** – Met with Clackamas County Commissioner Paul Savas and conducted a driving tour of the French Prairie region to review transportation connections and to see where opportunities exist to coordinate on transportation planning. We also met with Canby Mayor Randy Carson to discuss common transportation concerns.

**Objectives for coming month of January 2012:**

1. Prepare for the 35-Day 2012 Legislative Session. Coordinate with League of Oregon Cities and other local government groups concerning upcoming legislation.
2. Assist in the review of statutory authorities which might be changed in the legislative session.
3. Work with the other French Prairie governments through the French Prairie Forum to coordinate policies concerning area south of the Willamette River. Maintain ongoing relationships with the other governments in the French Prairie Forum. Find opportunities for mutual cooperation.
4. Monitor the Baldock Rest Area planning issues. Work under the direction of the City Attorney and Public Affairs Director to coordinate issue management related to I-5 infrastructure issues.

5. Provide 'as requested' assistance to the Public Affairs Director to attend meetings and coordinate with various officials and groups in support of the City's Public Affairs program.
6. Attend the Wilsonville Chamber of Commerce Government Affairs Committee and give assistance in understanding legislative issues as requested by the Public Affairs Director.
7. Represent the City at Metro and League of Oregon Cities lobby meetings. Build coalitions with other local governments to effectively represent City of Wilsonville interests at the Legislature and in other governmental forums.
8. Work at the request of City staff to better understand legislative changes as they impact Wilsonville.
9. Other duties as assigned by the City Council, Public Affairs Director and City Manager.

Greg Leo  
The Leo Company

**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  April 2, 2012	<b>Subject:</b> <b>Day Road and Boberg Road Speed Limits</b>  <b>Staff Member: Steve Adams</b> <b>Department: Engineering</b>
<b>Action Required</b> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b>  
<b>Staff Recommendation:</b> Staff recommends approval of the temporary speed limits of 35 mph on Day Road and 40 mph on Boberg Road.	
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2352.	
<b>PROJECT / ISSUE RELATES TO:</b> <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:**  
 Speed limits on Day Road and Boberg Road.

**EXECUTIVE SUMMARY:**  
 The segment of Day Road located between Grahams Ferry Road and Boones Ferry Road has been speed signed at 35 miles per hour for the past several years. The segment of Boberg Road located between Boeckman Road and Barber Street has been speed signed at 40 miles per hour

for the past several years. It has recently come to staff's attention that proper authorization to allow these speed limit postings was not obtained from ODOT.

**EXPECTED RESULTS:**

Approval will legally allow the current speed limit postings to remain in place while staff works with ODOT to obtain proper authorization.

**TIMELINE:**

Up to 90 days to receive ODOT Speed Zone Orders.

**CURRENT YEAR BUDGET IMPACTS:**

Two speed counts, total costs of \$960.

**FINANCIAL REVIEW / COMMENTS:** *[Item must be sent to Finance for review.]*

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

**LEGAL REVIEW / COMMENT:**

Reviewed by: MEK Date: 3/16/2012

The resolution meets the legal requirements for temporarily posting a speed sign that is different from the statutory speed. Additionally, City Engineering has done a city-wide review and has found some instances where the signage did not conform to statutory speeds. All such signage has been corrected to conform. A review of any outstanding tickets based on nonconforming statutory speed signs was conducted and have been dismissed.

**COMMUNITY INVOLVEMENT PROCESS:**

This is more of a housekeeping issue; no public outreach has been done. Staff is presently working with legal and the Wilsonville Police as we work through obtaining proper authorization for posting speed signs, and verifying justification for the posted speeds on these two segments of city streets.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY**

No impacts – allows existing posted speed limits to remain.

Benefits – allows Wilsonville Police to enforce the speed limits as posted, providing for better citizen and community safety.

**ALTERNATIVES:**

Reduce speed limits to 25 mph or increase to 55 mph on both roads.

**CITY MANAGER COMMENT:**

**ATTACHMENTS**

**RESOLUTION NO. 2352**

**A RESOLUTION OF THE CITY OF WILSONVILLE TEMPORARILY MODIFYING VEHICULAR SPEED LIMITS ALONG SEGMENTS OF DAY ROAD AND BOBERG ROAD IN CONFORMANCE WITH OREGON REVISED STATUTES (ORS 810.180)**

WHEREAS, the City of Wilsonville ("City") has jurisdiction and control over certain roadways within its boundaries; and

WHEREAS, the below-described segments of Day Road and Boberg Road are within the boundaries of the City and are roadways over which the City has jurisdiction and control; and

WHEREAS, the segment of Day Road located between Grahams Ferry Road and Boones Ferry Road has been speed signed at 35 miles per hour for the past several years, and the segment of Boberg Road located between Boeckman Road and Barber Street has been speed signed at 40 miles per hour for the past several years; and

WHEREAS, it has recently come to City staff's attention that Oregon Department of Transportation ("ODOT") Speed Zone Orders were never obtained to allow for a speed of greater than 25 miles per hour or less than 55 miles per hour on these roadways, as required pursuant to ORS 811.111; and

WHEREAS, based on recent traffic studies conducted by the City on both roadways, the Interim City Engineer does not believe it is safe or efficient to either lower the speeds on these roadways to 25 miles per hour or to increase the speeds on these roadways to 55 miles per hour; and

WHEREAS, based on the foregoing, City staff recommends that application be made by the City to ODOT to formally authorize the speed limits, as they are currently posted; and

WHEREAS, it may take up to ninety (90) days to receive the required Orders from ODOT; and

WHEREAS, ORS 810.180 allows statutory speeds to be overridden by a temporary designated speed for a specific period of time, for identified good cause; and

WHEREAS, to avoid confusion to drivers and potential safety hazards, the City wishes to temporarily override the statutory speeds on Day Road and Boberg Road to the speeds they are currently posted at until official ODOT Speed Zone Orders can be issued to permanently

designate the proper speed limits, which process is anticipated to take approximately ninety (90) days.

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

1. The City of Wilsonville concurs with staff recommendation that Day Road has been appropriately posted as a 35 mile per hour road and Boberg Road has been appropriately posted as a 40 mile per hour road for the last several years, but due to an oversight the required ODOT Speed Zone Orders to affirm these speeds were never obtained.
2. Staff is hereby directed to immediately apply for an ODOT Speed Zone Order for each of these streets to set the speeds as they are currently signed.
3. Because it would cause confusion and potentially create a safety hazard to re-sign the roadways to the statutory speeds for the relatively short duration of time anticipated to obtain the required ODOT Speed Zone Orders, the posted speed on Day Road of 35 miles per hour and the posted speed on Boberg Road of 40 miles per hour shall be temporarily continued until the application to permanently set these speeds for these roadways is reviewed and acted upon by ODOT.
4. This resolution is effective as of the date of its adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this \_\_\_\_ day of \_\_\_\_\_, 2012, and filed with the Wilsonville City Recorder this date.

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

ATTEST:

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

**SUMMARY OF VOTES:**

Mayor Knapp  
Council President Núñez  
Councilor Hurst  
Councilor Goddard  
Councilor Starr

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7 p.m. on Monday, March 19, 2012. Mayor Knapp called the meeting to order at 7 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Council President Núñez  
Councilor Hurst  
Councilor Goddard  
Councilor Starr

Staff present included:

Bryan Cosgrove, City Manager	Kerry Rappold, Natural Resource Program Manager
Jeanna Troha, Assistant City Manager	Pat Duke, Library Director
Mike Kohlhoff, City Attorney	Mike Ward, Engineer
Sandra King, City Recorder	Dan Knoll, Communications Director
Peggy Watters, Community Services Director	Kristin Retherford, URA Director

**Motion:** Councilor Nunez moved to approve the order of the agenda. Councilor Hurst seconded the motion.

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

### **MAYOR'S BUSINESS**

Mayor Knapp reported on the JPACT visit to Washington D.C. to meet with the elected representatives of Oregon and Assistant Secretaries of the Department of Transportation. The Mayor also attended the Washington County Coordinating meeting where they approved partial funding towards the 95<sup>th</sup> and Commerce Circle project; they are dealing with MSTIP-3 process in planning for MSTIP-4 which involves funding for access roads in the Basalt Creek area.

#### **Council Board and Commission Liaison Appointments**

The Board and Commission Council liaison assignments were discussed during the last Council meeting and these changes made:

- Mayor Knapp – no changes
- Council President Núñez – no changes
- Councilor Hurst - currently on the Parks and Recreation Board and the Library Board. New assignment will be the Planning Commission and the Parks and Recreation Board.
- Councilor Goddard – currently on the DRB Panels A and B, and Clackamas County Business Alliance. New assignment includes the Library Board, Chamber Board and Clackamas County Business Alliance.
- Councilor Starr – currently on the Planning Commission and Wilsonville Community Seniors Inc. New assignment will be both Development Review Boards and the Wilsonville Community Seniors Inc.

**Motion:** Councilor Goddard moved to approve the Council liaison assignments to city boards and commissions as outlined in the packet. Councilor Hurst seconded.

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

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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Upcoming meetings were announced by the Mayor, particularly the next Council meeting date, and the start of the Budget Committee meetings which will begin at the end of April.

**COMMUNICATIONS**

**A. Tourism Grant Program Recipients.**

Peggy Watters, Community Services Director, presented the staff report. The Tourism/Match Grant program is an annual grant program which awards funding from the Transient (Hotel/Motel) Tax to local non-profit organizations for the purpose of programs, projects or events that enhance the livability of the community through civic engagement, cultural and historic events, public entertainment and other activities that serve to draw visitors into the City, and to support local businesses. The City provides \$25,000 annually for this grant program. Parks and Recreation Board member Cindy Tyree assisted in the check presentation.

The Parks and Recreation Advisory Board serves as the citizen review board for the City grant programs. The Board met March 8, 2012 to review grant applications. Representatives of the applicant organizations attended the meeting to make a brief presentation to the Board in support of their project.

The applicants, their grant request, and the Parks and Recreation Boards award follow:

<b>ORGANIZATION</b>	<b>EVENT</b>	<b>REQUEST</b>	<b>AWARD</b>
<b>Wilsonville Rotary Foundation</b> Curt Kipp, Past Pres. P.O. Box 362 Wilsonville, OR 97070 <a href="mailto:curtek@gmail.com">curtek@gmail.com</a>	Summer Concert Series TBA	\$8,230	<u>\$6,000.00</u>
<b>Wilsonville Arts &amp; Culture Council</b> Theonie Gilmore, Executive Dir. P.O. Box 861 Wilsonville, OR 97070 <a href="mailto:Theonie@WilsonvilleArts.org">Theonie@WilsonvilleArts.org</a>	Festival of the Arts June 2,3, 2012	\$5,000	<u>\$5,018.75</u>
<b>Wilsonville Celebration Days</b> Bob Woodle, Marketing Dir. P.O. Box 1511 Wilsonville, OR 97070 <a href="mailto:bobwoodle@centurytel.net">bobwoodle@centurytel.net</a>	Fun in the Park Festival August 4, 2012	\$8,000	<u>\$8,018.75</u>
<b>Wilsonville Kiwanis Club</b> Gary Wappes, Treasurer 29030 SW Town Center Loop Ste. 202-256 Wilsonville, OR 97070 <a href="mailto:gwappes@gmail.com">gwappes@gmail.com</a>	Kiwanis Kids Fun Run July 28, 2012	\$4,000	<u>\$4,018.75</u>
<b>Wilsonville-Boones Ferry Hist.Soc.</b> Mick Scott, Project Chair 32370 SW Arbor Lake Drive Wilsonville, OR 97070 <a href="mailto:mickps@aol.com">mickps@aol.com</a>	Wilsonville History Exhibits	\$1,925	<u>\$1,943.75</u>

Mr. Cosgrove pointed out Peggy Watters, Community Services Director, will be retiring at the end of the month and thanked her for her years of service to the City of Wilsonville and community.

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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Councilors thanked Ms. Watters for her professionalism, dedication, motivation, service to the community and for the very positive impact she has had on the senior program, the arts, youth projects, and community events.

Simon Springall first met Ms. Watters in the community garden moving wheelbarrows of soil and was very impressed that she worked so hard for the City in many ways.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS** - There was none.

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

Council President Núñez – Chamber and Library Board liaison announced the date of the next Library Board meeting and the Easter egg hunt in the Memorial Park ball fields.

Councilor Hurst – Parks and Recreation Board and Library Board liaison announced the date of the next Parks and Recreation Board meeting. He attended the Beauty and the Bridge open house at the high school and was impressed with how the final project will look when completed and installed. He mentioned Earth Day on April 24<sup>th</sup>.

Councilor Goddard – DRB and Clackamas County Business Alliance liaison noted the DRB Panel A elected Douglas King chair and Bob Alexander vice chair at their last meeting. In addition the DRB addressed and approved a Class-3 Master Plan Sign Modification and Waiver for Mattress Discounters. The CCBA developed their business agenda for 2012 which is available on line. The Councilor announced the last Middle School Dance set for April 20, 2012.

Councilor Starr – Planning Commission and Wilsonville Community Seniors Inc. liaison reported the Commission discussed the water system master plan, the sign code update which is almost completed, and the transportation systems plan. A joint Planning Commission and Council work session is set for May 7, 2012 to discuss solutions to the systems gaps. The Committee for Citizen Involvement discussed the city's communication plan. The Councilor reflected on the number of participants and volunteers who participate and contribute in the community events.

**CONSENT AGENDA**

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

A. **Resolution No. 2349**

A Resolution Of The City Of Wilsonville Revising A "Local Share" Project List To Be Funded With A Portion Of Metro's November 2006 Natural Areas Bond Measure.

B. Minutes of the February 23, 2012 and March 5, 2012 Council Meetings.

**Motion:** Councilor Hurst moved to adopt the Consent Agenda. Councilor Nunez seconded the motion.

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

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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**NEW BUSINESS**

Resolution No. 2348 was read by title only by Mr. Kohlhoff.

**A. Resolution No. 2348**

A Resolution Of The City Of Wilsonville Authorizing The Mayor To Execute A Local Agency Agreement And Right Of Way Services Agreement Between The City Of Wilsonville And The Oregon Department Of Transportation For The Reconstruction Of Tooze Road Between 110<sup>th</sup> Avenue And The Intersection With Grahams Ferry Road (Wilsonville).

The staff report was prepared and presented by Kristin Retherford, Urban Renewal Manager. The City of Wilsonville is the recipient of \$799,863 of Appropriations Act 56C0 federal funds for the reconstruction of Tooze Road between 110<sup>th</sup> and the intersection with Grahams Ferry Road. These funds can be used for preliminary engineering and right of way acquisition.

When the City received federal and state funding for the design and construction of Boeckman Road from 95<sup>th</sup> Street to 110<sup>th</sup>, the initial award included reconstruction of Tooze Road through the intersection of Grahams Ferry Road. Due to rising construction cost estimates the City made the request to break the project into two phases. The initial federal and state funding was applied solely to the first phase of construction of Boeckman Road, with the agreement that the City would either start the Tooze Road reconstruction project by the end of 2011 or initiate an amendment to the original Local Agency Agreement to extend the Tooze Road project timeline beyond 2011.

Subsequently, the City was awarded an additional appropriation of \$799,863 specifically for the Tooze Road project. This Local Agency Agreement creates new terms for this phase of the original project. It extends the City's timeline for the reconstruction of Tooze Road and allows the City to begin using the additional appropriation for design and right of way acquisition. A significant amount of preliminary engineering for this phase was completed during the original Boeckman Road project and the majority of the legal descriptions needed for right of way acquisition are in existence at this time. By entering into this agreement the City can formally extend its obligation to complete the reconstruction of Tooze Road, and complete sufficient engineering and permitting work to allow property acquisition to move forward.

Costs of construction will be paid in part by future development, with the balance funded through SDCs and Urban Renewal. The total project cost estimate is \$6,700,000. The City will have ten years from the date of the agreement to complete the project.

**Motion:** Councilor Hurst moved to adopt Resolution No. 2348. Councilor Nunez seconded the motion.

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

**CITY MANAGER'S BUSINESS**

Mr. Cosgrove noted Councilors participated in the ground breaking for the new sewer plant upgrade.

Mr. Cosgrove reported he should have a draft of the community survey in a couple days which would be emailed to Council and scheduled for discussion during a Council meeting. The Economic Development Task Force would hold their kick-off meeting March 22, 2012. Councilor Hurst will chair the task force with Councilor Starr co-chairing. These meetings are open to the public.

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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Mr. Cosgrove recapped the actions of the Council meeting.

**LEGAL BUSINESS**

Mr. Kohlhoff reported when Council approved taking over the maintenance of the Korean War Memorial they encouraged establishing a foundation to support the activities associated with education about the Korean War as well as major maintenance responsibilities. With the assistance of Senator Lim, and Stoel Reeves *pro bono* attorney time, the paperwork is being processed to establish the Oregon Korean War Memorial Foundation. The Foundation already has fifteen members who have pledged donations towards the Foundation.

**ADJOURN**

**Motion:** Councilor Nunez moved to adjourn. Councilor Hurst seconded the motion.

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

The Council meeting adjourned at 8 p.m.

Respectfully submitted,

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

ATTEST:

\_\_\_\_\_  
TIM KNAPP, MAYOR

**CITY COUNCIL MEETING  
STAFF REPORT / REQUEST FOR ACTION**

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**A RESOLUTION ADOPTING A GIFT ACCEPTANCE POLICY  
FOR THE CITY OF WILSONVILLE**

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Meeting Date: April 2, 2012  
Report Date: February 28, 2012  
Source of Item: Legal Department

Contact: Michael Kohlhoff, City Attorney  
Contact Telephone Number: 503-570-1508  
Contact E-Mail: kohlhoff@ci.wilsonville.or.us

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**STAFF'S RECOMMENDATION**

Staff recommends the adoption of Resolution No.2351, A RESOLUTION ADOPTING A GIFT ACCEPTANCE POLICY FOR THE CITY OF WILSONVILLE.

**SUGGESTED MOTION**

I MOVE THE ADOPTION OF Resolution No. 2351, A RESOLUTION ADOPTING A GIFT ACCEPTANCE POLICY FOR THE CITY OF WILSONVILLE, which is attached to this Staff Report.

**ISSUE STATEMENT**

Currently, there is no City-wide policy in place for the acceptance of gifts to the City. There are potential pitfalls to accepting certain types of gifts. If caution is not taken when accepting gifts, the City could be subject to liability, negative economic consequences, administrative expense, as well as cause negative economic consequences to the donor. Implementing a City-wide gift acceptance policy will ensure that the City's decision to accept a gift is well thought out and in line with City goals.

**BACKGROUND**

The need for a gift acceptance policy was highlighted recently when a Wilsonville citizen requested acknowledgement of his gift of a painting. The painting was hanging on the lower level of City Hall, but no one in City Hall could remember ever receiving the gift and no one approved acceptance of the gift. While charitable giving should be encouraged, a mechanism should be in place to systematically review gifts before they are accepted by the City. Gifts should be reviewed to be sure that they are consistent with City policies, goals, and mission, do not pose overly burdensome administrative or economic complications, and do not present conflicts of interest or other ethical issues.

The Library currently has a gift acceptance policy in place. The most recent revisions to the Library policy were made September 2011. This City-wide gift acceptance policy is not intended to supplant the Library policy. The Library policy is to remain in effect as part of this City-wide policy.

## **RELATED POLICIES/BUDGET CONSIDERATIONS**

- (1) Accepting a gift without thorough review could result in unintentionally assuming liabilities of the donor or accepting a gift that carries administrative expenses that are larger than anticipated.
- (2) Having a policy in place will help to streamline the gift acceptance policy. Currently, each gift would need to be independently researched and evaluated before it is accepted or rejected. Having a policy in place that identifies which types of gifts the City is willing to accept can cut down on the time it takes to evaluate the desirability of accepting a gift and prevent redundant or overlapping research efforts.
- (3) Attachment B is a memo which discusses the various types of gifts donors may offer to the City as well as an analysis of the benefits and drawbacks of accepting each type of gift. The proposed policy will serve as a guide for avoiding the acceptance of undesirable gifts.

## **COUNCIL OPTIONS**

The City is not required by statute to have a gift acceptance policy in place. The City could continue to accept gifts on an ad hoc basis. Without a guiding policy to help quickly identify which gifts are associated with potential pitfalls, more up-front research will have to be done with every gift.

A comprehensive City-wide policy for gift acceptance will reduce the risk of the City inadvertently accepting disadvantageous costs and liabilities along with the gift.

## **ATTACHMENTS**

- A. A memo describing the types of gifts the City may be given and analyzing the possible consequences of acceptance.
- B. RESOLUTION ADOPTING A GIFT ACCEPTANCE POLICY FOR THE CITY OF WILSONVILLE

**RESOLUTION NO. 2351**

**A RESOLUTION ADOPTING A GIFT ACCEPTANCE POLICY FOR THE CITY OF WILSONVILLE.**

WHEREAS, the City of Wilsonville appreciates current and deferred gifts from individuals, corporations, and foundations for future municipal growth and enhancements of current services and facilities; and

WHEREAS, the City of Wilsonville has previously adopted a gift acceptance policy for the Library which has provided a basis for this City-wide policy and the Library gift acceptance policy is intended to remain in effect as part of the City-wide policy; and

WHEREAS, accepting certain types of gifts may be inconsistent with the City's policies and mission due to the nature of the gift, administrative costs, or ethical considerations; and

WHEREAS, a City-wide policy will be useful in determining which gifts will best further municipal growth and service and facility enhancement.

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

1. The City Council hereby incorporates all of findings in the recitals set out above.
2. The City Council adopts the City of Wilsonville Gift Acceptance Policy, Exhibit A, attached hereto and incorporated by reference as if fully set forth herein.
3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 2nd day of April, 2012, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, MAYOR

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Núñez

Councilor Hurst

Councilor Goddard

Councilor Starr

Attachments: Exhibit A - City of Wilsonville Gift Acceptance Policy

**City of Wilsonville**  
**Gift Acceptance Policy**

The City of Wilsonville, Oregon, a municipal corporation organized under the laws of the State of Oregon, encourages gifts to the City for any purpose that will assist Wilsonville in providing a high level of service to its residents and encourage community growth. The following policies and guidelines govern acceptance of gifts made to the City or for the benefit of any of its programs, projects, or services.

**I. Purpose**

The City of Wilsonville appreciates current and deferred gifts from individuals, corporations, and foundations for future municipal growth and enhancement of current services and facilities. This policy and the guidelines it establishes shall govern the acceptance of gifts by the City and provide guidance to prospective donors and their advisors when making gifts to the City. The provisions of these policies shall apply to all gifts received by the City for any of its programs, projects, or services unless otherwise designated by the City Code or City Manager or preempted by State or Federal law. Provided, however, the Library gift acceptance policy is to remain in effect for the Library as part of this policy. Gifts shall be utilized by the City in accordance with the policies and guidelines and in accordance with the Fiscal Management Policies of the City.

**II. Use of Legal Counsel**

The City Manager, or designee, shall seek the advice of the City Attorney in matters relating to acceptance of gifts when appropriate. If deemed appropriate given the nature, size, or scope of the gift, the City may seek to consult specialized advice. Review should be sought for all gifts involving:

- a. Transfers subject to state law or contract restrictions—e.g. buy-sell agreements
- b. Gifts involving contracts or other documents requiring the City to assume an obligation
- c. Transactions with a potential conflict of interest
- d. Other instances in which the use of counsel or other specialized advice is deemed appropriate

**III. Review by City Manager**

Gifts made to the City shall be reviewed by the City Manager or designee, which in the case of the Library is the Library Director. The gift review process is intended to properly screen and accept gifts that are appropriate to the City's general mission of providing quality services and community growth. The City Manager, or designee, shall request the review of the City Attorney or other appropriate professional to assist in the review of a gift when appropriate.

Gifts will be accepted only if they are consistent with the City's municipal purpose, Wilsonville Code, and state and federal law. Gifts deemed too restrictive in purpose, gifts which are difficult to administer, or which violate these guidelines, or which do not fulfill a municipal purpose cannot be accepted by the City.

When a gift is accepted, the City Manager, on behalf of the City, shall notify the donor and acknowledge receipt of the gift within ten days of acceptance. If appropriate, the City Manager may also issue a press release acknowledging receipt of the gift with any details deemed appropriate. The City will accept anonymous gifts.

#### **IV. Types of Gifts**

The following types of property will be considered for acceptance:

- a. Cash
- b. Tangible personal property
- c. Securities
- d. Real property
- e. Remainder interests in real property
- f. Life insurance
- g. Life insurance beneficiary designation
- h. Retirement plan beneficiary designation
- i. Bequests of any of the above property

It is highly recommended that the donor meet with City officials to discuss the gift, to review this policy, and to disclose any restriction or conditions upon the gift proposed by the donor.

#### **V. Review Criteria**

The following criteria govern the acceptance of each gift:

- a. **Cash:** Cash is acceptable in any form so long as there are no conflicts of interest as described below. Checks shall be made payable to the City of Wilsonville.
- b. **Tangible personal property:** Acceptance of gifts of tangible personal property shall be considered in light of the following criteria:
  - 1. Does the property further an identifiable mission of the City?
  - 2. Is the property marketable?
  - 3. Are there restrictions on the use, display, or sale of the property?
  - 4. Are there any carrying costs for the property?
  - 5. Notwithstanding the above, would it be in the interest of the City to accept the gift?

The final determination on the acceptance of tangible property gifts shall be made by the City Manager, or designee, in his or her discretion based on the overall impact of the gift on the City. If the City intends to convert the property to cash upon receipt, the donor will be informed before the gift is finalized.

- c. **Securities:** The City may accept publicly traded securities as may be allowed under law. Marketable securities may be transferred to an account maintained at a bank or brokerage firm or delivered to the City with the Transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the City Manager in accordance with law. If a marketable security is restricted by applicable securities laws, the final determination of acceptance rests with the City Manager, or designee.

Close held and non-marketable securities will not be accepted by the City.

- d. **Real estate:** Gifts of real estate may include developed property, undeveloped property, or gifts subject to life interests. Prior to the acceptance of real estate, the City shall require an initial environmental review of the property to ensure that the property has no environmental damage and does not require remediation. Environmental inspection forms are attached as an appendix to this document. In the event that the initial inspection reveals a potential problem, the City shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall be an expense of the donor.

If real estate is not subject to environmental damage, it will be considered for acceptance. In deciding whether to accept real estate, the City Manager, or designee, shall consider:

- 1. Does the City have a use for the parcel(s) of property?

2. Is the property marketable?
  3. Are there any restrictions, reservations, easements, or other encumbrances or limitations associated with the use or sale of the property?
  4. Are there carrying costs associated with the property such as insurance, stewardship fees, mortgages, or other liens?
- e. **Remainder interests in real property:** The City will accept a remainder interest in real estate subject to the provisions of subsection d above. The donor or other occupants may occupy the real property for the duration of the stated life estate. At the death of the life estate holder(s), the City may use the property or sell it.

The City will not accept a gift of a remainder interest in real property unless the expenses of maintenance, repair, real estate taxes, reconstruction, property indebtedness, insurance, liens, and other related expenses shall be paid by the donor or life estate tenants. If the City determines that the fair market value exceeds any outstanding expenses and the public interest is better served by accepting, the City may accept a gift of such a remainder interest.

- f. **Life insurance:** The City must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy will be accepted as a gift. If the donor does not continue to pay the policy premium the City will either 1) convert the policy to paid-up insurance, or 2) surrender the policy for its cash surrender value.
- g. **Life insurance beneficiary designations:** Donors and supporters of the City are encouraged to name the City of Wilsonville as the beneficiary or contingent beneficiary of their life insurance policies.
- h. **Retirement plan beneficiary designations:** Donors and supporters of the City are encouraged to name the City of Wilsonville as beneficiary of their retirement plans.
- i. **Bequests:** Donors and supporters of the City of Wilsonville are encouraged to make bequests of property otherwise acceptable hereunder to the City of Wilsonville in their wills and trusts. Donors are strongly encouraged to discuss potential bequests with the City before making them. If the City is unable to accept the bequest because it will conflict with these policies and guidelines the City will disclaim its interest in the bequest.

## VI. Valuation, outside expense, and IRS requirements

The City requires that the donor secure and pay for an appraisal if required. The donor will have sole responsibility of establishing value for income, gift, and/or estate tax purposes. The City is not qualified to appraise, value, or otherwise identify or catalog gifts and does not hold itself out to be so qualified.

The City will complete and file IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by the City when the charitable deduction value of the item was more than \$5,000. This form will be filed within 125 days of the date of sale or disposition of the asset in compliance with IRS regulations.

**VII. Acceptance or rejection**

Once the City Manager, or designee, has determined whether to accept a gift, a letter will be sent to the donor notifying him or her of the decision and, if the gift must be rejected, containing a brief explanation of the City's reason for rejection.

**VIII. Conflict of Interest**

The City will urge all prospective donors to seek the assistance of personal, legal, and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. The City will comply with all provisions of ORS 244.010 through 244.400 prohibiting gifts of more than \$50 per donee to council members, officers, and employees of the City as individuals.

The City will not engage in quid-pro-quo exchanges with donors whereby the donor is given a benefit because of their donation to the City when the benefit would not otherwise be available to them. The City will consider all the facts and circumstances surrounding any donation to determine whether there is the appearance of an improper quid-pro-quo exchange between the City and the donor. The City may reject any gift if there is the appearance of an improper quid-pro-quo exchange.

**IX. Changes to the gift acceptance policy**

These policies and guidelines shall be reviewed and amended as needed to reflect the City's overall goals of providing quality services to residents and encouraging community growth.

# MEMORANDUM

To: Michael Kohlhoff, City Attorney  
From: Melanie Rose, Legal Intern  
Date: March 5, 2012  
Re: Gift Acceptance Policy

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## I. Background Information

The City of Wilsonville appreciates current and deferred gifts from individuals, corporations, and foundations for future municipal growth and enhancement of current services and facilities. While the City appreciates gifts, it currently has no formal policy in place for accepting gifts. Recently, a Wilsonville citizen requested acknowledgement of his gift of a painting. The painting was hanging on the lower level of City Hall, but no one in City Hall could remember ever receiving the gift and no one approved acceptance of the gift. In making the decision to accept gifts, there are additional considerations to bear in mind such as whether the type of gift is beneficial, what administrative considerations should be taken into account, and what ethical considerations should also be taken into account. These areas are discussed below.

## II. Issue

1. What should the City's Gift Acceptance Policy be?
2. What gifts should be accepted? Who will have the authority to decide what should be accepted? What ethical considerations need to be addressed in formulating a gift acceptance policy?

## III. Conclusions

A draft Gift Acceptance Policy is attached following this memo.

## IV. Library Policy

In September 2011, the Wilsonville Public Library Board adopted a Gift Acceptance Policy which establishes how and when gifts to the Library Foundation shall be accepted. The Policy breaks gifts into various categories and then describes how each category of gift will be considered and the conditions of acceptance. The Library Foundation's policy has provided a starting point for many of the provisions of the attached City-wide policy.

## **V. Types of gifts**

The City should consider having different acceptance standards for different categories of gift based on the level of administration that would be required by the City. Categories of gifts could include:

- 1) Gifts of cash: unrestricted gifts of cash to the City are the most useful gifts the City can receive. Gifts of cash allow the City to apply the donation where the City needs it most and pose almost no administrative burden on City staff. Assuming there are no ethical conflicts, gifts of cash should be accepted (see Ethical Considerations below.)
- 2) Gifts of marketable securities: marketable securities are almost as useful as cash donations because they can easily be converted to cash. However, there are a few dangers to the donor related to timing of the gift. If the donor makes the gift at the wrong time, they may be subject to capital gains tax even after they no longer own the stock. Because the timing risks fall on the donor and not the City, the City should accept gifts of marketable securities but encourage all donors to seek the advice of their accountant/financial advisor before making the transfer.
- 3) Gifts of tangible personal property: tangible personal property includes art, furniture, antiques, collections, jewelry, equipment, cars, boats, clothing, and any other property items owned by the donor. There are several issues that must be kept in mind when considering accepting cash gifts. The donor will get a tax deduction for making a gift to the City. If the City will use the gift—that is, if it puts the gift to a use related to the City's operations or mission—the donor will be allowed a tax deduction of the fair market value of the item. Gifts that are sold or otherwise disposed of after receipt are considered to be unrelated use items. Donors of gifts that are not put to a related use receive a limited tax deduction and may only deduct their basis in the gift.
- 4) Gifts of closely held securities: closely held securities are not broadly or publicly traded and can include debt or equity interests in C and S corporations, LLCs, and LLPs. Lack of marketability can make it extremely difficult to turn closely held securities into cash. Also, closely held securities may be subject to restrictions that marketable securities are not such as buy-sell agreements. The City should not consider accepting closely held securities because they cannot readily be converted to cash and are unlikely to benefit the City.
- 5) Gifts of real property: gifts of real property can be extremely valuable, but the City must be wary of potential Comprehensive Environmental Response, Compensation, and

Liability Act (CERCLA) issues as well as potential problems with disposal of the property.

CERCLA creates a liability structure that can hold parties in the "chain of title" responsible for the clean-up of an environmentally damaged property. Liability exists without regard to the actual knowledge of the owner or the participation of the owner in the damage to the property. Costs for removal of hazardous material and cleanup of soil and groundwater can easily exceed the value of the property. If the City wishes to consider gifts of real property, it should first provide that the owner undergo an environmental inspection to determine whether CERCLA liabilities may exist. A sample environmental inspection form is attached.

Other practical concerns for accepting real property involve the marketability of the property. If the property is not useful to the City, the City will likely want to convert it to cash. Also, the property may be subject to restrictions, reservations, easements, or other limitations that make it difficult to sell. Finally, the City may be subjecting itself to carrying costs such as insurance, mortgages, notes, etc. that are associated with the property. All of these factors should be weighed against the benefit to the City before the City decides to accept real property.

The City's current Land Acquisition Policy requires that all land acquisitions must ultimately be approved by the City Council. Whether staff may be able to project a Council hearing date, donors should be made aware that they may not receive an immediate decision from the City regarding the acceptance or rejection of their gift. The protracted time line for final decisions may impact the donor's decision to give.

- 6) Gifts of remainder interests: the City may never know that it is the beneficiary of a remainder interests until the donor has already passed away. In these cases, the City should evaluate the gift based on the categories above. If it is determined that it is not in the best interest of the City to accept the gift, the City should disclaim its interest in the gift.

If a donor approaches the City about establishing a gift of a remainder interest, aside from the considerations above the City should be sure to agree with the donor that the City does not bear any of the economic responsibilities for the property during the life interest.

- 7) Gifts of life insurance: If the City accepts gifts of life insurance policies, it should require that the donor designate the City as the beneficiary and irrevocable owner of the policy. If the policy is a term or whole life policy on which premium payments are due, the City should require that the donor continue to pay the premiums. If the donor does not continue to pay premiums the City should either convert the policy to a paid-up policy or exchange the policy for its cash surrender value.
- 8) Charitable gift annuities, trustee appointments, and pooled income funds: these forms of gifts are common in private non-profit development programs but are inappropriate for the City. These forms of gifts involve complex planning and oversight and the burden of administering these gifts would be high to the City. Also, these gift forms may place the

City in the position of a fiduciary which would add an extra level of legal responsibility that would further increase administrative costs.

- 9) Beneficiary designations on retirement plans or life insurance policies: these gifts can result in lump-sum cash distributions or a stream of cash distributions and have very few administrative burdens associated with them. As with remainder interests, the City may not even know that it has been named a beneficiary since these designations do not require the approval or acceptance of the City.
- 10) Restricted gifts: donors may wish to place restrictions on the use of gifts made to the City. Certain restrictions may be reasonable—e.g. a cash donation specifically for the improvement of bicycle and pedestrian facilities—while others may be overly burdensome. The City should consider restrictions that a donor wishes to place on a gift as a factor in determining whether to accept the gift.

## **VI. Administrative Considerations**

There are many costs that are potentially associated with accepting gifts of property other than cash. One big one, as discussed above, is an environmental investigation of real property to ensure there is no potential CERCLA liability. Other frequently encountered expenses are appraisals and legal or professional fees.

Gifts of value greater than \$5,000 must be professionally appraised for the donor to be able to take the full income tax deduction. The gift policy should make it clear that the donor is responsible for having property appraised before it is donated to the City. The City should specify that it is not qualified to appraise property and will not offer advice as to the value of property.

In determining whether or not to make a gift of property other than cash, the donor should seek the advice of a professional financial advisor. The gift policy should make it clear that even though the City encourages the donor to seek professional advice, all costs will be borne by the donor. The City should also make it clear that it is not qualified to provide and will not provide financial planning advice to donors.

## **VI. Ethical Considerations**

Chapter 244 of the ORS governs government ethics. The Chapter applies to individual government officers, not to a government entity itself. The Chapter makes it illegal for government officers to accept gifts beyond a de minimis \$50 ceiling and requires government officers to declare any existing or potential conflicts of interest between themselves and City business.

While Chapter 244 does not apply to government entities as an entity, there could still be an appearance of impropriety if a business, or the owner of a business, gives a gift to the City and

then later is chosen to contract with the City. In determining whether to accept a gift, the City should always consider the possible appearance of a quid-pro-quo exchange. If it appears as though a gift is being given to extract some improper benefit to the donor the gift should be rejected. It is possible that the IRS could reclassify a gift has the appearance of a quid-pro-quo exchange as payment for goods or services. This would result in taxable income. The City should only accept gifts made from the donor's "detached and disinterested generosity"—the IRS standard for determining if a transfer is truly a gift.

## **VII. Sample Policy**

The following pages are a sample Gift Acceptance Policy for the City which attempts to balance all of the considerations discussed above.

**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  April 2, 2012	<b>Subject:</b> A Resolution of the City of Wilsonville Adjusting System Development Charges and a Stormwater Fees for Stormwater Management and Repealing Resolution No. 1732  <b>Staff Member:</b> Kerry Rappold <b>Department:</b> Community Development	
<b>Action Required</b> <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: 4/2/12 <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> The Planning Commission adopted the Stormwater Master Plan on January 13, 2010.	
<b>Staff Recommendation:</b> Staff recommends the City Council approve the accompanying resolution that increases the stormwater fee and the stormwater system development charge.		
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2353.		
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:** The proposed resolution incrementally increases the stormwater fee from \$3.72 to \$5.60 per equivalent residential unit (ERU), and phases, over three years, an increase in the stormwater system development charge from \$492 to \$1,356 per ERU. These increases are necessary to support the existing and future needs of the City's stormwater system.

**EXECUTIVE SUMMARY:** The City Council approved an update to the Stormwater Master Plan with Ordinance No. 700 on February 23, 2012. The master plan includes policies, a Capital Improvement Program, and a funding model for stormwater management. Chapter 10 (i.e., Financial Analysis) of the Stormwater Master Plan identifies modeling assumptions and

outcomes, and proposed stormwater fee and system development charge (SDC) to fund the stormwater management program.

The following table provides the schedule for implementing the increases in the stormwater fee and SDC over the next five years:

(Per ERU)	Forecast of Stormwater Rates					
	Current	July 1, 2012	July 1, 2013	July 1, 2014	July 1, 2015	July 1, 2016
Stormwater Fee	\$3.72	\$5.00	\$5.10	\$5.25	\$5.45	\$5.60
SDC Improvement Fee	\$492	\$620	\$748	\$876	\$876	\$876
SDC Reimbursement Fee	0	\$160	\$320	\$480	\$480	\$480
Total SDC	\$492	\$780	\$1,068	\$1,356	\$1,356	\$1,356

Within the accompanying resolution, the above table has been split into two tables located in Part III, Article II (Stormwater Fee) and Part IV, Article III (System Development Charge).

The existing stormwater fee and SDC were established by Resolution No. 1732 that was adopted by the City Council on November 19, 2001. The resolution included a stormwater fee of \$3.58 per ERU and a SDC of \$421 per ERU.

Ordinance No. 433, adopted by the City Council on September 19, 1994, established the overall program for the stormwater fee for storm drainage services and stormwater quality management. In conjunction with Ordinance No. 433, Resolution No. 1129, which was adopted by the City Council on August 15, 1994, provided the first stormwater fee of \$1.40 per ERU.

The statutory basis for system development charges in Oregon is included in ORS 223.297 through 223.314. The purpose of these statutory requirements "is to provide a uniform framework for the imposition of system development charges by local governments, to provide equitable funding for orderly growth and development in Oregon's communities and to establish that the charges may be used only for capital improvements". The overall guidance for system development charges in Wilsonville was established by Ordinance No. 386, which was adopted by the City Council on July 1, 1991.

The proposed method of funding for the Capital Improvement Program, contained within the recently approved Stormwater Master Plan, is to use a combination of revenue bonds, stormwater system development charge and stormwater fee. The funding methodology included the following assumptions:

1. 20-year revenue bonding at an interest rate of 5.0%
2. A coverage factor of 1.25 times maximum annual debt service

3. Level debt service
4. An Operating Fund balance at no less than \$200,000
5. ERU growth of 1 3/4 % per year
6. Cost escalation generally at 3% with the exception of 4.5% for personal services and 4.5% for transfers

The methodology for calculation of the stormwater fee and system development charge is contained within the accompanying resolution. The Finance Director has provided some additional comments about the proposed stormwater fee and system development charge, attached as Exhibit B. A comparison of the proposed stormwater fee with other jurisdictions is found within Exhibit C.

**EXPECTED RESULTS:** The proposed increases in the stormwater fee and system development charge will provide funding for necessary capital improvements identified in the Stormwater Master Plan. The proposed stormwater rates will also provide additional revenue for ongoing operations and maintenance of the stormwater system.

**TIMELINE:** If adopted by the City Council, the proposed stormwater rate increases would become effective July 1, 2012.

**CURRENT YEAR BUDGET IMPACTS:** The Stormwater Fund was one of three funds identified in the five-year budget forecast as being a top concern. The funds generated by the increase in the stormwater rates will allow critical capital improvements to move forward in the coming budget year.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: GW Date: March 22, 2012

An increase in rates is necessary to pay for the projects identified in the Plan and to pay for normal operating and maintenance costs. There is no budgetary impact on the current fiscal year. The FY 2012-13 budget has assumed the rate increase phase-in per the table above. An alternate phase-in is provided below. This proposal applies to needs through 2016. Further increases are expected for year 2017 and beyond but are not part of this resolution.

**LEGAL REVIEW / COMMENT:**

Reviewed by: MEK Date: 3/22/12

The notice requirements have been met. The form of the resolution meets requirements.

**COMMUNITY INVOLVEMENT PROCESS:**

The Planning Commission conducted an extensive review of the Stormwater Master Plan. Work sessions were held at the Planning Commission on June 11 and July 9, 2008; and April 8, May 13, June 10 and October 14, 2009 to allow feedback from the commissioners.

Two open houses for the Stormwater Master Plan were held on October 16, 2008 and May 27, 2009, and provided the public an opportunity to comment on the various elements of the master plan.

A public hearing was conducted before the Planning Commission on January 13, 2010. No testimony was received from the public, and the Planning Commission approved the Stormwater Master Plan without any revisions.

Over the past four years, the City Council has reviewed and discussed the Stormwater Master Plan at eleven work sessions. At these work sessions, staff received input on the proposed policies, capital improvement program, financial analysis and rate structure, and public involvement opportunities. Revisions were made to the master plan to address input from the City Council.

Staff also hosted a public meeting on April 29, 2010 to provide an overall summary of the system development charge methodology and to answer any specific questions. Potentially impacted developers were invited to the meeting. In addition, staff mailed a notice to the same parties, and others added to the list over the last two years, about the City Council public hearing on April 2, 2012.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:** The proposed stormwater rates will impact residential, commercial and industrial customers. The customers will receive a variety of benefits, which include reducing flooding, controlling erosion, and improving water quality of local streams and wetlands.

**ALTERNATIVES:** Discuss an alternative funding model for the stormwater management program, which would identify other sources of funding and a revised rate structure.

Councilor Goddard asked to see a modified version of the rates that would provide a more level phase-in during the first couple of years. Here is a side-by-side comparison of the original proposal and a modified version. These are monthly rates for a typical homeowner. Multifamily, commercial and industrial would increase by similar percentages.

<b>Effective July 1 of:</b>	<b>Original</b>	<b>Modified</b>
Today's rate	\$3.72	\$3.72
2012	\$5.00	\$4.40
2013	\$5.10	\$5.10
2014	\$5.25	\$5.25
2015	\$5.45	\$5.45
2016	\$5.60	\$5.60

The financial impact would reduce revenues by approximately \$150,000 in the first year and may delay repayment of a pending interfund loan by six months. Adoption of the modified schedule will require a change to the table in Article II, C of the Resolution.

**CITY MANAGER COMMENT:**

Once adopted by Council, staff will provide notice to Wilsonville residents and businesses regarding the scheduled July 1, 2012, rate increases.

**ATTACHMENTS**

- A. Resolution No. 2353
- B. Finance Director's Comments

**RESOLUTION NO. 2353**

**A RESOLUTION OF THE CITY OF WILSONVILLE ESTABLISHING JUST AND EQUITABLE SYSTEM DEVELOPMENT CHARGE AND A STORMWATER FEE FOR STORMWATER MANAGEMENT AND REPEALS RESOLUTION NO. 1732.**

WHEREAS, ORS 223.297, states the following policy underlying system development charges:

"The purpose of ORS 223.297 to 223.314 is to provide a uniform framework for the imposition of system development charges by local governments, to provide equitable funding for orderly growth and development in Oregon's communities and to establish that the charges may be used only for capital improvements."; and

WHEREAS, ORS 223.299 states:

"As used in ORS 223.297 to 223.314:

- (2) "Improvement fee" means a fee for costs associated with capital improvements to be constructed.
- (3) "Reimbursement fee" means a fee for costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists.
- (4)(a) "System development charge" means a reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement or issuance of a development permit, building permit or connection to the capital improvement. System development charge includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the local governmental for its average cost of inspecting and installing connections with water and sewer facilities."; and

WHEREAS, the City of Wilsonville pursuant to authority set forth in ORS 223.297 et. seq. has enacted Ordinance No. 386, as modified by Ordinances No. 430 and 432, which

provides the overall City implementing policy and procedures for system development charges (SDCs); and

WHEREAS, Ordinance No. 433 provides the overall City implementing policy and procedures for stormwater and stormwater quality management and for imposing a charge (herein after referenced as stormwater fee) for stormwater services; and

WHEREAS, part of the purpose of this resolution is to provide a uniform and equitable methodology for imposition of a system development charge for specific stormwater system capital improvements upon those developments that create the need for, or increase the demands for further capital improvements; and

WHEREAS, a further purpose of this resolution is to provide a uniform framework for the imposition of a stormwater fee for stormwater services including, but not limited to, administrative review procedures and stormwater quality management. The stormwater fee is adopted to ensure that any person whose stormwater runs from properties in the City of Wilsonville through the City's stormwater facilities will pay a stormwater fee for stormwater service in proportion to the degree of use; and

WHEREAS, on February 23, 2012, following initial development, extensive analysis and review by URS and City staff, a public hearing at the Planning Commission and a public hearing by City Council, Council adopted Ordinance No. 700 amending the City's Comprehensive Plan and replacing the 2001 Stormwater Master Plan to include the February 2012 Stormwater Master Plan (hereinafter Stormwater Master Plan); and

WHEREAS, the Stormwater Master Plan for the City of Wilsonville by URS, provides that the capacity of the City's stormwater drainage system and stormwater quality management system must be increased to meet Metro, state and federal water quality requirements, including Clean Water Act requirements; and

WHEREAS, Table 9-2 of the Stormwater Master Plan is the Stormwater capital improvement program (hereinafter capital improvement program); and

WHEREAS, Table 10-14 and Table 10-15 of the Stormwater Master Plan includes additional information on the proportionality of project improvements that benefit new users; and

WHEREAS, information from Table 9-2, Table 10-14 and Table 10-15 is incorporated by reference herein and further consolidated and attached to this resolution as Exhibit 1; and

WHEREAS, the stormwater quantity system is based on a combination of a private and the public system; and

WHEREAS, the Stormwater Master Plan is based on the private on-site system being sized to detain the two through 25-year storm with no greater stormwater runoff from post development flows than from predevelopment flows; and

WHEREAS, the Stormwater Master Plan is designed so the public system can accommodate flows in excess of the capacity of the private onsite systems; and

WHEREAS, the public system must also accommodate the stormwater runoff from the private systems that will be of lower peak flows, but which will have flows over a much greater period of time; and

WHEREAS, the stormwater quality system will also be a combination of the private onsite system and the public system; and

WHEREAS, the private water quality system will remove sediments and a part of the other contaminants from the water quality storm events in accordance with Clean Water Act requirements; and

WHEREAS, Shaun Pigott of Shaun Pigott Associates, LLC has provided the City with a financial analysis and initial calculation of the stormwater fee and system development charge in Chapter 10 of the Stormwater Master Plan to ensure the charges will meet the lawful objectives of providing stormwater system capital improvements; and

WHEREAS, staff hosted a meeting with interested parties on April 29, 2010 to provide an overall summary of the system development charge methodology and responded to questions; and

WHEREAS, the City has provided due notice of the proposed stormwater system development charge methodology in accordance with ORS 223.304; and

WHEREAS, the City has duly noticed the public hearing of March 19, 2012, and has heard testimony and comments regarding the contents of this resolution; and

WHEREAS, based upon the reports, testimony and comments received, the City Council finds additional stormwater fee increases are required to provide funds for operational expenses and debt service for the bond sales necessary to pay for construction of the stormwater system; and

WHEREAS, the structure of the stormwater fee for stormwater drainage and stormwater quality management and the stormwater system development charge are intended to be charges for services and capital improvements, respectively. As previously noted, they are not charges imposed upon a property owner as a direct consequence of ownership of that property. Although the stormwater fee and the stormwater SDC are intended to constitute charges for service and capital improvements, respectively, even if either were attached on property both allow the owner to have the ability to control the amount of the charge. Similarly, the stormwater fee and the SDC reflect the actual cost for providing the service and capital improvements, respectively, and only impose those charges on persons receiving a service or benefit of the capital improvements. Actual cost includes all direct and indirect costs the City might incur as set forth in ORS 310.140; and

WHEREAS, a stormwater equivalent residential unit (ERU) of 2,750 square feet of impervious surface has been established for the purposes of determining the stormwater fee and the system development charge for stormwater services; and

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

Summary of Contents:

**PART I DETERMINATIONS AND FINDINGS**

**PART II DEFINITIONS**

**PART III ESTABLISHES USER FEE FOR STORMWATER**

ARTICLE I ADMINISTRATION AND ADMINISTRATIVE REVIEW

ARTICLE II METHODOLOGY

ARTICLE III STORMWATER FEE COLLECTION

ARTICLE IV DISBURSEMENT OF FUNDS

ARTICLE V REFUNDS

ARTICLE VI STATEMENT OF VALIDITY

ARTICLE VII REPEAL OF EXISTING RESOLUTIONS

**PART IV ESTABLISHES SYSTEM DEVELOPMENT CHARGE FOR STORMWATER**

ARTICLE I PURPOSE

ARTICLE II	ADMINISTRATION AND ADMINISTRATIVE REVIEW
ARTICLE III	METHODOLOGY
ARTICLE IV	PAYMENT
ARTICLE V	CREDIT
ARTICLE VI	EXEMPTIONS
ARTICLE VII	DEDICATED FUND
ARTICLE VIII	REFUND
ARTICLE IX	COLLECTION

**PART V STATEMENT OF VALIDITY**

**PART VI REPEAL OF EXISTING RESOLUTIONS**

**PART VII SEVERABILITY**

**PART I: DETERMINATIONS & FINDINGS**

- A. The City adopts the above recitals as findings and incorporates them by reference in support of this resolution.
- B. The City Council has reviewed the proposed stormwater fee for stormwater services and finds the proposed fee to be rationally based and financially prudent. The City Council hereby finds that the impervious surface as defined by an equivalent residential unit is a rationally based upon which allocation the improvement costs for stormwater system capital improvements can be proportionally and equitably calculated.
- C. The City Council has reviewed the proposed system development charge and finds the proposed SDC to be rationally based and financially prudent. The SDC includes reimbursement fee and improvement fee components. The improvement fee addresses water quantity and water quality for stormwater system capital improvements.

**PART II: DEFINITIONS**

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

- A. "Applicant" means the person seeking to obtain a building permit.

- B. "Building official" means that person, or his designee, licensed by the state and designated as such to administer the Oregon Structural Specialty Code for the city.
- C. "Building permit" means that permit issued by the city building official pursuant to the Oregon Structural Specialty Code. For those uses for which no building permit is required, the final approval granted by the city approving the use shall be deemed a building permit for purposes of this ordinance.
- D. "Business and commercial" means all buildings or structures that are not classified as residential or industrial.
- E. "City Council" means the governing body of the City of Wilsonville.
- F. "DCD" means director of the Community Development Department.
- G. "Extra-capacity facilities or improvements" means those stormwater improvements that are necessary in the interest of public health, safety and welfare to increase stormwater capacity to address new development. Such improvements include, but are not limited to, erosion control, regional facilities (wetlands, ponds), sediment traps, grease and oil separators, acquisition of right-of-way and necessary easements, stream bank and wetland restoration, piping and outfall structures.
- H. "Impervious Surface" means any substance or material restricting the passage of water including, but not limited to, roofing materials, concrete, asphalt, compacted gravel, compacted dirt, or excavated slopes.
- I. "Industrial" means all buildings or structures in which a product is manufactured, stored or distributed, or any combination of the above.
- J. "Occupancy permit" means the occupancy permit provided for in the Oregon Structural Specialty Code.
- K. "Owner" means the owner or owners of record title or; the purchaser or purchasers under a recorded sales agreement, and other persons having an interest of record in the described real property.
- L. "Stormwater" means water that originates during precipitation events, snowmelt or runoff water from overwatering that enters the stormwater system. Stormwater

that does not soak into the ground becomes surface runoff, which either flows directly into surface waterways or is channeled into storm sewers, which eventually discharge to surface waters.

- M. "Water quality" means a measure of the condition of water relative to the requirements of one or more biotic species and or to any human need or purpose. It is most frequently used by reference to a set of standards against which compliance can be assessed. The most common standards used to assess water quality relate to health of ecosystems, safety of human contact and drinking water.

**PART III: ESTABLISHES THE STORMWATER FEE FOR STORMWATER SERVICES AND DISBURSEMENT OF FUNDS.**

**ARTICLE I**

**ADMINISTRATIVE AND ADMINISTRATIVE REVIEW**

- A. The City's organization includes a Community Development Department, the Director of which is employed by the City Manager. In addition to such other duties and responsibilities that may be assigned to this person, the Director of Community Development (DCD) shall be responsible for the administration of the stormwater fee part of this resolution, for developing administrative procedures for the calculation and collection of stormwater fees and for developing and administering stormwater management programs and related activities.
- B. Upon application to the DCD, a person responsible may seek a reduction of the monthly fee for stormwater service. The applicant must show to DCD's satisfaction that amount of permanent reduction to the total stormwater runoff or runoff coefficient for the property. Extra capacity facilities or improvements above the requirements as described in Chapter 8 of the Stormwater Master Plan that are installed and maintained by the applicant may be used to show the amount of permanent reduction to the total stormwater runoff or the runoff coefficient.
- C. The fee for the application of a monthly fee reduction shall be \$325.00.

- D. Discretionary decisions of the DCD made in response to an application shall be in writing and mailed by regular mail to the last known address of the applicant.
- E. Any person aggrieved by a discretionary decision of the DCD may appeal the decision to the City Manager. The appeal shall be in writing and must be filed with the Director within ten working days of the date the DCD's decision was mailed. The appeal shall state all relevant facts, identify the applicable ordinances provisions and specify the type and amount of relief sought. The appellant shall bear the burden of proof that an error was committed resulting in substantial prejudice.
- F. The appeal fee shall be \$325.00.

## ARTICLE II

### METHODOLOGY FOR CALCULATION OF STORMWATER FEE

- A. For ease of administration and to standardize application, the stormwater fee is based on an equivalent residential unit (ERU). The basis for equivalent residential unit was included in Appendix F of the 2001 Stormwater Master Plan. For ease of reference Appendix F is attached as Exhibit 2. The ERU is based on 2,750 square feet of impervious service per equivalent residential unit.
- B. In the Fiscal Year 2011-2012 the City had a total of 28,502 equivalent residential units.
- C. The City uses a five-year projection of operating expenses and debt service to determine the stormwater fee per each equivalent residential unit. The calculation of the debt service is based on the bond sales that will be required to fund the capital improvement program after deduction for system development charge collections and partial expenditures from stormwater fees. The calculated stormwater fee in Fiscal Year 2011-2012 is \$5.00 per equivalent residential unit and this would go to \$5.60 per equivalent residential unit by Fiscal Year 2016-2017. The list of expenditures and calculation of the stormwater utility requirements in Table 10-8 of the Stormwater Master Plan is attached as Exhibit

3. The following table provides the schedule for implementing the increases in the stormwater fee over the next five years:

(Per ERU)	Forecast of Stormwater Rates					
	Current	July 1, 2012	July 1, 2013	July 1, 2014	July 1, 2015	July 1, 2016
Stormwater fee	\$3.72	\$5.00	\$5.10	\$5.25	\$5.45	\$5.60

ARTICLE III

STORMWATER FEE COLLECTION

Section 1. All stormwater utility customers and user of developed properties with impervious surfaces shall be charged a stormwater fee at the single-family unit rate (ERU) of \$5.00 per 2,750 square feet of impervious surface area. Actual monthly fees will be calculated in accordance with Ordinance No. 433.

- A. For each two thousand seven hundred fifty square feet of impervious surface the said property shall be charged the rate for a single-family unit. The minimum service charge shall be established at the rate of one single-family unit.
- B. The stormwater for a mobile home park shall be established at the rate of one single-family per space.
- C. The stormwater fee for a multiple-family building or facility shall be calculated based on the square feet of impervious surface; however, the maximum charge shall be limited to the number of multiple family units on the property multiplied by the charge for a single-family unit.
- D. All charges for stormwater services furnished or rendered by the City of Wilsonville shall be chargeable to the current user of the property where water and stormwater services are supplied. In addition, the current property user and property owner shall be personally liable for all charges accrued against the property designated within the application.

- E. The City reserves the right to cut off and disconnect water services to the premises without further notice when charges for water and stormwater services become delinquent, and the expense thereof shall be borne by the user to which such services have been supplied. The City shall provide a minimum of 3 days notice by a door hanger or by mail prior to water service disconnection. Water service disconnection procedures are specified in Resolution No. 1624, Article V, which was adopted by the City Council on March 20, 2000.
- F. The collection of stormwater fee with the increased fees shall commence with the first utility billing including the June 2012 stormwater service that will be in July 2012.

Section 2. The City shall annually review the stormwater fee to determine whether additional revenues should be generated to address increases in the consumer price index (CPI) for the Portland-Salem Area or to ensure that revenues do not exceed estimated demands. All calculations shall be carried out to the hundredths' place.

#### ARTICLE IV

#### DISBURSEMENT OF FUNDS

- A. All payments received by the City for stormwater services rendered under the provisions of this resolution shall be deposited in the Stormwater Operating Fund.
- B. The stormwater fee payments received shall be credited to the accounts established for the operation and maintenance of the stormwater system and all conveyances, and all elements of the NPDES stormwater management program as well as any debt service which may be funded with revenue bonds which are repaid from the stormwater fee. Operations and maintenance cost may include personnel, system replacements and capital improvement outlay.

#### ARTICLE V

REFUNDS

- A. Refunds of stormwater fees may be made upon initiations of the DCD or upon written application filed with the DCD. Refunds shall only be allowed upon a finding by the DCD that there was an actual clerical error in the calculation of the fee.

ARTICLE VI

GENERAL FUND SERVICES

- A. For use of city-owned right-of-way, a franchise fee of 4% of the gross annual revenue from the stormwater fee for stormwater services will be collected and remitted quarterly to the general fund.

**PART IV: ESTABLISHES THE STORMWATER SYSTEM DEVELOPMENT CHARGE, THE METHODOLOGY FOR THE STORMWATER SYSTEM DEVELOPMENT CHARGE, DISBURSEMENT OF FUNDS AND THE AMOUNT OF THE STORMWATER SYSTEM DEVELOPMENT CHARGE.**

ARTICLE I

PURPOSE

Section 1.

- A. The purpose of this part of the Resolution is to provide a uniform framework for the imposition of a system development charge for stormwater facilities, including, but not limited to, administrative review procedures, and identification of capacity increasing capital improvements which may be funded with system development charge revenues.
- B. This system development charge is adopted to ensure that new development contributes to extra-capacity stormwater improvements needed to accommodate additional stormwater runoff generated by such development.

ARTICLE II  
ADMINISTRATION AND ADMINISTRATIVE REVIEW

Section 1. The City Manager shall employ the Community Development Director (DCD). In addition to such other duties and responsibilities as may be assigned to this person, the DCD shall be responsible for the administration of the system development charge part of the resolution. The DCD shall be responsible for developing administrative procedures for calculation and collection of fees, developing and administering capital improvement programs and related activities.

- A. Discretionary decisions of the DCD shall be in writing and mailed by regular mail to the last known address of the applicant.
- B. Any person aggrieved by a discretionary decision of the DCD may appeal the decision to the City Council. The appeal shall be in writing and must be filed with the City Recorder within 10 working days of the date the DCD's decision was mailed in accordance with Article X of Ordinance No. 386.
- C. The appeal shall state all relevant facts, identify the applicable ordinance provisions and specify the type and amount of relief sought. The appeal fee shall be \$400 and should be forwarded with the appeal.
- D. The appellant shall bear the burden of proving that an error was committed resulting in substantial prejudice.
- E. Any person who makes a written objection to the calculation of a system development charge shall be informed by staff that he/she has the right to petition for review pursuant to ORS 34.010 to 34.100 which petition must be filed within 60 days of notice of the calculated system development charge.

Section 2. As provided by Ordinance No. 386, Article X, any citizen or other interested person may challenge an expenditure of SDC revenues as being in violation of this ordinance provided a written petition for review is filed with the City Recorder within two years of the expenditure.

## ARTICLE III

### SYSTEM DEVELOPMENT CHARGE METHODOLOGY FOR IMPROVEMENTS

Section 1. Comprehensive Plan Implementation Measure 3.1.7.D provides the following fundamental guidance in the development of the Stormwater Master Plan: "Major natural drainage ways shall be retained and improved as the backbone of the drainage system and designated as open space. The integrity of these drainage ways shall be maintained as development occurs. Where possible onsite drainage systems will be designed to complement natural drainage ways and designated open space to create an attractive appearance and will be protected by conservation, utility or inundation in easements...". The Stormwater Master Plan was developed based on Implementation Measure 3.1.7.D. Table 9-2 of the Stormwater Master Plan is the capital improvement program with additional information from Table 10-14 and Table 10-15 and is attached to this resolution as Exhibit 1.

Section 2. The basis for allocating the capital improvement program to new development is the equivalent residential unit (ERU) that is described as the impervious area for a single-family residence. The capital improvement program that is allocated to new users must be apportioned over all new users in the area that is to be served by the capital improvement program. The new users include 7,978 ERUs.

Section 3. The method of funding the capital improvement program may impact on the calculation of the system development charge. In the calculation of the stormwater system development charge we have included bond financing for part of the capital improvement program. The other parts of the plan would be financed with the system development charge and stormwater fee funds that would either be used to directly pay for the capital improvements or to pay the debt service on the bonds. With the use of bonds for financing, the City will also need to provide debt service coverage of at least 125% of the bond payments from the stormwater utility fee. For the calculation of debt service payments the debt service coverage is 125% of the operating expenses and debt

service. The excess of the stormwater utility collections above the stormwater utility expenses and the debt service would also be used to pay for part of the costs of implementing the capital improvement program. With this approach, the new users could pay debt service on that part of the capital improvement program that benefits existing residents. To calculate the debt service principal payment, the capital improvement program has been distributed over the period from 2012 through 2031. The operations and maintenance projections were also completed through the same time period with bond sales added into the income projections as needed to provide adequate funds for the capital improvement program.

The improvement fee is based on the cost of planned future facilities that expand the stormwater system's capacity or increase its level of performance to accommodate growth. There are two elements to the improvement fee, water quality and water quantity. The calculation of the improvement system development charge is as follows:

The value of capital improvement program included at full cost and allocated to existing and new users for <b>Water Quality</b> .	\$1,387,700
The number of existing and new users in equivalent residential units (ERU).	28,502
The improvement SDC is determined by dividing the value of the CIP allocated to existing and new users by the number of existing and new ERUs.	\$49
The value of capital improvement program included at full cost and allocated to new users for <b>Water Quantity</b> .	\$6,599,051
The number of new users in equivalent residential units (ERU).	7,978
The improvement SDC is determined by dividing the value of the CIP allocated to new users by the number of new ERUs.	\$827
The total improvement SDC is determined by adding together the <b>water quality</b> and <b>water quantity</b> components	\$876

ARTICLE IV

REIMBURSEMENT SYSTEM DEVELOPMENT CHARGE

Section 1. The reimbursement fee considers the cost of existing facilities, prior contributions by existing users of those facilities, the value of the unused/available capacity, and generally accepted ratemaking principles. The objective is that “future system users contribute no more than an equitable share to the cost of existing facilities.” The calculation of the reimbursement fee is based on the original cost of stormwater system facilities identified in the City’s fixed asset schedule. Any outstanding principal on debt for these facilities has been removed to more accurately reflect the actual investment made by the City. The calculation of the reimbursement system development charge is as follows:

Rate base funded utility plant-in-service balance: Original Cost	\$34,384,850
Accumulated Depreciation	\$20,691,820
Book Value	\$13,693,030
The number of existing and new users in equivalent residential units (ERU).	28,502
The reimbursement SDC is determined by dividing the value of the CIP allocated to existing and new users by the number of existing and new ERUs.	\$480

ARTICLE V

STORMWATER SYSTEM DEVELOPMENT CHARGES

Section 1. Charges inside the City. The stormwater SDC is obtained by adding the improvement fee to the reimbursement fee. The stormwater SDC is based upon application of the forgoing methodologies and is effective July 1, 2012. The equivalent residential unit for single-family residences, multi-family developments, commercial developments, industrial developments and public developments is based on 2,750 square feet per equivalent residential unit. The combined stormwater system development charge is \$1,356 per ERU.

The Stormwater SDC will be increased according to the following schedule:

- July 1, 2012 - \$780 per ERU
- July 1, 2013 - \$1,068 per ERU
- July 1, 2014 - \$1,356 per ERU

The following table provides the schedule for implementing the increases in the stormwater system development charge over the next five years:

(Per ERU)	Forecast of Stormwater System Development Charge					
	Current	July 1, 2012	July 1, 2013	July 1, 2014	July 1, 2015	July 1, 2016
SDC Improvement Fee	\$492	\$620	\$748	\$876	\$876	\$876
SDC Reimbursement Fee	0	\$160	\$320	\$480	\$480	\$480
<b>Total SDC</b>	<b>\$492</b>	<b>\$780</b>	<b>\$1,068</b>	<b>\$1,356</b>	<b>\$1,356</b>	<b>\$1,356</b>

Section 2. Charges outside the City. The City has no plans to provide stormwater services outside the City. If and when provided, the stormwater system development charge will be calculated based on actual and projected costs per equivalent residential unit.

Section 3. Payment. The amount of stormwater SDC due at the time of issuance of the building permit or at other times as described in Ordinance No. 386 shall be determined by dividing the number of square feet of impervious surface by 2,750 to determine the equivalent residential units. For single-family dwelling units the equivalent residential unit is based on average square footage of 2,750 square foot per equivalent residential unit. The number of equivalent residential units is multiplied by the amount described in Section 1 or Section 2 to determine the stormwater system development charge.

Section 4. Reduction in stormwater SDC payments based on approved alternative fee calculations. Article 5, Section 5 of Ordinance No. 386 allows approval of a reduction in system development charges based on approval of an alternate fee calculation which would show that individual developments present special or unique situations such that the calculated fee is grossly disproportionate to the actual impact of the development. The primary, but not the only, reduction in the stormwater system development charge will be based on retention/detention in excess of the 25-year storm. The alternate fee calculations shall show the specific analysis to determine the proposed reduction in stormwater system development charges.

ARTICLE VI  
PAYMENT

Section 1. Unless deferred, the SDC imposed hereby is due and payable at the time of issuance of a building permit by the city; issuance of a development permit not requiring issuance of a building permit; or issuance of a permit to connect to the stormwater system. Except as otherwise provided in Ordinance No. 386, Article VII, no permit shall be issued for a development subject to the SDC unless the SDC is first paid in full.

ARTICLE VII  
CREDIT

Section 1. As provided by Ordinance No. 386, Article IX, an applicant for a building permit is eligible for credit against the SDC for constructing a qualified capital improvement.

ARTICLE VIII  
EXEMPTIONS

Section 1. The following development is exempt from the SDC.

- A. Remodeling or replacement of any single-family structure (including mobile homes);
- B. Multi-family structure remodeling or replacement except to the extent of addition of dwelling units;
- C. Remodeling or replacement of office, business and commercial, industrial or institutional structures except to the extent it creates additional area of impervious surface.

ARTICLE IX  
DEDICATED FUND

Section 1. The city shall maintain a dedicated fund entitled "Stormwater System Development Charges Fund", herein "fund". All moneys derived from the SDC shall be placed in the fund. SDC revenue, including interest on the fund, shall be used for no purpose other than those activities described as, or for the benefit of, capital improvement stormwater facilities.

Section 2. SDC revenues may be spent to provide new stormwater projects as shown in Exhibit 1 including all related improvements necessary to meet adopted standards. In addition, the reasonable and customary costs of administering this SDC and projects funded hereunder, including repayment of debt, may be paid from SDC revenues.

ARTICLE X  
REFUNDS

Section 1. Refunds of SDCs may be made upon initiation of the DCD or upon written application filed with the DCD. Refunds shall only be allowed upon a finding by the DCD that there was an actual clerical error in the calculation of the SDC, or upon clear evidence that the project has been cancelled. Refunds for cancelled projects can be reduced to cover the administrative costs of calculating and issuing the refund (currently estimated at \$50.00/refund). Refunds shall be allowed for failure to claim a credit provided the claim for refund is in writing and actually received by the city within 30

days of the date of issuance of the building permit or final occupancy permit if deferral was granted. No refund shall be granted for any reason other than those expressly provided for herein.

ARTICLE XI  
COLLECTION

Section 1. Notwithstanding issuance of a building or occupancy permit without payment, the SDC liability shall survive and be a personal obligation of the permittee.

Section 2. Intentional failure to pay the SDC within 60 days of the due date shall result in a penalty equal to 50% of the SDC. Interest shall accrue from the 60-day point at the legal rate established by statute.

Section 3. In the event of a delinquency, in addition to an action at law and any statutory rights, the City may:

- A. Refuse to issue any permits of any kind to the delinquent party for any development.
- B. Refuse to honor any credits held by the delinquent party for any development.
- C. Condition any development approval of the delinquent party on payment in full, including penalties and interest.
- D. Revoke any previous deferrals issued to the delinquent party, in which case the amount immediately shall be due, and refuse to issue any new deferrals.
- E. Withdraw the amount due, including penalties and interest, from any offset account held by the jurisdiction for the delinquent party.

Section 4. For purposes of this section, delinquent party shall include any person controlled by a delinquent individual permittee.

**PART V. STATEMENT OF VALIDITY**

- A. The City Council hereby finds that the fees and charges herein are not taxes subject to the property tax limitations of Article XI, Section 11 of the Oregon Constitution and further meets the definition of incurred charges set forth in Article XI, Section 11.

**PART VI. REPEAL OF EXISTING RESOLUTIONS**

- A. Upon adoption of this resolution by the City Council, Resolution No. 1732 enacted by City Council is hereby repealed.

**ARTICLE XI**  
**SEVERABILITY**

Section 1. The invalidity of any section, subsection, paragraph, sentence, or phrase of this ordinance or the exhibit or resolution which is incorporated herein, shall not affect the validity of the remaining portions thereof.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 2nd day of March 2012, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, MAYOR

ATTEST:

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Sandra C. King, MMC, City Recorder

**SUMMARY OF VOTES:**

Mayor Knapp	_____
Councilor President Núñez	_____
Councilor Hurst	_____
Councilor Goddard	_____
Councilor Starr	_____

**Financial Impacts – City**

As designed, the system development charge and user fee increases will provide the necessary resources to pay for improvements, repairs and maintenance of the stormwater system.

System Development: SDCs will increase from \$492 per equivalent dwelling unit to \$1,356. The increase will be phased in over three years. The additional revenue is collected for system improvements and includes projects such as Villebois school site, Commerce Circle improvements and Realignment of Boeckman Creek under Wilsonville Road Bridge.

Operating: Current monthly fees are \$3.72 and are proposed to be increased to \$5.60 over the next four years. The rates would initially increase to \$5.00 per month in July 2012 and then incremental increases each year thereafter. The increase is needed to pay for significant capital projects that will protect existing assets and include Rivergreen drainage and Realignment of Boeckman Creek under Wilsonville Road bridge. The rates will also pay for increasing maintenance costs that allow the system to operate as designed.

After 2016: Further rate increases are expected after 2016. As contained in the master plan and rate study, the rates could to nearly \$9.00 per month by 2020. The additional increases are needed for numerous capital improvement projects which must be paid from operating resources. However, the accompanying resolution only covers rate changes through 2016. A separate resolution will be brought forward at a later date to address the next future needs.

**Financial Impacts – Rate Payers**

Homeowners' monthly payment would initially increase \$1.38 (\$16.56/year) and 15 or 20 cents annually thereafter. Rates for nearby communities: Tualatin \$5.41; Sherwood \$12.77; Lake Oswego \$8.97; Portland \$22.37

Multifamily, commercial and industrial rates would increase by the same percentage as residential. The fee is based upon the amount of impervious area. Each 2750 square feet of impervious surface area is charged \$3.72/month at current rates.

Stormwater Rates

Portland	\$22
Sherwood	\$13
Lake Oswego	\$9
Beaverton	\$7
Tigard	\$7
Tualatin	\$5
West Linn	\$5
Wilsonville	\$4



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

March 15, 2012

**Subject: Notice of Change in Methodology and Proposed Hearing to Adopt a Revised Stormwater System Development Charge**

**Reference: Oregon Revised Statutes 223.304 - Determination of Amount of System Development Charges; Methodology; Credit Allowed against Charge; Limitation of Action Contesting Methodology for Imposing Charge; Notification Request**

In November 2001, City Council adopted Resolution No. 1732 establishing a system development charge and surcharge fee for stormwater management. The City Council adopted a new Stormwater Master Plan on February 23, 2012. The Stormwater Master Plan includes capital improvement projects and recommended stormwater policies that address Low Impact Development, water quantity, source control, water quality treatment and riparian and wildlife habitat. The master plan will require an increase in the system development charge and the stormwater fee for stormwater services.

City staff hosted a public meeting on April 29, 2010 at 6:30 p.m. at City Hall to provide an overall summary of the methodology and to answer any specific questions. You or your representatives were invited to attend this meeting, unless you've been added to the mailing list over the last twenty-three (23) months.

The methodology and related documents are contained in Chapter 10 of the adopted Stormwater Master Plan, and will be incorporated into a City Council resolution. The resolution will be available for distribution at the City Hall at 29799 SW Town Center Loop East in Wilsonville on March 27, 2012.

The Public Hearing by City Council concerning adoption of the stormwater system development charge and the stormwater fee will be conducted on **April 2, 2012** at City Hall. If you have any specific suggestions or questions concerning the methodology for the revised stormwater system development charge please contact me at 503-570-1570 or [rappold@ci.wilsonville.or.us](mailto:rappold@ci.wilsonville.or.us).

Sincerely,

Kerry Rappold  
Natural Resources Program Manager

Cc: Potentially Impacted Developments  
Sandra C. King, City Recorder  
SDC File



King, Sandy

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**From:** Steve Hurst <steven.j.hurst@gmail.com>  
**Sent:** Friday, March 30, 2012 5:20 PM  
**To:** Cosgrove, Bryan  
**Subject:** Fwd: Stormwater SDC Resolution

Bryan,

I would like to see us stay the course on timing. Rates and SDC's are apples and oranges, and a homeowner is not a developer. There's no actual argument here that I can see. - Steve

Begin forwarded message:

**From:** Justin Wood <justinw@hbapdx.org>  
**Subject: Stormwater SDC Resolution**  
**Date:** March 29, 2012 11:34:18 AM PDT  
**To:** "steven.j.hurst@gmail.com" <steven.j.hurst@gmail.com>

Councilor Hurst, as you are probably aware, Ernie Platt retired on March 1 from the HBA, so I am the new point of contact for governmental issues on behalf of the HBA.

On Monday the Wilsonville Council will be looking at a resolution proposing to adjust stormwater SDC fees and rates. The proposed increases in the stormwater rates are being phased in over a 4 year period to lessen the impact to the rate payers, however the increases in the SDC fees are only being phased in over a 2 year period. I have contacted the other council members and I am hoping you will consider extending the phase in period for SDC fees out to 4 years, matching the rate increases.

While the housing industry seems to be starting a fragile recovery, it is tenuous at best. I understand the need for the SDC increase as it is part of the CIP, but anything you can do to lessen the impact over a longer period of time would be extremely beneficial to builders and developers who need to absorb these increases.

Please feel free to contact me with any questions or concerns and I hope to see you on Monday at council.

Justin Wood

Government & Builder Relations Manager  
Home Builders Association of Metro Portland  
(503) 684-1880  
(503) 684-0588 fax  
(503) 997-7966 cell

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**King, Sandy**

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**From:** Cosgrove, Bryan  
**Sent:** Wednesday, March 21, 2012 12:49 PM  
**To:** Ottenad, Mark; Brown, Martin; Jacobson, Barbara; Kerber, Delora; King, Sandy; Knoll, Dan; Kohlhoff, Mike; Lashbrook, Stephan; Neamtzu, Chris; Rappold, Kerry; Retherford, Kristin; Troha, Jeanna; Wallis, Gary  
**Cc:** Massa Smith, Jen; Owen, Jeffrey  
**Subject:** RE: SMART wins \$240K grant - OTC approves \$23.6 million in Flexible Funds for non-highway projects

That's great news. Kudos to everyone involved with the grant writing, networking, and pleading that goes into a successful grant award. It takes a village to write and administer a grant.

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

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

***Gain may be temporary and uncertain; but ever while you live, expense is constant and certain: and it is easier to build two chimneys than to keep one in fuel.***  
**Benjamin Franklin**

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**From:** Ottenad, Mark  
**Sent:** Wednesday, March 21, 2012 12:45 PM  
**To:** Brown, Martin; Cosgrove, Bryan; Jacobson, Barbara; Kerber, Delora; King, Sandy; Knoll, Dan; Kohlhoff, Mike; Lashbrook, Stephan; Neamtzu, Chris; Rappold, Kerry; Retherford, Kristin; Troha, Jeanna; Wallis, Gary  
**Cc:** Massa Smith, Jen; Owen, Jeffrey  
**Subject:** FW: SMART wins \$240K grant - OTC approves \$23.6 million in Flexible Funds for non-highway projects

**The City of Wilsonville's SMART Transit Integration Project today received final approval from the OTC for a grant request of \$240,000.** The City will provide a \$60,000 match for the estimated \$300,000 project.

The Transit Integration Project has the potential to reduce costs and improve service through integrating fixed-route commuter and door-to-door elderly and disabled (E&D) services within the Wilsonville to Portland Corridor; for more info, see below.

Special commendation goes to SMART staff, including Jen Massa Smith and Jeff Owen, for their expertise in developing a successful proposal.

This was a very competitive grant process for the Flexible Funds Program, which are federal funds that flow to states thru the FTA and authorized by the Surface Transportation Act (SAFETEA-LU). The program received 105 applications requesting over \$89 million for \$21 million in available funds. The OTC created the new program in 2010 to focus public investment in specific non-highway transportation projects. I speculate that the total amount of the award was

larger than the funding due to some projects that may come in under budget or not occur (and hence why an 'alternative' list of additional projects were named as potential recipients)

Thank you.

- Mark

### **The City of Wilsonville's SMART Transit Integration Project – Project Description:**

The 2008 PSU Study "Needs, Costs, and Funding Alternatives for Transportation Services for Older Adults and People with Disabilities in Urban and Rural Oregon" pointed to a clear and growing gap between the need and demand for transit services and the resources to fund such services. The Study recommends a wide variety of actions including the opportunities that might exist between redesigning/redefining transit services to meet those needs.

The City of Wilsonville SMART Transit Integration Flexible Fund Project is a two phased request designed to assess the opportunities and cost efficiencies of thoughtfully redesigning transit to integrate fixed-route commuter and door to door elderly and disabled {E&D} services within the Wilsonville to Portland Corridor. Phase I will focus on assessing the viability of integration and the parameters necessary to achieve this new service model. Key outcomes would be a service plan that not only uses existing resources more effectively but increases ridership and access within the Wilsonville to Portland Corridor for commuters and the elderly and disabled community within Wilsonville. Phase II will implement the plan, evaluate the results and then provide a report to ODOT that analyzes the impacts of this corridor integration and offers potential to replicate this effort in other areas.

Currently, SMART spends approximately \$1,086,529 annually (about 1/3 of the total operating budget) to provide separate regional "out of district" services to Wilsonville-Portland commuters using the fixed route Line 2X-Wilsonville/Barber Transit Center service and to the E&D community for nonemergency medical trips using door to door services. While both of these services are limited in scope and travel opportunity, demand for services within the Wilsonville-Portland corridor continues to grow - surveys conducted in 2006 as part of the SMART Transit Master Plan indicated that this corridor is the most cited service need for both general public and dial a ride passengers and rider requests. Despite the growing demand, costs for these services are on the rise - each out of town dial a ride trip outside of our regular service costs \$47.18. Annually, SMART provides 4,400 of these trips per year. With transit resources declining, this leaves SMART with fewer options to continue providing this level of "out of district" service unless efficiencies can be made.

This project is designed to look at new integrated service options- options that can reduce the cost of E&D services while enhancing the amount and access of service for all travelers from Wilsonville to downtown Portland. To achieve these results Phase I will use on-board and community surveys coupled with ridership and operational data to assess the key service needs. This will be coupled with a review of potential route redesigns, technologies and marketing strategies that can be used to effectively integrate paratransit and fixed-route services. The outcome will be a detailed strategy for integration that includes service, technology and a comprehensive marketing and outreach strategy to maintain and build riders within the corridor. Once designed the service will be implemented with evaluation/feedback points at key intervals throughout the first year. The entire process will be documented in a report to ODOT on project success and replicability.

---

**From:** Oregon Department of Transportation [<mailto:odot@service.govdelivery.com>]  
**Sent:** Wednesday, March 21, 2012 12:23 PM

To: Ottenad, Mark

Subject: Commission approves \$23.6 million in Flexible Funds for non-highway projects

**Oregon Department of Transportation**



March 21, 201

For more information: Shelley M. Snow, Public Affairs, (503) 881-5362,  
[shelley.m.snow@odot.state.or.us](mailto:shelley.m.snow@odot.state.or.us)

SALEM – The Oregon Transportation Commission today approved a list of non-highway projects for \$23.6 million in funding through the Flexible Funds Program. The projects range from improving bus stops in Salem to restoring the Ochoco Creek Bicycle/Pedestrian Trail in Prineville. Projects were reviewed and recommended after a months-long process by stakeholders representing various modes and geographic regions around the state.

The approved list (see below) includes 25 projects and 10 alternatives, all of which must address the needs of bicycle/pedestrian, transit and/or transportation demand (congestion-reducing efforts, such as ride-sharing) projects, programs, plans or services. Funding comes from the Federal Highway Administration Surface Transportation Program budget and does not affect the current funding levels of other programs that use flexible STP funds. Overall, the program received 105 applications requesting more than \$89 million.

The Oregon Transportation Commission created the new program in 2010 to strategically focus investment in specific non-highway transportation projects. To learn more about the program, visit <http://www.oregon.gov/ODOT/TD/TP/FlexFunds.shtml>.

Approved projects:

Project Name	Sponsor	Requested/Approved Amount	Total Project Cost
Beaverton Crescent Connection Bicycle, Pedestrian, Transit and Pedestrian-to-Transit Corridor Improvement Project (BP-1-002)	City of Beaverton	\$1,200,000	\$4,349,000
East Portland Access to Transit, Part II (TT-1-003)	City of Portland	640,000	710,000
SmartTrips: Portland Streetcar (TT-1-006)	City of Portland, Bureau of Transportation	400,000	481,080
Max Trail Completion and Enhancement (BP-1-011)	City of Gresham	1,600,000	2,006,400
Arata Road Pedestrian and Bicycle Enhancement Project (BP-1-021)	Multnomah County	2,100,000	2,608,177
Ride Connection Community Resource Center (TT-1-001)	TriMet	750,000	5,623,777

Intertwine Regional Trail Signage Project (BP-1-013)	Metro	265,000	292,000
The City of Wilsonville's SMART Transit Integration Project (TT-1-004)	South Metro Area Regional Transit - City of Wilsonville	240,000	300,000
Middle Fork Willamette River Path, Phase 2b (BP-2-016)	Willamalane Park and Recreation District	960,000	1,095,000
Cloverdale Wayside (TT-2-005)	Tillamook County	260,000	286,420
St. Helens Public Transit Facility (TT-2-004)	Columbia County	1,010,000	1,121,120
Bus Stop Improvements Project (TT-2-008)	Salem Area Mass Transit District	1,900,000	2,110,000
Gibson Hill Road Sidewalk Project (BP-2-009)	City of Albany	1,180,000	1,470,000
Brown Road NE Bicycle and Pedestrian Improvements (BP-2-018)	Marion County Public Works	1,180,000	1,380,000
Point2point Regional SmartTrips Program (TT-2-002)	Lane Transit District	345,000	381,848
3rd and Polk Street bicycle and sidewalk improvements (BP-2-023)	City of Carlton	250,000	284,000
Newport Pedestrian Safety Improvements Project (BP-2-002)	City of Newport	450,000	1,016,807
Empire Pedestrian and Bicycle Project (BP-3-004)	City of Coos Bay	2,100,000	2,699,034
Radio System Replacement and Upgrade (TT-3-001)	Rogue Valley Transportation District	600,000	742,868
Comstock-Pedestrian Improvement Project (BP-3-006)	Douglas County	1,690,000	2,392,610
Ochoco Creek Trail Restoration Project (BP-4-011)	City of Prineville	530,000	584,063
Lake Ewauna Multi-Use Trail (BP-4-007)	City of Klamath Falls	650,000	943,474
The Dalles Transit Center (TT-4-001)	Mid-Columbia Council of Governments	870,000	967,500
Umatilla Downtown Bike/Ped Enhancement Project (BP-5-004)	City of Umatilla	400,000	1,976,000
Hwy 99 Bicycle and Pedestrian Improvements (BP-2-028)	City of Eugene and ODOT	2,100,000	2,904,000
	<b>TOTAL</b>	<b>\$23,670,000</b>	

Alternative projects:

Project Name	Sponsor	Requested/Approved Amount	Total Project Cost
North Madras (US97) Bicycle and Pedestrian Connection Project (BP-4-006)	City of Madras	\$688,680	\$785,000
Three Pedestrian Crossings Project (BP-2-008)	City of Florence	362,303	454,584
40 Mile Loop Trail: Harlow Road to Troutdale River Renewal Area, "The	ODOT/Troutdale	2,100,000	2,334,222

Bench Trail" (BP-1-004)			
Linn County Park and Ride Transportation Improvement Projects (TT-2-006)	Linn County Road Department	2,097,200	2,626,200
Blair-Van Buren Active Transportation Corridor (BP-2-025)	City of Eugene	842,564	939,000
SW Barbur Blvd Demonstration Project - East (SW 19th Ave - 26th Way) (BP-1-017)	City of Portland	1,120,727	1,249,000
South 3rd Street (Business 97) Pedestrian Access Improvements - Franklin Avenue to Badger Road (BP-4-008)	City of Bend	2,100,000	2,340,360
Point2point Solutions Bike Share Feasibility Study (TT-2-003)	Lane Transit District	79,725	88,850
Enhanced Community Connector (TT-5-001)	Confederated Tribes of the Umatilla Indian Reservation	173,432	217,524
Courthouse Square Renovation of Transit Mall (TT-2-007)	Salem Area Mass Transit	2,100,000	2,574,389

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**Craig S. Olson**  
Senior Director  
Head-up Guidance Systems  
Air Transport Systems  
Commercial Systems  
27300 SW Parkway Avenue  
Wilsonville, OR 97070  
Phone: 503-404-0579  
csolson@rockwellcollins.com

March 20, 2012

Adam Schildge, Program Manager  
Office of Program Management  
Federal Transit Administration  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

**RE: Support for SMART Grant Bus-Funding Application,  
FTA State of Good Repair Program**

Dear Mr. Schildge:

Rockwell Collins is a major employer in the city of Wilsonville, with nearly 500 total employees. Rockwell Collins is very supportive of public transit options as a tool for employee recruitment and retention, as well as for meeting goals to reduce greenhouse gases and vehicle miles traveled and to maintain highway capacity for freight movement.

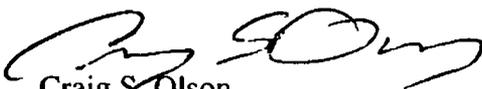
In addition to supporting public transit through an employer-paid payroll tax, Rockwell Collins helps to subsidize the cost of transit passes for our employees. Now, nearly 16% of Rockwell Collins' workforce uses or has availed themselves of the use of public transit daily to commute to and from work.

Many of our employees utilize public transit services, including those offered by South Metro Area Regional Transit (SMART), for their daily commute to and from the work site. SMART's "10-minute" plan of meeting every Westside Express Service (WES) Commuter Train and transporting employees to work via bus within 10 minutes of arrival of the commuter train runs has been very popular with our company and employees.

I am writing to express the support of Rockwell Collins for the grant application being filed by SMART through the Federal Transit Administration's *State of Good Repair* program. SMART is seeking funding to replace aging buses that are becoming increasingly unreliable and expensive to operate and maintain.

For these reasons, I am writing on behalf of Rockwell Collins to support SMART's pending application for FTA grant funding to replace older, high-mileage buses with newer, more efficient buses. Thank you for your consideration of these comments.

Sincerely,



Craig S. Olson  
Senior Director

**WILSONVILLE**  
AREA CHAMBER OF COMMERCE  
*A South Metro Business Advocate*

March 21, 2012

Adam Schildge, Program Manager  
Office of Program Management  
Federal Transit Administration  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

**RE: Support for SMART Grant Application, FTA State of Good Repair Program**

Dear Mr. Schildge:

I am writing to express the support of the Wilsonville Area Chamber of Commerce for the pending grant application being filed by South Metro Area Regional Transit (SMART), through the Federal Transit Administration's *State of Good Repair* program.

The Wilsonville Area Chamber of Commerce is the primary business association for the South Metro Interstate 5 corridor of the greater Portland Metro region. As a membership organization composed of more than 425 companies that employ over 12,000 area workers, the chamber plays an important role in helping local governments better connect with local businesses and their commuting employees.

SMART is seeking funding to replace aging buses that are becoming increasingly unreliable and expensive to operate and maintain. SMART now has several large buses that are more than 20 years old, and approaching one million miles. SMART also has a number of smaller vehicles beyond their useful service life and are becoming liabilities for the local transit system to maintain into the future. The Chamber supports this pending application for FTA funding because it is good for our business community who are the primary support system for public transit services through employer-paid payroll tax and whose employees utilize SMART for their commute to work.

Thank you for your consideration and if you have any questions please contact the Chamber's CEO Steve Gilmore.

Sincerely,



Wendy Veliz Buck, President  
Wilsonville Area Chamber of Commerce



**Craig S. Olson**  
Senior Director  
Head-up Guidance Systems  
Air Transport Systems  
Commercial Systems  
27300 SW Parkway Avenue  
Wilsonville, OR 97070  
Phone: 503-404-0579  
csolson@rockwellcollins.com

**Rockwell  
Collins**

March 20, 2012

Adam Schildge, Program Manager  
Office of Program Management  
Federal Transit Administration  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

**RE: Support for SMART Grant Bus-Funding Application,  
FTA State of Good Repair Program**

Dear Mr. Schildge:

Rockwell Collins is a major employer in the city of Wilsonville, with nearly 500 total employees. Rockwell Collins is very supportive of public transit options as a tool for employee recruitment and retention, as well as for meeting goals to reduce greenhouse gases and vehicle miles traveled and to maintain highway capacity for freight movement.

In addition to supporting public transit through an employer-paid payroll tax, Rockwell Collins helps to subsidize the cost of transit passes for our employees. Now, nearly 16% of Rockwell Collins' workforce uses or has availed themselves of the use of public transit daily to commute to and from work.

Many of our employees utilize public transit services, including those offered by South Metro Area Regional Transit (SMART), for their daily commute to and from the work site. SMART's "10-minute" plan of meeting every Westside Express Service (WES) Commuter Train and transporting employees to work via bus within 10 minutes of arrival of the commuter train runs has been very popular with our company and employees.

I am writing to express the support of Rockwell Collins for the grant application being filed by SMART through the Federal Transit Administration's *State of Good Repair* program. SMART is seeking funding to replace aging buses that are becoming increasingly unreliable and expensive to operate and maintain.

For these reasons, I am writing on behalf of Rockwell Collins to support SMART's pending application for FTA grant funding to replace older, high-mileage buses with newer, more efficient buses. Thank you for your consideration of these comments.

Sincerely,

Craig S. Olson  
Senior Director



**Sysco Portland, Inc.**  
26250 SW Parkway Cntr Dr.  
PO Box 527  
Wilsonville, OR 97070  
T 503.682.8700  
F 503.682.6699  
syscoportland.com  
sysco.com

March 19, 2012

Adam Schildge, Program Manager  
Office of Program Management  
Federal Transit Administration  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

**RE: Support for SMART Grant Bus-Funding Application,  
FTA State of Good Repair Program**

Dear Mr. Schildge:

As the Director of Human Resources for Sysco Portland, Inc., a wholesale food distributor with our shipping facility in Wilsonville, Oregon (supporting over 500 jobs), I am writing to express our support for the grant application being filed by South Metro Area Regional Transit (SMART), through the Federal Transit Administration's *State of Good Repair* program. SMART is seeking funding to replace aging buses. SMART now has several large buses that are more than 20 years old, and approaching one million miles on their odometers.

In 2008, SYSCO updated its fleet management programs to reduce vehicle mileage, use optimal sized vehicles for each trip, and insure that fleet vehicles are maintained and operated in ways that reduce external costs. These programs are inline with SMART's goals to reduce passenger vehicle miles traveled and impacts of congestion and CO2 emissions in the Portland-Metro region.

For these reasons, I am writing to support SMART's pending application for FTA grant funding to replace older, less efficient, high-mileage buses. Thank you for your consideration.

Sincerely,

John J. Fraser SPHR  
Director of Human Resources



Jim Rise  
*Wilsonville Site Executive*

Xerox Corporation  
26600 SW Parkway Ave.  
MS 7060-060  
Wilsonville, OR 97070

James.Rise@xerox.com  
tel 503.685.2187  
fax 503.685.3448

March 21, 2012

Adam Schildge  
*Program Manager*  
Office of Program Management  
Federal Transit Administration  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Dear Mr. Schildge:

Xerox Corporation is a major employer for the city of Wilsonville, with approximately 1,500 total workers on site. Many of our employees utilize public transit services, including those offered by South Metro Area Regional Transit (SMART), for their daily commute to and from the work site.

SMART's "10-minute" plan of meeting every Westside Express Service (WES) Commuter Train and transporting employees to work via bus within 10 minutes of arrival of the commuter train runs has been very popular with major employers like Xerox and their employees.

I am writing to express the support of Xerox for the grant application being filed by SMART through the Federal Transit Administration's State of Good Repair program. SMART is seeking funding to replace aging buses that are becoming increasingly unreliable and expensive to operate and maintain.

SMART now has several large buses that are more than 20 years old, and approaching one million miles on their odometers. SMART also has a number of smaller vehicles that are beyond their useful service life and will become liabilities for the local transit system to maintain into the future.

For these reasons, I am writing on behalf of Xerox to support SMART's pending application for FTA grant funding to replace older, high-mileage buses with newer, more efficient buses. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Rise". The signature is written in a cursive style with a long, sweeping underline.

Jim Rise  
Xerox Wilsonville Site Executive

# **City of Wilsonville 2011 Annual Report**



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

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

## Annual Summary

During 2011, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time period, the Sheriff's Office answered 5,539 calls for service, which was an average of 461.6 calls per month and 15.2 calls per day.

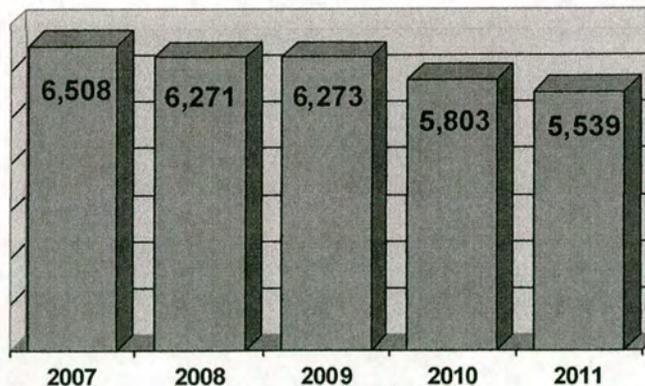
The yearly average during the previous three years was 6,115.7 and 509.6 per month. The 5,539 calls handled during 2011 reflect a 9.4% decrease in 2011 over the three year average.

During 2011, 2,316 reports were taken. This reflects a 12.3% decrease in the number of reports taken in 2011 over the average of 2,640.3 reports during the previous three years.

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

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2007	6,508	542.3	17.8
2008	6,271	522.6	17.1
2009	6,273	522.8	17.2
2010	5,803	483.6	15.9
2011	5,539	461.6	15.2

Yearly Calls for Service



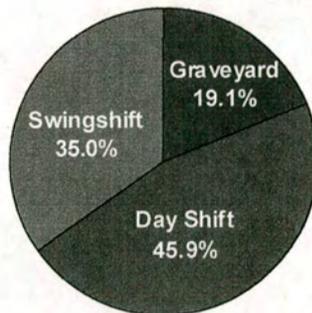
An overall look at the shift activity reflects the following percentages of calls taken, traffic stops made and reports taken for 2011.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Taken</u>
Graveyard:	19.1%	36.7%	17.5%
Day Shift:	45.9%	43.7%	54.4%
Swing Shift:	35.0%	19.5%	28.1%

**Calls for Service**

Number of Calls Per Shift	2011		2011 Monthly Average	2010		2010 Monthly Average
	2011	2011	2011	2010	2010	2010
	5,539		461.6	5,803		483.6
<b>Graveyard (2100-0700)</b>	1,059	19.1%	88.3	1,154	19.9%	96.2
<b>Day Shift (0700-1700)</b>	2,540	45.9%	211.7	2,712	46.7%	226.0
<b>Swing Shift (1100-0300)</b>	1,940	35.0%	161.7	1,937	33.4%	161.4

**2011 Calls for Service by Shift**

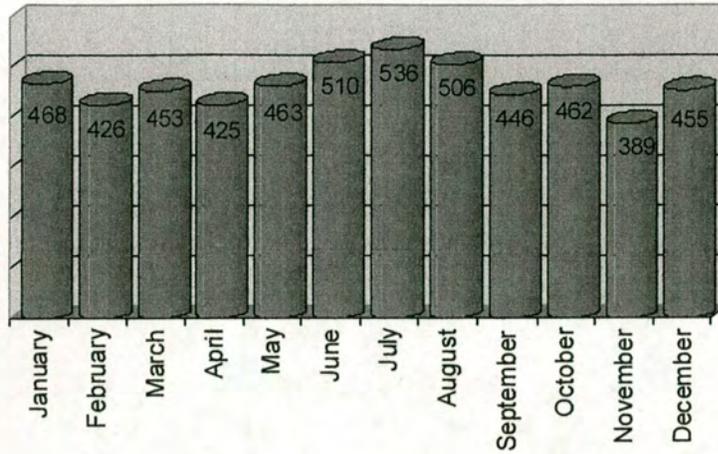


This chart shows the types of calls for service received during the year. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature. For actual criminal activity during the year see the "Reports Taken" chart.

### Types of Calls

Type of Calls	2011	2011 Monthly Average	2010 Monthly Average
Abandoned Vehicle	11	0.9	1.9
Accidents (All)	245	20.4	20.5
Alarms	621	51.8	52.3
Animal Complaint	84	7.0	5.8
Assault	64	5.3	3.7
Assist Outside Agency	154	12.8	13.3
Assist Public	565	47.1	44.0
Burglary	58	4.8	5.6
Criminal Mischief	180	15.0	13.9
Death Investigation	22	1.8	0.9
Disturbance	282	23.5	24.2
Extra Patrol Request	36	3.0	4.1
Fire Services	66	5.5	6.6
Fraud	139	11.6	12.5
Hazard	118	9.8	8.7
Juvenile Problem	139	11.6	12.2
Kidnapping			
Mental	44	3.7	3.4
Minor In Possession	17	1.4	2.3
Missing Person	24	2.0	2.1
Noise Complaints	97	8.1	8.8
Open Door / Window	13	1.1	2.5
Promiscuous Shooting	11	0.9	1.2
Property Found / Lost / Recovered	112	9.3	11.3
Provide Information	171	14.3	14.7
Prowler	18	1.5	0.9
Recover Stolen Vehicle	9	0.8	0.3
Robbery	6	0.5	1.1
Runaway Juvenile	51	4.3	3.5
Sexual Crime (All)	27	2.3	2.3
Shooting	1	0.1	0.1
Stolen Vehicle / UUMV	37	3.1	4.6
Suicide Attempt / Threat	82	6.8	5.4
Suspicious Circumstances	114	9.5	11.3
Suspicious Person	208	17.3	18.6
Suspicious Vehicle	127	10.6	10.3
Theft / Shoplift	474	39.5	41.4
Threat / Harassment / Menacing	198	16.5	17.2
Traffic Complaint	265	22.1	35.2
Unknown / Incomplete Call	175	14.6	16.7
Unwanted / Trespassing	109	9.1	10.7
Vice Complaints, (Drugs)	94	7.8	5.7
Violation of Restraining Order	30	2.5	2.2
Welfare Check	147	12.3	11.3
Other Not Listed Above	94	7.8	9.1
<b>Total:</b>	<b>5,539</b>	<b>461.6</b>	<b>483.6</b>

**2011 Calls for Service by Month**



**Median Response Time to Dispatched Calls**

All Dispatched Calls	All Calls	Priority 1 & 2 Calls
Input to Dispatch: (time the call was on hold)	3.0 Minutes	2.0 Minutes
Dispatch to Arrival: (time it took the deputy to arrive after being dispatched)	5.0 Minutes	4.0 Minutes

**Other / Self-Initiated Officer Activity**

Type of Activity	2011	2011 Monthly Average	2010 Monthly Average
Follow-up Contact	824	68.7	74.2
Foot Patrol	25	2.1	10.4
Premise Check	491	40.9	50.3
Subject Stop	357	29.8	32.6
Suspect Contact	118	9.8	8.2
Suspicious Vehicle Stop	345	28.8	39.6
Warrant Service	114	9.5	10.6
<b>Total:</b>	<b>2,274</b>	<b>189.5</b>	<b>225.8</b>

During 2011, 2,316 reports were taken. 17.5% were written by the graveyard shift, 54.4% by the dayshift units and 28.1% were written by the swing shift units.

**Reports Taken**

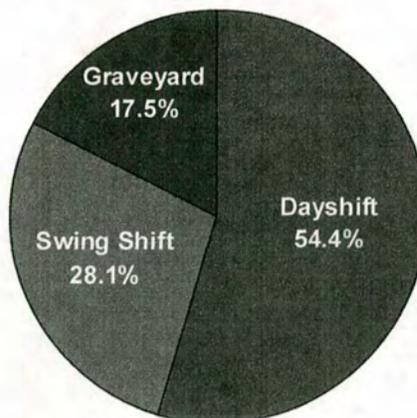
Type of Report	2011	2011 Monthly Average	2010	2010 Monthly Average
Accident	130	10.8	153	12.8
Theft	352	29.3	375	31.3
Criminal Mischief	146	12.2	110	9.2
Burglary	41	3.4	49	4.1
Stolen Vehicle	30	2.5	23	1.9
Identity Theft	32	2.7	30	2.5
Assault	37	3.1	43	3.6
Drug Crimes	40	3.3	47	3.9
Miscellaneous Reports	1,508	125.7	1,536	128.0
<b>Total:</b>	<b>2,316</b>	<b>193.0</b>	<b>2,366</b>	<b>197.2</b>

This may not be the same as the sum of the monthly reports. This could be due to crimes being reported months after they occurred, data entry errors or other factors.

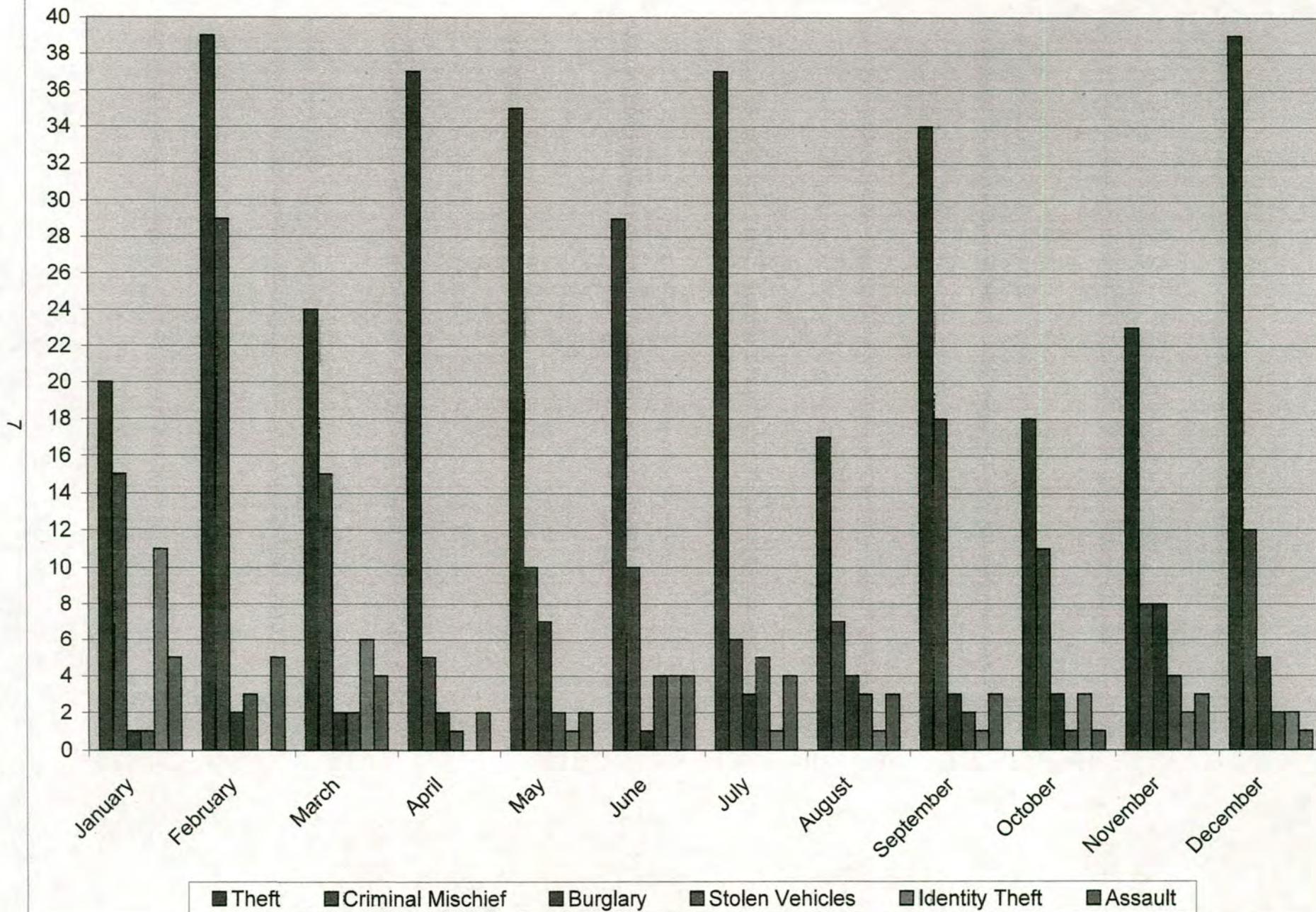
**Reports Taken by Shift**

Shift Totals	2011	2011 Monthly Average	2010	2010 Monthly Average
Graveyard	406 17.5%	33.8	394 16.7%	32.8
Day Shift	1,260 54.4%	105.0	1,226 51.8%	102.3
Swing Shift	650 28.1%	54.2	746 31.5%	62.2

**2011 Reports Written by Shift**



### 2011 Reported Crimes by Month



**All Reported Crimes**

Part I Crimes		Type	2011	2010	3 Yr Avg. 2008/09/10
Arson	Pr		1	2	3.3
Assault, Aggravated	Pe		7	3	5.7
Burglary	Pr		41	49	50.7
Attempt Murder	Pe				0.0
Murder	Pe			1	0.3
Rape	Pe		5	5	4.3
Robbery	Pe		6	6	6.0
Theft (all)	Pr		352	375	423.3
Stolen Vehicles	Pr		30	23	34.0
Part I Totals:			442	464	527.6
Part II / Other Crimes		Type	2011	2010	3 Year Avg.
Assault, Simple	Pe		30	40	33.0
Child Abuse / Neglect	Pe			6	3.3
Crimes Against Family	Be		16	10	8.3
Criminal Mischief	Pr		146	110	167.3
Criminal Trespass	Be		7	8	14.3
Cruelty to Animals	Be		1	2	0.7
Disorderly Conduct	Be		4	9	6.0
Drug Charges (all)	Be		40	47	36.7
D.U.I.	Be		80	47	52.3
Forgery	Pr		13	13	10.3
Fraudulent Use of Credit Card	Pr		13	14	14.3
Harassment	Pe		17	25	25.0
Identity Theft	Pr		32	30	31.0
Kidnapping	Pe			1	1.0
Manslaughter/Negligent Homicide	Pe				0.0
Menacing	Pe		3	10	13.0
M.I.P. - Alcohol	Be		7	6	21.3
Negotiate a Bad Check	Pr			3	6.0
Offensive Littering	Be		2		2.3
Prostitution	Be				0.7
Public / Private Indecency	Be		4		2.3
Recklessly Endangering	Pe		8	2	1.0
Resisting Arrest	Be		1	1	1.3
Runaway Juveniles	Be		16	18	28.0
Sex Crimes (other)*	Pe		5	5	6.7
Sexual Abuse	Pe		7	4	4.0
Sodomy	Pe			2	1.3
Strangulation	Pe		3	2	2.3
Unlawful Entry Into Motor Vehicle	Pr		78	91	65.7
Weapons Violations	Be		2	9	8.3
Crimes Not Listed Above	Be		26	30	38.0
Part II / Other Totals:			561	545	605.7
<b>Total</b>			<b>2011</b> 1,003	<b>2010</b> 1,009	<b>3 Year Avg.</b> 1,133.3

### All Reported Crimes Continued

Crime Types	2011	2010	3 Year Avg.
Person Crimes	91	112	106.9
Property Crimes	706	710	805.9
Behavioral Crimes	206	187	220.5

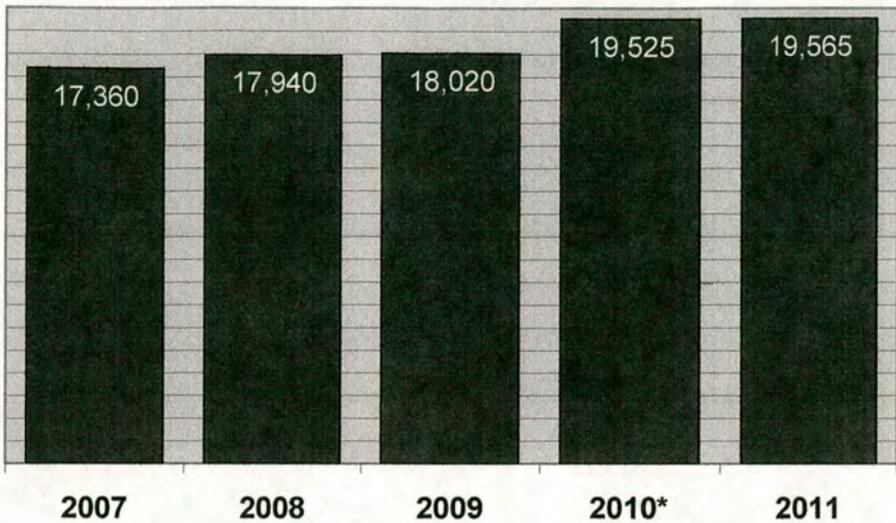
Recovered Stolen Vehicles	2011	2010	3 Year Avg.
Recovered Vehicles	12	9	16.0

County Top Six	2011	2010	3 Year Avg.
Theft	352	375	423.4
Criminal Mischief	146	110	167.3
Burglary	41	49	50.7
Stolen Vehicle	30	23	34.0
Identity Theft	32	30	31.0
Assault	37	43	38.7
<b>Total:</b>	<b>638</b>	<b>630</b>	<b>745.1</b>

Crimes Against Family	2011	2010	3 Year Avg.
Criminal Mistreatment	4	6	3.7
Custodial Interference			0.3
Violation of Restraining Order	12	4	4.3
<b>Total:</b>	<b>16</b>	<b>10</b>	<b>8.3</b>

Thefts by Type	2011	2010	3 Year Avg.
Theft I	72	60	87.7
Theft II	183	204	242.7
Theft III	86	94	80.0
Theft By Deception	4	6	3.0
Theft By Extortion			0.0
Theft By Receiving			0.3
Theft of Lost / Mislaid Property	3	6	4.7
Theft of Mail	3	1	2.3
Theft of Services	1	4	2.7
<b>Total:</b>	<b>352</b>	<b>375</b>	<b>423.4</b>

### City of Wilsonville Population

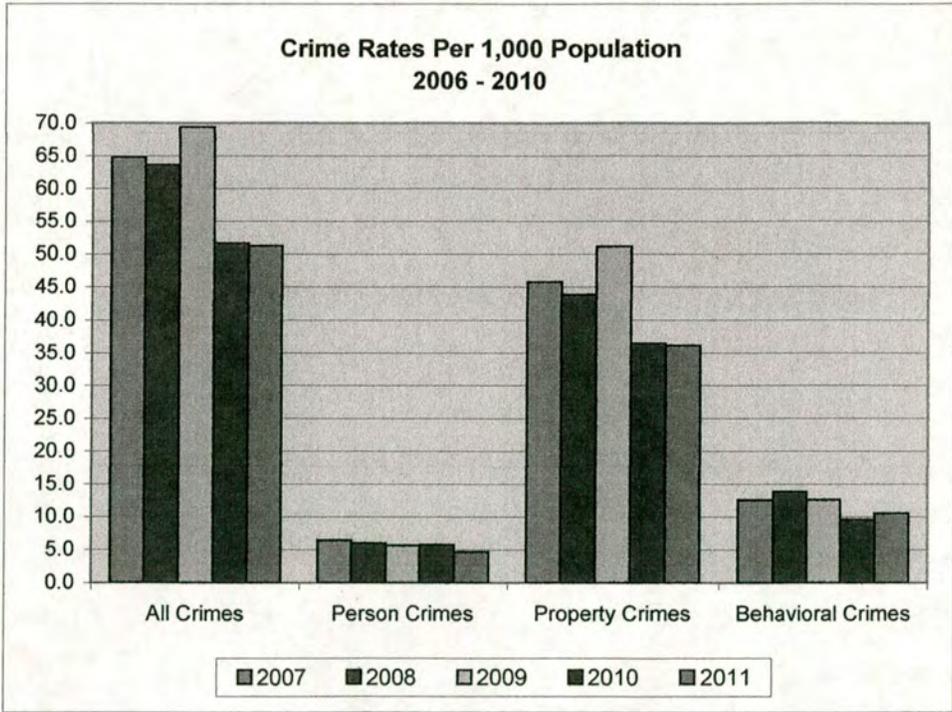


\*2010 population was updated after Portland State University revised their numbers based on the 2010 census

### Crime Rates Per 1,000 Population

Crime Type	2007	2008	2009	2010	2011
All Crimes	64.8	63.6	69.4	51.7	51.3
Person Crimes	6.5	6.0	5.7	5.7	4.7
Property Crimes	45.8	43.8	51.2	36.4	36.1
Behavioral Crimes	12.6	13.8	12.6	9.6	10.5

### Crime Rates Per 1,000 Population 2006 - 2010





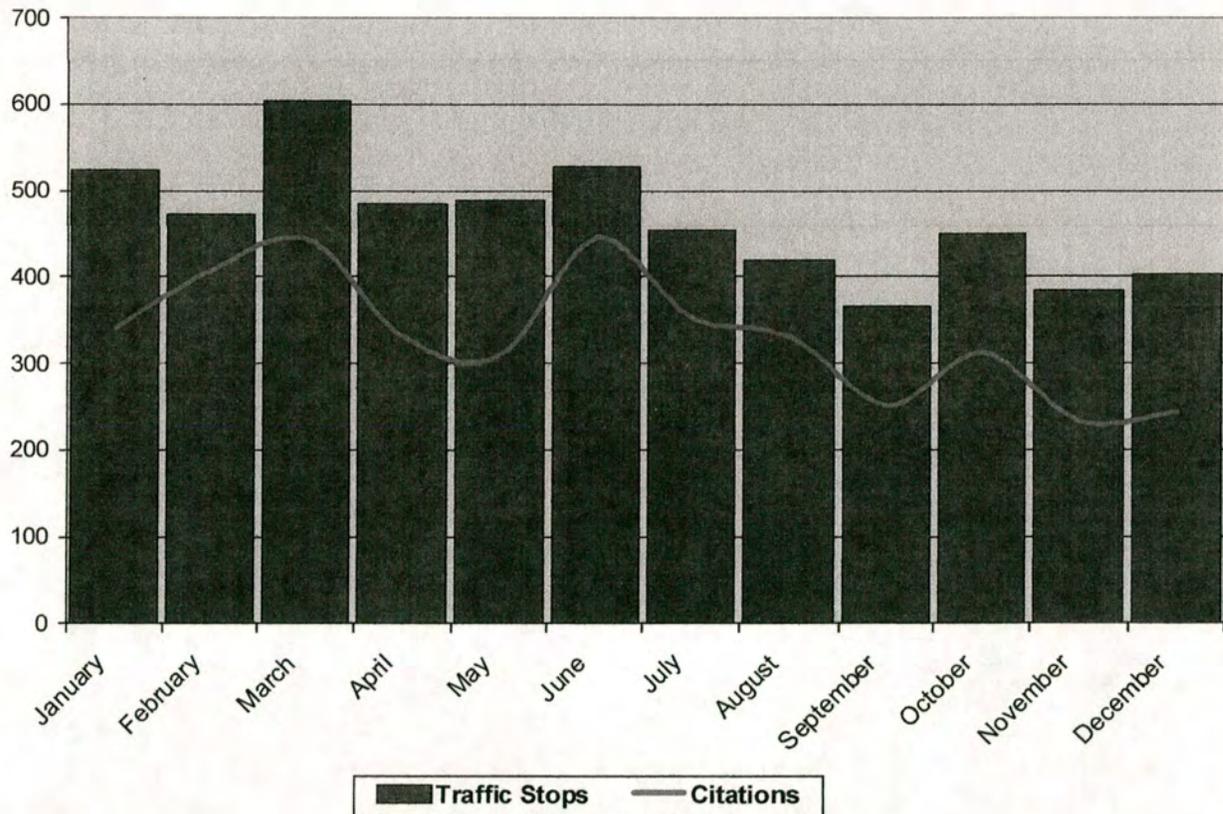
## Traffic

During 2011, 5,575 traffic stops were made in the City with the following breakdown for each shift.

	<u>Total</u>		<u>Graveyard</u>		<u>Days</u>		<u>Swing Shift</u>	
<b>Stops Made:</b>	5,575	=	2,047	36.7%	2,439	43.7%	1,089	19.5%
<b>Citations Issued:</b>	4,001	=	1,059	26.5%	2,460	61.5%	482	12.0%

	2011	2011 Monthly Average	2010 Monthly Average
<b>Traffic Stops</b>	5,575	464.6	469.2
<b>Citations</b>	4,001	333.4	288.8

**2011 Traffic Stops and Citations by Month**



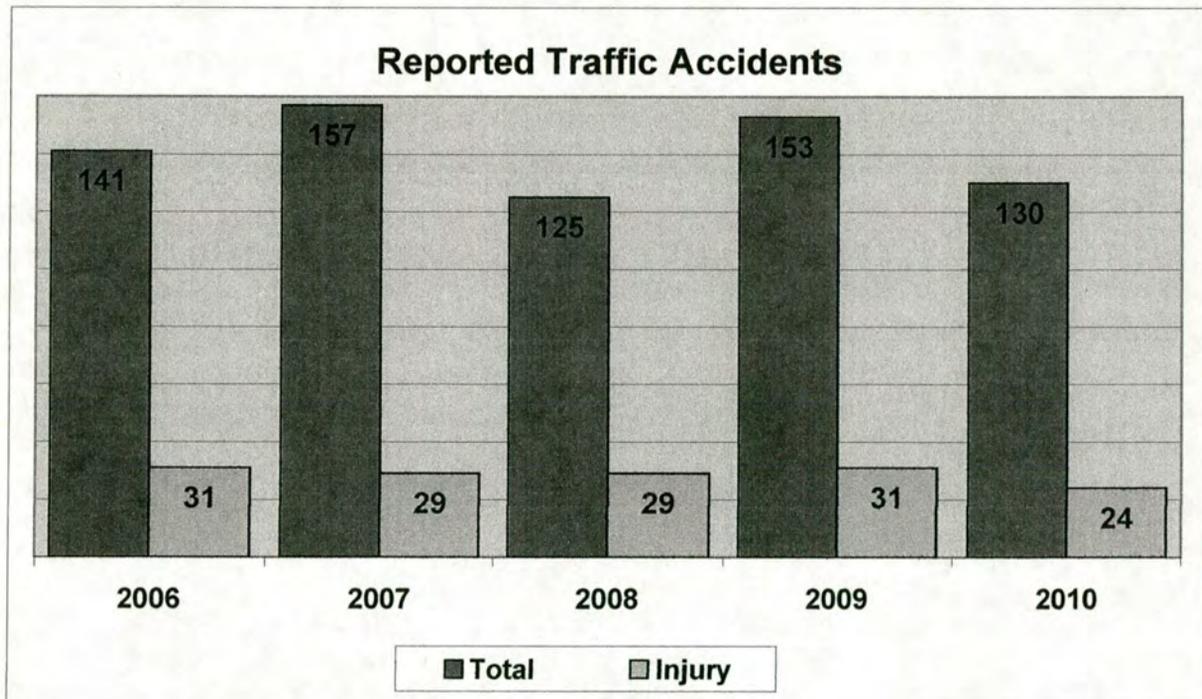
### Reported Traffic Accidents

This only includes accidents that were reported to the Clackamas County Sheriff's Office.

Type of Injury	2007	2008	2009	2010	2011
None	110	128	96	122	106
Possible	12	19	24	25	22
Minor	18	10	5	6	2
Serious	1				
Fatal					
<b>Total:</b>	<b>141</b>	<b>157</b>	<b>125</b>	<b>153</b>	<b>130</b>

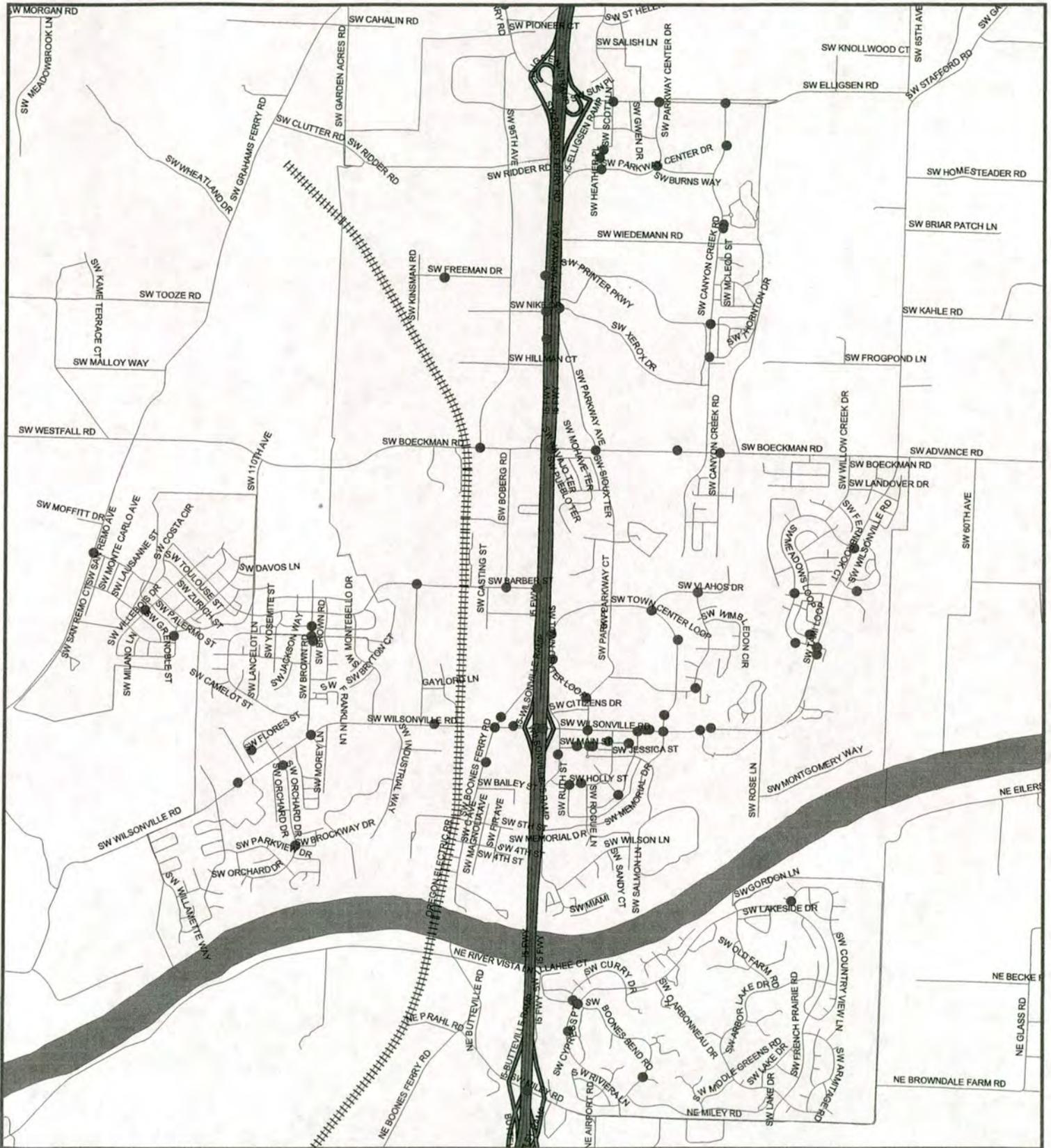
<b>Alcohol Involved</b>	9 6.4%	7 4.5%	9 7.2%	9 5.9%	6 4.6%
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<b>Hit &amp; Run</b>	81 57.4%	88 56.1%	67 53.6%	88 57.5%	63 48.5%
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# Wilsonville Traffic Accidents 2011



2011 Annual Report

**WILSONVILLE POLICE**



**VISION**

*To Become a  
World-Class  
Police Department*



## **MISSION STATEMENT**

- × **Our mission is to preserve life, uphold the law, prevent crime, hold offenders accountable, and promote safety while finding innovative solutions and building partnerships with the community.**
  
- × **We fulfill the mission of the Clackamas County Sheriff's Office through teamwork and partnerships, as reflected in our motto:**
  
- × **"Working Together to Make a Difference."**



## **VALUES**

### **Honesty**

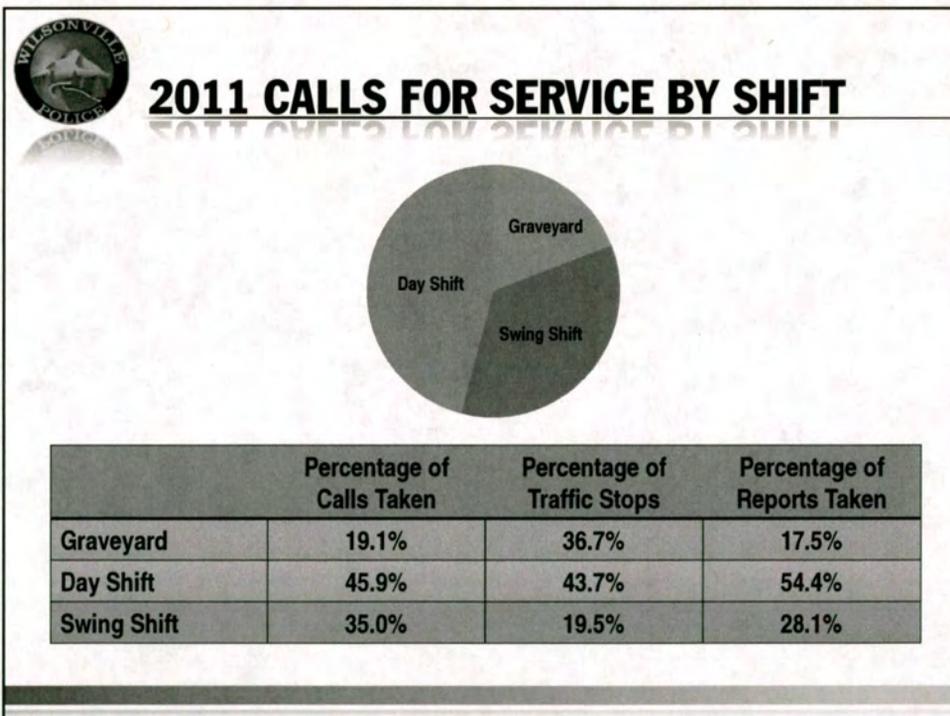
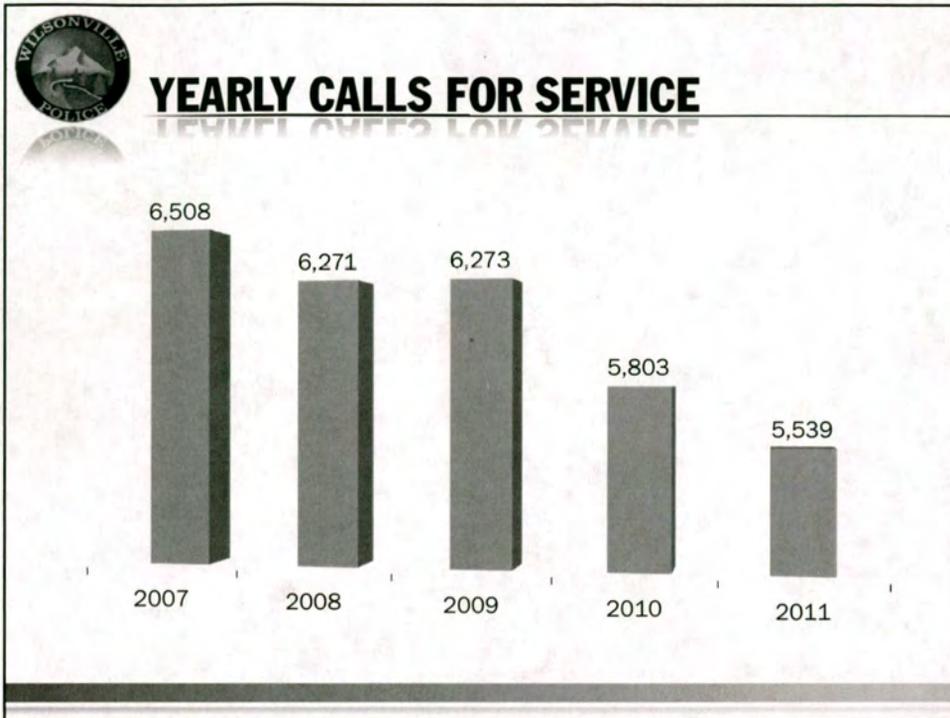
*We will be truthful in all we do and say, acting with character and principle and serving the community in an open, transparent and professional manner.*

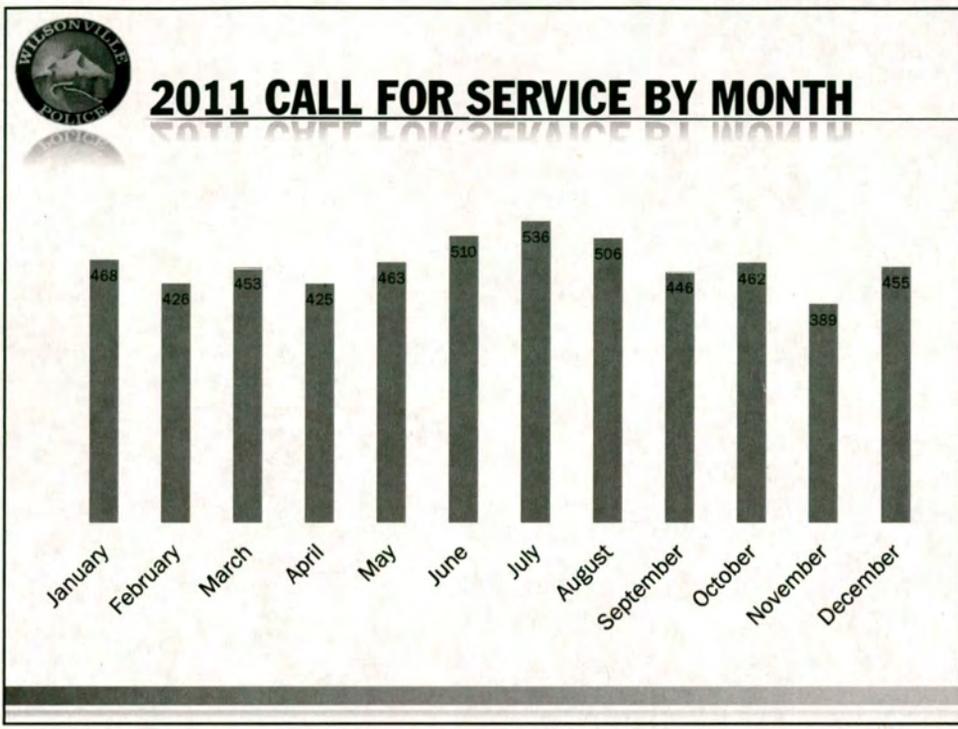
### **Courage**

*We will serve the community with compassion and commitment, lending our strength to those who are most vulnerable and unable to protect themselves.*

### **Justice**

*We will always be fair and impartial, enforcing the law without bias or favoritism. We will treat each person we meet with courtesy and honor their rights, beliefs and diversity.*





**RESPONSE TIME**

Median Response Time to Dispatched Calls

	All Calls	Priority 1 & 2 Calls
<b>Input to Dispatch:</b> <i>(time the call was on hold)</i>	<b>3 Minutes</b>	<b>2 Minutes</b>
<b>Dispatch to Arrival:</b> <i>(time it took the deputy to arrive after being dispatched)</i>	<b>5 Minutes</b>	<b>4 Minutes</b>

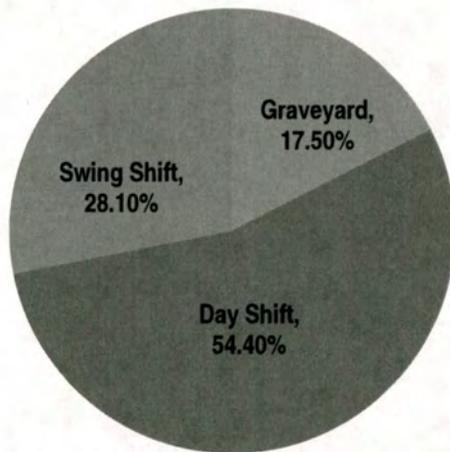


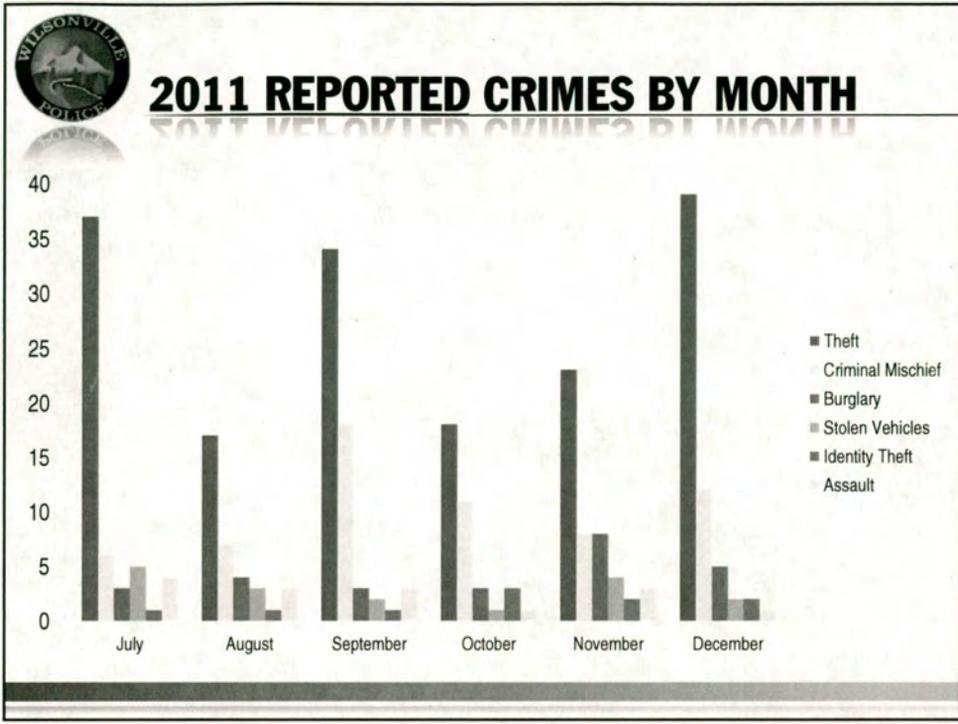
## REPORTS TAKEN

Type of Report	2011	2011 Monthly Average	2010	2010 Monthly Average
Accident	130	10.8	153	12.8
Theft	352	29.3	375	31.3
Criminal Mischief	146	12.2	110	9.2
Burglary	41	3.4	49	4.1
Stolen Vehicle	30	2.5	23	1.9
Identity Theft	32	2.7	30	2.5
Assault	37	3.1	43	3.6
Drug Crimes	40	3.3	47	3.9
Misc. Reports	1,508	125.7	1,536	128.0
<b>Total:</b>	<b>2,316</b>	<b>193.0</b>	<b>2,366</b>	<b>197.2</b>



## 2011 REPORTS WRITTEN BY SHIFT





**PART I REPORTED CRIMES**

Part I Crimes	2011	2010
Arson	1	2
Assault, Aggravated	7	3
Burglary	41	49
Murder	-	1
Rape	5	5
Robbery	6	6
Theft (all)	352	375
Stolen Vehicles	30	23
<b>Part I Total:</b>	<b>442</b>	<b>464</b>

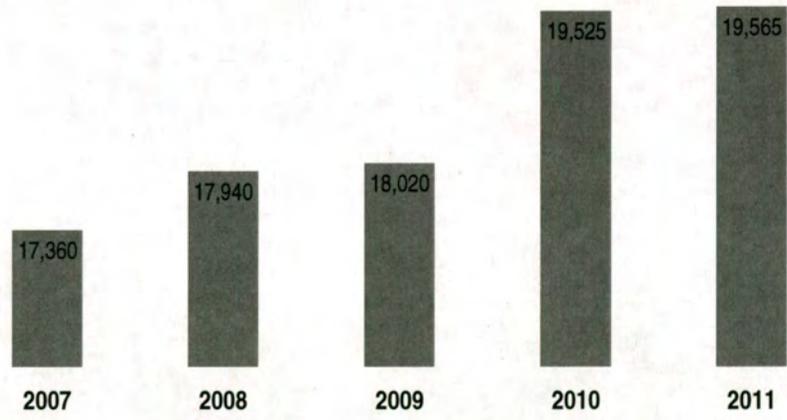


## PART II REPORTED CRIMES

Part II Crimes	2011	2010
Assault, Simple	30	40
Child Abuse/Neglect		6
Crimes Against Family	16	10
Criminal Mischief	146	110
Criminal Trespass	7	8
Cruelty to Animals	1	2
Disorderly Conduct	4	9
Drug Charges (all)	40	47
D.U.I.	80	47
Forgery	13	13
Fraudulent use of Credit Card	13	14
Harassment	17	25
Identity Theft	32	30
Kidnapping		1
Menacing	3	10
M.I.P.- Alcohol	7	6
Negotiate a Bad Check		3
Offensive Littering	2	
Public/Private Indecency	4	

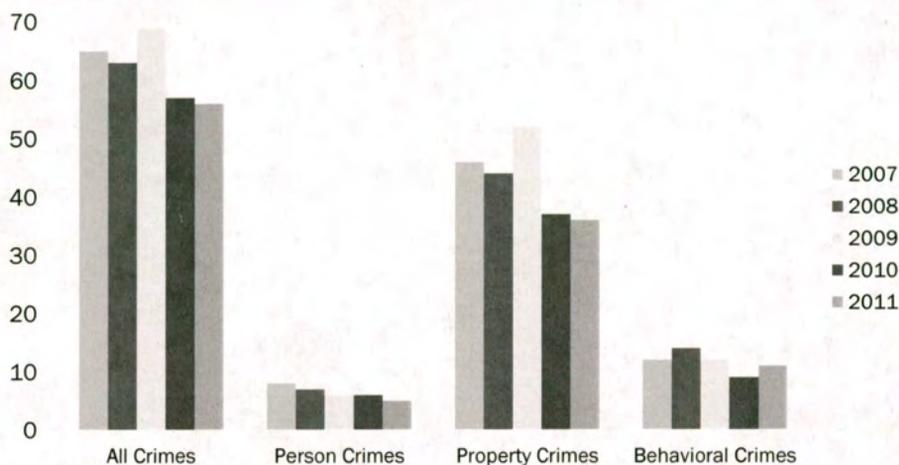


## POPULATION – CITY OF WILSONVILLE





## CRIME RATES PER 1,000 POPULATION



## TRAFFIC

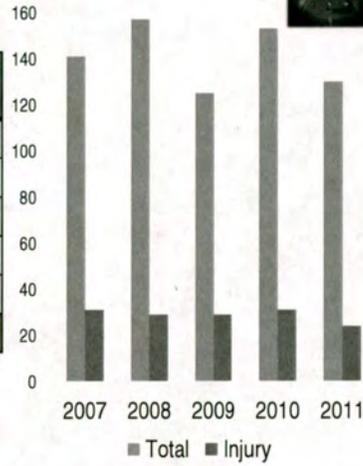
	2011	2011 Monthly Average	2010 Monthly Average
Traffic Stops	5,575	464.6	469.2
Citations	4,001	333.4	288.8





## REPORTED TRAFFIC STOPS

Type of Injury	2007	2008	2009	2010	2011
None	110	128	96	122	106
Possible	12	19	24	25	22
Minor	18	10	5	6	2
Serious	1				
Fatal					
<b>Total:</b>	<b>141</b>	<b>157</b>	<b>125</b>	<b>153</b>	<b>130</b>



## COMMUNITY ORIENTED POLICING

- × National Night Out
- × Fun in the Park
- × Parades
- × Neighborhood BBQs
- × Bike Rodeo/Safety Fair
- × Finger Printing
- × Special Events



# ECONorthwest

ECONOMICS • FINANCE • PLANNING

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99 W. 10th Avenue  
Eugene, Oregon 97401-3001

Other Offices  
Portland • (503) 222-6060  
Seattle • (206) 622-2403

March 22, 2012

**TO:** Wilsonville Economic Development Strategy Advisory Committee  
**CC:** Stephan Lashbrook, Kristin Retherford, and Mark Ottenad  
**FROM:** Beth Goodman  
**SUBJECT:** SUMMARY NOTES FROM MEETING #1: MARCH 2012

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## ATTENDANCE

**Committee Members:** Lonnie Gerber, Gale Lasko, Ray Phellps, Scott Starr, Steve Hurst, Brian Cosco, Brenner Daniels, Chris Maples, Amy Dvorak, Tom Garnier, Patrick Croasdaile

**Consultants and City Staff:** Stephan Lashbrook, Kristin Retherford, Mark Ottenad, Terry Moore, and Beth Goodman

## ADVISORY COMMITTEE ROLE AND CHARTER

**Reason for the project.** The City is doing the project now as preparation for future work on economic development. The City has been working on economic development, such as business attraction, in the past without the guidance of an economic development strategy.

**How does the consensus process work?** If there are times where the group is making decision about how to proceed, the group will be asked for their opinion. The group is an advisory committee, not a steering committee. It does not have to come to full consensus. But it is very important that it is clear what issues/topics that there is split opinions about.

**Further comments after the meeting.** Please send any email comments or suggestions when outside of the meeting to Stephan Lashbrook. His email address is: lashbrook@ridesmart.com

## SCOPE OF WORK AND FUTURE SCHEDULE

**What role the Summit plays in development of the Strategy.** Each of the Committee members should think about their ideas for the Summit. Councilor

Hurst's idea is to augment the ideas developed through the Committee and in the focus groups. Some of the public may have access to Committee members and may be able to give their ideas to Committee members. Other members of the public will not have those contacts. Any members of the public may want to participate in the public discussion.

Councilor Starr is concerned that the project be reflective of public preferences and feel ownership of the Strategy. The Strategy should provide guidance to the City Council for future decisions about economic development.

### **Vision of the end-point of the project**

- Lonnie asks for a starting point for fleshing out the Strategy. Referencing the 2008 EOA goals, how will the City get to the desired outcomes? He would like to have updated information (numbers) to describe the City's economy.
- Gale would like to approach the project so that he asks the question: "What are we lacking in Wilsonville?" This might include education, retail, industry, medical facilities, or different housing types. Also, "What does the City want to bring into the City?"
- Ray, as member of the Planning Commission, is hoping that the outcome is applicable to the PC's work program. From the Chamber point of view, how do we grow the economy, grow clusters, or bring in significantly different businesses than are in the City already. As a business owner, he is concerned about growing his business, which happens as the community grows.
- Brenner's business came to Wilsonville because of the large concentration of jobs in Wilsonville and large labor pool in this part of the region. They are concerned with bringing more housing in the City, to allow more people to live and work in Wilsonville.
- Chris would like processes that allow the City to react quickly and with flexibility but also to be able to make strategic choices. The strategy should not be pointed to a specific set of outcomes but to provide ways for getting to different outcomes, through strategic decisions. As the University grows, they want to have a quality of life that would appeal to their faculty and students.
- Amy is interested in the mix of businesses and housing in Wilsonville. She's hoping to build on the existing great community, with new opportunities. She asks herself about what she goes outside of the community to do or to get. She'd like more data, from the revised EOA. She's concerned about how the results of this project will fit with other City plans, including the Comprehensive Plan.

- Thomas observed that slow, controlled, selective growth is a better pattern than fast growth. The Strategy should lay out a framework and tools to support the decision-making process that results in growth/attraction of businesses that are good for the community. Example: Portland grew slowly and had infrastructure to support that growth. If Wilsonville grows as fast as the forecast, the it will be very important for the City to have a Strategy that supports the preferred type of growth.
- Patrick is concerned about the speed that the City is growing, as a bicycle commuter. The more controlled the growth, the safer and healthier the community will be. Encouraging use of transit and bicycles is important, as the City encourages businesses to come to the City. The more that companies feel part of the community, the better off everyone will be.
- Councilor Starr thinks that there is little likelihood of uncontrolled growth with a lack of planning. Wilsonville's culture is for planning for growth. The City has advantages of being along I-5, between Portland and Salem. This has brought Wilsonville growth in the past. But the City needs to be more deliberate than that for planning for future economic growth. He would like a result of the project that maintains the feeling that makes Wilsonville special, as a unique place.

His questions are about: Who is Wilsonville? What policies and principals are important to Wilsonville? As the City looks to the future, does it want to have a higher percentage of jobs? What should the City keep, improve, or discontinue?

## **FOCUS GROUP AND INTERVIEWS**

### **Who should participate in the focus group?**

- Email Stephan suggestions for who should be invited to the focus groups.
- It is interesting to know why people stay in Wilsonville (what keeps them here) and why people choose to leave Wilsonville (businesses and individuals).

### **What should we talk to the focus groups about?**

- Email Stephan two or three questions that should be discussed at the focus group.
- For example: What would draw you to Wilsonville? Or what drew you to Wilsonville?

## **OUTLINE OF THE PRODUCT**

- ECO proposed to focus this strategy on a specific definition of economic development issues: jobs, incomes, and business retention and attraction.
- The product should lend itself to specificity. The visions and goals are already in existing documents and plans. The Council wants a plan that stimulates healthy economic growth. Drill down to the specifics that will get the City to actions that grow this economy.
- Terry summarized the discussion about economic development that he'd heard during the meeting: Committee members generally agree that we are doing an economic development strategy, under the assumption that the City will grow and wants to grow. Part of that growth will be economic growth, including job growth. The economic development plan should look for ways to attract and retain businesses that provide jobs and contribute to the City's other goals, such as high quality of life. The Committee basically agreed with this statement.

## **NEXT STEPS FOR COMMITTEE MEMBERS**

- Get email to Committee about focus group attendees and question suggestions
- Review the Committee Charter
- If you have questions about the City, such as laws of the City, or other questions you need for this process, email Brian or Scott. Staff will respond to you.

## **ITEMS FOR ECO TO DO BY OR AT NEXT MEETING**

- Final changes (if any) to the Committee Charter
- Draft approach to the economic development summit, for discussion with the Committee
- Summary of main issues, from the focus group
- Discuss the outline of the plan at the next meeting, in the context of the results of the focus groups.
- Talk to City staff about upcoming survey, focusing on economic development questions on the survey.
- Ask the Chamber for the business survey from 2 years ago.
- City to send contact information for Committee members out to Committee.

## **QUESTIONS FOR FUTURE MEETINGS**

The following questions should be asked at a future meeting:

- How would the City have gone about attracting an institute like OIT on purpose.
- Where and how does the City use incentives and where does it not use incentives?

	Budget	Activity	% Used
<b>Fund 110 General Fund:</b>			
Taxes	8,272,500	5,804,391	70%
Intergovernmental	1,447,500	1,241,095	86%
Licenses and Permits	120,600	113,269	94%
Charges for Services	383,900	318,714	83%
Fines	400,000	319,886	80%
Investment Revenue	57,000	103,522	182%
Other Revenues	130,250	142,662	110%
Transfers	2,305,192	1,220,346	53%
<b>Total Revenue</b>	<b>13,116,942</b>	<b>9,263,886</b>	<b>71%</b>
Personal Services	6,156,690	3,782,691	61%
Materials and Services	7,078,125	4,502,646	64%
Capital Outlay	111,000	48,052	43%
Transfers	490,000	156,573	32%
<b>Total Expense</b>	<b>13,835,815</b>	<b>8,489,962</b>	<b>61%</b>
<b>Fund 210 Fleet Fund:</b>			
Charges for Services	1,247,250	918,731	74%
Investment Revenue	20,000	25,246	126%
Other Revenues	0	26,294	-%
<b>Total Revenue</b>	<b>1,267,250</b>	<b>970,271</b>	<b>77%</b>
Personal Services	504,940	311,676	62%
Materials and Services	652,135	391,284	60%
Capital Outlay	154,000	133,831	87%
Transfers	1,652,040	914,448	55%
<b>Total Expense</b>	<b>2,963,115</b>	<b>1,751,239</b>	<b>59%</b>
<b>Fund 230 Building Fund:</b>			
Licenses and Permits	822,500	712,930	87%
Licenses and Permits-Villebois	132,626	155,800	117%
Investment Revenue	5,000	3,520	70%
Other Revenues	0	154	-%
Transfers	12,800	3,721	29%
<b>Total Revenue</b>	<b>972,926</b>	<b>876,124</b>	<b>90%</b>
Personal Services	569,010	330,119	58%
Materials and Services	74,770	31,267	42%
Transfers	122,300	70,483	58%
<b>Total Expense</b>	<b>766,080</b>	<b>431,869</b>	<b>56%</b>
<b>Fund 235 Community Development Fund:</b>			
Intergovernmental	18,000	0	-%
Licenses and Permits	308,060	386,437	125%
Licenses and Permits-Villebois	247,000	46,730	19%
Charges for Services	859,500	691,461	80%
Investment Revenue	11,000	11,263	102%
Other Revenues	1,000	771	77%
Transfers	2,646,191	1,148,357	43%
<b>Total Revenue</b>	<b>4,090,751</b>	<b>2,285,019</b>	<b>56%</b>
Personal Services	2,723,910	1,645,564	60%
Materials and Services	762,850	245,430	32%
Capital Outlay	0	2,050	-%
Transfers	99,800	52,311	52%
<b>Total Expense</b>	<b>3,586,560</b>	<b>1,945,356</b>	<b>54%</b>
<b>Fund 240 Road Operating Fund:</b>			
Intergovernmental	871,600	640,179	73%
Investment Revenue	4,000	2,007	50%
Transfers	0	2,016	-%
<b>Total Revenue</b>	<b>875,600</b>	<b>644,203</b>	<b>74%</b>
Personal Services	287,260	191,556	67%
Materials and Services	408,940	233,012	57%
Transfers	173,080	149,007	86%
<b>Total Expense</b>	<b>869,280</b>	<b>573,575</b>	<b>66%</b>

	Budget	Activity	% Used
<b>Fund 245 Road Maintenance Fund:</b>			
Charges for Services	620,000	467,818	75%
Investment Revenue	1,000	281	28%
<b>Total Revenue</b>	<b>621,000</b>	<b>468,099</b>	<b>75%</b>
Materials and Services	510	0	-%
Transfers	615,000	377,320	61%
<b>Total Expense</b>	<b>615,510</b>	<b>377,320</b>	<b>61%</b>
<b>Fund 260 Transit Fund:</b>			
Taxes	4,100,000	3,077,130	75%
Intergovernmental	931,160	301,176	32%
Charges for Services	145,400	118,137	81%
Investment Revenue	15,000	19,146	128%
Other Revenues	460,000	528,186	115%
<b>Total Revenue</b>	<b>5,651,560</b>	<b>4,043,775</b>	<b>72%</b>
Personal Services	2,546,140	1,647,126	65%
Materials and Services	2,008,320	1,212,942	60%
Capital Outlay	230,000	343,469	149%
Transfers	921,560	296,791	32%
<b>Total Expense</b>	<b>5,706,020</b>	<b>3,500,327</b>	<b>61%</b>
<b>Fund 310 Water Operating Fund:</b>			
Intergovernmental	120,000	0	-%
Charges for Services	5,703,000	4,219,999	74%
Fines	0	6,552	-%
Investment Revenue	16,000	11,067	69%
Transfers	350,000	350,000	100%
<b>Total Revenue</b>	<b>6,189,000</b>	<b>4,587,618</b>	<b>74%</b>
Personal Services	432,280	297,832	69%
Materials and Services	2,919,985	1,565,104	54%
Capital Outlay	185,000	0	-%
Debt Service	1,878,535	819,091	44%
Transfers	908,200	234,667	26%
<b>Total Expense</b>	<b>6,324,000</b>	<b>2,916,693</b>	<b>46%</b>
<b>Fund 320 Sewer Operating Fund:</b>			
Charges for Services	5,720,000	4,035,488	71%
Investment Revenue	38,000	37,343	98%
Other Revenues	5,018,216	5,013,112	100%
Transfers	300,000	300,000	100%
<b>Total Revenue</b>	<b>11,076,216</b>	<b>9,385,943</b>	<b>85%</b>
Personal Services	400,140	271,939	68%
Materials and Services	2,084,855	1,154,031	55%
Debt Service	6,400,000	5,641,342	88%
Transfers	1,328,760	238,628	18%
<b>Total Expense</b>	<b>10,213,755</b>	<b>7,305,940</b>	<b>72%</b>
<b>Fund 350 Street Lighting Fund:</b>			
Charges for Services	385,000	282,429	73%
Investment Revenue	4,000	2,105	53%
<b>Total Revenue</b>	<b>389,000</b>	<b>284,534</b>	<b>73%</b>
Materials and Services	291,080	169,804	58%
Transfers	59,280	0	-%
<b>Total Expense</b>	<b>350,360</b>	<b>169,804</b>	<b>48%</b>
<b>Fund 370 Storm Water Operating Fund:</b>			
Charges for Services	965,000	722,867	75%
Investment Revenue	2,000	1,861	93%
Other Revenues	0	110	-%
<b>Total Revenue</b>	<b>967,000</b>	<b>724,838</b>	<b>75%</b>
Personal Services	236,290	144,646	61%
Materials and Services	487,398	235,341	48%
Transfers	587,273	377,625	64%
<b>Total Expense</b>	<b>1,310,961</b>	<b>757,612</b>	<b>58%</b>

**Note:**

Personal Service expense is recorded once a month at the end of each month and will only be reflected in the amounts above for reports run after the final day of each month.

**CITY OF WILSONVILLE**  
**PUBLIC HEARING -- LEGISLATIVE**

I call to order the Wilsonville City Council public hearing on

**Resolution No. 2353** A Resolution Of The City Of Wilsonville Establishing Just And Equitable System Development Charge And As Stormwater Fee For Stormwater Management And Repeals Resolution No. 1732.

Ladies and Gentlemen, the City Council will be taking public testimony tonight at the public hearing. The hearing will be conducted in the following manner:

1. City Staff will present their report
2. Testimony by proponents, opponents, and those neither in favor or against the proposed ordinance / resolution.

If you wish to testify, please complete a "Speaker" card on the table at the entrance to this room and give it to the City Recorder.

When called, come forward to the microphone, state your name and address and make your statement.

I request from those providing testimony not to repeat testimony that has already been given to the Council. Simply indicating you agree with the previous speaker's testimony is sufficient.

**City of Wilsonville**  
**City Council Meeting**  
**April 2, 2012 Sign In Sheet**

Name	Mailing Address
CAROLYN R. HALE	11609 SW TOULOUSE ST 306 <sup>WILSONVILLE</sup>
Wes Morris	3300 SW CASCADE CT WV
Simon Springall	1710 SW BANOKE DR S. W.V.
Jennifer Johnson	2001 SW Broadleaf Dr, PDX
Kerw wise	
Doris White	

# City of Wilsonville

## City Council Meeting

### Action Minutes

<b>DATE:</b> APRIL 2, 2012 COUNCIL MEETING
<b>LOCATION:</b> 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR
<b>TIME START:</b> 7:40 P.M. <b>TIME END:</b> 8:45 P.M. <b>REMARKS:</b> Councilors Hurst and Núñez excused

### ATTENDANCE LOG

COUNCILORS	STAFF	
Mayor Knapp	Brian Cosgrove, City Manager	Dan Pauley, Assistant Planner
Council President Núñez - Excused	Mike Kohlhoff, City Attorney	Gary Wallis, Finance Director
Councilor Hurst - Excused	Jeanna Troha, Assistant City Manager	Mark Ottenad, Government Affairs Director
Councilor Goddard	Sandra King, City Recorder	Dan Knoll, Communications Director
Councilor Starr	Steve Adams, Interim City Engineer	Kerry Rappold, Natural Resources Director

AGENDA	ACTIONS
<b>WORK SESSION</b>	
Mayoral Compensation	Adjust Mayor stipend to \$750.00 / month, pay mileage at IRS rate, retain cell phone and laptop, and health insurance. Beginning 1/1/2013  Councilors to receive \$375.00 / month, and health insurance beginning 1/1/2013.  Two resolutions will be brought to Council for action.
City Property - Yellow House	Declare as surplus and find out if the building itself is marketable
Community Survey Update	A few of the questions were wordsmith, information about the survey will be included in the BFM
<b>REGULAR MEETING</b>	
At the end of the communications portion of the meeting the meeting adjourned upon the smell of smoke in the building. All items scheduled on the Consent Agenda, New Business and Public Hearing will be moved to the April 16, 2012 meeting	

**RECORDED BY:** \_\_\_\_\_ **SCK** \_\_\_\_\_