

**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING  
FEBRUARY 6, 2012 7 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**
- A. Pursuant to ORS 192.660(2)(i) Performance evaluation of public officers and ORS 192.660(2)(h) Litigation
- 5:30 P.M. COUNCILORS' CONCERNS**
- 5:35 P.M. PRE-COUNCIL WORK SESSION**
- A. Draft Communications Plan (Ottenad/Knoll)
  - B. Council Liaison Appointments
  - C. URA Report (Wallis)
  - D. Review of Agenda
- 6:50 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, February 6, 2012 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on January 30, 2012. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

- 7:00 P.M. CALL TO ORDER**
- A. Roll Call
  - B. Pledge of Allegiance
  - C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

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

- A. Library Anniversary Proclamation (staff – Duke)
- B. Upcoming Meetings

**7:15 P.M. COMMUNICATIONS**

- A. Parks and Recreation Board Award of Opportunity Grant Funds to ACAW.

**7:20 P.M. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

**7:25 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

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

**7:35 P.M. CONSENT AGENDA**

- A. **Resolution No. 2345**  
A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Approving The Bid Process; Accepting The Proposal Which Will Best Serve The Interest Of The City; And Awarding A Contract To Water Truck Services, Inc., For The Project Known As Street Sweeping Services. (Staff – Kerber)
- B. **Resolution No. 2346**  
A Resolution Of The City Of Wilsonville Acting As The Local Contract Review Board Approving The Bid Process; Accepting The Lowest Responsible Bid; Awarding A Construction Contract To Kerr Contractors, Inc., The Lowest Responsible Bidder; And Verifying Fund Availability For The Project Titled Or141: SW Pioneer Ct. – SB I-5 Ramps Commonly Referred To As 95<sup>th</sup> At Boones Ferry Rd Intersection Improvements. (staff – Ward)
- C. Minutes of the January 19, 2012 Council meeting (staff – King)

**7:40 P.M. CITY MANAGER'S BUSINESS**

**7:45 P.M. LEGAL BUSINESS**

**7:50 P.M. ADJOURN**

**An Urban Renewal Agency Meeting will follow.**

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated. The Mayor will call for a majority vote of the Council before allotting more time than indicated for an agenda item.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting:-Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503)570-1506 or [king@ci.wilsonville.or.us](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.*

Meeting Date	Agenda Items
<p align="center"><b>January 30 Work Session</b></p> <p align="center"><b>5 p.m.</b></p> <p><b>Staff reports due January 23rd</b></p>	<p>Storm Water Master Plan (Rappold)</p> <p><b>A BRIEF COUNCIL MEETING WILL FOLLOW TO AWARD BID FOR SMART/FLEET OPS BUILDING. (RETFERFORD)</b></p>
<p align="center"><b>February 2-5</b></p>	<p>Mayor and Councilor Starr to Smart Growth Conference in San Diego, CA</p>
<p align="center"><b>February 6</b></p> <p><b>Staff Reports due January 24<sup>th</sup></b></p>	<p>Executive Session</p> <p>Work Session</p> <ul style="list-style-type: none"> <li>• Communications Plan (Ottenad/Knoll)</li> <li>• Council Liaison Appointments</li> <li>• URA Report – Wallis</li> </ul> <p>Communications</p> <ul style="list-style-type: none"> <li>• Library’s 30<sup>th</sup> Anniversary (Duke)</li> </ul> <p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Street Sweeping Contract (Peoples)</li> </ul> <p>Continuing Business</p> <p>New Business</p> <ul style="list-style-type: none"> <li>• Award of Bid for 95<sup>th</sup> and Boones Ferry Road (Mike Ward)</li> </ul> <p>URA MEETING TO FOLLOW: Acceptance of Annual URA Report</p>

<p><b>February 10 – 11</b> <b>Council Retreat</b></p>	<p>City Council Retreat Friday dinner at TBD Saturday – Water Treatment Plant Conference Room</p>
<p><b>February 23</b> <b>This is a THURSDAY</b> <b>Staff reports due</b> <b>February 7<sup>th</sup></b></p>	<p>Executive Session Work Session  <ul style="list-style-type: none"> <li>• JLA Update (Bowers)</li> <li>•</li> </ul>           Communications Consent Agenda Public Hearing Continuing Business  <ul style="list-style-type: none"> <li>• Ordinance No. 700 – SWMP – second reading? (Rappold)</li> </ul>           New Business</p>
<p><b>March 5</b> <b>Staff reports due</b> <b>February 21<sup>st</sup>.</b></p>	<p>Executive Session Work Session  <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>           Communications  <ul style="list-style-type: none"> <li>• Carl Hosticka, Climate Smart Community Scenario Project. Jessica Atwater 503-797-1853</li> <li>•</li> </ul>           Consent Agenda Public Hearing Continuing Business New Business</p>

<p><b>March 19</b></p> <p><b>Staff reports due March 6<sup>th</sup></b></p>	<p>Executive Session                  Work Session</p> <ul style="list-style-type: none"> <li>• Council Owner's Rep &amp; Staff Quarterly report no later than the 1<sup>st</sup> Council meeting in April or the 2<sup>nd</sup> meeting in March. – Bowers</li> </ul> <p>Communications</p> <p>Consent Agenda</p> <p>Public Hearing</p> <p>Continuing Business</p> <p>New Business</p>
<p><b>April 2</b></p> <p><b>Staff reports due March 20</b></p>	<p>Executive Session                  Work Session</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p>Communications</p> <p>Consent Agenda</p> <p>Public Hearing</p> <p>Continuing Business</p> <p>New Business</p> <p>Clackamas County Sheriff's Department Annual Report – Nick Watt</p>

<p style="text-align: center;"><b>April 16</b></p> <p><b>Staff Reports due April 3</b></p>	<p>Executive Session                  Work Session</p> <ul style="list-style-type: none"> <li>• 1.5 hours on the work session with CC on 4.16 for a TSP joint meeting (Neamtzu)</li> <li>•</li> </ul> <p>Communications</p> <p>Consent Agenda</p> <p>Public Hearing</p> <p>Continuing Business</p> <p>New Business</p>
<p style="text-align: center;"><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>

**UNSCHEDULED ITEMS**

- Charbonneau Analysis
- OIT Update
- Sewer Rate Study
- Sign Code (Neamtzu)
- Concessions in Nut Shed
- Amend Res. Declaring an emergency succession statement

**CITY COUNCIL MEETING  
STAFF REPORT – INFORMATION ITEM;  
FEEDBACK REQUESTED**

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**Draft Communications Plan**

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Meeting Date: February 6, 2012  
Report Date: January 26, 2012  
Source of Item: Administration

Contact: Mark Ottenad  
Telephone: 503-570-1505  
E-Mail: [ottenad@ci.wilsonville.or.us](mailto:ottenad@ci.wilsonville.or.us)

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**ISSUE STATEMENT**

One of the City Council's Goals for 2011-12 is:

Goal E — To Improve City Communications and Actively Engage with Our Community and the Broader Public.

City staff members have developed a multi-departmental Draft Communications Plan to further the Council's goal to improve City communications that enable more active engagement with the community and broader public.

**FEEDBACK REQUESTED**

Staff would appreciate some initial feedback on the Draft Communications Plan, dated January 2011, to see if this was the kind of product sought by Council, and would appreciate any further specific direction that Council might like to provide.

In particular, staff would appreciate Council feedback and suggestions on Section 8, New Initiatives for Additional Consideration. Some of these initiatives are already underway, as is noted in the plan; however, other initiatives could require policy guidance and more time and resources to develop.

Staff would propose that, based on Council suggestions, to further modify and refine the plan and then present a modified draft plan to the Committee for Citizen Involvement for further review. Based on CCI recommendations, the Communications Plan would be finalized and submitted to Council for review and approval.

**BACKGROUND**

Staff reviewed communications plans from other cities and jurisdictions and outlines for communications plans, and found quite a variety of approaches. Staff utilized components from many of the plans in preparing the City's Draft Communications Plan. Staff from all City departments participated in preparation of the plan, and will continue to be involved in further refinement and implementation.



## ***Communications Plan***

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DRAFT January 2012





City of  
**WILSONVILLE**  
OREGON

### **City Council**

Tim Knapp, Mayor

Celia Núñez, Council President

Steven Hurst, Councilor

Richard Goddard, Councilor

Scott Starr, Councilor

### **Planning Commission / Committee for Citizen Involvement (CCI)**

Marta McGuire, Chair

Tom Sullivan, Vice Chair

Ben Altman, CCI Chair

Amy Dvorak

Ray Phelps

Al Levit

Eric Postma

### **City Appointed Management**

Bryan Cosgrove, City Manager

Michael Kohlhoff, City Attorney

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**CITY OF WILSONVILLE**  
29799 SW Town Center Loop East  
Wilsonville, OR 97070  
Phone 503-682-1011  
Fax 503-682-1015  
Email [PublicAffairs@ci.wilsonville.or.us](mailto:PublicAffairs@ci.wilsonville.or.us)  
Web [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

City of Wilsonville  
**Communications Plan**

DRAFT January 2012

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## **1. Goal and Objectives**

### **A. Goal**

The goal of this Communication Plan is to identify the use of communications tools used to keep the community and other audiences informed about how the City of Wilsonville operates, the policies and procedures that are involved in that operation, and to encourage public participation in local government. The Communication Plan furthers the City's implementation of Goal 1, Citizen Involvement, of Oregon's Statewide Planning Goals & Guidelines, OAR 660-015-0000(1).

The Communications Plan implements the City Council's "Council Goals for 2011-12," Goal E, To Improve City Communications and Actively Engage with Our Community and the Broader Public.

This plan focuses on "routine" City communications; public communications during an emergency are addressed in the City's Emergency Operations Plan.

### **B. Objectives**

Specific objectives of this plan include:

#### **Internal objectives**

- Engage members of City Council and Planning Commission/Committee for Citizen Involvement and staff in the development and implementation of the Communications Plan.
- Assist Council in efforts to augment communications with appointed boards and commissions.
- Increase inter-departmental communications and leverage content for production into various products (medial releases, news articles, presentations, etc.) and multiple media platforms – print, online and video.
- Provide support for all City departments to assist with development of marketing communications, including public education, media relations, publications, online and multi-media.

#### **External objectives**

- Enhance City communications to and from Wilsonville residents, businesses and organizations.
- Enhance and improve community and media relations by reaching out to regional and Portland metro media outlets.
- Provide opportunities to increase awareness, interest and participation of Wilsonville residents and businesses in government goals and activities.
- Develop additional methods for enhancing public communication and participation. Use social networking such as Facebook, Twitter, YouTube and other new media to reach larger audiences.
- Plan and conduct periodic public surveys to assist the Council and the City Manager in evaluating the effectiveness of communication tools and techniques.
- Consider new initiatives that further Council objectives to increase public communications and engage the community.

### **Themes of Effective Communications with the Public**

Pollster Adam Davis, principal of the respected public-survey firm Davis, Hibbitts & Midghall, Inc. (DHM), has outlined a number of themes to use or avoid when communicating with the public on local government matters. These themes, which have been compiled over the past several years in various local and state-wide polls, are reflective of the current political and economic realities that the country, state and region face during the “Great Recession.”

In general, Adam Davis recommends “more, and more effective communications about government services and public finance with the public.”

Specifically, Adam Davis recommends that effective local government communications with the public should consider these themes when communicating with the public:

- Link subject matter under discussion to:
  - value and beliefs, which include for the general public:
    - Participation in family
    - Practice of religion and spirituality
    - Concern for the environment
  - concerns and issues
  - what it means positively for small business
- Keep communications basic:
  - Avoid the use of the word “government” when possible
  - Tell a great story (concrete, surprising/unexpected, simplicity, credibility, emotion)
  - Keep at it, sustained effort
  - Be consistent
- Show and demonstrate where feasible:
  - public involvement
  - accountability and transparency
  - partnerships
- Use certain tools:
  - effective messengers
  - multiple communication sources
- Provide parallel track for Spanish-speaking Oregonians (and possibly others?)
  - know your changing demographics and psychographics

## **2. Guiding Principles of the Communications Plan**

### **A. Government Transparency**

**Provide for early opportunities for information and engagement** – Efficient and effective problem-solving depends upon getting as much of the needed information into the process as early as possible

**Open two-way communication** – Ensure that information is shared throughout the community and the organization emphasizing two-way flow of information.

**Community problem solving** – Provide residents and interested parties with complete, accurate and timely information enabling them to make informed judgments.

**Inclusive** – Include as many people as is feasible in the process. The goal is to include everyone who wants to participate and to motivate those who are not currently engaged.

**Multiple media** – Use a variety of ways and means to communicate and provide information in multiple formats to respond to diverse needs of the public.

### **B. Efficient, Responsive Operations**

**Timely** – Provide the public with timely notice and reasonable access to information about City policies, issues and processes.

**Proactive** – The City should seek to provide information timely and provide forums for officials to communicate City positions.

**Strong and Consistent Messages** – A successful communication plan, is built on strong themes and is more effective than one with unrelated and scattered messages. The Communication Plan should support, reinforce and reflect the goals of the City government as established by the City Council and the City management, thus underscoring the idea of an organization with one common purpose: effective operations and open government.

**Decentralized** – Strengthen direct communication among elected officials, city departments and residents rather than trying to funnel all information through a central point of contact or department. This provides for more knowledgeable discourse, strengthens accountability and also makes it easier to access or provide information on city activities.

### 3. City Communications Infrastructure

The City has a number of elected/appointed bodies and staff of various departments that are responsible for communicating with the public — both in terms of receiving public input and providing information to the public. And within the City’s organizational structure, communications flow to and from the City Council to various appointed boards/commissions and departments, which provide logistical and technical support to the boards and commissions. The schematic diagram below attempts to capture visually the communications flow and interchange that occurs.



#### A. Elected, Appointed and Designated Boards and Commissions

The City’s elected and appointed bodies review public-policy matters, public-works projects and private-development proposals. In seeking to render a decision, these bodies work with staff on public outreach and listening to public input.

In addition to each board receiving public comments and making public pronouncements, boards also seek to communicate information to the City Council and vice-versa. Following is a list and brief description of the City’s nine elected, appointed or designated boards and commissions.

- **City Council**, as the City’s ‘top’ leadership body composed of a Mayor and four Councilors who are elected by registered, voting-age residents, takes into account a wide variety of public comments and sentiments in rendering policy and other decisions. The City Council, which normally meets twice per month, works closely with the City Manager’s Administration Department, City Attorney’s Legal Department and other departments and divisions to review specific proposals and programs and recommendations from City boards.
  - **Urban Renewal Agency Board**, whose members are composed of the City Council, decides on which capital projects to advance, urban renewal district boundaries and other issues. The Urban Renewal Agency Board, which meets on an as-needed basis, is supported principally by staff of the Finance Department and Urban Renewal Division of Community Development Department.
- **Budget Committee**, whose five members are appointed by the City Council and includes all of the City Council, works closely with the Finance Department to produce balanced budgets for City and Urban Renewal Agency and to review budget trends and make recommendations.

- **Development Review Board (DRB)**, whose 10 members are appointed to one of two panels by the City Council, acts in a quasi-judicial capacity in reviewing land-use and development applications on an as-needed basis. A City Councilor acts as a liaison between the Board and Council. Staff and Director of the Planning Division of the Community Development Department provide support to the DRB.
- **Library Board**, whose five members are appointed by the City Council, supports and assists the Library Director in all areas of library planning, and advises the City of budgetary and policy considerations relating to the Library's operation and development. A City Councilor acts as a liaison between the Board and Council. Staff and Director of the Library provide support to the board, which meets monthly.
- **Parks & Recreation Advisory Board**, whose five members are appointed by the City Council, recommends policy, programs and plans for the present and future park and recreational needs of the residents of Wilsonville and acts as a channel of communication between the public and City. A City Councilor acts as a liaison between the Board and Council. Staff and Director of Community Services Department provide support to the board, which meets quarterly and on an as-needed basis.
- **Planning Commission**, whose seven members are appointed by the City Council, reviews policies and makes recommendations to the City Council on legislative land-use and development planning matters, zoning code amendments and Comprehensive Plan amendments; as well as making recommendations to the City Council and Urban Renewal Agency concerning transportation and transit improvements. A City Councilor acts as a liaison between the Commission and Council. Staff and Director of the Planning Division of the Community Development Department provide primary support to the commission, which meets monthly.
  - **Committee for Citizen Involvement (CCI)**, whose seven members are the same individuals as the Planning Commission and are appointed by the City Council, assists the City Council in gathering information, sponsoring public meetings and/or evaluating proposals and special projects relating to land use and civic issues. By way of background, the CCI is a state requirement for local governments under Goal 1, Citizen Participation, of Oregon's Statewide Planning Goals & Guidelines; in 2000, as part of the adoption of the amendments to the Comprehensive Plan, the City Council designated the Planning Commission as the Committee for Citizen Involvement, which meets monthly.
- **Wilsonville Community Seniors, Inc. (WCSI)**, an independent, not-for-profit organization that acts as the Community Center Advisory Commission, whose eleven members advise the City on matters effecting senior programs, services, and facilities. WCSI members are not appointed by the Mayor and City Council; rather they are elected by the participants in senior programs at the Community Center. WCSI, which was established in 2005 and meets monthly, operates out of the Community Center under a Memorandum of Understanding with the City. WCSI has a series of committees focused on specific programs and is supported by the staff and director of the Community Services Department.

## B. City Departments and Divisions

The City is composed of 10 departments, most of which have a number of divisions or programs, that are responsible for major, specific operations the City. Various departments/divisions are responsible for developing and implementing an assortment of programs and projects. Depending on the nature of a particular program or project, one or more departments or divisions maybe responsible for soliciting public input, relaying information to the public or providing a direct "retail" public service.

Following is a brief accounting of the primary departments' role in public communications, presented along the lines the City's organizational chart.

### Departments Headed by City Council-Appointed Officials

- **Administration Department / Office of the City Manager**, is composed of five staff. Administration is responsible for overall coordination of City operations, programs and projects and working with City Council on agenda setting and other activities. Administration handles and responds directly to or routes to appropriate departments both general City inquiries and specific questions. Key staff for public communications include:
  - City Manager, as the appointed CEO of the municipal corporation by the City Council, speaks on behalf of the City and City Council. The City Manager is assisted by staff, including an Executive Assistant.
  - City Recorder produces City Council and Urban Renewal Agency meeting minutes, assists with public records requests, tracks resolutions and ordinances, maintains the City Code and conducts elections.
  - Public & Government Affairs Director oversees general public communications efforts and specifically focuses on local, metro, state and federal governments matters.
  - Communications Director works with different departments on overall public communications, including print, video and online products, and tends to focus on community affairs.
- **Legal Department / Office of City Attorney**, is composed of three staff and periodic interns. Legal is responsible for all legal matters, including negotiations, contracts, intergovernmental agreements, memoranda of understanding, lawsuits and other judicial matters. Legal tends to communicate with attorneys representing private-sector developers and other government agencies, and a variety of specific legal or judicial inquiries. Key staff for public communications include:
  - City Attorney, as the appointed legal representative of the municipal corporation by the City Council, speaks on behalf of the City and City Council.
  - Assistant City Attorney works with the City Attorney on specific legal matters and speaks on behalf of the City and City Council.
- **Office of Municipal Court Judge**, a kind of City “Judicial Department,” is composed of two part-time presiding judges who receive logistical and administrative support from two staff and work closely with Finance Department staff. The Wilsonville Municipal Court is a limited jurisdiction court that rules on City traffic violations, parking citations and local ordinances.

### Departments Headed by City Manager-Appointed Officials

- **Community Development Department** is a diverse department that manages private- and public sector land-use matters, commercial and residential development, administration of system development charges, and major public infrastructure projects throughout the city. Community Development tends to deal primarily with private-sector developers and businesses, public-sector contractors and other agencies, and the general public of the community, particularly on larger planning projects. Community Development is composed of various divisions, including:
  - **Administration Division**, composed of four staff, oversees overall coordination of the various divisions and oversight of major capital projects. Key staff for public communications include:
    - Community Development Director manages the department and budget.
    - Assistant Community Development Director works with director to manage the department and budget.
  - **Building Division**, composed of six staff, is responsible for administering and enforcing the State building, plumbing, and mechanical specialty codes, and providing all fire/life safety plan review, permits and inspection services within the Wilsonville city limits. Building tends to deal with

contractors, developers, architects, building managers, do-it-yourself remodelers. Key staff for public communications include:

- Building Official manages the division and budget.
- Plans Examiner and Permit Technician work with builders and others to examine construction plans and issue permits.
- Inspectors examine completed building and plumbing work in new or remodeled buildings.
- o **Engineering Division**, composed of nine staff, provides planning, design, inspection, and project management for long-range capital, public improvement projects; plan reviews, permits and construction inspections for privately financed residential, commercial, and industrial developments; and maintaining the City infrastructure records such as plats, partitions, easements, and construction record drawings. Engineering tends to deal with technicians and contractors of private- and public-sector developers, and with a variety of transportation-related agencies. Key staff for public communications include:
  - City Engineer manages the division and budget.
  - Deputy City Engineer–Capital Projects oversees major public works projects
  - Deputy City Engineer–Private Projects oversees major private-sector development projects
- o **Natural Resources Program**, composed of three staff, focuses primarily on stormwater management planning, permitting, design, inspection and monitoring; erosion control; compliance with federal, state and local environmental requirements; wetland permitting and mitigation sites; natural areas management and restoration and public education and outreach. Natural Resources deals with the general public, schools and nonprofit organizations, and developers and contractors on both private and public projects. Key staff for public communications include:
  - Natural Resources Program Manager manages the program and budget.
  - Stormwater Management Coordinator interacts with contractors on construction sites and responds to citizen inquiries.
  - Environmental Education Specialist has extensive public contact with schools, businesses and others pertaining to educating on natural resources issues.
- o **Planning Division**, composed of eight staff, works with the public, stakeholders and City leaders to determine the kind of community that they want Wilsonville to be. Major areas of responsibility include current planning activities such as review of development applications, issuing permits for signs, tree removal, conditional use, temporary use and land divisions; long-range planning projects such as Comprehensive Plan and Development Code amendments and meeting Metro and State requirements for natural resource management and transportation planning; code enforcement of City codes.

Planning, in conjunction with other departments and divisions, also provides primary support to several key appointed leadership bodies, including:

- Planning Commission
- Committee for Citizen Involvement (CCI)
- Development Review Board (DRB)

Key staff for public communications include:

- Planning Director manages the division and budget.

- Manager of Current Planning works with developers, contractors, do-it-yourself homeowners and others.
- Associate Planners handle specific projects or programs and deal with developers and contractors.
- Assistant Planner/Code Enforcement works with business owners, home owners and contractors who are dealing with a public complaint regarding a potential City code violation.
- o **Urban Renewal Division**, composed of two staff, oversees the City's two urban renewal agency districts that utilize tax-increment financing to fund major public-works projects that leverage private-sector capital to improve blighted or undeveloped areas. The division manages larger capital works projects, such as road construction and stormwater drainage, some of which require property or easement acquisition. Urban Renewal tends to deal with landowners, real estate brokers, developers and economic development specialists. Key staff for public communications include:
  - Urban Renewal Manager manages the division and budget.
  - Real Property Specialist works with real-estate brokers, appraisers and others on property and rights-of-way acquisition.
- **Community Services Department**, composed of nine staff, oversees the City's Community Center and organizes a wide variety of programs, including leisure and recreation activities, senior services and volunteer opportunities. Community Services also oversees use and rentals of the City's facilities, parks, ballfields and community gardens. Community Services has extensive contact with the community, with a primary emphasis on adults 55+ and youth programs and services. Community Services produces and distributes the quarterly *Community Programs Brochure* including activities and events of the Community Services, Natural Resources and Library Departments. Community Services, along with Library and Transit, has some of the most extensive public contact of any City department due in large part to the "retail" and direct public-service nature of the operation.

Staff of Community Services provides support to two City boards:

  - o Wilsonville Community Seniors, Inc., acting as the Community Center Advisory Commission
  - o Parks & Recreation Advisory Board

Key staff for public communications include:

  - o Community Services Director manages the department and budget.
  - o Senior Programs Manager organizes and promotes staff, programs and services for adults 55+.
  - o Recreation Coordinator organizes and promotes community and youth programs and activities and maintains social media systems (*e.g.*, Facebook, web, etc.).
  - o Information & Referral Specialist provides direct assistance to at-risk seniors seeking information or referrals to specialists and service-providers.
  - o Fitness Specialist works with adult 55+ clients on appropriate work-out and exercise routines.
  - o Nutrition Program Coordinators oversee and coordinate senior meal programs and related services.
  - o Administration staff provides direct customer service via front desk registration and reservation procedures.
- **Finance Department**, composed of 15 staff, is responsible for all elements of City's financial matters, including accounting, accounts receivable and payable, budgeting, debt management, financial forecasting and reporting, and issuing and collecting fees for business licenses, City utility

billings and municipal/traffic citations and fines. Finance has extensive contact with a wide variety of the public, including City leaders, bond-rating agency managers, external auditors, residential and business utility rate-payers, private-sector employers with payroll, and defendants appearing in municipal court.

Finance, in conjunction with other departments and divisions, also provides primary support to several key appointed leadership bodies, including:

- Municipal Court
- Budget Committee
- Urban Renewal Agency Board

Key staff for public communications include:

- Finance Director, who acts as the municipal corporation's CFO, manages the department and budget.
- Assistant Finance Director works with Director to manage the department and budget.
- Payroll Accounting Specialist, who oversees payroll tax and business license collections.
- Accounting Technician who processes accounts payable.
- Utility Billing Specialist and Accounting Technician who oversee City utility billings.
- Court Clerks who assist the Municipal Court judges and defendants paying fines.

Finance also oversees information systems-related functions that provide support to Finance and other departments:

- **Information Services Division**, composed of three staff, provides computer application and networking support to all City personnel, including external website and internal intranet maintenance. While not having extensive, direct public communications contact, Information Services works with staff of Administration, Community Development, Community Services, and Transit Departments to help post events, news and other content to the City's public website.
  - **Geographic Information Services (GIS) Section**, composed of one staff, provides highly technical support for utility telemetry surveys and WilsonvilleMaps.com, a public website that has extensive mapping databases, map libraries and MapOptix, a sophisticated application that maps City and other utilities infrastructure.
- **Human Resources Department**, composed of three staff, provides centralized personnel support for all city departments, including services for labor relations, compensation, classification, recruitment, selection, training and risk management. Human Resources interacts directly with employees and work applicants. Key staff for public communications include:
  - Assistant City Manager is responsible for the Human Resources and Risk Management functions of the City and oversees the Library, Community Services, and Transit departments. This position also administers the contract with Clackamas County Sheriff's Department to provide police services.
  - Human Resources Manager focuses on employee recruitment and retention issues.
- **Library**, composed of 25 staff, operates the Wilsonville Public Library. The Library provides the community with access to a wide range of books and other physical items, a growing online collection, and use of computers for Internet research and doing work. Library staff respond to thousands of reference inquiries each year, and create educational programs for children and adults. The Library has extensive contact with the community and general public, with a primary emphasis on children, youth and adult programming and other service promotion. Staff of the Library provide

support for the Library Board. The Library, along with Community Services and Transit departments, has some of the most extensive public contact of any City department due in large part to the “retail” nature of the operation.

The key staff for public communications include:

- Library Director manages the department and budget.
- Library Program Coordinator
- Adult Services Librarian
- Youth Services Librarian
- Library Volunteer Coordinator
- **Public Safety Operations / Emergency Services**
  - **Clackamas County Sheriff’s Office, doing business as Wilsonville Police.** The City contracts with the Clackamas County Sheriff’s Office to provide law enforcement services as the “Wilsonville Police Department” under the supervision of the Assistant City Manager. Composed of 18 Sheriff’s deputies/sergeants assigned to Wilsonville, the Sheriff’s deputy lieutenant acts as the Chief of Police for Wilsonville. The Sheriff’s Office/Wilsonville Police have adopted a “community policing model” that provides many opportunities for officers to mingle and mix with residents and visitors at many community events. The City also helps to fund a “School Resource Officer” who works local schools of the West Linn-Wilsonville School District on youth crime-prevention and other issues. The Sheriff’s Office/Wilsonville Police has extensive contact with members of the public in terms of traffic encounters and other law enforcement matters.

Key staff for public communications include:

    - Sheriff’s Deputy Lieutenant / Chief of Police who manages the department.
    - Sheriff’s Deputies / Officers
    - School Resource Officer provides support services to local schools for law-enforcement education and intervention.
  - **Tualatin Valley Fire & Rescue (TVFR) District** is a regional, Washington County-based emergency-services provider with its own tax-base that provides emergency and fire-protection services. TVFR Station 52 at 29875 SW Kinsman Road and Station 56 at 8445 SW Elligsen Road are part the South Integrated Operating Center in Tualatin, which is overseen by the Command & Business Operations Center / Central Operating Center in Tigard.

TVFR has extensive contact with members of the public through attendance of City functions and major community events, as well as through providing emergency services. TVFR operates a number of public-outreach programs, including SKID (Stop Kids Intoxicated Driving), residential smoke alarm program, apartment landlord program, and juvenile fire-setter intervention.

Key staff for public communications include:

    - Fire Chief, who manages TVFR
    - Station Captains
    - Community Liaisons
    - Public Information Officers (PIOs)
- **Public Works Department**, composed of over 20 regular full-time staff, is responsible for maintenance of the City’s streets, streetlights, water, sewer, and stormwater systems, administering

the industrial pretreatment program, as well as managing the operation of the Willamette River Water Treatment and Wastewater Treatment Plants. In addition, Public Works maintains all public parks and buildings, including the city's popular water features in Town Center Park and Murase Plaza.

Public Works has extensive and often casual contact with the public during the course of maintaining streets and parks — all high-profile public resources used by residents. Because of the extensive exposure of Public Works staff to the public, some observers suggest that residents may judge the quality of municipal government based on the activities of Public Works.

Public Works supervises contractors Veolia Water, which operates the Willamette River Water Treatment Plant, and CH2M Hill, which operates the Wastewater Treatment Plant.

Key staff for public communications include:

- Public Works Director manages the department and budget.
  - Operations Manager who oversees day-to-day operations.
  - Public Works Supervisors who oversee Parks & Facilities, Infrastructure and Water.
  - Industrial Pretreatment Coordinator works with representatives of larger industrial businesses that generate effluent.
- **Transit Department, doing business as SMART – South Metro Area Regional Transit**, composed of 42 staff, operates an urban-area public-transit system with service in Wilsonville and to other cities, including Canby, Salem, Tualatin, and Portland. In addition to operating seven fixed bus-routes and curb-to-curb Dial-a-Ride service for the elderly and disabled, SMART manages commuter and residential outreach and educational SMART Options programs to decrease drive alone trips and promote transit, carpooling, walking and bicycling in and around Wilsonville. SMART provides buses for special events and pre-scheduled senior lunches, shopping, and other community trips. SMART coordinates schedules with Tri-Met for Westside Express Service (WES) Commuter Rail, and other regional transportation programs. SMART also shares the operation of the 1X Salem route with Salem-Keiser Transit (Cherriots).

SMART staff have extensive contact with members of the general public, including schools through rider interaction, educational programs, and with businesses, especially larger employers with 100 or more employees who by state law are to have a DEQ approved Employee Commute Options (ECO) plan. SMART staff regularly interact with officials from Metro, ODOT, other transit agencies, city and county jurisdictions and the Federal Transit Administration (FTA). Transit, along with the Library and Community Services, has some of the most extensive public contact of any City department due in large part to the “retail” and direct public-service nature of the operation.

SMART maintains a separate website from the City and produces newsletters, articles and social media communication for the public on a daily basis.

Key staff for public communications include:

- SMART Transit Director manages the department and budgets
- Operations Manager manages operations, purchasing, and related reporting.
- SMART Options Program Manager manages programs and grants.
- Bike/Ped Coordinator facilitates the Bicycle and Pedestrian Task Force made up of citizen volunteers.
- Outreach Coordinator promotes programs, and special events.
- Bus Drivers and Customer Service/Dispatchers communicate daily with SMART riders.

Additionally, housed under the Transit Department is the Fleet Services Division.

- **Fleet Services Division**, composed of seven staff, Fleet Services manages repair and maintenance of all City owned vehicles and equipment. In addition to repair and maintenance, Fleet coordinates and executes vehicle and equipment acquisition and disposal. The department consists of one manager, four mechanics, and two employees responsible for daily cleaning and fueling of transit buses.

### **“Retail” Departments**

A distinguishing characteristic of various departments and divisions is the degree to which they have a public “retail-transaction” and direct public-service orientation. That is, some departments have a greater degree of direct or ‘face-time’ involvement with the general public in transacting business or providing a public service. These ‘retail and service’ departments tend to fluctuate more frequently based on public customer preferences.

The primary “retail and service” departments are Community Services, Library and Transit.

## **4. Audiences for City Communications**

City communications are targeted to different audiences depending on the nature of the issue.

### **A. Internal Audiences**

Audiences within City government that are responsible for conducting public business include:

- Mayor and City Council members
- Members of city boards, commissions and committees:
  - Budget Committee
  - Development Review Board
  - Library Board
  - Parks & Recreation Advisory Board
  - Planning Commission / Committee for Citizen Involvement (CCI)
  - Wilsonville Community Seniors, Inc.
  - Urban Renewal Agency Board
- City employees and families

### **B. External Audiences**

Most City communications are oriented towards the public audience outside of city government, including:

#### **■ Residents**

Wilsonville has approximately 19,500 residents. This larger audience is segmented into groupings that tend to have different interests and venues or preferences for communications:

- **Families** (59% of city population is comprised of family households; 28% of households are families with children under the age of 18)
- **Youth/children** (22% of city population is under 18 years of age)
- **Seniors** (13% of city population is over 65 years of age)
- **Population** whose primary language is not English
- **Home owners' associations** (HOAs), Charbonneau Country Club, Morey's Landing, Meadows, etc.

#### **■ Businesses/Employers**

This audience is comprised of both primarily businesses currently in Wilsonville, as well as businesses that may locate here:

- **Small businesses** principally composed of retail and service firms
- **Major employers** that are primarily manufacturing and wholesale-distribution companies, with a few larger commercial retail outlets.
- **Employees**, especially a majority of whom commute from other locations to jobs in Wilsonville; larger employers (over 100 FTE) are required by state law to have an Employee Commute Options (ECO) Plan that the Planning and Transit departments assist with.

### ■ Civic Organizations

- **Business associations:** Associated General Contractors, Clackamas County Business Alliance (CCBA), Greater Portland, Inc. (former Portland-Vancouver Regional Council Partners for Economic Development), Oregon Economic Development Assn. (OEDA), Westside Economic Alliance (WEA), Wilsonville Chamber of Commerce, Workforce Investment Council of Clackamas County (WICCO)
- **Charitable organizations:** American Cancer Society, Arts and Culture Alliance of Wilsonville, Fun In The Park, Wilsonville Arts & Culture Council, Wilsonville-Boones Ferry Historical Society
- **Service clubs:** Al Kader Shriners, Charbonneau Lions Club, Friends of the Wilsonville Center, Kiwanis Club of Wilsonville, Rotary Club of Wilsonville, Wilsonville Lions Club, Wilsonville Community Seniors, Inc.,
- **Social clubs:** MOMS Club® of Wilsonville, Moose Lodge #1598
- **Social-service agencies:** Clackamas Women's Services, Wilsonville Community Sharing

### ■ Media

- **Local media,** principally the *Wilsonville Spokesman; Charbonneau Villager, Homeowners Newsletters; Senior/WCSI Gazette.*
- **Regional media:**
  - **Newspapers:**
    - General circulation: *The Oregonian, Portland Tribune*
    - Business publications: *Portland Business Journal, Portland Daily Journal of Commerce, Oregon Business Magazine*
    - Specialty publications: *Northwest Senior & Boomer News, Portland Monthly Magazine, Willamette Week*
  - **TV:** KGW TV 8 (NBC), KOIN 6 (CBS), KOPB 10 (PBS), KPDX 49 (MyTV), KPTV 12 (Fox), KRCW 32 (CW)
  - **Radio:** KEX AM 1190, KOPB FM 91.5 (NPR)

### ■ Governments

- **Cities:** primarily the cities of Tualatin, Sherwood and West Linn; also the cities of Aurora, Canby, Oregon City, Portland and others in the metropolitan region and North Willamette Valley, including the French Prairie Forum local-governments working group
- **Counties:** primarily Clackamas and Washington counties; also Marion, Multnomah and Yamhill counties
- **County coordinating committees:** Clackamas and Washington county coordinating committees
- **School districts:** West Linn Wilsonville School District; Canby School District
- **Special districts that the City contracts or works with to provide public services, including:**
  - Clackamas County Sheriff's Office
  - Tualatin Valley Fire & Rescue District
  - Tri-Met (Tri-County Metropolitan Transit District)
  - Tualatin Valley Water District

- **Regional — Metro** (Metropolitan Service District, designated Portland Metropolitan Planning Organization (MPO)):
  - Metro Council
  - JPACT (Joint Policy Advisory Committee on Transportation)
    - TPAC (Transportation Policy Alternatives Committee)
      - Regional Freight Advisory subcommittee
      - Regional Travel Options (RTO) subcommittee
  - MPAC (Metropolitan Policy Advisory Committee)
    - MTAC (Metro Technical Advisory Committee)
- **Oregon State:**
  - Executive Agencies, including primarily:
    - Office of the Governor
    - Oregon Transportation Commission (OTC), Oregon Dept. of Transportation (ODOT)
    - Land Conservation and Development Commission (LCDC), Oregon Dept. of Land Conservation and Development (DLCD)
  - Legislative:
    - Office of State Senators of Districts 13 and 20
    - Offices of Representatives of House Districts 26 and 39
- **U.S. Federal:**
  - Executive Agencies, including primarily:
    - Federal Highway Administration (FHWA), US Dept. of Transportation
    - Federal Transit Administration (FTA), US Dept. of Transportation
    - US Army Corps of Engineers
  - Legislative:
    - Offices of US Senators from Oregon
    - Office of US Representative Congressional Districts One and Five
- **City Contractors/Service-Providers**
  - **Businesses that contract with City** to provide public services, including:
    - Republic (formerly Allied) Waste Services for franchised waste-collection/recycling services
    - Ch2M Hill for Waste-Water Treatment Plant operations and reconstruction
    - Viola Water for Willamette River Water Treatment Plant operations
    - Telecommunications utility-franchise providers, including Comcast, Frontier Communications, NW Natural, PGE, Verizon and others
    - Other consultants that the City contracts with periodically for special projects

■ **Visitors**

- Business travelers, principally during the work-week
- Leisure tourists, mainly on weekends, and to some degree summer weeks

■ **Governmental Associations/Organizations**

- Clackamas Cities Assn. (CCA)
- League of Oregon Cities (LOC)
- Oregon Mayors Assn. (OMA)
- Oregon Association of Municipal Recordors (OAMR)
- Oregon City Attorneys Association
- French Prairie Forum Local Governments Work Group
- Regional Water Providers Consortium

## **5. Communication Channels**

The City has various communication “channels” through different media to utilize and methods of disseminating information to the public and receiving public feedback.

### **A. City-Produced Communications**

These are tools the City has control over and regularly utilizes to provide information to the public and to solicit feedback. A more detailed enumeration of specific communications tools follows in this plan.

- **City publications:**
  - “Regular” or periodic publications that are produced routinely, such as the *Boones Ferry Messenger* newsletter, City Council Meeting packets and City Manager Updates.
  - “Irregular” or specially produced publications such as flyers promoting an event and select brochures that have a longer shelf-life such as “How to Testify Before the City Council.”
- **Web/Online media:**
  - City-hosted website that serves as the primary Internet medium for City communications.
  - Public comment/request form that feeds into the “CRM,” Citizen Request Module, which is a directs comments/requests to specific staff for action/response, and tracks status and fulfillment of the request.
  - Social media such as Facebook and Twitter.
- **Video: TV, streaming web content:**
  - Wilsonville Website Video-on-Demand
  - Wilsonville Website Live-Streaming Video
  - Wilsonville Government Channel (WGC TV) 30/32
- **Media Advisories:**
  - News Releases
  - Public Service Announcements (PSA)
  - News Media Press Kits
- **Events:**
  - City-hosted Public Meetings
  - Project Celebrations/Ribbon-cuttings/Ground-breakings
  - Neighborhood BBQs

### **B. Externally-Produced Communications**

A significant component of the City’s communications with the public is propagated via other parties often not directly affiliated with the City, including media outlets such as newspapers and TV, and organizations such as the chamber of commerce and civic associations. The City recognizes that timely providing information to the media and responding to inquiries helps facilitate communications and public participation in local government.

## **6. Communication Tools for External Audiences**

### **A. Publications**

#### **■ Boones Ferry Messenger newsletter**

**Description:** Monthly, black and spot-color publication that averages 12 pages in length.

**Objective:** To provide information from the Mayor, Council and city departments to the residents of Wilsonville. The *Boones Ferry Messenger* is the City's primary communications vehicle that is mailed to all residents and businesses and is also posted online as a PDF file.

The *Boones Ferry Messenger* contains 'standing' content that provides information on specific City programs, including pages dedicated to Community Services, Library and SMART Transit.

**Audience:** All Wilsonville residents with a 97070 zip code.

#### **■ Wilsonville Community Programs publication**

**Description:** Quarterly 8.5 x 11 thirty-page booklet in two spot colors.

**Objective:** To provide information about youth and family recreation opportunities, adult 55+ programs, volunteer opportunities and community special events provided by the Community Services Department at the Wilsonville Community Center.

**Audience:** Mailed to all Wilsonville households.

#### **■ Prairie Savanna Gazette newsletter**

**Description:** Quarterly publication of the Community Development Dept, Natural Resources program.

**Objective:** To provide information about programs and activities on City natural resources programs, water conservation, appropriate planting and tree-care and sustainable practices.

**Audience:** Mailed to all seniors in Wilsonville.

#### **■ Center Gazette newsletter**

**Description:** Monthly 8.5 x 11 ten-page front and back stapled publication in black and white produced by Wilsonville Community Seniors.

**Objective:** To provide information about programs, activities, meals and other events to adults 55+ in Wilsonville and the surrounding area.

**Audience:** Mailed to all seniors in Wilsonville.

#### **■ City Water Bill Inserts**

**Description:** – The City includes inserts with monthly water bill statements to inform residents about upcoming issues. This is a cost effective way to inform residents about water rate changes, sewer and wastewater issues, upcoming city events and programs, and other city services.

**Objective:** Use this cost effective way to inform residents about issues, projects, and events. The Public Affairs Coordinator will coordinate and, when necessary originate materials.

**Audience:** Wilsonville water bill recipients.

### ■ Brochures

**Description:** A variety of brochures are created in-house, including Wilsonville Parks, Guide to Public Sculpture in Wilsonville, A Historic Tour of Wilsonville, W.E.R.K. and more. These are placed in display racks at City Hall, Community Center, Library and other locations as appropriate. They are mailed in response to inquiries and used as a resource by front-line staff.

**Objective:** To provide brief easy-to-understand information about city services and programs. Produce brochures with a consistent city look

**Audience:** Wilsonville and region wide residents.

### ■ Assorted Specialty Printed Materials: Flyers, Post Cards, Door-Hangers, Transit Schedules

**Description:** Flyers, door hangers, postcards, maps, etc. are created as needed to provide information about city program and issues. Specific event post cards and mailers are distributed to targeted audiences about specific event or activity.

**Objective:** Support other communication tools with printed materials for targeted audiences.

**Audience:** Various targeted audiences depending on the message.

### ■ Annual Reports

**Description:** Various annual reports are produced by city, including budget documents, capital improvement program, annual financial report and annual drinking water report.

**Objective:** Provide important City business and information to the public.

**Audience:** The general public and various targeted audiences depending on the content.

### ■ Monthly City Manager Reports

**Description:** The City Manager produces a monthly report that compiles reports from various departments that shows projects and programs under way and reports on various metrics such as the number of housing permits issued and number of citations issued.

**Objective:** Provide the City Council, boards and commissions, city departments and the general public with comprehensive, detailed data on city operations and services.

**Audience:** City Council, boards and commissions, city departments and the general public.

### ■ City of Wilsonville document

**Description:** This document is a resource for all city information that includes a brief history, phone numbers for various departments and services, and pages dedicated to specific departments.

**Objectives:** To provide all city information in one document for easy accessibility.

**Audience:** New residents, existing residents, businesses, tourists, any others in the Portland Metro area.

### ■ Legal/Public Notices; Display Advertisements

**Description:** The City regularly places legal/public notices in commercial newspaper/online publications to advertise public-input opportunities, requests for proposals, public-contracting solicitations, etc. The City also occasionally places display advertisements in local newspapers.

**Objective:** To promote city programs and upcoming public meetings and to solicit competitive bids.

**Audience:** Wilsonville residents.

## B. Internet/Online

### ■ Web Site: [www.ci.Wilsonville.or.us](http://www.ci.Wilsonville.or.us)

**Description:** Comprehensive web site using online content management system that allows staff to post information to the numerous pages on the site without use of HTML coding. The site contains news items, department listings, calendar of city meetings and events, agendas and minutes for all Commissions, Committees and Council. The website offers easy access to city programs, services, documents and more. Viewers can request that news items agendas, calendar postings etc. be automatically e-mailed when posted.

The website includes Citizen Request Module where residents can ask city employees specific questions and receive a timely response.

Specialty websites focused on the Library and SMART Transit services are also hosted.

**Objective:** To provide “one-stop” access to city information via the World Wide Web.

**Audience:** Anyone with access to the Internet.

### ■ CRM – Citizen Request Module

**Description:** An online web-form for the public to provide feedback or ask questions of the city. The Citizen Request Module, also known as a Customer Relations Management tool, provides a database for logging-in public comments and questions that need follow-up and tracking the course of the city’s response to the public comment or question.

**Objective:** To provide an ability for public to submit questions or items for response and to ensure that these inquiries are not ‘lost’ and are responded to in a prompt manner.

**Audience:** Typically city residents and businesses.

### ■ Social Media Networking

**Description:** Social media tools such as Facebook, Twitter and other new media are new, more instant methods of reaching the residents of Wilsonville.

**Objective:** Produced a city Facebook page that is used to advertise upcoming city events such as neighborhood BBQs, Movies in the Park, project open houses, etc.

**Audience:** Wilsonville residents and anyone else who becomes a friend on the site

## C. Video: TV, Streaming Web Content

### ■ Wilsonville Website Video-on-Demand

**Description:** City Council meetings and other video presentations currently airing on Wilsonville Government Channel are available on line using video on demand service. The City’s YouTube page links back to the City’s online “video vault” that provides a variety of video presentations.

**Objective:** Reach a larger audience by providing City Council meetings and other video presentations on the city website.

**Audience:** All visitors to the City of Wilsonville website.

### ■ Wilsonville Website Live-Streaming Video

**Description:** City Council meetings and other video presentations currently airing on our government channel are available online 24 hours a day/7 days a week via live streaming. The live streaming

component provides City Council meetings and City of Wilsonville video presentations to a larger audience via the World Wide Web.

**Objective:** This service reaches a larger audience, including a majority of city employees that do not live in the city, by providing City Council meetings and other video presentations on the city's website.

**Audience:** All visitors to the City of Wilsonville website.

#### ■ **Wilsonville Government Channel (WGC TV) 30/32**

**Description:** Public access television with live broadcasts of all City Council meetings. Broadcasts are replayed numerous times over the next two weeks until the next meeting. City Council meetings and many locally produced programs can be seen on our Government Channel.

**Objective:** Use public access television to provide information about city issues, programs, events and other news to the community.

**Audience:** Wilsonville Government Channel 30/32 television viewers.

### **D. Media Advisories**

#### ■ **News Releases**

**Description:** A prepared news or publicity item about City of Wilsonville business. News releases should be timely and relevant and contain the facts of the information. The release should include basic information: who, what, where, when, why and how.

**Objectives:** To provide the local media timely, accurate, and useful news about the City of Wilsonville on a regular basis. Releases are emailed to the local media and distributed to regional media via FlashNews.Net.

**Audience:** Local and regional media.

#### ■ **Public Service Announcements (PSA)**

**Description:** 30-second ad spots that air randomly on Channel 30 Government Channel.

**Objective:** To call attention to City programs and upcoming public meetings.

**Audience:** Wilsonville Government Channel 30 Television viewers.

#### ■ **News Media Press Kits**

**Description:** Provide Press Kits to media for specific city projects, events and issues that includes:

**Cover letter** - one page that explains why the City of Wilsonville is sending a press kit.

**City information** - includes the information that is most relevant and up-to-date, as well as concise material about the city's history and key leadership. This information can include brochures, fact sheets, or other materials.

**Services material** - include material about the services the city provides the residents of Wilsonville.

**Press releases and publicity clips** - include copies of any media stories that have been done on the City of Wilsonville and our services.

**Financial information** - include a basic financial statement.

**Objectives:** To provide more information for media outlets to help them better tell our story to Wilsonville and metro area residents.

**Audience:** Local and regional media.

## **E. Events**

### **■ City-hosted Public Meetings**

**Description:** In addition to the regularly scheduled City Council, Planning Commission/Committee for Citizen Involvement and other board meetings, which always provide an open opportunity for public comment, other public meetings targeted towards specific issues are also held as needed.

**Objective:** To present the community with an opportunity to express opinions, ask questions and give input on specific city issues.

**Audience:** Wilsonville residents or specific targeted group.

### **■ Project Celebrations/Ribbon-cuttings/Ground-breakings**

**Description:** Scheduled events to highlight successful completion of a project or introduce a new project or expansion of an existing facility.

**Objective:** To invite the community and share with Wilsonville residents the successful completion of a project or inform them about an upcoming project.

**Audience:** Wilsonville residents or specific targeted group.

### **■ Neighborhood BBQs**

**Description:** Each summer, the City hosts three neighborhood barbeques that rotate through different areas of the city.

**Objective:** Provide residents with an informal opportunity to meet City Council members and City staff, learn about City programs and services, and provide feedback to City officials.

**Audience:** Residents of the neighborhood.

### **■ Portable Table-top Display for Events**

**Description:** A three-panel, portable display that highlights various city services such as library and community services programs that can be used at Neighborhood BBQs and other events.

**Objective:** To set up at community events, businesses and other high-traffic locations where residents can gather information about programs and services that the city offers residents.

**Audience:** Library patrons and community members.

### **■ Talking Points for Public Presentations and Responding to Inquiries**

**Description:** Reference sheet provided to employees and Mayor and Council related to specific and often complicated issues with extensive background. Talking Points generally contain the basics: who, what, where, when, why and how of an issue and enable city officials to become familiar with an issue quickly and respond factually to questions from the public and media.

**Audience:** Both elected officials speaking at events and front-line staff, both internal and field personnel.

### **■ Emergency Communications**

**Description:** In the City's emergency plan, public affairs staff as Public Information Officers as part of the Joint Information Center (JIC) and Emergency Operations Center (EOC) in helping inform the public on events occurring in and around the City.

**Objective:** Public affairs staff participate in on-site training exercises and participate in National Incident Management System (NIMS) training and emergency protocol as needed.

**Audience:** Wilsonville residents and businesses.

## **7. Communication Tools for Internal Audiences**

### **■ Intranet**

**Description:** City employees can view general information, presentation templates, pictures and other information of interest.

**Objective:** Ensure that employees are informed about city news and events.

**Audience:** Employees

### **■ E-mail**

**Description:** City employees receive general E-mail correspondence or from individual departments within city government.

**Objective:** Ensure that employees are informed about city news and events.

**Audience:** Employees

### **■ Managers Meeting**

**Description:** Directors of the various departments gather after City Council meetings to receive a report on the City Council meeting and discuss action items and to keep each other informed of issues in their own departments. The meetings provide an opportunity for department heads to keep abreast of what is happening in all departments and relay that information to employees in their departments. The meetings provide an opportunity to share story ideas and information to be included in the upcoming Boones Ferry Messenger.

**Objective:** Ensure that all departments are familiar with broad issues related to city business.

**Audience:** Department Heads

### **■ Department Meetings**

**Descriptions:** Each department meets regularly to exchange information and to update each other on issues and activities within the department and other departments.

**Objective:** Share information with all department employees about department business and citywide business.

**Audience:** Employees.

### **■ Employee New-Hire Orientation Guide**

**Description:** Comprehensive handbook for new employees that provides an overview about the city, payroll procedures, policies, finance, safety, health insurance, benefits and miscellaneous.

**Objective:** Provide overview and detailed information about city policies, services, benefits and procedures.

**Audience:** Primarily new employees.

## **8. New Initiatives for Additional Consideration**

There are several new initiatives and other issues for consideration that the City Council, Planning Commission/CCI and staff may seek to have incorporated into the Communications Plan. This section reviews potential options and how they may be incorporated into the City's overall communications strategy.

### **Summary**

- A. Comprehensive Community Survey**
- B. More Coordinated, Thorough City Communications**
  - Style Manual
- C. City Council Communications**
  - Special Joint Meetings of City Council with other Boards/Commissions
  - Special City Council "Hosted" Outreach Events
  - Three (3) Summer Neighborhood Barbeques (BBQs)
  - City Council Open House(s)
  - City Council "Listening Posts"
  - "Council Corner" Column in City Newsletter
- D. Boones Ferry Messenger City Newsletter Changes**
  - Re-Design
  - Volunteer Focus Feature
  - "Council Corner" Column
  - General Q & A, "person-on-the-street" Column
  - Feature articles on area businesses
  - Reporting on matters before and decisions by City leadership boards
- E. Reporting on Matters before City Leadership Boards**
- F. Special Outreach to Businesses**
  - Business Roundtable Meetings
  - Feature articles in the Boones Ferry Messenger on area businesses
  - Newsletter Tailored to Business Community
- G. City/Community Unified Event Calendar**
- H. Citizens Academy – "Wilsonville Civics 101"**
- I. Special Outreach to Homeowners' Associations**
- J. Video Productions**

## **A. Comprehensive Community Survey**

For some time the City has considered implementing a comprehensive survey of the residential community in order to better understand public priorities and issues of concern that can help to inform Council deliberations. Results of the survey, intended for completion in 2012, will help to inform the Communications Plan in terms of improvements for City communications tools and procedures.

The City has conducted a number of specific or limited surveys in the past, including a 2011-12 freight-movers survey as part of the City's Transportation Systems Plan (TSP) update process; a community survey pertaining to the Wastewater Treatment Plant conducted by consultant firm Barney & Worth in 2010; and a business survey by the consulting firm, Cogan Owens Cogan completed in 2007 for the Goal 9 Economic Opportunity Analysis (EOA) Report.

The City Manager is moving forward with development of an RFP for development and implementation of comprehensive community survey to be conducted during 2012.

## **B. More Coordinated, Thorough City Communications**

The City could improve overall communications with citizen volunteers who serve on City boards, and with residents and business interests through more coordinated and thorough communications. That is, the City should leverage as to great an extent possible content created for one purpose or communications channel that is 'repackaged' in a modified format for other channels. Most often, this may take the form of an article composed for the newsletter that is reformatted as a news release for distribution to the media, a news-item posting on the City's website and potential posting to social-media sites with a link back to the appropriate City web page.

As a component of developing a more coordinated and thorough communications process, the City will develop a "Style Manual" that guides the overall appearance or "look" and style of City publications. The primary benefit of a style manual is that it provides clear and consistent guidelines across all departments and publications providing a more unified appearance. The City uses a decentralized approach to producing public communications and therefore a style manual could be helpful to producing communications that have a consistent look no matter which department is the publisher.

The City Manager is moving forward with a more coordinated and thorough communications strategy.

## **C. City Council Communications**

Several initiatives are proposed for consideration that pertain to City Council communications; that is, new opportunities for City Council members to meet with and hear directly from other community leaders and constituents.

### **■ Special Joint Meetings of City Council with other Boards/Commissions**

Over the past year, a number of City board and commission members have indicated a desire for more regular communications to and from the City Council, including holding joint meetings on specific issues and/or annual work sessions. Institutionally, the City's Budget Committee, which includes all City Council members, already conducts joint meetings on a regular basis. Additionally, two joint City Council-Planning Commission meetings on the TSP have been scheduled for the end of 2011 and May 2012.

#### **Special joint City Council meetings with other City boards and commissions could include:**

- Planning Commission
- Development Review Board
- Library Board

- Parks & Recreation Advisory Board
- Wilsonville Community Seniors, Inc.

The City Manager can work with Council and leaders of the boards and commissions to schedule special joint work sessions that focus on annual work plans and priority issues or other objectives.

#### ■ **Special City Council “Hosted” Outreach Events**

City Council members have suggested that the Council conduct additional public meeting opportunities outside the regular City Council meetings that are more casual and less formal and less structured.

The primary City Council “hosted” event over the past few years has been a series of three “Neighborhood Barbeques (BBQs)” held each summer, rotating among neighborhoods. The City Council may desire to continue this outreach venue, modify it or discontinue in favor of alternatives.

#### **Special City Council “hosted” outreach events can include:**

- **Three (3) Summer Neighborhood Barbeques (BBQs):** Over the past several years, the City Council has hosted a series of three “Neighborhood Barbeques (BBQs)” each summer, rotating among neighborhoods. The format includes table-top displays staffed by Community Development and Transit, as well as potential displays of equipment used by Public Works, Sheriff’s Office and TVFRD. These events require considerable staffing resource to produce; staff has observed a gradual decline in Council member attendance over time, and wonders if the event still meets Council goals.
- **City Council Open House(s):** While perhaps more formal than a BBQ and less formal than a regular Council meeting, an Open House would provide an opportunity for City Council members to; in effect, “hold a reception” for the community with an opportunity to mix, network and meet with constituents. If desired, staff could produce table-top displays on general City operations or specific issues or provide other logistical support as requested.
- **City Council “Listening Posts”:** This type of casual event could be held at a local coffee shop, visitor information center, community college or City venue. One or more Council members could participate; staffing resource would presumably be limited.

#### ■ **“Council Corner” Column in City Newsletter**

For many years, the City’s Boones Ferry Messenger newsletter has run a “Mayor’s Message” column on various topical issues. A similar column for other City Council members could be developed, perhaps with Councilors “taking turns” to be featured on different months. Staff could provide assistance for “ghost writing” as would be desired by a given Councilor. More details on this proposal are included in Initiative D, Boones Ferry Messenger City Newsletter Changes.

### **D. Boones Ferry Messenger City Newsletter Changes**

With a circulation over 10,000 and prior survey information indicating that a majority of Wilsonville residents obtain their information about the community and local government from the Boones Ferry Messenger, the City’s newsletter is an important communication tool. A number of changes to the newsletter are being considered, both in content and style, that could be considered new initiatives.

#### **Potential changes to the newsletter include:**

- **Re-Design:** The newsletter currently uses a very traditional, simple lay-out format. Staff proposes a number of design changes that would improve overall appearance and readability while increasing the amount of content and information contained. Since a significant portion of current readers may be older adults, design modifications would be conservative. A major redesign would consume more time and effort than is currently desired.

- **Volunteer Focus Feature:** This new column would focus on residents who volunteer for the City on a board or commission or other capacity. Similar to the current “Employee Spotlight” column, the Volunteer Focus Feature could provide some personal information on the volunteer, the volunteer’s role with the City and the beneficial impact to the community of the volunteer’s time. City contact information would be provided for residents who may wish to volunteer.
- **“Council Corner” Column:** This new feature would be similar to the monthly Mayor’s Message that the *Boones Ferry Messenger*, has run for years, similar to other cities’ newsletters. City Councilors could take turns on a monthly basis, with each featured addressing a given topic. Staff could provide assistance for “ghost writing” as would be desired by a given Councilor.
- **General Q & A, “person-on-the-street” Column:** This new feature could feature common questions fielded by City officials on a wide variety of topics along with responses and additional resources information as is appropriate.
- **Feature articles on area businesses:** A suggestion from City Council has been to consider featuring various businesses in Wilsonville in order to increase public understanding of employers located in city. With over 900 business licenses registered to the City and a wide range of small, medium and large employers, there are many opportunities to profile local businesses. City may need to consider method of selecting businesses for profiling and potential responses to accusations of offering a competitor unfair promotion using tax-payer resources.
- **Increased reporting on matters before and decisions by City leadership boards:** Staff would work with members/chairs of City Council and appointed boards and commissions to increase the amount of reporting on matters coming before and decisions rendered by City leadership boards. More details are included in the new initiative, “Reporting on Matters before City Leadership Boards.”

## E. Reporting on Matters before City Leadership Boards

The City can attempt to communicate more information about specific items coming before various city boards, including City Council, Planning Commission/ Committee for Citizen Involvement and Development Review Board. This will take additional effort on the part of staff to identify key issues in order to increase relevancy and understanding for the general public. However, the results should increase government transparency and provide a more well-informed citizenry. Reports on prospective actions and actual results could be relayed via *Boones Ferry Messenger* and other communications tools.

## F. Special Outreach to Businesses

The City may wish to consider additional communications to businesses based in Wilsonville. Already, the City has conducted over the past few years a number of “manufacturers roundtables” that provide employers with opportunities for elected officials to hear what are the issues for business that government can help with. As the City develops a more formal economic development plan or strategy, new specific communications goals and objectives may be established.

### **New or renewed efforts for special outreach to the business community could include for consideration:**

- **Business Roundtable Meetings:** As noted above, the City has organized over the past few years a number of business roundtable meetings among area employers and government officials. Topics of these meetings have included transportation issues, workforce development and federal issues of concern; companies attending have included leading Wilsonville employers, including FLIR, Mentor Graphics, Rockwell Collins, Sysco Food Services, Xerox and others. The Mayor and City Council members have attended these meetings in the past in order to better understand the business needs of government services.

Already, the City is planning for a Spring 2012 follow-up to the “Freight-Movers Survey” of the Transportation Systems Plan (TSP) update by conducting a business roundtable for firms involved in freight movement. The Roundtable event would provide an update on the TSP process and City road projects and a summary of feedback received by the City from companies that move freight.

- **Feature articles in the Boones Ferry Messenger on area businesses:** More details appear in Initiative D, “*Boones Ferry Messenger City Newsletter Changes.*”
- **Newsletter Tailored to Business Community:** Periodically over the past few years, a suggestion has been made that the City could be more proactive with the business community by increasing direct communications with businesses. A business newsletter presumably would be distributed to all Wilsonville-based businesses; the publication would be distinguished from the chamber of commerce newsletter, which is distributed only to member firms, of which a considerable number are not based in Wilsonville.

Such a new publication would require further consideration of a host of issues, including:

- *Different ‘classes’ of businesses:* The city is composed of both small businesses and major employers, each of which has different priorities, issues and needs. Content would need fashioned that is responsive to these different kinds of businesses.
- *Content:* Some potential content, such as proposed new developments and road projects impacting traffic flow, would be of potential interest to all kinds of businesses. Other content would be more focused on particular kinds or classes of businesses.

Potential content includes:

- City updates on municipal matters and plans, such as master plan revisions, proposed rate increases, TSP update, Goal 9 Economic Opportunities Analysis update, economic development strategic plan update, etc.
- City reports on new and proposed developments, data on permits issuance, road construction activities, public-comment opportunities, etc.
- Counties/Metro updates on policies being considered, transportation improvements planned, public-comment opportunities, etc.
- Education and workforce development updates from the local schools (*e.g.*, school-to-work programs, robotics teams), Clackamas Community College and OIT, Workforce Investment Council of Clackamas County (WICCO), and others as is appropriate.
- State agency updates from Business Oregon about business-development and trade-show programs, and to a lesser extent ODOT and DLCD.
- Federal agency updates from US Dept. of Commerce pertaining to programs such as SBA loan-guarantee services, Export-Import Bank assistance, government contracting opportunities, USDA business programs, etc.
- Special programs and services; *e.g.*, Energy Trust audits and PGE programs to reduce energy consumption, etc.
- *Circulation:* How many copies to produce? How to target correct recipients – especially in larger businesses?
- *Product type/distribution:* Would the newsletter be a traditional “print” product on paper, or an electronic publication, either as email text or link to PDF file on City website.
- *Frequency:* Would such a newsletter be distributed monthly, quarterly or some other time frame.

## **G. City/Community Unified Event Calendar**

Currently, no single calendar exists that provides the public with comprehensive listings and information on all events occurring in and near Wilsonville. The City website tends to list only city-produced events, and may periodically list city-sponsored events. However, other community events not affiliated with the City or held on private property do not appear on the City website, which can lead to calls of inquiry to City departments that may or may not have information and can refer callers to the chamber of commerce.

The City's Public Library has special "First Amendment" dispensation to post a wide variety of content and event listings, both at the library and online. The Library could host a community calendar; however, doing so would entail considerable staff effort for soliciting and posting events that has seemed neither feasible nor central to the Library's mission.

The Library Director, is exploring an option for the chamber of commerce to host a community calendar as a component of the chamber's larger community-outreach efforts and providing of visitor information through contracts with both City and Clackamas County. The chamber has debuted a revamped website with a new calendar function that appears more user friendly and easier to access.

## **H. Citizens Academy – "Wilsonville Civics 101"**

The City may wish to work with local schools, community college, chamber and others to develop a Citizens Academy — a type of "Wilsonville Civics 101: Getting to Know Your City Government" course. The program would be designed to educate adult and youth members of the community about the roles and function of municipal government. Issues for resolution would include locating resources, developing a curriculum and marketing.

Goals of the program could include:

- To increase the number of informed and involved citizens in Wilsonville.
- To "put a face" on local government, making it more accessible to the community.
- To encourage participation in City boards and commissions.

## **I. Special Outreach to Homeowners' Associations**

As part of a larger communications effort to residents, the City may seek to make special efforts to communicate with homeowners' associations of different neighborhoods/residential subdivision developments. To gauge if homeowners' associations seek more interaction with the City or desire more information, the associations could be surveyed for their issues of concern and the best methods for the City to relay updates and information.

The survey may find that homeowners' associations may like the idea of a presentation at a meeting by City Council and staff or a special publication targeted toward their issues of concern.

## **J. Video Productions**

The City has produced over time a number of short videos on specific topics, such as new road construction projects and the Wastewater Treatment Plant upgrade. These videos are shown on WCGTV cable channel 30 and are available for download from the City's website. A new round of videos are proposed for 2012, some of which would be produced in conjunction with the chamber of commerce.

Some of the topics that the videos could feature include:

- Stormwater management and new master plan
- Parks & recreation programs hosted by City
- Developing Engelmann Neighborhood Park
- City road projects
- City marketing video for business recruitment
- City information video new residents

# City of Wilsonville

## **Communications Plan**

DRAFT January 2012

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### A. Inventory of City of Wilsonville Publications

Lead Dept.	Publication Name	Type	Circulation	Frequency	Page-Count	Publication Date
Admin	Boones Ferry Messenger	Newsletter	10,000 <sup>1</sup>	12x/year	12-14	Last week of month
CD	Annual Water Quality Report	Brochure	10,000 <sup>1</sup>	1x/year	2	April
CD	Capital Improvement Program Report	Newsletter	10,000 <sup>1</sup>	One time report in 2009	4	2009. Individual project fact sheets will be distributed in 2012
CD/NR	Prairie Savanna Gazette	Newsletter		4x/year	4	Dec. March, June, Sept.
CS	Wilsonville Community Programs	Newsletter	10,000 <sup>1</sup>	4x/year	32	
CS	Center Gazette	Newsletter		12x/year	10	
Fin	Proposed Budget	Book	30 hard copies	1x/year	350	April
Fin	Proposed Budget for web	E-doc / PDF	Online	Same	Same	Same
Fin	Adopted Budget	Book	30 hard copies	1x/year	350	August
Fin	Adopted Budget for web	E-doc / PDF	Online	Same	Same	Same
Fin	5-Year Financial Forecast	Book	35 in-house	1x/year	60	Late October
Fin	5-Year Forecast for web	E-doc / PDF	Online	Same	Same	Same
Fin	Annual Financial Report	Book	30 hard copies	1x/year	170	December
Fin	Annual Financial Report for web	E-doc / PDF	Online	Same	Same	Same

Notes

<sup>1</sup> All addresses in City of Wilsonville 97070 zip code.

Lead Dept. key:

- Admin = Administration
- CD = Community Development
  - CD/NR = Community Development, Natural Resources program
- CS = Community Services
- Fin = Finance Dept.

## B. Inventory of City of Wilsonville Videos

Most of these videos were produced in-house for use on WGC TV 30/32, and have been converted into an online format available as streaming video on the City's website.

### 2008

Fill the Bus  
Library at the Crossroads  
City Shots – Wilsonville Police Department  
Missoula Palooza  
Charlotte Lehan Farewell Photo Display  
Year in Review

### 2009

PW Week 2009 – Serving the Community with Pride  
Earth Week 2009 Focusing on Sustainability and Community Involvement  
City of Wilsonville Video  
Oregon 150 — The Wilsonville Way Parade  
Minutes with the Mayor – Transportation  
Minutes with the Mayor - Metro  
City of Wilsonville – A Great Place to Live, Work and Play  
School Zone Enforcement  
Minutes with the Mayor – Commercial-Industrial Development  
Allied Waste – Recycling on a Roll  
Minutes with the Mayor – SMART Central  
Minutes with the Mayor – Boones Ferry Road Construction

### 2010

Welcome to the Community Fitness Center  
Energy Efficiency Presentation  
Smart Growth Forum  
Ernest Kolbe Interpretive Panel Unveiling  
PW Week 2010 Above, Below and All Around  
Kiwanis Kids Fun Run  
Basalt Creek  
Tracking Wildlife Tracks at Coffee Lake Wetlands  
Wilsonville Community Center Active Lifestyles, Social Opportunities, Healthy Community  
Engineers Without Borders  
Sign Inventory  
2010 Year in Review

### 2011

WWTP Expansion and Rehabilitation Project  
PW Week 2011 Serving You and Your Community  
Splash!  
Preferred Pumper Program  
Recycling in the Parks  
City of Wilsonville Live, Work, Play, Grow  
The WWTP Project – introducing CH2M Hill  
Brenchley Estates  
FM – Old Town Square  
Wilsonville Road Business Park  
I-5/Wilsonville Road Interchange Project  
Lowrie Primary School Construction

### C. Boones Ferry Messenger Proposed 2012 Editorial Calendar

January 2012 Issue		
p 1	Front-Page Lead Article	Transportation System Plan Open House
p 1	Mayor's Message	TSP
p 2	Top Shelf (Library news)	
p 3	Community Connection	<ul style="list-style-type: none"> <li>• Community Services news</li> <li>• January events</li> </ul>
p 4	Library Monthly Events	January events
p 5	Smart Talk	January Events
p 6	Monthly Calendar of Events	January 2012 calendar of events
p 7	Employee Spotlight	Amanda Hoffman – Assistant Planner
p 7	Chief's Corner	Running Red Lights
p 8	Community Info & Updates	Mike Stone retires Art Tech Sustainability Speaker Series
p 9	Community Info & Updates	Speaker Series continued City seeks input on TSP
p 10	Sustainability News	Xerox donates funds for new park and food bank City accepting applications for tourism/matching grant program
p 10	Community Info & Updates	<ul style="list-style-type: none"> <li>• CH2M Hill assumes operation of Sewer Plant</li> </ul>
p 11	City Government News	Consumer Reports & ACSM - Do's & Dont's on Exercise Gordon Haag and Ed Stelle retire from Wilsonville PD Wellness Resolutions
p 12	Back/Mailer Page	Proposed Route for Tonquin Trail Connects Rivers, Cities and People
p 13	Government News	Wellness Resolutions continued Home Builder Highlight: Stone Bridge Homes NW
p 14		Contact Box: City Council, Manager, Newsletter Article jumps; event announcements Tourism Matching Grant continued OrePac donations to Food Bank and TACE Budget Billing

**January National Themes:** National Volunteer Blood Donor Month; National Mentoring Month; Staying Healthy Month; Winter Storm Preparation

February 2012 Issue		
p 1	Front-Page Lead Article	City Sets Record Breaking Building Activity
p 1	Mayor's Message	City Sets Record Growth Despite Recession
p 2	Top Shelf (Library news)	
p 3	Community Connection	<ul style="list-style-type: none"> <li>• Upcoming Programs and Classes</li> <li>• Senior Event</li> <li>• Daddy/Daughter Dance</li> </ul>
p 4	Library Monthly Events	February Events
p 5	Smart Talk	February Events
p 6	Monthly Calendar of Events	February 2012 calendar of events
p 7	Employee Spotlight	Cricket Taylor –Billing Specialist
p 7	Chief's Corner	WPD still part of Clackamas County Sheriff's Department
p 8	Community Info & Updates	<ul style="list-style-type: none"> <li>• Stephan Lashbrook hired as Transit Director</li> <li>• Peggy Watters Retires</li> </ul>
p 9	Community Info & Updates	Wilsonville Walkers celebrate 6th Anniversary Peggy Watters Retires continued
p 10	Sustainability News	Living Local Fair

p 10	Community Info & Updates	Skate Park Site Selected Gary Wallis to Retire
p 11	City Government News	City Adopts Emergency Operations Plan Skate Park Site Selected continued
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Article jumps; event announcements New Payment Options for Utility Bill Gary Wallis continued

**February National Themes:** Black History Month; 'Go Direct' Month

**March 2012 Issue**

p 1	Front-Page Lead Article	
p 1	Mayor's Message	
p 2	Top Shelf (Library news)	
p 3	Community Connection	<ul style="list-style-type: none"> <li>• Community Services news</li> <li>• Upcoming Programs and Classes</li> </ul>
p 4	Library Monthly Events	March Events
p 5	Smart Talk	March Events
p 6	Monthly Calendar of Events	March 2012 calendar of events
p 7	Employee Spotlight	
p 7	Chief's Corner	
p 8	Community Info & Updates	<ul style="list-style-type: none"> <li>• Tree Care Note – Tree Topping</li> <li>• Water System Flushing Program</li> <li>• Pesticide and Herbicide Use Not Abuse</li> <li>• Save Energy Tips</li> </ul>
p 9	Community Info & Updates	
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Contact box; article jumps; event announcements

**March National Themes:** American Red Cross Month; March for Meals; The Great American Cleanup; National Women's History Month; Tornadoes; Tsunami Awareness

**April 2012 Issue**

p 1	Front-Page Lead Article	
p 1	Mayor's Message	
p 2	Top Shelf (Library news)	
p 3	Community Connection	<ul style="list-style-type: none"> <li>• Community Services news</li> <li>• Upcoming Programs and Classes</li> </ul>
p 4	Library Monthly Events	April Events
p 5	Smart Talk	April Events
p 6	Monthly Calendar of Events	April 2012 calendar of events
p 7	Employee Spotlight	
p 7	Chief's Corner	
p 8	Community Info & Updates	
p 9	Community Info & Updates	
p 10	Sustainability News	Earth Day news/events
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Contact box; article jumps; event announcements

**April National Themes:** National 9-1-1 Education Month; National Financial Literacy Month; National Frog Month; Stress Awareness Month; National Volunteer Week; Earth Day

**May 2012 Issue**

p 1	Front-Page Lead Article	
p 1	Mayor's Message	
p 2	Top Shelf (Library news)	
p 3	Community Connection	<ul style="list-style-type: none"> <li>• Community Services news</li> <li>• Upcoming Programs and Classes</li> </ul>
p 4	Library Monthly Events	May Events
p 5	Smart Talk	May Events
p 6	Monthly Calendar of Events	May 2012 calendar of events
p 7	Employee Spotlight	
p 7	Chief's Corner	
p 8	Community Info & Updates	<ul style="list-style-type: none"> <li>• Bulky Waste Drop Off Event</li> <li>• Public Works Week</li> <li>• WERK Day</li> <li>• Water Features are turned on</li> </ul>
p 9	Community Info & Updates	
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Contact box; article jumps; event announcements

**May National Themes:** Mental Health Month; National Older Americans Month; National Arson Awareness Week; Public Service Recognition Week; National Nurses Week; National Women's Health Week; National Police Week; National Public Works Week; National EMS Week

**June 2012 Issue**

p 1	Front-Page Lead Article	
p 1	Mayor's Message	
p 2	Top Shelf (Library news)	
p 3	Community Connection	<ul style="list-style-type: none"> <li>• Community Services news</li> <li>• Upcoming Programs and Classes</li> </ul>
p 4	Library Monthly Events	June Events
p 5	Smart Talk	June Events
p 6	Monthly Calendar of Events	June 2012 calendar of events
p 7	Employee Spotlight	
p 7	Chief's Corner	
p 8	Community Info & Updates	Celebrate Flag Day
p 9	Community Info & Updates	
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Contact box; article jumps; event announcements

**June National Themes:** National Safety Month – National Safety Council; National CPR & AED Awareness Week; Lightning Awareness Week

**July 2012 Issue**

p 1	Front-Page Lead Article	
p 1	Mayor's Message	
p 2	Top Shelf (Library news)	
p 3	Community Connection	<ul style="list-style-type: none"> <li>• Community Services news</li> <li>• Upcoming Programs and Classes</li> </ul>
p 4	Library Monthly Events	July Events
p 5	Smart Talk	July Events

p 6	Monthly Calendar of Events	July 2012 calendar of events
p 7	Employee Spotlight	
p 7	Chief's Corner	
p 8	Community Info & Updates	• Fireworks Safety
p 9	Community Info & Updates	
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Contact box; article jumps; event announcements

**July National Themes:** National Picnic Month; Critical Days of Summer (fire safety awareness); Summer Thunderstorms; National Parents' Day

**August 2012 Issue**

p 1	Front-Page Lead Article	
p 1	Mayor's Message	
p 2	Top Shelf (Library news)	
p 3	Community Connection	• Community Services news • Upcoming Programs and Classes
p 4	Library Monthly Events	August Events
p 5	Smart Talk	August Events
p 6	Monthly Calendar of Events	November 2011 calendar of events
p 7	Employee Spotlight	
p 7	Chief's Corner	
p 8	Community Info & Updates	• National Night Out • Road Projects
p 9	Community Info & Updates	
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Contact box; article jumps; event announcements

**August National Themes:** Heat Wave; Water Conservation; Annual National Night Out

**September 2012 Issue**

p 1	Front-Page Lead Article	
p 1	Mayor's Message	
p 2	Top Shelf (Library news)	
p 3	Community Connection	• Community Services news • Upcoming Programs and Classes
p 4	Library Monthly Events	September Events
p 5	Smart Talk	September Events
p 6	Monthly Calendar of Events	September 2012 calendar of events
p 7	Employee Spotlight	
p 7	Chief's Corner	
p 8	Community Info & Updates	• Community Services Opportunity Grant Program • Back to School • Water Features are turned off • Volunteer Recognition
p 9	Community Info & Updates	
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Contact box; article jumps; event announcements

**September National Themes:** Back to School Activities; Wildfire Mitigation; National Preparedness Month; Self Improvement Month; National Hispanic Heritage Month; National Assisted Living Week; Deaf Awareness Week; Citizenship Day

**October 2012 Issue**

p 1	Front-Page Lead Article	
p 1	Mayor's Message	
p 2	Top Shelf (Library news)	
p 3	Community Connection	<ul style="list-style-type: none"> <li>• Community Services news</li> <li>• Upcoming Programs and Classes</li> </ul>
p 4	Library Monthly Events	October Events
p 5	Smart Talk	October Events
p 6	Monthly Calendar of Events	October 2012 calendar of events
p 7	Employee Spotlight	
p 7	Chief's Corner	
p 8	Community Info & Updates	<ul style="list-style-type: none"> <li>• Community Services Opportunity Grant Program</li> <li>• Boards and Commissions Openings</li> <li>• Fall Harvest Festival</li> <li>• Halloween Safety</li> </ul>
p 9	Community Info & Updates	
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Contact box; article jumps; event announcements

**October National Themes:** Crime Prevention Month; Celebrate Safe Communities; National Aids-Drug-Disabilities Awareness Month; Fire Prevention Week – NFPA; America's Safe Schools Week; National School Bus Safety Week; Make a Difference Day; National Red Ribbon Week

**November 2012 Issue**

p 1	Front-Page Lead Article	
p 1	Mayor's Message	
p 2	Top Shelf (Library news)	
p 3	Community Connection	<ul style="list-style-type: none"> <li>• Community Services news</li> <li>• Upcoming Programs and Classes</li> </ul>
p 4	Library Monthly Events	November Events
p 5	Smart Talk	November Events
p 6	Monthly Calendar of Events	November 2012 calendar of events
p 7	Employee Spotlight	
p 7	Chief's Corner	
p 8	Community Info & Updates	
p 9	Community Info & Updates	
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Contact box; article jumps; event announcements

**November National Themes:** National American Indian Heritage Month; National Hunger and Homelessness Awareness Week

**December 2012 Issue**

p 1	Front-Page Lead Article	
p 1	Mayor's Message	
p 2	Top Shelf (Library news)	
p 3	Community Connection	<ul style="list-style-type: none"> <li>• Community Services news</li> </ul>

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		• Upcoming Programs and Classes
p 4	Library Monthly Events	December Events
p 5	Smart Talk	December Events
p 6	Monthly Calendar of Events	December 2012 calendar of events
p 7	Employee Spotlight	
p 7	Chief's Corner	
p 8	Community Info & Updates	• Boards and Commissions Openings
p 9	Community Info & Updates	
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Contact box; article jumps; event announcements

**December National Themes:** Winter Storm Awareness

## D. Past Three Years of Boones Ferry Messenger Editorial Content: 2009-11

### ■ 2011 Boones Ferry Messenger Editorial Content

January 2011 Issue		
p 1	Front-Page Lead Article	Construction Begins on I-5 Wilsonville Road Interchange Project
p 1	Mayor's Message	Interchange Project Promises Community Benefit
p 2	Top Shelf (Library news)	What do you want to learn this year?
p 3	Community Connection	Offerings for Adults 55+ Winter Class Registration Begins
p 4	Library Monthly Events	January Events
p 5	Smart Talk	10 SMART New Year's Resolutions
p 6	Monthly Calendar of Events	November 2011 calendar of events
p 7	Employee Spotlight	Kalen Garrison – Mechanic II
p 7	Chief's Corner	Inclement Weather Driving Tips Call for Vendors for Keeping it Local Fair
p 8	Community Info & Updates	City Welcomes Two New City Councilors
p 9	Community Info & Updates	Interchange Project Open House scheduled for Jan 5 Villebois School site relocation moves forward
p 10	Sustainability News	CC adopts sustainability resolution Villebois school site relocation continued...
p 11	City Government News	City to partner with a private firm on WWTP project Work finishes up on Barber Street project
P 12	City Government News	Crafting City Budget is ongoing process OrePac donates \$4,000 to Library
P 13	City Government News	OrePac donation continued... Stream Shading and Water Quality
P 14	City Government News	Design Firm selected for SMART Operations and Fleet Facility City and residents revisit Old Town Neighborhood Master Plan
p 16	Back/Mailer Page	Have you reached a plateau in your weight loss? Barber street project is finished continued...
February 2011 Issue		
p 1	Front-Page Lead Article	Solar Panel Manufacturer Recruited to Wilsonville
p 1	Mayor's Message	New Jobs, Major Investment, Require Innovation
p 2	Top Shelf (Library news)	Rolling out the red carpet
p 3	Community Connection	Community Center offers AARP Tax Assistance Daddy-Daughter Fairy Tale Ball
p 4	Library Monthly Events	January Events
p 5	Smart Talk	10 SMART New Year's Resolutions
p 6	Monthly Calendar of Events	February 2011 calendar of events
p 7	Employee Spotlight	Daniel Pauly Assistant Planner
p 7	Chief's Corner	Things your burglar won't tell you
p 8	Community Info & Updates	City looks at 5 year budget forecast What is Kettlebell Training? Centrifuge is back online at WWTP
p 9	Community Info & Updates	Stormwater Master Plan helps city address needs Sherwood taps into Water Treatment Plant
p 10	Sustainability News	PSU Students take on Sustainability Project Sherwood taps into WTP continued... WWTP Equipment Status: Centrifuge back on line Headworks quits working
p 11	City Government News	I-5 Wilsonville Road project in full swing Library foundation recognizes five individuals

p 12 Back/Mailer Page Sewer rates increase and utility billing paperless options  
Take the PW survey  
Sign up for eNews

**March 2011 Issue**

p 1	Front-Page Lead Article	Beauty and the Bridge Begins Enhancements for Cyclists and Peds
p 1	Mayor's Message	Beauty and the Bridge
p 2	Top Shelf (Library news)	Grab you umbrella
p 3	Community Connection	This is your brain on art Wilsonville Hoop Camp
p 4	Library Monthly Events	March Events
p 5	Smart Talk	March events
p 6	Monthly Calendar of Events	March 2011 calendar of events
p 7	Employee Spotlight	John Smith Library Clerk III
p 7	Chief's Corner	Things your burglar won't tell you Part II Wilsonville Festival of Arts June 4 and 5
p 8	Community Info & Updates	SMART to receive two new busses and a trolley Sobering health statistics for the American Population
p 9	Community Info & Updates	Thunderbird Mobile Court property to become Brenchley Estates Calling Our Authors Festival of Arts gains Rose Festival sanctioned event status
p 10	Sustainability News	We need your sustainability ideas Park rentals begin March 14 PSU students take on sustainability project
p 11	City Government News	WWTP Project: The Next Steps Detour in place at intersection of SW Tooze Rd and SW Westfall Rd Have a tree for the Heritage Tree Program?
P 12	City Government News	City proposes new Urban Renewal District for Economic Development
P 13	City Government News	I-5/Wilsonville Road Interchange Project in Full Swing Park rentals begin March 14 Have a tree for the heritage program continued...
p 14	Back/Mailer Page	City proposes new urban renewal district continued... 2011 festival of arts gains event status continued... PSU students take on sustainability project continued...

**April 2011 Issue**

p 1	Front-Page Lead Article	Intersection at 95 <sup>th</sup> Avenue and Boones Ferry Road to receive improvements
p 1	Mayor's Message	Urban Renewal: A good tool for Wilsonville
p 2	Top Shelf (Library news)	What poem is in your pocket?
p 3	Community Connection	Debunking food myths Eat Well, Move Well, Think Well Intermediate Yoga Egg Hunt
p 4	Library Monthly Events	April Events
p 5	Smart Talk	April events
p 6	Monthly Calendar of Events	April 2011 calendar of events
p 7	Employee Spotlight	Arnie Gray – Public Works Supervisor
p 7	Chief's Corner	Solicitors go door to door 5ht annual plant sale fundraiser
p 8	Community Info & Updates	City Manager Recruitment City announces Wilsonville Web TV Ways to Avoid Pain at the Pump
p 9	Community Info & Updates	Reminder do not top trees And the survey says
p 10	Sustainability News	Emerald Solutions

		City crews flush hydrants from April-June
p 11	City Government News	Responsible Pesticide Use: Reduce or eliminate pesticide use Drug take back event April 30 at PW
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Article jumps; event announcements Responsible pesticide use continued... Utility bill joins budget billing program

**May 2011 Issue**

p 1	Front-Page Lead Article	Wilsonville is getting charged up
p 1	Mayor's Message	City participates in EV charging rolling out
p 2	Top Shelf (Library news)	Gandbare Japan
p 3	Community Connection	WERK Day Mother and Son Hollywood Premier
p 4	Library Monthly Events	May Events
p 5	Smart Talk	May Events Drive Less with Mobile Device Apps
p 6	Monthly Calendar of Events	May 2011 calendar of events
p 7	Employee Spotlight	Gregg Johansen Transit Training Coordinator
p 7	Chief's Corner	New officers Safety fair partnership with Lamb's Thriftway
p 8	Community Info & Updates	Discover Wilsonville Sustainability Showcase Wilsonville Zimride
p 9	Community Info & Updates	Wilsonville Road Business Park Earthquake Awareness: Do you have a plan?
p 10	Sustainability News	Community feedback on Town Center Vision Survey Public Works Week and WERK Day
p 11	City Government News	PW prepares water features for upcoming season Earthquake plan continued...
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Article jumps; event announcements

**June 2011 Issue**

p 1	Front-Page Lead Article	Capital infrastructure program is thriving
p 1	Mayor's Message	Major projects improve Wilsonville
p 2	Top Shelf (Library news)	Travel to Novel Destinations this summer at the library
p 3	Community Connection	Go Skateboarding day Wilsonville Wheelers Biking Group Camps, Camps, Camps
p 4	Library Monthly Events	June Events
p 5	Smart Talk	June Events
p 6	Monthly Calendar of Events	June 2011 calendar of events
p 7	Employee Spotlight	Barbara Jacobson – Assistant City Attorney
p 7	Chief's Corner	National Safety Month Safety fair partnership with Lamb's Thriftway
p 8	Community Info & Updates	The Bike Train has arrived SMART and WHS unveil Wildcat Themed bus shelters Backflow testing due June 30
p 9	Community Info & Updates	City moves forward on construction of new Fleet Building SMART building information and surplus sale process
p 10	Sustainability News	City earns county award for sustainability Drug take back event a success
p 11	City Government News	SMART building for sale continued... City recognized at Walk Friendly Community What is the NEAT principle?

p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter
<b>July 2011 Issue</b>		
p 1	Front-Page Lead Article	City welcomes Bryan Cosgrove
p 1	Mayor's Message	Council welcomes new city manager
p 2	Top Shelf (Library news)	Lewis and Clark many novel destinations
p 3	Community Connection	Movies in the Park Camps, Camps, Camps
p 4	Library Monthly Events	July Events
p 5	Smart Talk	July Events
p 6	Monthly Calendar of Events	July 2011 calendar of events
p 7	Employee Spotlight	Candi Garrett Engineering Administrative Assistant
p 7	Chief's Corner	Fireworks safety Barber Street/Kinsman Road Open House State of the City address
p 8	Community Info & Updates	City works on Barber Street and Kinsman Road FM-Old Town Square update
p 9	Community Info & Updates	Former SMART Building for sale July 14 Wilsonville Detective named top child abuse investigator
p 10	Sustainability News	City places recycle bins in Memorial Park and TC Park Fun in the Park is August 6 Thursday Market at the Ville Clackamas County Commissions join the Wilsonville parade
p 11	City Government News	SMART building for sale continued... Transportation Systems Plan update project FM- Old Town Square update continued...
P 12	City Government News	Stein-Boozer Barn open for public enjoyment Adopt a Roadway programs helps keep Wilsonville litter free
P 13	City Government News	Area EV drivers can plug in at City hall Beauty and the Bridge artists in action Hillside restoration
p 14	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Article jumps; event announcements Mission Statement Priorities for Council Attention
<b>August 2011 Issue</b>		
p 1	Front-Page Lead Article	Fred Meyer celebrates a Grand Opening
p 1	Mayor's Message	Old Town Square is great Gateway to Community
p 2	Top Shelf (Library news)	Slow down and read a good book
p 3	Community Connection	Movies in the Park Camps, Camps, Camps
p 4	Library Monthly Events	August Events
p 5	Smart Talk	August Events
p 6	Monthly Calendar of Events	August 2011 calendar of events
p 7	Employee Spotlight	Steven Engelfried Youth Services Librarian
p 7	Chief's Corner	Rules of the Road Attending movies in the park? Enter drawing
p 8	Community Info & Updates	Budget committee board has one opening Library board has one opening Window fall protection
p 9	Community Info & Updates	The female athlete triad Volunteers recognized for service to the city
p 10	Sustainability News	Wilsonville event recycling City employees complete first aid CPR AED training

p 11	City Government News	Access to quality public transportation leads to big savings Smorgasbord of fun at fun in the park
P 12	City Government News	I-5/Wilsonville Road interchange project is ahead of schedule What does your community need? Have you checked out Web TV?
P 13	City Government News	FM and Old Town Square: Wilsonville's newest retail destination Claims process for women and Hispanic farmers and ranchers
p 14	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Article jumps; event announcements Lost and found in Wilsonville

**September 2011 Issue**

p 1	Front-Page Lead Article	Work begins on new SMART Fleet Facility
p 1	Mayor's Message	New transit fleet facility benefits community
p 2	Top Shelf (Library news)	Happy birthday Roald Dahl
p 3	Community Connection	Mini hoppers basketball Programs for 55+
p 4	Library Monthly Events	September Events
p 5	Smart Talk	September Events
p 6	Monthly Calendar of Events	September 2011 calendar of events
p 7	Employee Spotlight	Tommy Reeder Senior Utility Worker
p 7	Chief's Corner	National Night Out thank you Wilsonville 5K and 10K
p 8	Community Info & Updates	Martin Brown wins Building Official of the Year Award Summer Fire Safety Are you Ready? National Preparedness Month
p 9	Community Info & Updates	Homebuilder Highlight – Legend Homes Are you ready? Continued... Sleep right live long
p 10	Sustainability News	Free Home Energy IQ workshops What are we to believe? Fitness trends and products
p 11	City Government News	National Drug take back day Grant helps with improving Montebello park
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Article jumps; event announcements

**October 2011 Issue**

p 1	Front-Page Lead Article	Teamwork Helps Villebois Development Move Forward
p 1	Mayor's Message	City Works with Residents and Home Builders to Find Solutions
p 2	Top Shelf (Library news)	National Book Month - What to read?
p 3	Community Connection	3rd Annual Fall Harvest Fest Healthy Living Day Wilsonville Academy Upcoming Programs and Classes
p 4	Library Monthly Events	October Events Detective Fiction Class Dewey Talks Lewis and Clark class Teen Murder Mystery
p 5	Smart Talk	October Events Drive Less with Mobile Device Apps
p 6	Monthly Calendar of Events	October 2011 calendar of events
p 7	Employee Spotlight	Patty Brescia, Senior Programs Manager
p 7	Chief's Corner	School Zone Enforcement

p 8	Community Info & Updates	Wilsonville Community Sharing - A guiding light in times of need There's An App For That!
p 9	Community Info & Updates	Weight Loss Plateau: Have You Reached It? Home Builder Highlight: Polygon Northwest Company
p 10	Sustainability News	Recycle bins get a makeover
p 10	Community Info & Updates	The City's Neighborhood BBQ Series is Heating Up
p 11	City Government News	I-5/Wilsonville Road Interchange Project: Moving Forward At A Good Pace City Accepting Applications for 2011 Community Services Opportunity Grant Program Public Hearing on 5-Year Financial Forecast Scheduled for Nov. 2
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Article jumps; event announcements

**November 2011 Issue**

p 1	Front-Page Lead Article	Old Town Has A Plan
p 1	Mayor's Message	Old Town
p 2	Top Shelf (Library news)	November and it is time to start noveling
p 3	Community Connection	Alzheimer's Caregiver support group Keep those holiday pounds off Willie the Bear
p 4	Library Monthly Events	Write a novel in 30 days Booknotes concert series Teen event Robotics day
p 5	Smart Talk	Guide dogs ride SMART Carpool/match NW is now drive less connect
p 6	Monthly Calendar of Events	November 2011 calendar of events
p 7	Employee Spotlight	Dan Stark GIS Manager
p 7	Chief's Corner	Holiday Shopping
p 8	Community Info & Updates	Renter's Relief Program Expands Use QR Code to visit city website Design begins on Montebello Park
p 9	Community Info & Updates	Weight loss Plateau – Have you reached it? GIS interns help locate stormwater elements
p 10	Sustainability News	Yard debris and composting tips
p 10	Community Info & Updates	CH2M Hill assumes operation of Sewer Plant
p 11	City Government News	CH2M Hill plant design to meet city's current and future needs Montebello Design story continued
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Article jumps; event announcements GIS interns continued Old Town Plan continued City Council work sessions now broadcast announcement

**December 2011 Issue**

p 1	Front-Page Lead Article	SMART CNG Buses
p 1	Mayor's Message	Green, sustainable buses
p 2	Top Shelf (Library news)	
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	December Events
p 5	Smart Talk	December Events
p 6	Monthly Calendar of Events	December 2011 calendar of events
p 7	Employee Spotlight	Mike Ward – Civil Engineer
p 7	Chief's Corner	
p 8	Community Info & Updates	95 <sup>th</sup> /Commerce Circle Project

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		Beauty and the Bridge Sherwood Water Partnership CNG Buses Arrive
p 9	Community Info & Updates	Weight loss Plateau – Have you reached it? GIS interns help locate stormwater elements
p 10	Sustainability News	Yard debris and composting tips
p 10	Community Info & Updates	CH2M Hill assumes operation of Sewer Plant
p 11	City Government News	Stormwater Master Plan Montebello Design story continued
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Article jumps; event announcements GIS interns continued Old Town Plan continued City Council work sessions now broadcast announcement

■ 2010 Boones Ferry Messenger Editorial Content

January 2010 Issue		
p 1	Front-Page Lead Article	Villebois Features Low Impact Development Practices
p 1	Mayor's Message	Five year budget forecast
p 2	Top Shelf (Library news)	Kick off the new year right
p 3	Community Connection	Lifelong learning academy
p 4	Library Monthly Events	January Events
p 5	Smart Talk	January Events Drive Less with Mobile Device Apps
p 6	Monthly Calendar of Events	January 2010 calendar of events
p 7	Employee Spotlight	Bernie Molnar – Transit Driver
p 7	Chief's Corner	Inclement weather driving tips
p 8	Community Info & Updates	Submit nominations for heritage trees Villebois low impact practices continued
p 9	Community Info & Updates	PW makes improvements to city parks Heating equipment tips Gardening tips for January City awarded \$800,000 in federal funds for road projects
p 10	Sustainability News	Winterizing tips Vitamin D and Calcium Levels – are you getting enough?
p 11	City Government News	Public works is prepared for winter storms
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Changes in the works at SMART Central 2010 Heart of Gold Celebration
February 2010 Issue		
p 1	Front-Page Lead Article	Is there a future for arts, culture and heritage in Wilsonville?
p 1	Mayor's Message	Recognized as Tree City USA for 10 years
p 2	Top Shelf (Library news)	Can't make it to Vancouver BC? Looking for some Olympic Spirit?
p 3	Community Connection	International food tasting headlines 55+ activities Daddy Daughter Sock Hop Upcoming classes and events
p 4	Library Monthly Events	Conversation project Outliers the story of success Computer classes NW author series
p 5	Smart Talk	
p 6	Monthly Calendar of Events	February 2010 calendar of events
p 7	Employee Spotlight	Peggy Watters Community Services Director
p 7	Chief's Corner	New Hands Free Cell Phone Law
p 8	Community Info & Updates	Ultraviolet rays shut down pathogenic microorganisms Coffee Creek Industrial Area receives grant for design work
p 9	Community Info & Updates	City awards Community Services Opportunity Grants Councilor Kirk receives recognition for Orepac's support of TACE
p 10	Sustainability News	Local businesses lead by example
p 10	Community Info & Updates (cont)	Gardening tips for February PW Director Delora Kerber elected to Oregon APWA Board
p 11	City Government News	City seeks to fill openings on the DRB and Planning Commission It is now illegal to trash that computer or TV Speed Reader Boards installed on Boeckman Road Arts and culture story continued...
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Grahams Ferry Road Construction

2010 Census stand up and be counted  
US Census Bureau Jobs

**March 2010 Issue**

p 1	Front-Page Lead Article	Wilsonville residents benefit from using soft water
p 1	Mayor's Message	Thank you for participating in Urban-Rural Reserves Process
p 2	Top Shelf (Library news)	Erin Go Bragh!
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	March Events
p 5	Smart Talk	March Events
p 6	Monthly Calendar of Events	March 2010 calendar of events
p 7	Employee Spotlight	Steve Adams Deputy City Engineer
p 7	Chief's Corner	Car Clouts unauthorized entry into motor vehicles
p 8	Community Info & Updates	Improving our health with active transportation Scenes from "Extraordinary Measures" filmed in Wilsonville
p 9	Community Info & Updates	Tree Care Note – Tree Topping Water System Flushing Program
p 10	Sustainability News	March sustainability Education Series Event Fitness Forum
p 11	City Government News	Pesticide and Herbicide Use Not Abuse Save Energy Save Money
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Pressure Regulators are your friends Red Cross Blood Drive

**April 2010 Issue**

p 1	Front-Page Lead Article	Tri-Met considering WES commuter train service reductions
p 1	Mayor's Message	Speaking at Lions Club Convention
p 2	Top Shelf (Library news)	Clean, Read, Repeat
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	April Events
p 5	Smart Talk	April Events
p 6	Monthly Calendar of Events	April 2010 calendar of events
p 7	Employee Spotlight	Terry Rich – Transit Driver Library Board has position available in July
p 7	Chief's Corner	Dog Leash Laws
p 8	Community Info & Updates	Mercedes-Benz receives Excellence Award City launches backflow program
p 9	Community Info & Updates	Smart Growth Regional Transportation Plan Only rain down the drain City employee helps with Haiti Relief
p 10	Sustainability News	Celebrate the 40 <sup>th</sup> Anniversary of Earth Day Backflow program continued...
p 10	Community Info & Updates (con't)	Remember only rain down the drain continued... Thermoplastic Provides Long Lasting Benefits
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Junk to Funk Parade Rotary Heart of Gold Celebration of Success Spring Plant Sale Fundraiser

**May 2010 Issue**

p 1	Front-Page Lead Article	Creekside Woods project on track for December Opening
p 1	Mayor's Message	OIT coming to Wilsonville
p 2	Top Shelf (Library news)	Get ready to start your engines
p 3	Community Connection	Upcoming Programs and Classes

p 4	Library Monthly Events	May Events
p 5	Smart Talk	May Events
p 6	Monthly Calendar of Events	May 2010 calendar of events
p 7	Employee Spotlight	Brad Moore Fitness Specialist
p 7	Chief's Corner	Skateboard Ordinance Bulky Waste Drop Off at Allied Waste
p 8	Community Info & Updates	More retro-reflectivity helps provide safer driving conditions Sculptures to be removed May 17
p 9	Community Info & Updates	Public Works Week May 16-22 Intersection near Boones Ferry Primary to receive new traffic signal Tenth Annual WERK Day
p 10	Sustainability News	May sustainability events Want to lose weight? Resistance train
p 11	City Government News	Sculptures to be removed continued... Paperless billing is coming soon City welcomes OIT
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Junk to Funk Parade 2010 Street Maintenance Program

**June 2010 Issue**

p 1	Front-Page Lead Article	New SMART facility provides break area and public restrooms
p 1	Mayor's Message	Junk to Funk parade
p 2	Top Shelf (Library news)	Sign up for the summer reading program
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	June Events
p 5	Smart Talk	June Events
p 6	Monthly Calendar of Events	June 2010 calendar of events
p 7	Employee Spotlight	Cathy Rodocker Assistant Finance Director
p 7	Chief's Corner	National Night Out
p 8	Community Info & Updates	Electric Vehicles are on the horizon Health update
p 9	Community Info & Updates	Soda blasting helps in the fight against graffiti Charbonneau well and pump telemetry upgrade Celebrate Flag Day with the 1 <sup>st</sup> Marine Band
p 10	Sustainability News	Livability Workshop shaping the future of our community Want to lose weight? Resistance train
p 11	City Government News	Biosolids processing at the Wastewater Treatment Plant
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter State of the City address June 7 Barber Street Project – Boones Ferry Road to Boberg Road Boones Ferry Road construction

**July 2010 Issue**

p 1	Front-Page Lead Article	Go play in July and Celebrate National Park and Recreation Month
p 1	Mayor's Message	Get out and play
p 2	Top Shelf (Library news)	Get Wet at the library
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	July Events
p 5	Smart Talk	July Events
p 6	Monthly Calendar of Events	July 2010 calendar of events
p 7	Employee Spotlight	Sue Farnsworth Municipal Court Clerk
p 7	Chief's Corner	Fireworks Safety
p 8	Community Info & Updates	Celebrate your Nature Graham Oaks Nature Park grand opening in September New development tool assists in serving the community TVF&R

p 9	Community Info & Updates	Tracking tracks near Boeckman Road
p 10	Sustainability News	Low Impact Development Activity guidelines for weight loss
p 11	City Government News	Boones Ferry Road construction continued... Grahams Ferry Road Reconstruction New Playground equipment installed at city parks
p 12	Back/Mailer Page	Memorial Park recognized as Best Overall Park by NW Kids Magazine City Celebrates National Parks and Recreation Month continued... Community Appreciation Night at Volcanoes Stadium

**August 2010 Issue**

p 1	Front-Page Lead Article	Ribbon Cutting and Celebration at SMART Central at Wilsonville Station
p 1	Mayor's Message	SMART Central at Wilsonville Station
p 2	Top Shelf (Library news)	What's in your picnic basket?
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	Events
p 5	Smart Talk	Events
p 6	Monthly Calendar of Events	calendar of events
p 7	Employee Spotlight	Gwyn Case Library Aid
p 7	Chief's Corner	National Night Out Graham Oaks Opening Celebration in September
p 8	Community Info & Updates	Transit to buy two CNG buses New carbon monoxide alarm rules take effect July 1
p 9	Community Info & Updates	Carbon monoxide rules continued... Improvements to the Wastewater Treatment Plant include odor control
p 10	Sustainability News	Recycler of the Year Award Personal Training at the Community Center Building and Planning Road Projects in Wilsonville
p 10	Community Info & Updates	CH2M Hill assumes operation of Sewer Plant
p 11	City Government News	City offers Renters Utility Relief Program Road projects continued... Invasive species awareness week Aug 2-8
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Goat Appreciation Day Aug 8 Fun in the Park Aug 7 Board WES Fridays in August for free family fun

**September 2010 Issue**

p 1	Front-Page Lead Article	Graham Oaks Grand Opening Celebration Sept 18
p 1	Mayor's Message	Fred Meyer started construction in July – Old Town Square
p 2	Top Shelf (Library news)	Back to School
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	September Events
p 5	Smart Talk	September Events
p 6	Monthly Calendar of Events	September 2010 calendar of events
p 7	Employee Spotlight	Andrea Erickson Library Program Coordinator
p 7	Chief's Corner	Thank you for hosting National Night Out events
p 8	Community Info & Updates	Planning begins for land between Wilsonville and Tualatin Wilsonville selected for Walkability Pilot Testing
p 9	Community Info & Updates	Boones Ferry Road/Fred Meyer Old Town Update City hosts industry forum for WWTP DBO Firms
p 10	Sustainability News	Rain water harvesting and rain garden workshop Body image – are you imagining the wrong body?
p 11	City Government News	City benefits from ARRA funds Police Department adds dedicated traffic unit

p 12 Back/Mailer Page Wilsonville 5K and 10K support library  
Water features turned off on Labor Day  
Did you know? Dogs running loose in city's parks and natural areas

**October 2010 Issue**

p 1	Front-Page Lead Article	Graham Oaks Nature Park: Dating back to the 1850s
p 1	Mayor's Message	Graham Oaks
p 2	Top Shelf (Library news)	2.4, 112, 26.2
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	October Events
p 5	Smart Talk	October Events
p 6	Monthly Calendar of Events	October 2010 calendar of events
p 7	Employee Spotlight	Sandra King City Recorder
p 7	Chief's Corner	Halloween Safety
p 8	Community Info & Updates	I-5/Wilsonville Road Interchange Project Update Applications for Community Services Opportunity Grant Program Design to begin on two new SMART facilities
p 9	Community Info & Updates	Sign inventory helps city meet FHWA standards
p 10	Sustainability News	City Nature Walks Exercise and Bone Health
p 11	City Government News	Centrifuge is vital to Wastewater Treatment Plant operations Driver needed: home delivery meals
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Sign up for eNews at the city's website What is in the video vault? Library presents author Pamela Aidan on October 28

**November 2010 Issue**

p 1	Front-Page Lead Article	New businesses open in Wilsonville
p 1	Mayor's Message	Aggressive economic strategy
p 2	Top Shelf (Library news)	Elections and Revolutions
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	November Events
p 5	Smart Talk	November Events
p 6	Monthly Calendar of Events	November 2010 calendar of events
p 7	Employee Spotlight	Eric Mende Deputy City Engineer
p 7	Chief's Corner	Inattentive Drivers Wilsonville Robotics Day at the Library
p 8	Community Info & Updates	Polygon NW kick starts development at Villebois Put paint cans and other liquids in proper place Eaton adds DC Quick Charger to Wilsonville facility
p 9	Community Info & Updates	New policy helps solar industry and homeowners Wilsonville is open for business
p 10	Sustainability News	A lone oak tells the Graham Oaks story Recycling is catching on in Wilsonville
p 11	City Government News	Request for Proposal sent to three qualified firms for the WWTP project
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Community Center offers functional movement screening Lone oaks tells story continued...

**December 2010 Issue**

p 1	Front-Page Lead Article	Doors open at Creekside Woods
p 1	Mayor's Message	Creekside Woods
p 2	Top Shelf (Library news)	Need help getting ready for the holidays?
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	December Events

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p 5	Smart Talk	December Events
p 6	Monthly Calendar of Events	December 2010 calendar of events
p 7	Employee Spotlight	Don Walters Plans Examiner
p 7	Chief's Corner	Crosswalk safety Intermittent closures of 110 <sup>th</sup> Avenue in Villebois
p 8	Community Info & Updates	Initial work beings on two roads in Coffee Lake wetlands Arlene Loble to retire after 19 years as City Manager
p 9	Community Info & Updates	TC Park Pathway Provides Vital Link Arlene Loble retires continued...
p 10	Sustainability News	Montebello Park Grant Funding Pursuit Continues Is health and fitness in your new year's resolution?
p 11	City Government News	Wastewater Treatment Plant has its limits
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Water rate to increase Utility billing paperless options Work session audio files are on the city website

■ 2009 Boones Ferry Messenger Editorial Content

January 2009 Issue		
p 1	Front-Page Lead Article	Tim Knapp is Wilsonville's new Mayor
p 1	Mayor's Message	Real pleasure to serve as Mayor
p 2	Top Shelf (Library news)	
p 3	Community Connection	Winter parks and recreation programs Daddy Daughter Hawaiian Luau Adults 55+ Murder Mystery Party OSU Fall Prevention Research Study
p 4	Library Monthly Events	January Events Free Computer Classes After School Book Bash Game Night Film Makers Christina Katz local author
p 5	Smart Talk	
p 6	Monthly Calendar of Events	November 2009 calendar of events
p 7	Employee Spotlight	Keith Katko – Accounting Operations Manager
p 7	Chief's Corner	Inclement weather driving tips
p 8	Community Info & Updates	Are you Ready for winter? Homebuyer education workshop
p 9	Community Info & Updates	
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	City Council members gear up for the new year
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Red Cross Blood Drive Applications for 2009 Matching Grant Program What is on you Government Channel?
February 2009 Issue		
p 1	Front-Page Lead Article	Open House on I-5/Wilsonville Road Interchange Project
p 1	Mayor's Message	Better Days Are Ahead
p 2	Top Shelf (Library news)	Mango Mania Audio books Food for fines Online language learning William Blake seminar
p 3	Community Connection	New Year brings commitment to Health and Fitness Daddy Daughter Hawaiian Luau
p 4	Library Monthly Events	William Blake Booknotes Concert Series Coraline Christine Fletcher – Essential skills for fiction writers
p 5	Smart Talk	
p 6	Monthly Calendar of Events	February 2009 calendar of events
p 7	Employee Spotlight	Sadie Wallenberg – Information and Referral Specialist
p 7	Chief's Corner	Vehicle Break-ins and thefts
p 8	Community Info & Updates	Gardening Classes Tree safety and pruning after a storm event Metro adopts business recycling requirements
p 9	Community Info & Updates	I-5/99W Connector Update Villebois Update

p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	
p 12	Back/Mailer Page	Did You Know? SMART connects to 5 other transportation systems Privilege Tax Boeckman Road Speed Reduction Homebuyer Workshop WHS Academic Mentoring Opportunities

<b>March 2009 Issue</b>		
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p 1	Front-Page Lead Article	A Bump on Boeckman Road
p 1	Mayor's Message	Transit ridership
p 2	Top Shelf (Library news)	Resolution – Lose Weight, Learn something new, get taxes done, meet new friends Library Board Opening
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	March Events
p 5	Smart Talk	March Events
p 6	Monthly Calendar of Events	March 2009 calendar of events
p 7	Employee Spotlight	Steve Munsterman – Public Works Operations Chief
p 7	Chief's Corner	Skateboarding etiquette
p 8	Community Info & Updates	Ask the City Restoring Native Plants in Memorial Park The scoop on SCADA Celebrating Oregon's 150 <sup>th</sup> Birthday The Wilsonville Way
p 9	Community Info & Updates	Terrewalks to the Rescue Heritage Tree Committee wants you
p 10	Sustainability News	Urban Forest Pesticide/Herbicide Alternatives for Lawn and General Use
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Red Cross Blood Drive Help Celebrate the Past and nominate a tree today

<b>April 2009 Issue</b>		
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p 1	Front-Page Lead Article	Transportation Projects to Benefit Wilsonville
p 1	Mayor's Message	Training and Goal Setting Sessions
p 2	Top Shelf (Library news)	
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	April Events
p 5	Smart Talk	
p 6	Monthly Calendar of Events	April 2009 calendar of events
p 7	Employee Spotlight	Evie Proctor – Nutrition Program Coordinator
p 7	Chief's Corner	Crosswalk Etiquette
p 8	Community Info & Updates	Join us at the Community Garden Skateboard Park Receives a Facelift Coyotes in Urban Areas
p 9	Community Info & Updates	Walk Smart Get your Oregon 150 T-shirts What is public art's future in Wilsonville?
p 10	Sustainability News	
p 10	Community Info & Updates	
p 11	City Government News	Good news for the Day Road Design Overlay District New and Improved Tauchman House The Five Year Capital Improvement Plan
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Fill the Bus Food Drive

Oregon E-Cycles

**May 2009 Issue**

p 1	Front-Page Lead Article	State of the City 2009
p 1	Mayor's Message	Washington DC Trip
p 2	Top Shelf (Library news)	How much do you know about Wilsonville's History? Adult summer reading program
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	May Events
p 5	Smart Talk	
p 6	Monthly Calendar of Events	May 2009 calendar of events
p 7	Employee Spotlight	Sally Hartill – Project Coordinator
p 7	Chief's Corner	New members on the police force
p 8	Community Info & Updates	Library offers faster internet access Graham Oaks – A grand addition to the city Working to improve the City's Wastewater Treatment Plant Help fill the bus on May 2 March for Meals Join us for the OR 150 Parade
p 12	Back/Mailer Page	Art on the Town Festival of Arts May 30-31 Bill Paying Made Easy Fill the Bus May 2 Public Works Week May 16-23

**June 2009 Issue**

p 1	Front-Page Lead Article	Construction Activity on Town Center Loop
p 1	Mayor's Message	System Development Charges
p 2	Top Shelf (Library news)	
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	June Events
p 5	Smart Talk	
p 6	Monthly Calendar of Events	June 2009 calendar of events
p 7	Employee Spotlight	Andrea Villagrana – HR Manager
p 7	Chief's Corner	Keep dogs on leashes in the parks
p 8	Community Info & Updates	Boones Ferry Road Reconstruction Wilsonville Oregon at 40 1969-2009 Looking Back Wilsonville's History Timeline
p 9	Community Info & Updates	Questions and Answers on SDCs SMART benefits from ARRA Funds Crews flush waterlines Repairs completed at skate park Wilsonville's business recycling requirement Highlights from Earth Week 2009
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Park Bench honors Emery and Alice Aden Red Cross Blood Drive

**July 2009 Issue**

p 1	Front-Page Lead Article	I-5/Wilsonville Road Interchange Open House
p 1	Mayor's Message	Honor to be Grand Marshalls in OR 150 Parade
p 2	Top Shelf (Library news)	
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	July Events
p 5	Smart Talk	Carefree Commuter Challenge
p 6	Monthly Calendar of Events	July 2009 calendar of events
p 7	Employee Spotlight	Monica Anderson PW Utilities Manager

p 7	Chief's Corner	Water Safety
p 8	Community Info & Updates	Memorial Park and Murase Plaza Walking Tour ODOT starts I-5 Paving Project Former SMART Building for sale Got Fireworks? Keep it legal, Keep it Safe Fun in the Park on August 1
p 10	Sustainability News	
p 11	City Government News	Capital Investments Helping the Economy Boeckman Road Update Direct Funds help create new Library Programs
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Article jumps; event announcements Get your OR 150 T-Shirt Wilsonville Toyota-Scion receives Excellence Award CIP Annual Report will arrive in mailboxes soon

**August 2009 Issue**

p 1	Front-Page Lead Article	Construction begins on Boones Ferry Road
p 1	Mayor's Message	Working to jumpstart the Creekside Woods Project
p 2	Top Shelf (Library news)	
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	August Events
p 6	Monthly Calendar of Events	August 2009 calendar of events
p 7	Employee Spotlight	Beth Wolf – Information Systems Assistant
p 7	Chief's Corner	WPD changes its look
p 8	Community Info & Updates	Trolley Tour of Summer Treatment of wastewater begins at Headworks A.K.A. Science WPD New Look Same Reliable Service Public Hearings on Proposed Urban and Rural Reserves Stormwater Master Plan Update – Making Positive Changes GIS Interns Gather info around town
p 9	Community Info & Updates	Guided Tour through Memorial Park Allied Proposes Rate increase
p 11	City Government News	Finance Department recognized for excellence in financial reporting A walk in the park with the Natural Resources Department
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Did You Know? City trees and lights First Time Homebuyer Workshop Video on the Web A Ferry Tale: Wilsonville, Oregon's Transportation Town

**September 2009 Issue**

p 1	Front-Page Lead Article	City's Green Team strives to educate about sustainability
p 1	Mayor's Message	Graham Oaks Nature Park
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	September Events
p 6	Monthly Calendar of Events	September 2009 calendar of events
p 7	Employee Spotlight	Stephen Lashbrook - Assistant Community Development Director
p 7	Chief's Corner	Safety
p 8	Community Info & Updates	Graham Oaks Nature Park breaking ground in September Another successful season ends at Wilsonville's Water Parks Tennis viewing area open to the public Park at Merryfield celebrates National Night Out Planning Commission to consider amendments regarding ADUs
p 9	Community Info & Updates	Live within a mile of your child's school?

		Public hearing on proposed Urban and Rural Reserves
p 10	Sustainability News	The dirt on waste sorts Tonquin Trail planning begins
p 11	City Government News	DRB has important role in the Look of the City Business Oregon visits Wilsonville
p 12	Back/Mailer Page	Contact Box: City Council, Manager, Newsletter Red Cross Blood Drive New resident welcome Fall food fest moves to fun center

**October 2009 Issue**

p 1	Front-Page Lead Article	City website provides video on demand
p 1	Mayor's Message	Smart growth and sustainability
p 2	Top Shelf (Library news)	Colonel Mustard
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	October Events
p 5	Smart Talk	October Events
p 6	Monthly Calendar of Events	October 2009 calendar of events
p 7	Employee Spotlight	Julie Fanger Community Service Officer
p 7	Chief's Corner	Halloween Safety Tips
p 8	Community Info & Updates	I-5/Wilsonville Road Interchange Open House Work begins on Creekside Woods Tree and Shrub care
p 9	Community Info & Updates	The Regional Transportation Plan Pick a pear...any pear Become a sustainable transportation hero SMART makes improvements to bus stops
p 10	Sustainability News	What is sustainability? Metro Council seeks public input
p 11	City Government News	Facts about the H1N1 Flu ODOT to host Wilsonville Interchange Project Open House
p 12	Back/Mailer Page	Charbonneau Arts Festival Office Support Systems offers free e-waste recycling A Ferry Tale of Wilsonville, Oregon's Transportation Town

**November 2009 Issue**

p 1	Front-Page Lead Article	Creekside Woods Groundbreaking
p 1	Mayor's Message	WWTP DBO
p 2	Top Shelf (Library news)	
p 3	Community Connection	Upcoming Programs and Classes
p 4	Library Monthly Events	November Events
p 5	Smart Talk	November Events
p 6	Monthly Calendar of Events	November 2009 calendar of events
p 7	Employee Spotlight	Tamara Callaway – Legal Assistant
p 7	Chief's Corner	Inattentive Drivers
p 8	Community Info & Updates	Recycling on a Roll new carts arrive week of Nov 16-20 Tonquin Trail to offer bike and pedestrian opportunities Combining projects saves time and money
p 9	Community Info & Updates	The Treatment Process More seasonal flu vaccine expected to arrive in time for flu season Garden Maintenance for the winter months SMART installs Cat's Eye
p 10	Sustainability News	AmeriCorps Member Kelsey Walsh strives to leave legacy Boones Ferry Road construction
p 10	Community Info & Updates (con't)	Planning Commission helps shape Wilsonville's future Fall Leaf Disposal

p 11 City Government News

p 12 Back/Mailer Page      Historic Afghan of Wilsonville for sale  
Walk SMART Walk at lunch event

**December 2009 Issue**

p 1 Front-Page Lead Article      Seely Ditch Bridge gets second life at Graham Oaks Nature Park

p 1 Mayor's Message      Reflecting on 2009

p 2 Top Shelf (Library news)

p 3 Community Connection      Upcoming Programs and Classes

p 4 Library Monthly Events      December Events

p 5 Smart Talk      December Events

p 6 Monthly Calendar of Events      December 2009 calendar of events

p 7 Employee Spotlight      Jennifer Nelson – Nutrition Coordinator

p 7 Chief's Corner      Holiday Shopping

p 8 Community Info & Updates      Library employees thank Wilsonville citizens  
Graham Oaks Road Reconstruction

p 9 Community Info & Updates      The need for cooler stream and river water  
Help shape the future of the Tonquin Trail  
Garden maintenance tips for December  
Holiday trash and recycling collection  
Scouting for food on Dec. 5  
Wipes products aren't flushable

p 10 Sustainability News      Engage the community in smart growth and sustainability concepts  
Grease is the word

p 11 City Government News      Water Feature repairs at Murase Plaza  
Swine Flu – Good Advice H1N1 Preventive methods

p 12 Back/Mailer Page      Red Cross Blood Drive  
Celebrate the Environment Think SMART Ride SMART

**E. Past Three Years' Regular BFM Features:  
Employee Spotlight and Chief's Corner**

<b>Issue Date</b>	<b>Employee Spotlight</b>	<b>Chief's Corner</b>
<b>Jan 2011</b>	Kalen Garrison, Equipment Mechanic II	Inclement weather driving tips
Feb	Daniel Pauly, Assistant Planner	Home Burglaries
Mar	John Smith, Library Clerk II	Things your burglar won't tell you Part II
Apr	Arnie Gray, PW Supervisor	Solicitors
May	Gregg Johansen, Transit Trainer	New Officers join WPD
Jun	Barbara Jacobsen, Assistant City Attorney	June is National Safety Month
Jul	Candi Garrett, Administrative Assistant I	Fireworks Safety
Aug	Steven Engelfried, Youth Services Librarian	Share the Road – Bikes and Cars
Sep	Tommy Reeder, Sr. Utility Worker	National Night Out – Thank You
Oct	Patty Brescia, Senior Programs Manager	School Zone Enforcement
Nov	Dan Stark, GIS Manager	Holiday Shopping
Dec	Mike Ward, Civil Engineer	
<b>Jan 2010</b>	Bernie Molnar, Transit Driver	Inclement weather driving tips
Feb	Peggy Watters, Community Services Director	New Hands Free Cell Phone Law
Mar	Steve Adams, Deputy City Engineer	Car Clouts unauthorized entry into motor vehicles
Apr	Terry Rich, Transit Driver	Dog Leash Laws
May	Brad Moore, Fitness Specialist	Skateboard Ordinance
Jun	Cathy Rodocker, Assistant Finance Director	National Night Out
Jul	Sue Farnsworth, Municipal Court Clerk	Fireworks Safety
Aug	Gwyn Case, Library Aid	National Night Out
Sep	Andrea Erickson, Library Program Coordinator	Thank you for hosting National Night Out events
Oct	Sandra King, City Recorder	Halloween Safety
Nov	Eric Mende, Deputy City Engineer	Inattentive Drivers
Dec	Don Walters, Plans Examiner	Crosswalk safety
<b>Jan 2009</b>	Keith Katko, Accounting Operations Manager	Inclement weather driving tips
Feb	Sadie Wallenberg, Information and Referral Specialist	Vehicle Break-ins and thefts
Mar	Steve Munsterman, Public Works Operations Chief	Skateboarding etiquette
Apr	Evie Proctor, Nutrition Program Coordinator	Crosswalk Etiquette
May	Sally Hartill, Project Coordinator	New members on the police force
Jun	Andrea Villagrana, HR Manager	Keep dogs on leashes in the parks
Jul	Monica Anderson, PW Utilities Manager	Water Safety
Aug	Beth Wolf, Information Systems Assistant	WPD changes its look
Sep	Stephen Lashbrook, Assistant Community Development Director	Safety
Oct	Julie Fanger Community Service Officer	Halloween Safety Tips
Nov	Tamara Callaway, Legal Assistant	Inattentive Drivers
Dec	Jennifer Nelson, Nutrition Coordinator	Holiday Shopping

**F. 2010 US Census Demographic Profile Data for Wilsonville  
(97070 Zip Code)**

Subject	Number	Percent
<b>SEX AND AGE</b>		
<b>Total population</b>	<b>19,509</b>	<b>100</b>
Under 5 years	1,216	6.2
5 to 9 years	1,229	6.3
10 to 14 years	1,181	6.1
15 to 19 years	1,059	5.4
20 to 24 years	1,335	6.8
25 to 29 years	1,766	9.1
30 to 34 years	1,630	8.4
35 to 39 years	1,446	7.4
40 to 44 years	1,430	7.3
45 to 49 years	1,379	7.1
50 to 54 years	1,240	6.4
55 to 59 years	1,111	5.7
60 to 64 years	890	4.6
65 to 69 years	711	3.6
70 to 74 years	452	2.3
75 to 79 years	438	2.2
80 to 84 years	430	2.2
85 years and over	566	2.9
<b>Median age (years)</b>	<b>36.2</b>	<b>( X )</b>
16 years and over	15,673	80.3
18 years and over	15,226	78
21 years and over	14,620	74.9
62 years and over	3,131	16
65 years and over	2,597	13.3
<b>Male population</b>	<b>9,084</b>	<b>46.6</b>
Under 5 years	630	3.2
5 to 9 years	605	3.1
10 to 14 years	608	3.1
15 to 19 years	537	2.8
20 to 24 years	601	3.1
25 to 29 years	852	4.4
30 to 34 years	748	3.8
35 to 39 years	653	3.3
40 to 44 years	677	3.5
45 to 49 years	609	3.1
50 to 54 years	563	2.9
55 to 59 years	514	2.6
60 to 64 years	415	2.1
65 to 69 years	322	1.7
70 to 74 years	201	1
75 to 79 years	190	1
80 to 84 years	171	0.9
85 years and over	188	1
<b>Median age (years)</b>	<b>34.7</b>	<b>( X )</b>
16 years and over	7,121	36.5
18 years and over	6,895	35.3
21 years and over	6,608	33.9

Subject	Number	Percent
62 years and over	1,329	6.8
65 years and over	1,072	5.5
<b>Female population</b>	<b>10,425</b>	<b>53.4</b>
Under 5 years	586	3
5 to 9 years	624	3.2
10 to 14 years	573	2.9
15 to 19 years	522	2.7
20 to 24 years	734	3.8
25 to 29 years	914	4.7
30 to 34 years	882	4.5
35 to 39 years	793	4.1
40 to 44 years	753	3.9
45 to 49 years	770	3.9
50 to 54 years	677	3.5
55 to 59 years	597	3.1
60 to 64 years	475	2.4
65 to 69 years	389	2
70 to 74 years	251	1.3
75 to 79 years	248	1.3
80 to 84 years	259	1.3
85 years and over	378	1.9
<b>Median age (years)</b>	<b>37.4</b>	<b>( X )</b>
16 years and over	8,552	43.8
18 years and over	8,331	42.7
21 years and over	8,012	41.1
62 years and over	1,802	9.2
65 years and over	1,525	7.8
<b>RACE</b>		
<b>Total population</b>	<b>19,509</b>	<b>100</b>
<b>One Race</b>	<b>18,889</b>	<b>96.8</b>
White	16,644	85.3
Black or African American	296	1.5
American Indian and Alaska Native	190	1
Asian	746	3.8
Asian Indian	221	1.1
Chinese	147	0.8
Filipino	54	0.3
Japanese	63	0.3
Korean	118	0.6
Vietnamese	44	0.2
Other Asian [1]	99	0.5
Native Hawaiian and Other Pacific Islander	85	0.4
Native Hawaiian	18	0.1
Guamanian or Chamorro	26	0.1
Samoa	12	0.1
Other Pacific Islander [2]	29	0.1
Some Other Race	928	4.8
<b>Two or More Races</b>	<b>620</b>	<b>3.2</b>
White; American Indian and Alaska	125	0.6

Subject	Number	Percent
Native [3]		
White; Asian [3]	162	0.8
White; Black or African American [3]	79	0.4
White; Some Other Race [3]	150	0.8
Race alone or in combination with one or more other races: [4]		
White	17,220	88.3
Black or African American	414	2.1
American Indian and Alaska Native	348	1.8
Asian	948	4.9
Native Hawaiian and Other Pacific Islander	133	0.7
Some Other Race	1,111	5.7
<b>HISPANIC OR LATINO</b>		
Total population	19,509	100
Hispanic or Latino (of any race)	2,360	12.1
Mexican	1,942	10
Puerto Rican	67	0.3
Cuban	18	0.1
Other Hispanic or Latino [5]	333	1.7
Not Hispanic or Latino	17,149	87.9
<b>HISPANIC OR LATINO AND RACE</b>		
Total population	19,509	100
Hispanic or Latino	2,360	12.1
White alone	1,157	5.9
Black or African American alone	25	0.1
American Indian and Alaska Native alone	43	0.2
Asian alone	14	0.1
Native Hawaiian and Other Pacific Islander alone	7	0
Some Other Race alone	910	4.7
Two or More Races	204	1
Not Hispanic or Latino	17,149	87.9
White alone	15,487	79.4
Black or African American alone	271	1.4
American Indian and Alaska Native alone	147	0.8
Asian alone	732	3.8
Native Hawaiian and Other Pacific Islander alone	78	0.4
Some Other Race alone	18	0.1
Two or More Races	416	2.1
<b>RELATIONSHIP</b>		
Total population	19,509	100
In households	17,913	91.8
Householder	7,859	40.3
Spouse [6]	3,561	18.3
Child	4,869	25
Own child under 18 years	4,034	20.7
Other relatives	544	2.8
Under 18 years	173	0.9
65 years and over	79	0.4
Nonrelatives	1,080	5.5
Under 18 years	65	0.3

Subject	Number	Percent
65 years and over	69	0.4
Unmarried partner	564	2.9
In group quarters	1,596	8.2
Institutionalized population	1,554	8
Male	407	2.1
Female	1,147	5.9
Noninstitutionalized population	42	0.2
Male	31	0.2
Female	11	0.1
<b>HOUSEHOLDS BY TYPE</b>		
<b>Total households</b>	<b>7,859</b>	<b>100</b>
Family households (families) [7]	4,658	59.3
With own children under 18 years	2,226	28.3
Husband-wife family	3,561	45.3
With own children under 18 years	1,550	19.7
Male householder, no wife present	314	4
With own children under 18 years	185	2.4
Female householder, no husband present	783	10
With own children under 18 years	491	6.2
Nonfamily households [7]	3,201	40.7
Householder living alone	2,589	32.9
Male	1,094	13.9
65 years and over	208	2.6
Female	1,495	19
65 years and over	721	9.2
Households with individuals under 18 years	2,346	29.9
Households with individuals 65 years and over	1,910	24.3
Average household size	2.28	(X)
Average family size [7]	2.93	(X)
<b>HOUSING OCCUPANCY</b>		
Total housing units	8,487	100
Occupied housing units	7,859	92.6
Vacant housing units	628	7.4
For rent	291	3.4
Rented, not occupied	32	0.4
For sale only	110	1.3
Sold, not occupied	21	0.2
For seasonal, recreational, or occasional use	79	0.9
All other vacants	95	1.1
Homeowner vacancy rate (percent) [8]	2.9	(X)
Rental vacancy rate (percent) [9]	6.4	(X)
<b>HOUSING TENURE</b>		
Occupied housing units	7,859	100
Owner-occupied housing units	3,632	46.2
Population in owner-occupied housing units	9,002	(X)
Average household size of owner-occupied units	2.48	(X)
Renter-occupied housing units	4,227	53.8
Population in renter-occupied housing units	8,911	(X)
Average household size of renter-occupied units	2.11	(X)

### US Census Footnotes

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is

computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.

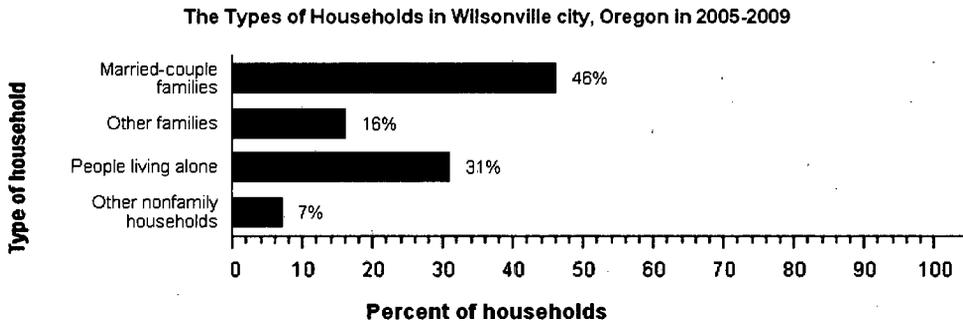
## G. City of Wilsonville Population and Housing Narrative Profile: 2005-2009 American Community Survey 5-Year Estimates

NOTE. Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

For more information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

**HOUSEHOLDS AND FAMILIES:** In 2005-2009 there were 8,100 households in Wilsonville city. The average household size was 2.3 people.

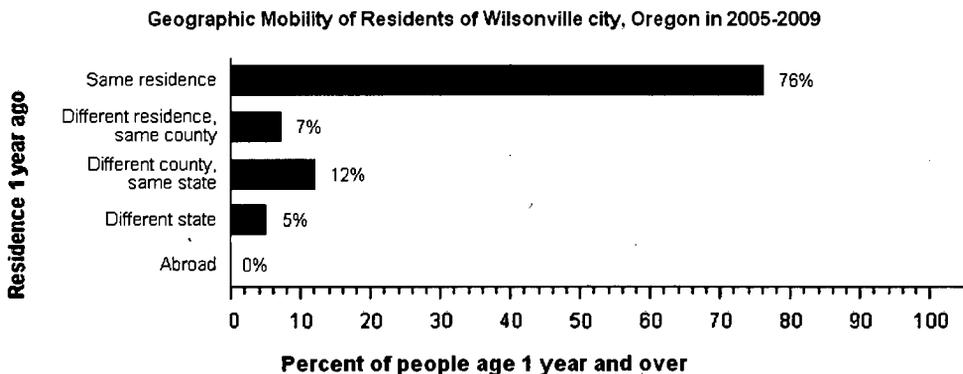
Families made up 62% of the households in Wilsonville city. This figure includes both married-couple families (46%) and other families (16%). Nonfamily households made up 38% of all households in Wilsonville city. Most of the nonfamily households were people living alone, but some were composed of people living in households in which no one was related to the householder.



**NATIVITY AND LANGUAGE:** Eight percent of the people living in Wilsonville city in 2005-2009 were foreign born. Ninety-two percent was native, including 46% who were born in Oregon.

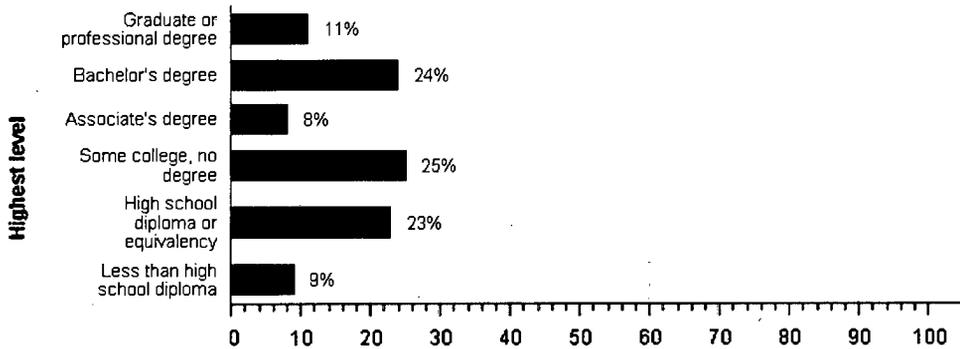
Among people at least five years old living in Wilsonville city in 2005-2009, 12% spoke a language other than English at home. Of those speaking a language other than English at home, 62% spoke Spanish and 38% spoke some other language; 44% reported that they did not speak English "very well."

**GEOGRAPHIC MOBILITY:** In 2005-2009, 76% of the people at least one year old living in Wilsonville city were living in the same residence one year earlier; 7% had moved during the past year from another residence in the same county, 12% from another county in the same state, 5% from another state, and less than 0.5% from abroad.



**EDUCATION:** In 2005-2009, 91% of people 25 years and over had at least graduated from high school and 35% had a bachelor's degree or higher. Nine% were dropouts; they were not enrolled in school and had not graduated from high school.

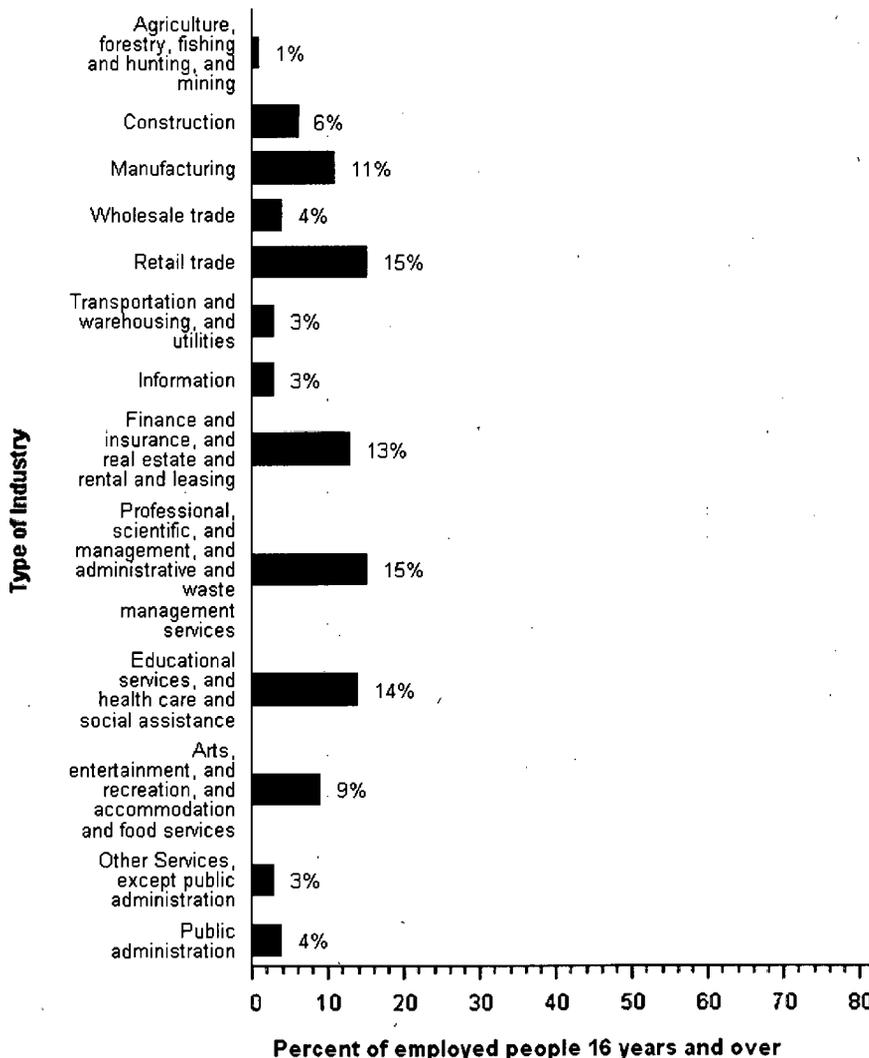
The Educational Attainment of People in Wilsonville city, Oregon in 2005-2009



The total school enrollment in Wilsonville city was 4,800 in 2005-2009. Nursery school and kindergarten enrollment was 620 and elementary or high school enrollment was 2,800 children. College or

graduate school enrollment was 1,300.

Employment by Industry in Wilsonville city, Oregon in 2005-2009



**DISABILITY:** In Wilsonville city, among people at least five years old in 2005-2009, % reported a disability. The likelihood of having a disability varied by age - from % of people 5 to 15 years old, to % of people 16 to 64 years old, and to % of those 65 and older.

**INDUSTRIES:** In 2005-2009, for the employed population 16 years and older, the leading industries in Wilsonville city were Retail trade, 15%, and Professional, scientific, and management, and administrative and waste management services, 15%.

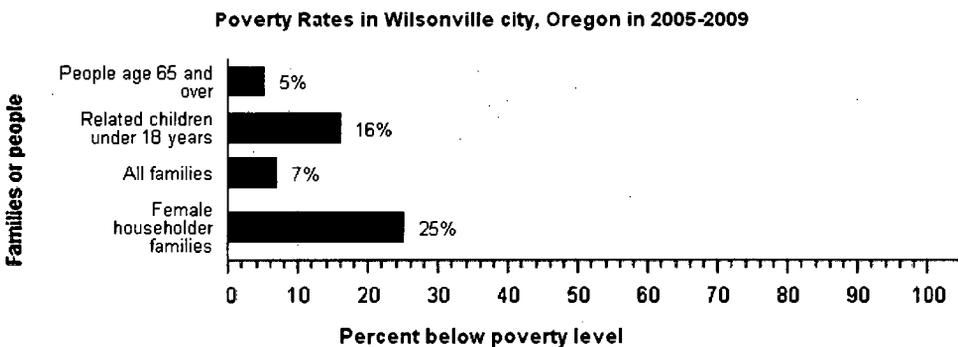
**OCCUPATIONS AND TYPE OF EMPLOYER:** Among the most common occupations were: Management, professional, and related

occupations, 40%; Sales and office occupations, 30%; Service occupations, 14%; Construction, extraction, maintenance, and repair occupations, 8%; and Production, transportation, and material moving occupations, 7%. Eighty-five percent of the people employed were Private wage and salary workers; 9% was Federal, state, or local government workers; and 6% was Self-employed in own not incorporated business workers.

**TRAVEL TO WORK:** Seventy percent of Wilsonville city workers drove to work alone in 2005-2009, 13% carpooled, 6% took public transportation, and 5% used other means. The remaining 7% worked at home. Among those who commuted to work, it took them on average 22.9 minutes to get to work.

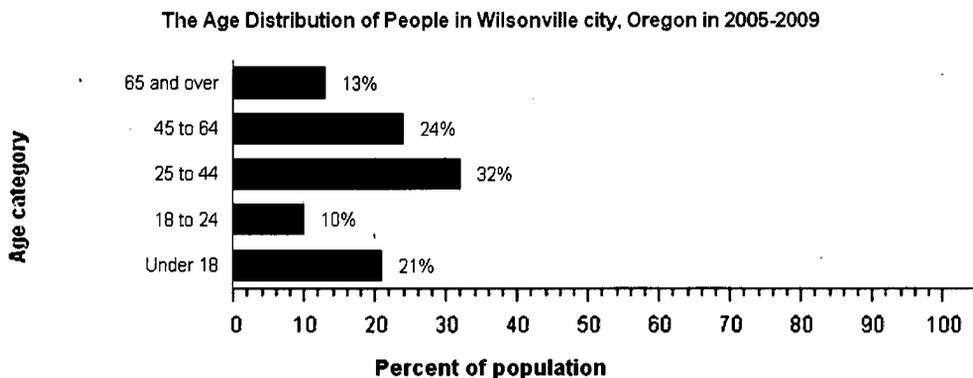
**INCOME:** The median income of households in Wilsonville city was \$57,816. Eighty% percent of the households received earnings and 14% received retirement income other than Social Security. Twenty-six percent of the households received Social Security. The average income from Social Security was \$16,804. These income sources are not mutually exclusive; that is, some households received income from more than one source.

**POVERTY AND PARTICIPATION IN GOVERNMENT PROGRAMS:** In 2005-2009, 11% of people were in poverty. Sixteen% of related children under 18 were below the poverty level, compared



with 5% of people 65 years old and over. Seven% of all families and 25% of families with a female householder and no husband present had incomes below the poverty level.

**POPULATION OF Wilsonville city:** In 2005-2009, Wilsonville city had a total population of 20,000 - 10,000 (50%) females and 10,000 (50%) males. The median age was 36.1 years. Twenty-one percent of the population was under 18 years and 13% was 65 years and older.

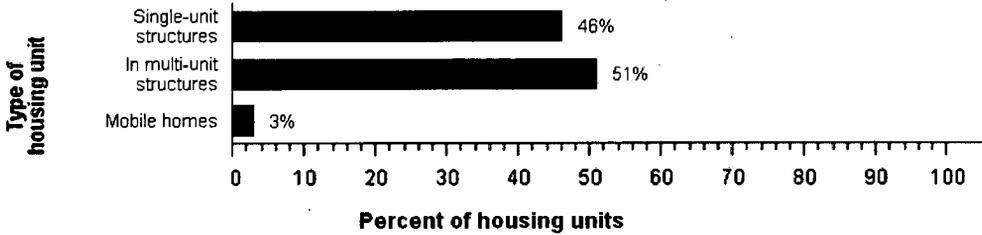


For people reporting one race alone, 89% was White; 2% was Black or African American; 2% was American Indian and Alaska Native; 3% was Asian; less than 0.5%

was Native Hawaiian and Other Pacific Islander, and 1% was Some other race. Three% reported Two or more races. Ten% of the people in Wilsonville city was Hispanic. Eighty-two% of the people in Wilsonville city was White non-Hispanic. People of Hispanic origin may be of any race.

**HOUSING CHARACTERISTICS:** In 2005-2009, Wilsonville city had a total of 8,700 housing units,

The Types of Housing Units in Wilsonville city, Oregon in 2005-2009



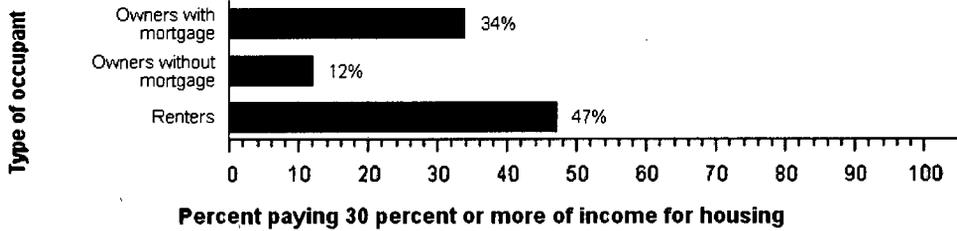
6% of which were vacant. Of the total housing units, 46% was in single-unit structures, 51% was in multi-unit structures, and 3% was mobile homes.

Fifty-seven percent of the housing units were built since 1990.

**OCCUPIED HOUSING UNIT CHARACTERISTICS:** In 2005-2009, Wilsonville city had 8,100 occupied housing units - 4,100 (50%) owner occupied and 4,000 (50%) renter occupied. Six% of the households did not have telephone service and 8% of the households did not have access to a car, truck, or van for private use. Multi Vehicle households were not rare. Forty-one% had two vehicles and another 14% had three or more.

**HOUSING COSTS:** The median monthly housing costs for mortgaged owners was \$1,937, nonmortgaged owners \$599, and renters \$864. Thirty-four% of owners with mortgages, 12% of owners without mortgages, and 47% of renters in Wilsonville city spent 30% or more of household income on housing.

Occupants with a Housing Cost Burden in Wilsonville city, Oregon in 2005-2009



without mortgages, and 47% of renters in Wilsonville city spent 30% or more of household income on housing.

Source: U.S. Census Bureau, 2005-2009 American Community Survey

The U.S. Census Bureau's Population Estimates Program produces the [official population estimates for the nation, states, counties and places, and the official estimates of housing units for states and counties](#). The population and housing characteristics included above are derived from the American Community Survey.

Notes:

- Detail may not add to totals due to rounding.
- %ages are based on unrounded numbers.

## H. U.S. Census Bureau, Center for Economic Studies, OnTheMap Application

### Inflow/Outflow Report 2009: All Jobs, Wilsonville, OR

Selection Area Labor Market Size (All Jobs)	Count	Share
Employed in the Selection Area	17,276	100.0%
Living in the Selection Area	6,602	38.2%
Net Job Inflow (+) or Outflow (-)	10,674	-
<b>In-Area Labor Force Efficiency (All Jobs)</b>		
Living in the Selection Area	6,602	100.0%
Living and Employed in the Selection Area	1,159	17.6%
Living in the Selection Area but Employed Outside	5,443	82.4%
<b>In-Area Employment Efficiency (All Jobs)</b>		
Employed in the Selection Area	17,276	100.0%
Employed and Living in the Selection Area	1,159	6.7%
Employed in the Selection Area but Living Outside	16,117	93.3%
<b>Outflow Job Characteristics (All Jobs)</b>		
External Jobs Filled by Residents	5,443	100.0%
Workers Aged 29 or younger	1,211	22.2%
Workers Aged 30 to 54	3,196	58.7%
Workers Aged 55 or older	1,036	19.0%
Workers Earning \$1,250 per month or less	1,213	22.3%
Workers Earning \$1,251 to \$3,333 per month	1,895	34.8%
Workers Earning More than \$3,333 per month	2,335	42.9%
Workers in the "Goods Producing" Industry Class	1,058	19.4%
Workers in the "Trade, Transportation, and Utilities" Industry Class	1,165	21.4%
Workers in the "All Other Services" Industry Class	3,220	59.2%
<b>Inflow Job Characteristics (All Jobs)</b>		
Internal Jobs Filled by Outside Workers	16,117	100.0%
Workers Aged 29 or younger	3,381	21.0%
Workers Aged 30 to 54	9,913	61.5%
Workers Aged 55 or older	2,823	17.5%
Workers Earning \$1,250 per month or less	2,723	16.9%
Workers Earning \$1,251 to \$3,333 per month	5,784	35.9%
Workers Earning More than \$3,333 per month	7,610	47.2%
Workers in the "Goods Producing" Industry Class	4,688	29.1%
Workers in the "Trade, Transportation, and Utilities" Industry Class	4,349	27.0%
Workers in the "All Other Services" Industry Class	7,080	43.9%
<b>Interior Flow Job Characteristics (All Jobs)</b>		
Internal Jobs Filled by Residents	1,159	100.0%
Workers Aged 29 or younger	285	24.6%
Workers Aged 30 to 54	664	57.3%
Workers Aged 55 or older	210	18.1%
Workers Earning \$1,250 per month or less	262	22.6%
Workers Earning \$1,251 to \$3,333 per month	443	38.2%
Workers Earning More than \$3,333 per month	454	39.2%
Workers in the "Goods Producing" Industry Class	306	26.4%
Workers in the "Trade, Transportation, and Utilities" Industry Class	262	22.6%
Workers in the "All Other Services" Industry Class	591	51.0%

Analysis Type:  
Inflow/Outflow

Year(s):  
2009

Job Type:  
All Jobs

Selection Area:  
Wilsonville, OR, from Places  
(Cities, CDPs, etc.)

Selected Census Blocks:  
192

Analysis Generation Date:  
12/22/2011 18:05 - OnTheMap  
5.2.4

Source: U.S. Census Bureau,  
OnTheMap Application and  
LEHD Origin-Destination  
Employment Statistics  
(Beginning of Quarter  
Employment, 2nd Quarter of  
2002-2009)

**Work Area Profile Report 2009, Wilsonville, OR**

	<b>Count</b>	<b>Share</b>	
<b>Total All Jobs</b>			
Total All Jobs	17,276	100.0%	
<b>Jobs by Worker Age</b>			
Age 29 or younger	3,666	21.2%	
Age 30 to 54	10,577	61.2%	
Age 55 or older	3,033	17.6%	
<b>Jobs by Earnings</b>			
\$1,250 per month or less	2,985	17.3%	
\$1,251 to \$3,333 per month	6,227	36.0%	
More than \$3,333 per month	8,064	46.7%	
<b>Jobs by NAICS Industry Sector</b>			
Agriculture, Forestry, Fishing and Hunting	201	1.2%	
Mining, Quarrying, and Oil and Gas Extraction	42	0.2%	
Utilities	28	0.2%	
Construction	1,123	6.5%	
Manufacturing	3,628	21.0%	
Wholesale Trade	1,951	11.3%	
Retail Trade	2,185	12.6%	
Transportation and Warehousing	447	2.6%	
Information	505	2.9%	
Finance and Insurance	703	4.1%	
Real Estate and Rental and Leasing	238	1.4%	
Professional, Scientific, and Technical Services	776	4.5%	
Management of Companies and Enterprises	451	2.6%	
Administration & Support, Waste Management and Remediation	1,017	5.9%	
Educational Services	589	3.4%	Analysis Type: Area Profile
Health Care and Social Assistance	1,417	8.2%	Year(s): 2009
Arts, Entertainment, and Recreation	268	1.6%	Job Type: All Jobs
Accommodation and Food Services	858	5.0%	Labor Market Segment: All Workers
Other Services (excluding Public Administration)	469	2.7%	Selection Area: Wilsonville, OR, from Places (Cities, CDPs, etc.)
Public Administration	380	2.2%	Selected Census Blocks: 192
<b>Jobs by Worker Race</b>			
White Alone	15,505	89.7%	Analysis Generation Date: 12/22/2011 18:01 - OnTheMap 5.2.4
Black or African American Alone	269	1.6%	Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics (Beginning of Quarter Employment, 2nd Quarter of 2002-2009 Employment, 2nd Quarter of 2002-2009)
American Indian or Alaska Native Alone	110	0.6%	
Asian Alone	1,116	6.5%	
Native Hawaiian or Other Pacific Islander Alone	44	0.3%	
Two or More Race Groups	232	1.3%	
<b>Jobs by Worker Ethnicity</b>			
Not Hispanic or Latino	15,795	91.4%	
Hispanic or Latino	1,481	8.6%	
<b>Jobs by Worker Educational Attainment</b>			
Less than high school	1,197	6.9%	
High school or equivalent, no college	3,280	19.0%	
Some college or Associate degree	4,474	25.9%	
Bachelor's degree or advanced degree	4,659	27.0%	
Educational attainment not available (workers aged 29 or younger)	3,666	21.2%	

**Home Destination Report 2009 - Where Workers Live Who are Employed in Wilsonville, OR**

Total All Jobs	Count	Share
Total All Jobs in Wilsonville	17,276	100.0%
<b>Jobs Counts by Places Where Workers Live</b>		
1. Portland city, OR	2,035	11.8%
2. Wilsonville city, OR	1,159	6.7%
3. Beaverton city, OR	887	5.1%
4. Tualatin city, OR	726	4.2%
5. Tigard city, OR	614	3.6%
6. Salem city, OR	589	3.4%
7. Lake Oswego city, OR	492	2.8%
8. West Linn city, OR	457	2.6%
9. Hillsboro city, OR	454	2.6%
10. Woodburn city, OR	386	2.2%
11. Canby city, OR	359	2.1%
12. Newberg city, OR	357	2.1%
13. Aloha CDP, OR	344	2.0%
14. Oregon City city, OR	312	1.8%
15. Sherwood city, OR	279	1.6%
16. Gresham city, OR	262	1.5%
17. Vancouver city, WA	217	1.3%
18. Eugene city, OR	194	1.1%
19. Keizer city, OR	157	0.9%
20. Albany city, OR	147	0.9%
21. Oatfield CDP, OR *	145	0.8%
22. Milwaukie city, OR	120	0.7%
23. McMinnville city, OR	117	0.7%
24. Gladstone city, OR	113	0.7%
25. Molalla city, OR	100	0.6%
26. All Other Locations	6,254	36.2%

Analysis Type: Destination  
 Destination Type: Places (Cities, CDPs, etc.)  
 Year(s): 2009  
 Selection area as: Work  
 Job Type: All Jobs  
 Selection Area: Wilsonville, OR, from Places (Cities, CDPs, etc.)  
 Selected Census Blocks: 192  
 Analysis Generation Date: 12/22/2011 18:22 - OnTheMap 5.2.4  
 Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics (Beginning of Quarter Employment, 2nd Quarter of 2002-2009 Employment, 2nd Quarter of 2002-2009)

\* Oatfield is a census-designated place in Clackamas County. As of the 2000 census, the population of the CDP was 15,750. It is named after Oatfield Road, which runs between Milwaukie and Gladstone  
 CDP = Census-Designated Place for unincorporated county areas

**Work Destination Report - Where Workers are Employed Who Live in Wilsonville - by Places**

Total All Jobs	Count	Share
Total All Jobs outside Wilsonville	6,602	100.0%
1. Portland city, OR	1,390	21.1%
2. Wilsonville city, OR	1,159	17.6%
3. Beaverton city, OR	385	5.8%
4. Tigard city, OR	379	5.7%
5. Tualatin city, OR	375	5.7%
6. Lake Oswego city, OR	273	4.1%
7. Hillsboro city, OR	227	3.4%
8. Salem city, OR	164	2.5%
9. Woodburn city, OR	104	1.6%
10. Canby city, OR	100	1.5%
11. All Other Locations	2,046	31.0%

Analysis Type: Destination  
 Destination Type: Places (Cities, CDPs, etc.)  
 Year(s): 2009  
 Selection area as: Home  
 Job Type: All Jobs  
 Selection Area: Wilsonville, OR, from Places (Cities, CDPs, etc.)  
 Selected Census Blocks: 192  
 Analysis Generation Date: 12/22/2011 18:13 - OnTheMap 5.2.4  
 Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics (Beginning of Quarter Employment, 2nd Quarter of 2002-2009 Employment, 2nd Quarter of 2002-2009)

## Survey of Mayor Knapp: New Initiatives for Additional Consideration

The Draft Communications Plan (January 2012) lists a number of “New Initiatives for Additional Consideration” in Section 8. Please indicate which of these initiatives you may be most interested in seeing moved forward, or if you have concerns with any. You also may have additional suggestions for consideration.

Initiative for Consideration	Favor	Do Not Favor	Not Sure; Need info	Comment
<b>A. Comprehensive Community Survey</b>				
<b>B. More Coordinated, Thorough City Communications</b>				
• Style Manual				
<b>C. City Council Communications</b>				
• Special Joint Meetings of City Council with other Boards/Commissions				
• Special City Council “Hosted” Outreach Events				
○ Three (3) Summer Neighborhood Barbeques (BBQs)				
○ City Council Open House(s)				
○ City Council “Listening Posts”				
• “Council Corner” Column in City Newsletter				
<b>D. Boones Ferry Messenger City Newsletter Changes</b>				
• Re-Design				
• Volunteer Focus Feature				
• “Council Corner” Column				
• General Q & A, “person-on-the-street” Column				
• Feature articles on area businesses				
• Reporting on matters before and decisions by City leadership boards				
<b>E. Reporting on Matters before City Leadership Boards</b>				
<b>F. Special Outreach to Businesses</b>				
• Business Roundtable Meetings				
• Feature articles in the Boones Ferry Messenger on area businesses				
• Newsletter Tailored to Business Community				
<b>G. City/Community Unified Event Calendar</b>				
<b>H. Citizens Academy – “Wilsonville Civics 101”</b>				
<b>I. Special Outreach to Homeowners’ Associations</b>				
<b>J. Video Productions</b>				

# Survey of Council President Núñez: New Initiatives for Additional Consideration

The Draft Communications Plan (January 2012) lists a number of “New Initiatives for Additional Consideration” in Section 8. Please indicate which of these initiatives you may be most interested in seeing moved forward, or if you have concerns with any. You also may have additional suggestions for consideration.

Initiative for Consideration	Favor	Do Not Favor	Not Sure; Need info	Comment
<b>A. Comprehensive Community Survey</b>				
<b>B. More Coordinated, Thorough City Communications</b>				
• Style Manual				
<b>C. City Council Communications</b>				
• Special Joint Meetings of City Council with other Boards/Commissions				
• Special City Council “Hosted” Outreach Events				
o Three (3) Summer Neighborhood Barbeques (BBQs)				
o City Council Open House(s)				
o City Council “Listening Posts”				
• “Council Corner” Column in City Newsletter				
<b>D. Boones Ferry Messenger City Newsletter Changes</b>				
• Re-Design				
• Volunteer Focus Feature				
• “Council Corner” Column				
• General Q & A, “person-on-the-street” Column				
• Feature articles on area businesses				
• Reporting on matters before and decisions by City leadership boards				
<b>E. Reporting on Matters before City Leadership Boards</b>				
<b>F. Special Outreach to Businesses</b>				
• Business Roundtable Meetings				
• Feature articles in the Boones Ferry Messenger on area businesses				
• Newsletter Tailored to Business Community				
<b>G. City/Community Unified Event Calendar</b>				
<b>H. Citizens Academy – “Wilsonville Civics 101”</b>				
<b>I. Special Outreach to Homeowners’ Associations</b>				
<b>J. Video Productions</b>				

## Survey of Councilor Hurst: New Initiatives for Additional Consideration

The Draft Communications Plan (January 2012) lists a number of “New Initiatives for Additional Consideration” in Section 8. Please indicate which of these initiatives you may be most interested in seeing moved forward, or if you have concerns with any. You also may have additional suggestions for consideration.

Initiative for Consideration	Favor	Do Not Favor	Not Sure; Need info	Comment
<b>A. Comprehensive Community Survey</b>				
<b>B. More Coordinated, Thorough City Communications</b>				
• Style Manual				
<b>C. City Council Communications</b>				
• Special Joint Meetings of City Council with other Boards/Commissions				
• Special City Council “Hosted” Outreach Events				
o Three (3) Summer Neighborhood Barbeques (BBQs)				
o City Council Open House(s)				
o City Council “Listening Posts”				
• “Council Corner” Column in City Newsletter				
<b>D. Boones Ferry Messenger City Newsletter Changes</b>				
• Re-Design				
• Volunteer Focus Feature				
• “Council Corner” Column				
• General Q & A, “person-on-the-street” Column				
• Feature articles on area businesses				
• Reporting on matters before and decisions by City leadership boards				
<b>E. Reporting on Matters before City Leadership Boards</b>				
<b>F. Special Outreach to Businesses</b>				
• Business Roundtable Meetings				
• Feature articles in the Boones Ferry Messenger on area businesses				
• Newsletter Tailored to Business Community				
<b>G. City/Community Unified Event Calendar</b>				
<b>H. Citizens Academy – “Wilsonville Civics 101”</b>				
<b>I. Special Outreach to Homeowners’ Associations</b>				
<b>J. Video Productions</b>				

## Survey of Councilor Goddard: New Initiatives for Additional Consideration

The Draft Communications Plan (January 2012) lists a number of “New Initiatives for Additional Consideration” in Section 8. Please indicate which of these initiatives you may be most interested in seeing moved forward, or if you have concerns with any. You also may have additional suggestions for consideration.

Initiative for Consideration	Favor	Do Not Favor	Not Sure; Need info	Comment
<b>A. Comprehensive Community Survey</b>				
<b>B. More Coordinated, Thorough City Communications</b>				
• Style Manual				
<b>C. City Council Communications</b>				
• Special Joint Meetings of City Council with other Boards/Commissions				
• Special City Council “Hosted” Outreach Events				
○ Three (3) Summer Neighborhood Barbeques (BBQs)				
○ City Council Open House(s)				
○ City Council “Listening Posts”				
• “Council Corner” Column in City Newsletter				
<b>D. Boones Ferry Messenger City Newsletter Changes</b>				
• Re-Design				
• Volunteer Focus Feature				
• “Council Corner” Column				
• General Q & A, “person-on-the-street” Column				
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<b>F. Special Outreach to Businesses</b>				
• Business Roundtable Meetings				
• Feature articles in the Boones Ferry Messenger on area businesses				
• Newsletter Tailored to Business Community				
<b>G. City/Community Unified Event Calendar</b>				
<b>H. Citizens Academy – “Wilsonville Civics 101”</b>				
<b>I. Special Outreach to Homeowners’ Associations</b>				
<b>J. Video Productions</b>				

## Survey of Councilor Starr: New Initiatives for Additional Consideration

The Draft Communications Plan (January 2012) lists a number of “New Initiatives for Additional Consideration” in Section 8. Please indicate which of these initiatives you may be most interested in seeing moved forward, or if you have concerns with any. You also may have additional suggestions for consideration.

Initiative for Consideration	Favor	Do Not Favor	Not Sure; Need info	Comment
<b>A. Comprehensive Community Survey</b>				
<b>B. More Coordinated, Thorough City Communications</b>				
• Style Manual				
<b>C. City Council Communications</b>				
• Special Joint Meetings of City Council with other Boards/Commissions				
• Special City Council “Hosted” Outreach Events				
○ Three (3) Summer Neighborhood Barbeques (BBQs)				
○ City Council Open House(s)				
○ City Council “Listening Posts”				
• “Council Corner” Column in City Newsletter				
<b>D. Boones Ferry Messenger City Newsletter Changes</b>				
• Re-Design				
• Volunteer Focus Feature				
• “Council Corner” Column				
• General Q & A, “person-on-the-street” Column				
• Feature articles on area businesses				
• Reporting on matters before and decisions by City leadership boards				
<b>E. Reporting on Matters before City Leadership Boards</b>				
<b>F. Special Outreach to Businesses</b>				
• Business Roundtable Meetings				
• Feature articles in the Boones Ferry Messenger on area businesses				
• Newsletter Tailored to Business Community				
<b>G. City/Community Unified Event Calendar</b>				
<b>H. Citizens Academy – “Wilsonville Civics 101”</b>				
<b>I. Special Outreach to Homeowners’ Associations</b>				
<b>J. Video Productions</b>				

**Wilsonville City Council  
Liaison Responsibilities for 2011**

	<b>Mayor Knapp</b>	<b>Celia Núñez</b>	<b>Steve Hurst</b>	<b>Richard Goddard</b>	<b>Scott Starr</b>
<b>Primary Liaison Responsibilities</b>					
Chamber of Commerce		X			
DRB				X	
Library		X	X		
Parks & Recreation			X		
Planning Commission					X
WCSI					X
<b>County Liaison Responsibilities</b>					
Aurora Airport			X		
Clackamas County Business Alliance				X	
Washington/Clackamas County Coordinating Committee	X	Alternate			
West Side Business Alliance	X				
Regional Partners for Economic Development					

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**FINANCE DEPARTMENT  
STAFF REPORT**

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**Date:** January 19, 2012

**To:** City Council/Urban Renewal Board/Budget Committee

**From:** Gary S. Wallis, Finance Director

**Subject:** ANNUAL URBAN RENEWAL REPORT, FY 2010-11 presented to Council on 1/19/2012

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**SUMMARY:**

Each year the City's Urban Renewal Agency is required to publish an annual statement about the uses and the effects of tax increment financing in the City's urban renewal area. In addition to basic financial data published in the newspaper as required by statute, we prepare a separate report to provide additional information about the urban renewal concept, how tax increment works and the activities of the City's Urban Renewal Agency. I feel this additional information helps to explain the urban renewal process and the positive impact it has on the community. A copy of the report is presented to you and a copy has been filed with the City Recorder.

# URBAN RENEWAL AGENCY

of the City of Wilsonville, Oregon

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ANNUAL URBAN RENEWAL REPORT  
for Fiscal Year Ending  
June 30, 2011



The Urban Renewal Agency in partnership with the West Linn/Wilsonville School District funded the acquisition of approximately ten acres of land to be developed as a primary school and associated sports fields in the Villebois master plan area. The opening of Lowrie Primary School will accommodate 500 students and help ease overcrowding at surrounding schools.

Photo taken late summer 2011 during construction. The school site is center with the Villebois residential area directly behind. The Graham Oaks Nature Park can be seen in the upper left hand corner.

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## Introduction

Each year an urban renewal agency must prepare a report for the governing body and the general public in accordance with ORS 457.460. The report is to include a financial recap of the preceding year and the budget for the current fiscal year. Additionally, it is to include an analysis of the impact of carrying out the urban renewal plan on the tax rate for each of the overlapping governmental units within the urban renewal district.

The following report meets these minimum requirements and additionally provides the reader with other information about Wilsonville's Urban Renewal Agency and its activities.

## Urban Renewal Concept

Tax increment financing is used in areas where private development has stagnated or is not feasible. Public funds are needed to change those conditions. The types of urban renewal activities undertaken generally include land assembly and development of infrastructure and public amenities (i.e. streets, utility lines, lighting, public open spaces, parks).

As the result of the publicly funded efforts, investment becomes feasible for private developers. Developments consistent with the City's urban renewal plan are then allowed to go forward.

## Tax Increment Financing

The major source of funding for urban renewal projects has been tax increment financing. This type of financing works by identifying an area where property values are not rising as rapidly as the rest of the community and drawing a line around it (the urban renewal boundary). Identify desired public improvements like roadways, parks, and other amenities (urban renewal plan). Sell urban renewal bonds to finance these costs. Construct the desired improvements. Encourage private investment in the area. Then, as property values rise and bring an increase in tax revenues, that increase is used to pay off the urban renewal bonds.

## Value and Area Caps

Oregon state law allows Wilsonville to create urban renewal districts with up to 25% of the city's total land area. As of June 30, 2011, the total land area for the city was approximately 4,712 acres and 1,085 or 23% of the total was within our urban renewal districts.

The law also limits the total assessed value within all urban renewal districts to 25% of the city's total assessed value. The assessed values are measured at the time a district is created or subsequently adjusted. The table below presents the assessed value frozen base for fiscal year ended June 30, 2010 for each district.

District	Area Cap Test		Assessed Value Test	
	Acreage	% of City	Amount	% of City
Year 2000 Plan	629	13.3%	\$ 44,087,806	1.8%
West Side Plan	456	9.7%	16,526,288	0.7%
Combined	1,085	23.0%	60,614,094	2.5%
Total City	4,712	100.0%	\$ 2,460,780,015	100.0%

## Tax Increment Calculations

Tax increment is used for the payment of debt for urban renewal activities described in the urban renewal plans adopted by the City of Wilsonville.

To determine the amount of the tax increment allocation, the total assessed value within each urban renewal area is segregated by the County Assessor into two parts: (a) the total taxable assessed value in the district at the time the Urban Renewal Plan was adopted (Frozen Base Value), and (b) the difference between the Frozen Base Value and the current total assessed value (Incremental Value).

With the passage of measure 50, urban renewal property taxes are generated by two processes. First is a process called "division of tax," referring to taxes levied by each overlapping government on the Incremental Value. Second is a Special Levy on property within Wilsonville. This special tax rate protects bondholders and permits the Urban Renewal Agency to recover increment "lost" due to roll back of assessed values and tax rates. The Special Levy can only be assessed on a limited amount of indebtedness – explained in the Financing the Urban Renewal Projects section. Unlike the division of tax portion which can not be reduced, the Urban Renewal Board may choose to set the Special Levy at less than the maximum allowed. The City has not assessed the Special Levy since 2002-03 and is precluded from doing so when it approved a substantial plan amendment in June 2007.

**FY Ended June 30, 2011**

	<u>Year 2000 Plan</u>	<u>West Side Plan</u>
Total Assessed Value	\$387,948,756	\$174,198,862
Less: Frozen Base Value	<u>(44,087,806)</u>	<u>(16,526,288)</u>
Incremental Value	\$343,860,950	\$157,672,574
 Tax Increment (Estimated)		
From Division of Taxes <sup>1</sup>	\$4,200,000	\$2,254,448
From Special Levy	<u>n/a</u>	<u>n/a</u>
	\$4,200,000	\$2,254,448

<sup>1</sup> Year 2000 Plan division of taxes limited to \$4.2 million

In November 1990, Oregon voters passed a property tax limitation measure (Measure 5) that has impacted urban renewal financing and established a \$10 limit per thousands of real market value for property tax collection for local governments. It is important to note that the \$10 limit is based on real market value rather than assessed value of a property. The impact of this measure is that repayment of urban renewal bond debt (past, present, or future) must now come within the \$10 limit for local governments that is traditionally used for services.

In a 2002 Oregon Supreme Court ruling, the limitations of Measure 5 were clarified so that urban renewal tax dollars related to the division of taxes from schools are to be included in the general government category when determining the \$10 limit. The effect of this ruling accelerates the likelihood of the general government category taxes hitting the \$10 ceiling. However, this should not pose an immediate problem for Wilsonville because the assessed value of properties within the district is less than its real market value, and there is no compression loss to urban renewal or local governments. Less than 15% of the assessed value within the district (essentially industrial properties) is assessed anywhere close to real market value.

In 2010-11, the cumulative tax rate for all local governments ranged between \$7.9555 and \$9.3854 per thousand depending upon which tax code area the property resides.

Carrying out the urban renewal plans has an effect on various taxing entities sharing (over-lapping) the property within the Wilsonville Urban Renewal districts. Measure 50 required a change from a levy-based system to a rate based system, resulting in a modification of the way the County Assessor computes the allocation of taxes from the overlapping districts.

The division of taxes process means that taxes associated with the incremental value is received by the Urban Renewal Agency instead of the various taxing districts (e.g. Clackamas County, City of Wilsonville, West Linn Wilsonville School District).

The following table shows the taxing districts that levy taxes within the city's Urban Renewal Agency, the total amount of taxes levied, and the percent of those taxes that were received by the Wilsonville Urban Renewal Agency.

<u>Overlapping Tax Districts, Fiscal Year 2010-11</u>			
District	Taxes Levied in Clackamas County <sup>1</sup>	Year 2000 UR as %	West Side UR as %
City of Wilsonville	\$6,658,642	12%	6%
Clackamas County	\$89,141,956	<1%	<1%
Clackamas Extension & 4-H	\$1,853,438	<1%	<1%
Clackamas Library District	\$14,359,308	<1%	<1%
Clackamas Soil Conservation Distr.	\$1,853,880	<1%	<1%
West Linn/Wilsonville Schools	\$32,168,863	5%	3%
Tualatin Valley Fire & Rescue	\$10,866,527	4%	2%
Clackamas ESD	\$13,057,171	<1%	<1%
Clackamas Community College	\$18,749,744	1%	<1%
Vector Control	\$241,004	<1%	<1%
Port of Portland	\$2,599,139	<1%	<1%
Metro Service District	\$5,966,245	1%	<1%

<sup>1</sup> City of Wilsonville includes Washington County Taxes.  
Amounts rounded to the nearest whole percent.

**Tax Increment Calculations**

**Property Tax Limitation and Tax Increment**

**Effects of Urban Renewal on Tax Collections**

## Financial Reports

The tables on the following pages contain financial information on the two funds used to account for the activities of the Urban Renewal Agency. The reports were prepared by the Finance Department of the City of Wilsonville using a modified accrual basis of accounting pursuant to ORS 457.460. The fiscal year is the period running July through June of the respective years indicated. Neither the reports nor the financial information have been audited and, accordingly, may be subject to correction and adjustment.

Financial Reports can be found at the end of each section: the Year 2000 Plan and West Side Plan.



One of the many projects that have been completed or are in progress for the Year 2000 Plan (or Eastside District) includes Wilsonville Road/I-5 Interchange Improvements. The improvements will allow for safer travel on and off Wilsonville Road and I-5, reduce congestion, and accommodate anticipated residential and commercial development. The project will affect many aspects of the interchange including lengthening and widening of on and off ramps, increasing the number of turn lanes, widening sidewalks, improving signalization and creating a bike and pedestrian area which will have artistic enhancements.

Photo taken late summer 2011 during on-going construction. In the photo above, I-5 is seen running horizontally with Wilsonville Road running through one of Wilsonville's many major commercial areas. The new Fred Meyer retail complex is seen in the upper left-hand corner. This area will benefit greatly from the enhancements.

# Year 2000 Plan

The Year 2000 Plan was adopted August 29, 1990. Substantial Plan Amendment to increase maximum indebtedness approved in June 2007.

Plan Mission Statement: To eliminate blight in areas within the Agency's jurisdiction, and in the process, attract aesthetically pleasing, job producing private investments that will improve and stabilize property values and protect the area's residential livability and its environmental values.

To pay for urban renewal projects, the Agency must issue debt. A substantial plan amendment passed in June 2007 increased the maximum debt limit to \$92,687,423. Through June 30, 2011 \$71,885,000 of debt has been issued leaving a balance of \$20,802,423 for future projects. With the passage of the substantial plan amendment, the district is no longer eligible to assess a special levy. As stated earlier, a special levy has not been levied since 2002-03.

When the district was formed it encompassed 755 acres and had a frozen tax base of \$61,401,520 (restated for measure 50 impacts). Since then, the district has changed significantly. Beginning in 2003 the Board began a practice of removing parcels from the district so as to limit tax increment collections to approximately \$4 million per year. In June 2007 the Board formalized the practice and passed a Resolution directing staff to periodically remove parcels to limit tax increment collections to \$4 million per year. After FY 2010 the law changed and allowed the Agency to certify to less than 100% of the available taxes. The table below presents the properties removed and the effect of under-levying for FYE 2011.

Fiscal Year Ending	Acreage	Assessed Value in Millions	Key Properties	Annual Tax Reduction
2005	80.8	\$30.0	Mentor Graphics	\$450,000
2006	27.5	\$15.7	Sysco Foods	\$240,000
2009	17.7	\$10.2	Residential	\$150,000
2010	29.0	\$14.0	Fred Meyer	\$215,000
Subtotal	155.0	\$69.9		\$1,055,000
2011	Certify to less than 100% of available increment			\$735,000
Total annual taxes released to jurisdictions in FY 2010-11				<u>\$1,790,000</u>

The Agency has certain debt covenants that restrict how much assessed value can be removed. Staff is careful to assure that these covenants are met. \$4 million per year is sufficient to meet current debt service coverage requirements. The table above discloses the annual taxes not collected by the District. The cumulative effect on certain jurisdictions is shown below. This reflects taxes that each entity received instead of being divided to the District.

**Adoption**

**Mission Statement**

**Project Financing**

**District Reduction**

**Assessed Value Removals**

**Impact of Removals**

	<b>Estimate for 2010-11</b>	<b>Cumulative 2005-2011</b>
City of Wilsonville	\$300,000	\$910,000
Clackamas County	\$285,000	\$870,000
Tualatin Valley Fire & Rescue	\$185,000	\$560,000
West Linn/Wilsonville School District	\$825,000	\$2,510,000
Other jurisdictions	\$195,000	\$580,000
<b>UR tax reduction total</b>	<b>\$1,790,000</b>	<b>\$5,430,000</b>

**Projects**

**Completed:**

- Land acquisition of Boozier Property at Wilsonville Road and Memorial Drive. Acquired in 1993, \$1.5 million.
- Memorial Drive road construction also referred to as Day Dream Ranch escape. Constructed in 1994, \$1.2 million.
- Interagency agreement with Wilsonville High School for joint use of facility for city and public purposes. Agreement signed in 1995, \$2.2 million.
- I-5/Wilsonville Road interchange. A joint project with Oregon Department of Transportation and City of Wilsonville. Included demolition of existing interchange, widening from two lanes to six, widening of access and egress ramps, landscaping, walkways, and right of way. Construction began 1996 with completion in 1999, \$3.8 million.
- Wilsonville Road reconstruction. Widening of road and related streetscape improvements from west of the interchange to the railroad tracks. Costs to date \$4.5 million.
- Main Street acquisition of right of way for street improvements. Acquired in 2000, \$0.4 million.
- Canyon Creek South acquisition of right of way for street improvements. Acquired in 1999, \$3 million.
- Wilsonville Road west from railroad tracks to city limits (phases 3 & 4). Improvements include widening, sidewalks, bike paths, etc, \$9.2 million.
- Town Center Park construction. Landscaping, walkways, picnic area, water feature and parking. Completed 2005, \$2 million.
- Wilsonville High School public facilities. Completed 2005, \$1.1 million.
- Murase Plaza and park design and construction. Substantially completed June 2006, \$6.1 million.
- Kaiser and Town Center Loop East right of way land acquisition. Completed 2006, \$1.8 million
- City Hall land acquisition and construction. Completed October 2006, \$10 million.
- Acquisition of Wesleyan Church property, October 2007, \$4.1 million.
- Senior housing, Creekside Woods, completion November 2010, \$1.3 million.
- I-5 and Wilsonville Road interchange improvements, started 2011.

**Scheduled for 2011-12:**

- Interchange turn lanes at I-5 and Wilsonville Road.
- Art amenities at I-5 underpass.

Statement of Resources and Expenditures

	2010-11 Actual	2011-12 Budget
<b>RESOURCES</b>		
Beginning Balance	\$ 794,682	\$ 3,770,311
Interest Income	27,851	20,000
Tax Increment Debt Proceeds	8,000,000	-
<b>Total Resources</b>	<b>8,822,533</b>	<b>3,790,311</b>
<b>EXPENDITURES</b>		
Affordable housing	245,511	-
Wilsonville Road Interchange	878,120	2,317,000
Planning, Financing, and Administration	576,307	580,170
<b>Total Expenditures</b>	<b>1,699,938</b>	<b>2,897,170</b>
<b>Fund Contingency</b>	<b>-</b>	<b>893,141</b>
<b>Ending Balance</b>	<b>\$ 7,122,595</b>	<b>\$ -</b>

All figures are based upon preliminary financial information and are subject to correction and audit.

Statement of Resources and Expenditures

	2010-11 Actual	2011-12 Budget
<b>RESOURCES</b>		
Beginning Balance	\$ 4,952,782	\$ 6,059,737
Interest Income	36,851	26,000
Tax Increment	4,126,069	4,150,000
<b>Total Resources</b>	<b>9,115,702</b>	<b>10,235,737</b>
<b>EXPENDITURES</b>		
Payment of Bond Principal	2,446,000	2,541,000
Interest Expense	628,044	632,000
<b>Total Expenditures</b>	<b>3,074,044</b>	<b>3,173,000</b>
<b>Ending Balance</b>	<b>\$ 6,041,658</b>	<b>\$ 7,062,737</b>

All figures are based upon preliminary financial information and are subject to correction and audit.

# West Side Plan

**Adoption**

The West Side Plan was adopted November 3, 2003. A substantial plan amendment was adopted September 15, 2008.

**Mission Statement**

Plan Mission Statement: To eliminate blight in areas within the Agency’s jurisdiction, and in the process, attract aesthetically pleasing, job producing private investments that will improve and stabilize property values and protect the area’s residential livability and its environmental values.

At creation, the district encompassed 394 acres and had a frozen tax base of \$3,605,856 (restated for Measure 50 impact). The September 2008 plan amendment added 62 acres and \$12,920,432 to the frozen base.

**Project Financing**

To pay the cost of urban renewal projects, the Agency must issue debt. At plan adoption, a debt limit of \$40,000,000 was created. The district has issued debt totaling \$30,000,000. Some of the debt has been converted to long-term amortizing debt. The following tables summaries the debt outstanding as of June 30, 2011.

To pay the cost of urban renewal projects, the Agency must issue debt. At plan adoption, a debt limit of \$40,000,000 was created. The district has issued debt totaling \$30,000,000. Some of the debt has been converted to long-term amortizing debt. The following tables summaries the debt outstanding as of June 30, 2011.

**Credit lines and Draws**

<b>Original short-term issuances</b>	<b>\$ 30,000,000</b>
Conversions to long-term:	
February 26, 2009	\$ (10,000,000)
June 10, 2011	\$ (5,000,000)
<b>Net, short-term outstanding</b>	<b>\$ 15,000,000</b>

Because the district was created after the passage of Measure 50, no special levy may be assessed.

**Projects**

**Completed:**

- Land acquisition for school site, park and park improvement. Land acquired September 2006, \$4.2 million.
- Boeckman Road extension from 95<sup>th</sup> west to Grahams Ferry. Completed June 2008, \$13.4 million.
- Barber Street improvements from Boberg to Kinsman. Widening, curbs, gutters, sidewalks, and rail road crossing. Completed October 2008, \$5.5 million.
- Land acquisition for elementary school site, December 2010, \$3.4 million

**Underway:**

- Due to limited resources no new projects are underway.

**Planned for Future**

- Park improvements in Villebois.
- Payment of deferred water system development charges.
- Kinsman Road Extension, north to Boeckman. Total cost estimated at \$16 million, urban renewal portion not yet determined. No start date determined.
- Barber Street, Phase 2. Improvements westerly from Kinsman to the Villebois neighborhood. No cost estimate or start date determined.

Statement of Resources and Expenditures

	2010-11 Actual	2011-12 Budget
<b>RESOURCES</b>		
Beginning Balance	\$ (216,179)	\$ 186,959
Interest Income	4,089	2,000
Other receipts	147,000	
Transfers in - UR Prog Inc Fd	-	400,000
Tax Increment Debt Proceeds	3,500,000	-
<b>Total Resources</b>	<b>3,434,910</b>	<b>588,959</b>
<b>EXPENDITURES</b>		
Boeckman Road Extension	(7,896)	-
Barber St - Boones to Boberg	154,962	-
Boeckman Geotech Investigation	133,146	-
School Site Acquisition	3,437,905	-
Due to SDC fund	165,938	-
Planning, Financing, and Administration	477,646	476,490
<b>Total Expenditures</b>	<b>4,361,701</b>	<b>476,490</b>
<b>Fund Contingency</b>	<b>-</b>	<b>112,469</b>
<b>Ending Balance</b>	<b>\$ (926,791)</b>	<b>\$ -</b>

The deficit ending balance arises from a \$1,186,864 liability due to the City Water SDC fund for fire sprinkler credits. The Agency does not need to repay this liability until the district is financially able.

All figures are based upon preliminary financial information and are subject to correction and audit.

Statement of Resources and Expenditures

	2010-11 Actual	2011-12 Budget
<b>RESOURCES</b>		
Beginning Balance	\$ 3,297,086	\$ 4,257,323
Interest Income	26,090	13,000
Tax Increment	2,156,828	2,350,000
Refunding Bond Proceeds	20,000,000	-
<b>Total Resources</b>	<b>25,480,004</b>	<b>6,620,323</b>
<b>EXPENDITURES</b>		
Payment of Short Term Principal	20,000,000	-
Payment of Bond Principal	325,000	500,000
Interest Expense	784,436	995,165
<b>Total Expenditures</b>	<b>21,109,436</b>	<b>1,495,165</b>
<b>Ending Balance</b>	<b>\$ 4,370,568</b>	<b>\$ 5,125,158</b>

All figures are based upon preliminary financial information and are subject to correction and audit.

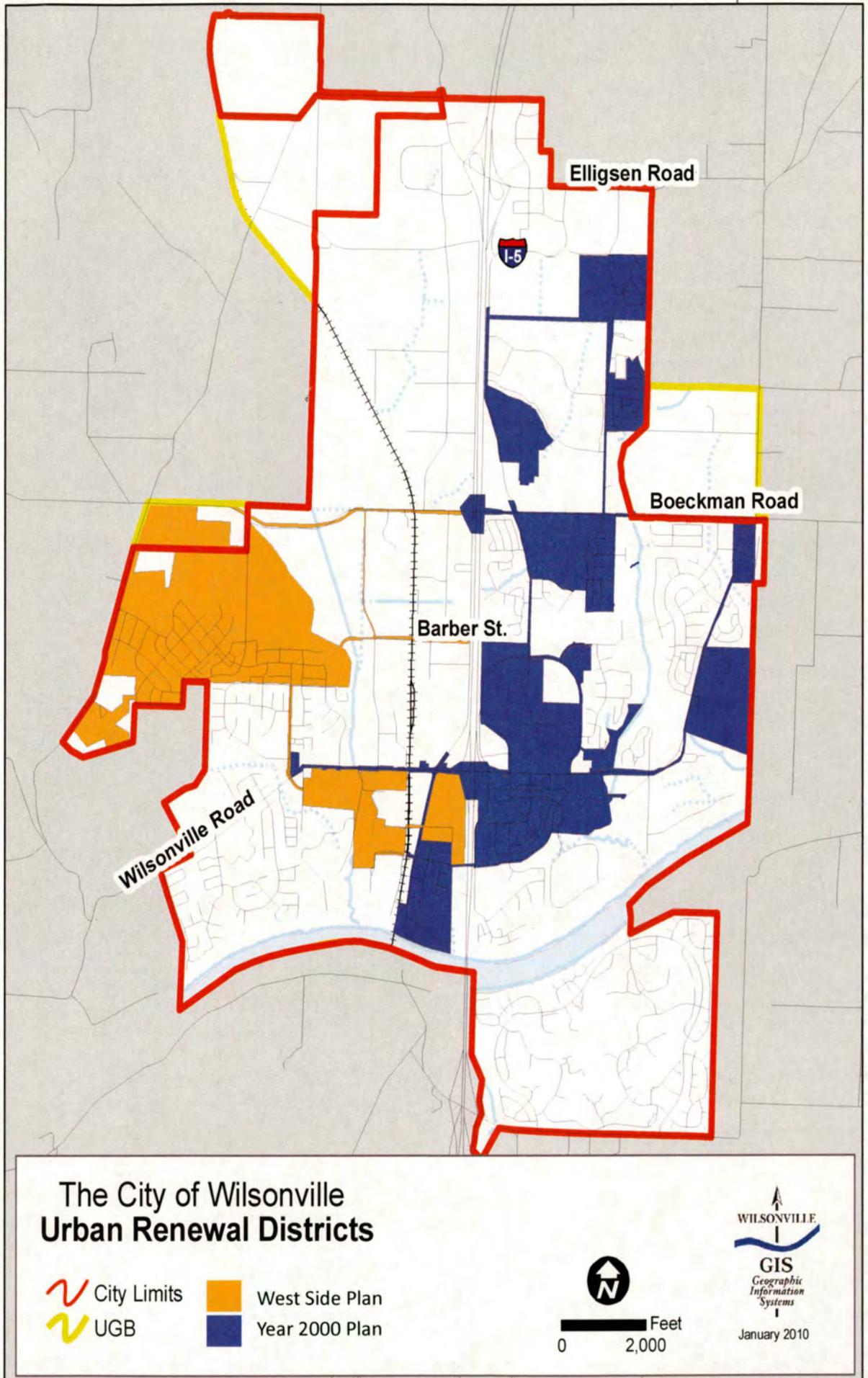


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The Creekside Woods affordable senior housing complex involved cooperation between the City, local, state, and federal organizations in conjuncture with non-profit Northwest Housing Alternatives. The Year 2000 Plan (Eastside District) contributed twice to this project, first by acquiring the Wesleyan Church property and then by assisting a non-profit to construct on this parcel.

Photo taken summer 2010. The L-shaped complex (seen in the background) consists of 84 apartments and was necessitated by the closure of the 240-unit Thunderbird Mobile Club. The City's Community Center appears in the lower right corner and provides many services to Creekside residents. The old Wesleyan Church building is the white building in front. Currently, the West Linn/Wilsonville School District is renting this facility for their Arts & Technology High School.

Map of Urban  
Renewal Districts



# Congress of the United States

Washington, DC 20510

January 27, 2012

The Honorable David Kappos  
Under Secretary of Commerce for Intellectual Property  
Director of the United States Patent and Trademark Office  
P.O. Box 1450  
Alexandria, VA 22313  
Attn: Mr. Azam Khan

Dear Director Kappos and Mr. Khan:

On behalf of the State of Oregon, the City of Portland, City of Vancouver, Washington and the undersigned elected and business leaders, we write to you to express our strong support of the attached response to the Patent and Trademark Office's (PTO) *Request for Comments on Additional USPTO Satellite Offices* (PTO-C-2011-0066). The America Invents Act (AIA) (PL-112-29) was enacted to provide PTO with the direction and the tools necessary to help spur American innovation and associated commercial and economic activity. It is our hope that after reviewing this proposal you will recognize the many benefits that an Oregon-based PTO location could bring to the nation's patenting process and act accordingly.

From its beginning, America's economy has been integrally tied to creativity and innovation. From Ben Franklin's bifocals and Thomas Edison's light bulb to Oregon's own Walter Houser Brattain's transistor, inventors and their inventions have spawned new industries, invigorated commerce and changed history. Today, our region boasts global technology leaders like Intel, Hewlett Packard, Xerox and Sharp Labs. They join software companies such as McAfee and Digimarc along with athletic stars Nike, Adidas and Columbia Sportswear to create an impressive array of innovators. Unfortunately, as you have observed, our outdated patent system hampers the success of these innovators and others.

As you have noted, the AIA gives the PTO the leverage to restore U.S. leadership in technology policy worldwide. We wholeheartedly agree and also believe the Act provides PTO with tools to reduce the backlog of the 600,000+ pending patent applications by utilizing regional satellite offices to recruit and retain patent examiners. As the PTO headquarters will remain in Virginia, and Detroit has already been named as the first of the three satellite offices, we believe that the PTO must have a presence on the West Coast.

Access to the region's high-caliber engineering talent, well-known affordability and renowned quality of life converge to make Oregon the logical place to locate that office. Intangible factors like these can help to close the gap between public and private sector salaries, reducing the turnover challenges which currently afflict the PTO and hinder its ability to achieve its vitally important goals.

The case for an Oregon-based Patent and Trademark Office is detailed in the attached comprehensive response prepared by the Portland Development Commission. We have also

included a copy of a November 18, 2011, letter signed by over 100 civic, business and educational leaders. This letter testifies to the broad support an Oregon PTO office would enjoy.

We urge you to give the proposal—*Igniting American Innovation—The Case for an Oregon Patent and Trademark Office*, your immediate, full and favorable consideration. If you have any questions, please contact Jay Ward in Senator Wyden’s Portland, Oregon office or Joel Corcoran in Senator Merkley’s Portland, Oregon office.

Sincerely,



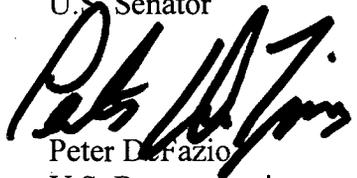
Ron Wyden  
U.S. Senator



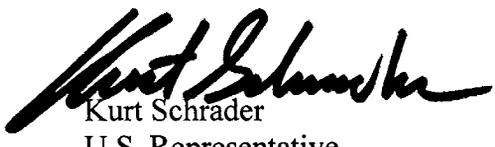
Jeff Merkley  
U.S. Senator



Earl Blumenauer  
U.S. Representative



Peter DeFazio  
U.S. Representative



Kurt Schrader  
U.S. Representative



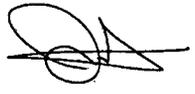
John A. Kitzhaber MD  
Governor



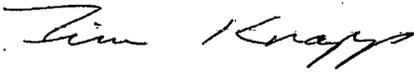
Sam Adams  
Mayor of Portland



Dennis Doyle  
Mayor of Beaverton



Jerry Willey  
Mayor of Hillsboro



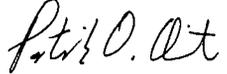
Tim Knapp  
Mayor of Wilsonville



Julie Manning  
Mayor of Corvallis



Timothy D Leavitt  
Mayor of Vancouver, Washington



Patrick Quinton  
Portland Development Commission



Sandra McDonough  
Portland Business Alliance



Jay Clemens  
Associated Industries of Oregon



Ryan Deckert  
Oregon Business Association



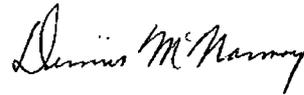
Duncan Wyse  
Oregon Business Council



Jonathan Schlueter  
Westside Economic Alliance



Sean Robbins  
Greenlight Greater Portland



Dennis McNannay  
Oregon Bioscience Association



Skip Newberry  
Software Association of Oregon



Linda Weston  
Oregon Entrepreneurs Network

Cc: Mr. Azam Khan  
Attachment: Bryson Re PTO 111811

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

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### **Library Anniversary**

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Meeting Date:	February 6, 2012	Contact:	Patrick Duke
Report Date:	January 25, 2012	Contact Phone:	503-570-1590
Source of Item:	Library	Contact E-Mail:	duke@wilsonvillelibrary.org

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### **ISSUE STATEMENT**

The Library turns 30 years old on February 14, 2012. A proclamation celebrating that event is on the Agenda.

The Library is celebrating during the week of February 11 - 18, 2012 with cake on Feb. 14 and an evening reception on Feb 18. All events are open to the public.

### **BACKGROUND**

The Wilsonville Public Library was christened on February 14, 1982. The Library opened into a 1,200 square foot former preschool building on Boones Ferry Road, now the site of Albertsons. That first year, the Library checked out about 16,000 items. Storytime attendance was not recorded, but an early photograph shows three children listening to a librarian read from a book across a table.

Throughout its history, the Library has been deeply enriched by the support of citizens. The Wilsonville Friends of the Library was incorporated in March 1982 and has been generating funds and programs to enrich the Library's resources ever since. In 2011, the Friends spent nearly \$50,000 on Library programs and collections. Furthermore, citizens have voted to fund the library many times, most recently in 2008 with 67 percent of Wilsonville voters approving the creation of a Library District.

The Library has gone through considerable growth since its birth. Since 1982, circulation has grown over 3,000 percent, and the Library now circulates over 16,000 items every two weeks. Those three children listening to a story in 1982 has grown to 250 preschoolers attending Storytime each week, and teen programs are well attended. The Library has computers for citizen use and wireless internet access, which will be used over 40,000 times this year. Library staff will answer 17,000 reference questions this year, and 1,500 adults will attend a wide range of programming.

The creation of the Library District in 2008 ended a 10 year period of fiscal uncertainty by ushering in a period of stable funding that has allowed the library to restore services that citizens expect. The Library has expanded its role. Online services like e-books are quickly becoming a cultural norm, and use of the Library's digital collection is skyrocketing. The Wilsonville Public Library Foundation is supporting new initiatives like the Imagination Library, Science Adventure, and literature seminars.

It is an exciting time. The Library's 30th Birthday is a celebration of the growth of the Library and its ability to serve citizens, and eagerly anticipate the future.

Please see the attached schedule and join the Library for a week of events celebrating the Library's 30<sup>th</sup> Birthday.

## **Library Birthday Celebration Week Schedule**

### **Saturday, February 11th**

“Library Birthday Tic-Tac-Toe” game starts

11:30 a.m. Spanish Storytime

2:00 p.m. Book Notes Concert - Al-Andalus

### **Sunday, February 12th**

*Imagination Library Kick-off*

2:00 p.m. Kick-off with a special performance by our Youth Services staff of “The Little Engine That Could”

### **Monday, February 13th**

*Heritage Day*

Want to discover your family tree? Learn how with our genealogy experts and outstanding collection of local and Northwest historical resources.

### **Tuesday, February 14th**

*Library Birthday!*

Join us all day for birthday cake and a special waiver of overdue charges up to \$25.

### **Wednesday, February 15th**

*Volunteer Day*

Find out what our volunteers do and just how important they are to us and the community.

### **Thursday, February 16th**

*Adult Programming Day*

Get a sample of our programs for adults, from literature classes and Book Club, to computers and knitting, to our public lecture series “Dewey Talks”.

### **Friday, February 17th**

*Bookstore Day*

Visit the “Twice Sold Tales” bookstore in our lobby. The Wilsonville Friends of the Library run the bookstore and are offering an exclusive discount for this day only.

6:00 p.m. Academy Awards Film Fest

### **Saturday, February 18th**

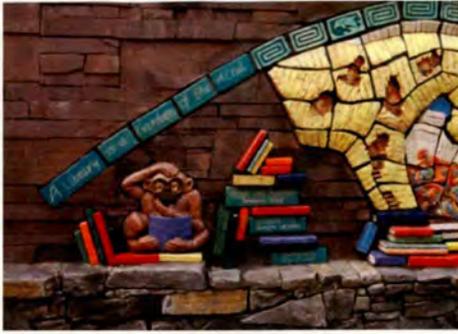
*Community Celebration*

1:30 p.m. Academy Awards Film Fest

3:30 p.m. Academy Awards Film Fest

6:00 p.m. Community Library Birthday Party

For more Library birthday information, visit the birthday page: [www.wilsonvillelibrary.org/birthday](http://www.wilsonvillelibrary.org/birthday)



**PROCLAMATION CELEBRATING  
30<sup>TH</sup> ANNIVERSARY OF WILSONVILLE LIBRARY**

**WHEREAS**, in a world undergoing constant change, libraries provide enduring connections to the past and future of our communities, nations and civilizations; and

**WHEREAS** the Wilsonville Public Library was founded on February 14, 1982 by Wilsonville citizens who understood the a local impact of a quality library, and

**WHEREAS** the Library's checkouts have grown almost 3,000% since 1982, and reference questions have grown over 1,000%, and

**WHEREAS**, since 1982 the Library has produced award-winning children's programs that have introduced thousands of children to the joy of stories and reading, and

**WHEREAS** the Library provides an increasing array of adult programs to stimulate learning and build community, and

**WHEREAS**, the library provides wireless internet and computer workstations for citizens to further their education, look for jobs, conduct business, and communicate with loved ones, and

**WHEREAS** the Library embraces the increasingly digital and online world of the 21<sup>st</sup> century by dramatically expanding is online services, while maintaining a vital link to physical resources and face to face communication, and

**WHEREAS** the Library staff is dedicated to serving the citizens of Wilsonville, and are often the public face of the City staff, and

**WHEREAS** the Library's membership in the LINCC consortium dramatically increases the resources available to Wilsonville citizens, including over 1.5 million items that can be reserved by citizens from home, and

**WHEREAS** the Wilsonville Friends of the Library and the Wilsonville Public Library Foundation are vital library fund raising organizations that turn donated books and gifts into innovative and popular programs like the Booknotes Concert Series, the Science Adventure summer program, and the creation of a Wilsonville affiliation of Dolly Parton's Imagination Library, and

**NOW, THEREFORE, I, Tim Knapp, Mayor of Wilsonville do hereby celebrate the 30<sup>th</sup> anniversary of the Wilsonville Public Library.**

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**Tim Knapp, Mayor  
February 6, 2012**

# CITY COUNCIL ROLLING SCHEDULE

## Board and Commission Meetings 2012

### FEBRUARY

Date	Day	Time	Event	Place
2/6	Monday	7 p.m.	City Council Meeting	Council Chambers
2/8	Wednesday	6 p.m.	Planning Commission	Council Chambers
2/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
2/20	City Offices Closed Presidents Day			
2/23	Thursday	7 p.m.	City Council Meeting	Council Chambers
2/27	Monday	6:30 p.m.	DRB Panel B	Council Chambers

### COMMUNITY EVENTS



February 13-18 Week Long Library 30<sup>th</sup> Birthday Celebration. More information about the weeklong celebration is available at [www.wilsonvillelibrary.org/birthday](http://www.wilsonvillelibrary.org/birthday).

February 16 - Adult 55+ Special Event - **The Bucket List Party**

1:00 PM - 3:00 PM at the Community Center

Cost: \$5.00 For more information please contact Patty Brescia - 503-570-1525

**Academy Awards Film Fest** – Wilsonville Public Library, Oak Room

February 18 – 1:30 p.m. and 3:30 p.m.

Call the Library for more details 503-682-2744.

The screenings are free.



February 24 – **Middle School Dance**

7:30 p.m. . . – 9:30 p.m. Community Center

\$5.00 at the door, must have Middle School Student ID for admittance

## **CITY COUNCIL MEETING INFORMATION ITEM**

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### **Opportunity Grant Award**

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Meeting Date: February 6, 2012  
Report Date: January 26, 2012  
Source of Item: Community Services

Contact: Peggy Watters  
Contact Telephone Number: 503.570.1579  
Contact E-Mail: watters@ci.wilsonville.or.us

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### **BACKGROUND**

The Parks and Recreation Advisory Board serves as the appointed body to review the applications for the grant funds that are available through the City. The Opportunity Grant provides \$25,000 per fiscal year from the General Fund. This grant opportunity has two application cycle dates – October and April, for which \$20,000 is reserved for the future. The remaining \$5,000 is held for applications that do not meet the application deadlines.

The Parks and Recreation Advisory Board reviews the applications at their regularly scheduled meetings in October and April. Additional applications for the sliding funds are reviewed at the next scheduled meeting of the board. This is the case for the current grant award.

The Arts and Culture Alliance of Wilsonville (ACAW) submitted an application for \$680.00 in December, 2011. The request is for the design and production of marketing materials such as maps, posters and flyers to call attention to the rich public sculpture program in Wilsonville. The ACAW includes all sculptures that are located in places that are easily accessible to the public, including those on business and school properties as well as those on public property. The ACAW materials represent sculptures that are publicly and privately owned as well as those that are in the 'rotating' art program. There are currently seven steel pads on public property that have been allotted for the rotational sculpture program. The rotational sculpture program was on hold from 2009 to 2011 due to lack of funding.

The ACAW requested funding to produce the materials to draw attention to the sculptures and the sculpture program.

### **IMPACT ON CITY RESOURCES**

In 2011, the ACAW secured sponsorship funding and four sculptures were placed as part of the rotational program. The contracts for these sculptures are carried between the City and the Artist and will be in effect for two years. The ACAW pays for the installation of the sculptures and the stipend to the artist for this two year period.

The Parks and Recreation Advisory Board reviewed the application and voted favorably to award the full request of \$680.00. The check is prepared to present to the ACAW at the Council meeting, providing the Council and the ACAW an opportunity to highlight the grant program and the sculpture project to the public.

## **CITY COUNCIL STAFF REPORT**

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### **Street Sweeping Services Contract**

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Meeting Date: February 6, 2012  
Report Date: January 25, 2012  
Source of Item: Public Works

Contact: Delora Kerber  
Contact Telephone Number: 503-570-1542  
Contact EMail:kerber@ci.wilsonville.or.us

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#### **ISSUE STATEMENT**

Need Council approval of a Resolution of the City of Wilsonville acting as the Contract Review Board, approving the bid process, accepting the preferred bidder and awarding a service contract to Water Truck Services, Inc., for street sweeping services.

#### **BACKGROUND**

Street Sweeping is needed to keep our street and lot surfaces clean, reduce debris and litter from entering the areas streams and rivers. Street sweeping is a key Best Management Practice used in the operation and maintenance of the City's stormwater system. Sweeping ensures proper flow of rain water into the stormwater system and maintaining the structural integrity of the street and lot surfaces.

This service contract provides monthly sweeping of all city streets, twice a month sweeping of main bike lanes, quarterly sweeping and detailed cleaning of city lots, as well as special sweeping for various activities such as: additional leaf removal; emergency spill response; accident debris removal; and adverse weather conditions.

On December 19, 2011, an invitation to bid on street sweeping services was advertised in *The Daily Journal of Commerce*. On January 10, 2012 the City received three sealed bid packages. Two of the three proposals were scored for acceptance and one proposal was dismissed for non-compliance with bid conditions.

#### **BUDGET CONSIDERATIONS**

This is a three year contract which includes an option to extend the contract for two (2) additional one (1) year periods for street sweeping services.

Provisions in the contract require the rates to be held constant for the initial three years. At the beginning of the fourth year and in the beginning of the fifth year, contract rates may be escalated based on the Annual Portland-Salem, OR-WA, Consumer Price index-Urban (CPI-U) for all items, not seasonally adjusted for the 12 month period ending in June.

The not to exceed contract price for street sweeping services for the 2012 calendar year is \$131,846 and being that this is a time and material contract, the contractor will only be paid for the actual services provided.

There is \$149,000 budgeted for these services in the FY 2011/2012 budget.

**STAFF RECOMMENDATION**

Staff recommends that the City Council adopt Resolution 2345 approving the bid process, accepting the preferred bidder, and awarding Public Works Contract for Street Sweeping Services with Water Truck Services, Inc. for a sum not to exceed \$131,846 and authorizing a contingency budget of \$17,154 for extra sweeping services, if needed.

**SUGGESTED MOTION**

Move to adopt the attached resolution approving the bid process, accepting the preferred bidder, awarding the contract to Water Truck Services, Inc. for \$131,846 to provide street sweeping services plus a contingency of \$17,154 for extra sweeping services, if needed.

**ATTACHMENTS**

Resolution 2345

**RESOLUTION NO. 2345**

**A RESOLUTION OF THE CITY OF WILSONVILLE ACTING IN ITS CAPACITY AS THE LOCAL CONTRACT REVIEW BOARD APPROVING THE BID PROCESS; ACCEPTING THE PROPOSAL WHICH WILL BEST SERVE THE INTEREST OF THE CITY; AND AWARDING A CONTRACT TO WATER TRUCK SERVICES, INC. FOR THE PROJECT KNOWN AS STREET SWEEPING SERVICES**

WHEREAS, the City of Wilsonville needs street sweeping services provided by a contractor with particular training, ability, knowledge and experience; and

WHEREAS, public contracts for such services must comply with Oregon competitive bid laws in accordance with Oregon Revised Statutes, Chapter 279, Public Bids and Contracting; Wilsonville Code 2.3.14, Contracts with the City; and the Attorney General's Model Rules which the City has adopted as its contracting rules; the Wilsonville City Council serves as the city's Contract Review Board; and

WHEREAS, the City of Wilsonville went through such a competitive process for street sweeping services; and

WHEREAS, an invitation to bid for Street Sweeping Services was advertised on December 19, 2011 in the Daily Journal of Commerce; and

WHEREAS, three proposals were submitted for consideration on January 10, 2012; and

WHEREAS, two of the three proposals met the requirements established in the Request for Proposals and were scored for acceptance and one proposal was dismissed for irregularities; and

WHEREAS, in the public interest the City Council acting as the Local Contract Review Board has determined that Water Truck Services, Inc. is qualified and capable of performing the services as required, under the terms and conditions set forth; and

WHEREAS, the City's FY 2011/2012 budget includes \$149,000 appropriated for street sweeping services:

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

1. The City Council acting as the Local Contract Review Board finds and concludes:
  - a. The recitals of findings above are incorporated by reference herein.
  - b. The proposal by Water Truck Services, Inc. of \$131,846 is deemed the preferred responsible/responsive bid and is in the best interest of the City.

2. In accordance with the provision of Oregon Revised Statutes, Chapter 279, Public Bids and Contracting and Wilsonville Code 2.3.14, Contracts with the City; and the Attorney General's Model Rules which the City has adopted as its contracting rules; the City Council acting as the Contract Review Board hereby award the contract for street sweeping services to Water Truck Services in an amount of \$131,846 and authorizes expenditure of an additional \$17,154 as service contingency.
3. The Public Works Director is authorized to approve extra services to this contract as required provided, however, the total cost does not exceed the approved budget for street sweeping services
4. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6<sup>th</sup> day of February 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 Núñez	_____
Councilor Hurst	_____
Councilor Starr	_____
Councilor Goddard	_____

Attachment: Street Sweeping Services Contract



**City of Wilsonville**  
**PUBLIC WORKS CONTRACT**  
**Street Sweeping Services**

**THIS AGREEMENT** is made and entered into this 6<sup>th</sup> day of February, 2012 by and between the CITY OF WILSONVILLE, an Oregon municipal corporation (the “City”), and WATER TRUCK SERVICE, INC. (the “Contractor”).

**RECITALS**

**WHEREAS**, the City has the need for the services by the Contractor with particular training, ability, knowledge and experience possessed by the Contractor for Street, Parking Lots, and Special Sweeping services and:

**WHEREAS**, the City has determined that the Contractor is qualified and capable of performing the services as the City does hereinafter require, under the terms and conditions set forth hereafter;

**WHEREAS**, the City has determined that the Contractor's offer was the combined lowest bid and responsive proposal submitted in accordance with the Evaluation and Selection Criteria set forth in the Request for Proposal and meeting the City’s requirements;

**THEREFORE**, the parties agree as follows:

**1.0 Services To Be Provided**

The Contractor shall perform those services described in **Exhibit A** of this Agreement. The Contractor shall provide and bear the expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this Agreement, unless otherwise specified in the attached plans and specifications. The Contractor shall perform all work in accordance with all applicable federal, state, and local laws, rules, and regulations.

**2.0 Contract Documents**

The Agreement between the parties includes Public Notice, Instruction to Bidders, Contractor’s Proposal, Bid Schedule, this Agreement, Scope of Work included in **Exhibit A**, General and Special Conditions as described in **Exhibit B**, Drawings, Fee Compensation set forth in **Exhibit C**, Specifications, Addenda (if any), Tax Identification Number as specified in **Exhibit D**, approved Additional Service Request Orders (**Exhibit E**), Certificate of Insurance naming the City as

additional insured, and copy of the Contractor's state Contractor license, UBI number, and the Contractor's Business license, which are hereby incorporated by reference and made a part of this Agreement as if fully set forth herein, and shall be referred to as the "Contract Documents."

### **3.0 Compensation**

3.1 The City agrees to retain the Contractor to provide the services and materials to do and cause to be done the above-described work and to complete and finish the same according to the terms and conditions contained in this Agreement.

3.2 The Contractor shall submit invoices for work performed using a format that is acceptable to the City.

3.3 The City agrees to pay the Contractor for the actual work completed, as identified in the above Section 1.0, Services To Be Provided, according to the rates set forth in **Exhibit C** for a sum not to exceed One hundred thirty one thousand eight hundred forty six and 00/100 dollars(\$131,846.00).

3.4 The Contractor shall complete and return to the City **Exhibit D**, Taxpayer Identification Number, prior to or along with the first invoice submittal. The City shall pay the Contractor for services rendered within thirty (30) days after City approval.

### **4.0 Time of Performance**

4.1 This Agreement shall become effective upon the date of execution, and shall expire, unless otherwise terminated or extended, on December 31, 2014. All work under this Agreement shall be completed prior to the expiration of this Agreement.

4.2 The City has the option to renew this Agreement for up to two (2) additional one-year periods.

### **5.0 Warranties/Guaranty**

5.1 The Contractor warrants to the City that any materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted by the Contract Documents, that the work will be free from defects, and that the work will conform to the requirements of this Agreement. Work not conforming to these requirements, including substitutions not properly approved and authorized in writing by the City, may be considered defective.

5.2 The Contractor, for him/herself, and for his/her heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor. The Contractor shall be responsible for, and shall indemnify and hold the City harmless from, any damage or expense by reason of failure of performance, as specified in the Agreement.

**6.0 Change Orders**

Changes to the scope of work to be performed, as described in **Exhibit A** of this document, or the amount of the contract sum, or the time for completion of the work, may be accomplished only by the written document, **Exhibit E** Special Work Request Order, signed by the Contractor and the Department of Public Works on behalf of the City. Once effective, the Contractor shall proceed promptly with the work as modified, unless otherwise provided in the change order. No change order shall be effective until it has been signed by the City. All change orders must specify any increase in costs to the City or no additional charges will be allowed.

**7.0 Insurance**

7.1 The Contractor shall maintain insurance acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of the Contractor's activities or work hereunder. The limits set forth in no way limit the Contractor's liability to the City or to other third parties under this Agreement.

7.2 The policy or policies of insurance maintained by the Contractor shall provide at least the following limits and coverages:

a. *Commercial General Liability Insurance.* The Contractor shall obtain, at the Contractor's expense, and keep in effect during the term of this Agreement, Comprehensive General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form (1996 ISO or equivalent). This coverage shall include Contractual Liability insurance for the indemnity provided under this Agreement. The following insurance will be carried:

<i>Coverage</i>	<i>Limit</i>
General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	2,000,000
Each Occurrence	2,000,000
Fire Damage (any one fire)	50,000
Medical Expense (any one person)	25,000

b. *Business Automobile Liability Insurance.* If the Contractor will be using a motor vehicle in the performance of the services herein, the Contractor shall provide the City a certificate indicating that the Contractor has business automobile liability coverage for all owned, hired, and non-owned vehicles and equipment. The Combined Single Limit per occurrence shall not be less than \$2,000,000. Said insurance shall name the City as an additional insured and shall require notice be provided to the City in accordance with policy provisions in the event of cancellation.

c. *Workers' Compensation Insurance.* The Contractor and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their

subject workers or employees that are exempt under ORS 656.126. Out-of-state employers must provide Oregon workers' compensation coverage for their workers who work at a single location within Oregon for more than 30 days in a calendar year. Contractors who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than \$500,000 each accident.

d. *Insurance Carrier Rating.* Coverages provided by the Contractor must be underwritten by an insurance company deemed acceptable by the City with a rating of A- or better. The City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

e. *Certificates of Insurance.* As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish a Certificate of Insurance to the City. The Agreement shall be effected and no work shall be performed hereunder until the required certificates and the additional insured endorsements have been received and approved by the City. The Contractor agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days' prior advance notice.

f. *Additional Insured.* The City will be named as an additional insured with respect to the Contractor's liabilities hereunder in insurance coverages. The following is included as additional insured: The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers. Except professional liability and workers' compensation coverage, all policies shall provide an endorsement.

7.3 The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. The Contractor shall be responsible for any deductible amounts payable under all policies of insurance. In the event a dispute arises between the City and the Contractor for which the Contractor has obtained insurance, the maximum amount which may be withheld by the City for all such claims shall be no more than the amount of the applicable insurance deductible.

## **8.0 Assignment/Delegation**

The Contractor shall not assign this Agreement nor delegate any duties hereunder without prior written consent of the City, which consent may be withheld by the City in its sole subjective discretion for any cause whatsoever. If the City agrees to assignment of tasks to a subcontractor, the Contractor shall be fully responsible for the acts or omissions of any subcontractor and of all persons employed by them, and neither the approval by the City of any subcontractor nor anything contained herein shall be deemed to create any contractual relation between the City and the subcontractor.

## **9.0 Compliance with Laws**

This Agreement shall be subject to, and the Contractor shall at all times comply with, all applicable federal, state and local laws, regulations, rules and provisions of the City of Wilsonville Municipal Code, the City of Wilsonville Purchasing Procedures Manual, and ordinances of the City of Wilsonville.

## **10.0 Termination/Default**

10.1 Not for Cause. At any time and without cause, the City shall have the right, in its sole discretion, to terminate this Agreement by giving at least thirty (30) days' notice to the Contractor. If the City terminates the contract pursuant to this paragraph, it shall pay the Contractor for services rendered to the date of termination.

10.2 Default. The whole or part of this Agreement may be terminated by the City upon default in performance by the Contractor, if such default is not fully cured to the City's satisfaction within ten (10) days of notice thereof. In case of default, the City shall have any and all remedies available to it in law or equity, including money damages, injunctive relief, and specific performance.

## **11.0 Indemnification/Hold Harmless**

To the fullest extent allowed by law, the Contractor shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the performance of this Agreement. The Contractor waives the right to ORS 30.285 and ORS 30.287 indemnification and defense. The Contractor shall also reimburse the City for any damage done to City property.

## **12.0 Independent Contractor**

For all purposes, the Contractor shall be deemed an independent contractor and shall not be deemed an employee of the City.

## **13.0 General and Special Conditions**

See **Exhibit B** attached hereto and incorporated herein by reference.

13.1 Non-Discrimination. Any Contractor who competes for or is awarded a public contract may not discriminate against an employee, subcontractor, or supplier in awarding a subcontract because the employee, subcontractor, or supplier is a minority, woman, or emerging small business enterprise certified under ORS 200.055, or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined by ORS 408.225.

- a. This type of discrimination within three (3) years of the current solicitation can lead to debarment or disqualification of the proposer.

b. Violation after the contract is awarded may be regarded as a breach of contract.

13.2 Time of the Essence. Time is expressly made of the essence of each provision of this Agreement.

13.3 Waiver. Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.

13.4 Contract/Binding Effect. This Agreement, together with all Contract Documents referred to herein, constitutes the entire agreement between the parties hereto.

13.5 Modification. No modification of this Agreement shall be of any force or effect, unless in writing signed by the parties.

13.6 Governing Law/Venue. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon. Venue will be in Clackamas County.

13.7 Attorney Fees and Costs. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code), is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review. Whenever this Lease requires one party to defend the other party, it is agreed that such defense shall be by legal counsel acceptable to the party to be defended, understanding that claims are often covered by insurance with the insurance carrier designating the defense counsel.

13.8 Severability. If any provision of this Agreement is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

13.9 Counting of Days. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday or legal holiday, including Sunday, in which event the period runs until the end of the next day which is not a Saturday or legal holiday.

13.10 Number, Gender, and Captions. In construing this Agreement, it is understood that if the context so requires the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that generally all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

13.11 Binding Effect. The covenants, conditions, and terms of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, personal representatives, successors, and assigns of the parties hereto.

13.12 Notices. Any notice required by this Agreement may be delivered personally or mailed, certified with return receipt requested. If mailed, notice shall be deemed given upon the first business day after the date of the postmark. Notices shall be delivered or mailed to the following:

To the City: Delora Kerber, Public Works Director  
City of Wilsonville  
29799 SW Town Center Loop E  
Wilsonville OR 97070  
(503) 682-1011

To the Contractor: Water Truck Service, Inc.  
P.O. Box 1130  
Wilsonville, OR 97070  
(503) 682-2723

13.13 Signing Authority. The individual executing this Agreement on behalf of the Contractor represents and warrants to the City that he/she has the full power and authority to do so and that the Contractor has full right and authority to enter into this Agreement and perform its obligations under this Agreement.

**CITY:**

CITY OF WILSONVILLE, OREGON

By: \_\_\_\_\_

As Its: \_\_\_\_\_

Date: \_\_\_\_\_

Attest/Authenticated:

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

**CONTRACTOR:**

WATER TRUCK SERVICE, INC.

By: \_\_\_\_\_

As Its: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Barbara A. Jacobson, Assistant City Attorney

EXHIBIT A  
City of Wilsonville

**SERVICES TO BE PROVIDED**

The Contractor shall provide street sweeping and/or street flushing and removal of debris for the City of Wilsonville's streets and lots as outlined below and on the attached City map:

- 1.0 Sweeping of all City streets (145 lane miles\*, shown on map) on the following schedule:
  - Monthly
  
- 2.0 Sweeping of Wilsonville Road and Boeckman Road bike lanes (total 7.5 lane miles\*, shown on map) on the following schedule:
  - Twice monthly (once in regular monthly sweep and one additional per month)
  
- 3.0 Sweeping of all City parking lots (listed on attached map) on the following schedule:
  - Quarterly (total area of parking lots: approximately 575, 300 square feet\*)
  
- 4.0 Additional Services\*\* as requested by the City.
  - Emergency response
    - Storm clean-up, which includes sand clean-up after snow and ice event and wind storm events
    - Call-out response, which includes accident and/or spill clean-up (must be within 30 minutes of request from the City)
  - Response to specific citizen request received and approved by the City
  - Prior to community events
  - Special sweeps

\* Distances and areas are estimates only. The Contractor will be paid for the actual services provided.

\*\*All Additional Services must be requested through the Special Request Work Order, attached under **Exhibit E**, and signed by a designated Public Works Representative.

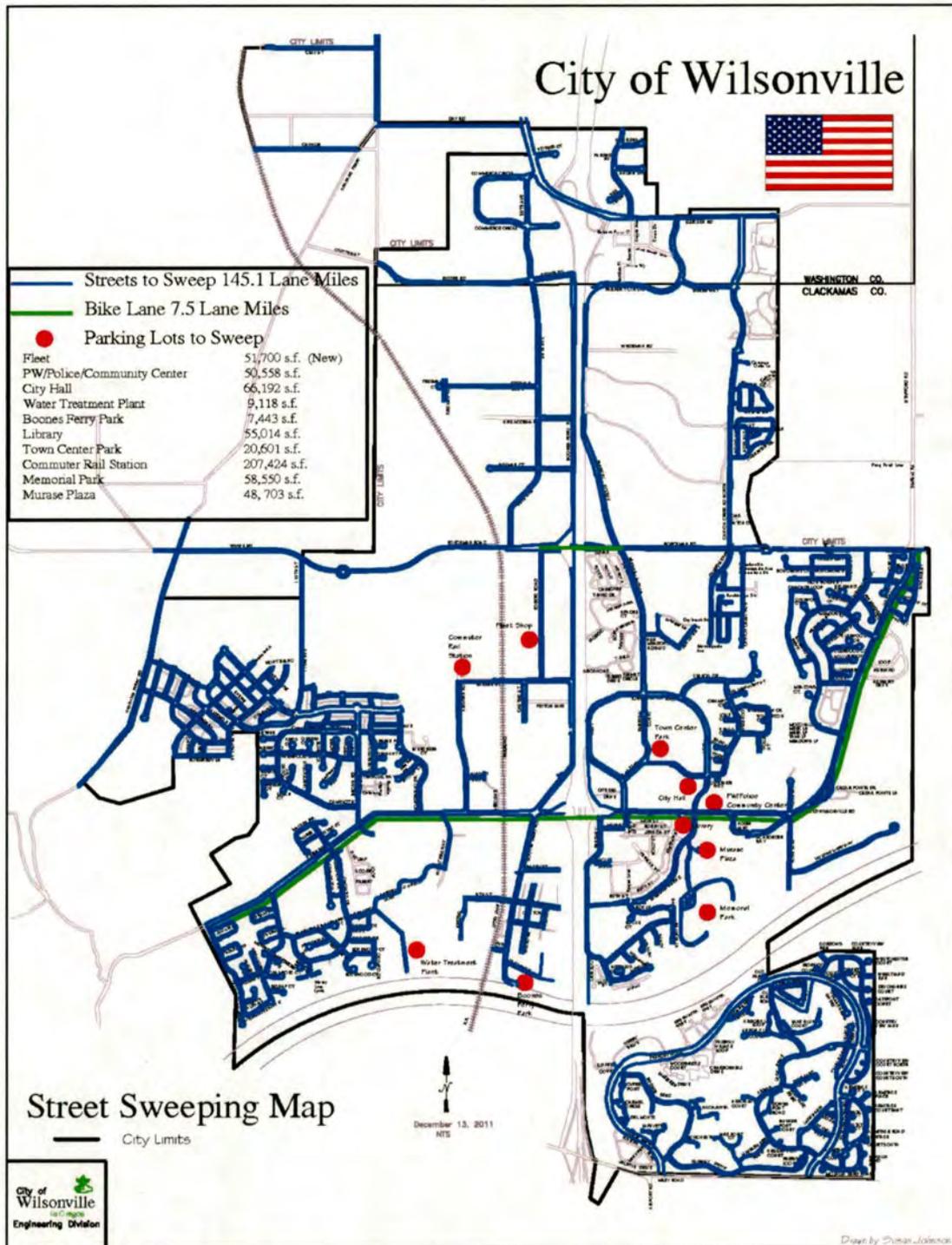


EXHIBIT B  
City of Wilsonville

**GENERAL AND SPECIAL CONDITIONS**

General and Special Conditions are additions to, or revisions of, the City's standard contract. In the event of a conflict between the Contract Documents and the General and Special Conditions, the more stringent requirements shall apply.

**1.0 Definitions**

The following terms and definitions used in the Agreement are described as follows:

- (a) "Additional Services" means additional sweeping services to be provided by the Contractor in response to emergency call-outs, storm clean-up, accidents, spills, community events, and special sweeps 365 days per year, 24 hours per day within 30 minutes of notification, on a call-out basis as requested by the Public Works Director or designee.
- (b) "City" means the City of Wilsonville, an Oregon municipal corporation.
- (c) "Contractor" means the individual, firm, joint venture, co-partnership, or corporation, and its heirs, executors, administrators, successors, and assigns, or the lawful agent of any such individual, firm, partnership, or corporation, or its surety under the performance bond, constituting one of the principles to the Agreement and undertaking to perform the work herein specified.
- (d) "Debris" means all dirt, sand, gravel, sticks, leaves, paper, and other miscellaneous items which are normally picked up by a street sweeper. The term "debris" will not include large items that cannot be picked up by a mechanical sweeper or that would otherwise damage the sweeper.
- (e) "Emergency" means a condition of imminent danger to the health, safety, and welfare of property or persons located within the City, and protection of the environment, including, without limitations, fallen branches or fallen branches within public right-of-way, or damage from natural consequences, such as storms, earthquakes, riots, or wars.
- (f) "Intersection" means the area embraced within the prolongation or connection of the lateral curb lines or, if none, the lateral boundary lines of two streets which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different streets joining at any other angle may come in conflict including, without limitation, the junction of an alley with a street.

- (g) "Public right-of-way" means the land or interest in land owned, dedicated, or conveyed to the public or a unit of government, providing for the movement of vehicles, wheelchairs, and pedestrian traffic; or providing access to abutting property, utility lines, appurtenances, and other facilities benefiting the public.
- (h) "Services" means all work performed by the Contractor.
- (i) "Street" means any street, road, boulevard, drive, alley, lane, way, place, or any portion thereof, including islands, traffic curbs, intersection areas, auxiliary lanes, and those paved areas between normal curb lines of the roadway, whether or not an actual curb exists.
- (j) "Work" means the furnishing of all labor, materials, equipment, and other incidentals necessary or convenient to the successful completion of the Services and carrying out of all the duties and obligations imposed by the Agreement.

## **2.0 General Requirements**

### **2.1 Conditions of Payment**

For performance of those services described herein, payment shall be based upon the following terms:

Payment by the City to the Contractor for performance of services under this Agreement includes all expenses incurred by the Contractor, with the exception of expenses, if any, identified in this Agreement as separately reimbursable.

Payment will be made in installments based on the Contractor's invoice, subject to the approval of the Public Works Director or designee, and not more frequently than monthly. Payment shall be made only for work actually completed as of the date of the invoice.

Payment by the City shall release the City from any further obligation for payment to the Contractor, for services performed or expenses incurred as of the date of the invoice. Payment shall not be considered acceptance or approval of any work or waiver of any defects herein.

The Contractor shall make payments promptly, as due, to all persons supplying labor or materials for the performance of the work provided for in this Agreement.

The Contractor must pay all contribution or amounts due from the Contractor to the Industrial Accident Fund incurred in the performance of the work in this Agreement.

The Contractor shall not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished.

The Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

If the Contractor fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to the Contractor or a subcontractor by any person as such claim becomes due, the City's Finance Director may pay such claim and charge the amount of the payment against funds due or to become due the Contractor. The payment of the claim in this manner shall not relieve the Contractor or surety from obligation with respect to any unpaid claims.

The Contractor shall pay employees at least time and a half for all overtime worked in excess of 40 hours in any one week, per ORS 279B.235, except for individuals under the contract who are excluded under ORS 653.010 - 653.261 or under 29 USC §§ 201-209 from receiving overtime.

The Contractor will provide the City proof of workers' compensation and unemployment insurance for all employees, and shall make all required workers' compensation and unemployment insurance payments as they come due.

The Contractor is required to have a City of Wilsonville Business License or Metro Business License.

## 2.2 Contract Pricing and Adjustments

Prices shall be firm through the term of this Agreement. Price compensation may be allowed for an escalation in the rate of contract costs on a per hour and/or per cubic yard basis, at the beginning of the fourth year and the beginning of the fifth year, if the renewal option of this Agreement is executed.

The compensation escalation for subsequent contracts will use the Annual Portland-Salem, OR-WA, Consumer Price Index-Urban (CPI-U) for all items, not seasonally adjusted for the 12-month period ending in June.

## 2.3 Invoices

Each invoice shall include adequate detail to identify the services provided. Upon completion of each month's sweeping cycle, the Contractor shall submit a statement to the City showing the following information:

- mileage per street
- curb miles swept
- non-curb miles swept
- miles or feet of special sweeps
- speed of sweeper
- gallons of water used
- cubic yards of debris removed
- Tac-o-graph report showing the speed and miles swept on each sweeper used during the billing period
- Cost associated with the sweeping of the commuter rail station parking lot shall be itemized separately

All sweeping and/or flushing work shall be paid for to the nearest quarter hour. Payment will be made monthly upon approval and acceptance of the statement submitted by the Contractor.

#### 2.4 Quantities

The City does not bind itself to purchase the full quantities stipulated in this Agreement as estimates. The quantities shown on **Exhibit B** are estimates and not exact. They represent past purchasing activity and estimates of future usage. Payment shall be made only for quantities ordered, delivered, and accepted, whether greater or less than the stated amounts.

#### 2.5 Errors

The Contractor shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delay and without additional cost to the City.

#### 2.6 Non-Discrimination

Contractor shall certify in the documents accompanying the offer to enter a public contract that Contractor has not discriminated and will not discriminate against any minority, woman, or emerging small business enterprise, or a business enterprise that is owned or controlled by or that employs a disabled veteran, in obtaining a required subcontract.

#### 2.7 Hours of Labor

For the labor performed under this Agreement, no person shall be employed for more than eight (8) hours in any one day, or forty (40) hours in any one week, except in the cases of necessity or emergency, or where the public policy absolutely requires it, and, in such cases, except cases of contracts for personal services as defined in ORS 279A.055, the laborer shall be paid at least time and a half for all overtime in excess of eight (8) hours a day and for all work performed on Saturday and on any legal holiday, as specified in ORS 279B.020. In cases of contracts for personal services as defined in ORS 279A.005, any laborer shall be paid at least time and a half for all hours worked in excess of forty (40) hours in any one week except for those individuals excluded under ORS 653.010 - 653.260 or under USC §§ 201-209.

#### 2.8 Medical Care and Workers' Compensation

The Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation furnishing medical, surgical, and hospital care, or other needed care and attention incident to sickness or injury, to the employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all moneys and sums which the Contractor collected or deducted from the wages of the employees pursuant to any law, contract, or agreement for the purpose of providing or paying for such service.

## 2.9 Records

The City shall have access to such books, documents, papers, and records of the Contractor as are directly pertinent to this Agreement for the purpose of making audits, examination, excerpts, and transcripts.

The Contractor shall maintain records to assure conformance with the terms and conditions of this Agreement, and to assure adequate performance and accurate expenditures within the contract period. The Contractor agrees to permit the City, the State of Oregon, the federal government, or their duly authorized representatives to audit all records pertaining to this Agreement to assure the accurate expenditure of funds.

## 2.10 Contractor's Office

The Contractor shall be required to maintain an office, which shall be provided with telephones and such personnel as may be necessary to take care of complaints, to receive orders for Additional Services, or to receive any other instruction. Responsible management or supervisory persons shall be accessible at or through the office so as to assure the required performance under the Agreement. When the office is closed, a telephone answering service shall be in operation to receive messages.

## 2.11 Contractor Contact

The Contractor agrees to designate one (1) primary and one (1) backup person who will be the responsible contact person for the Contractor with respect to implementation of the Agreement and communication of information necessary for the performance of the Agreement. The Contractor shall provide the City with an emergency phone number that shall be answered 365 days/year, 24 hours per day. The City shall have communication to the sweeper by cellular phone through the Contractor.

## 2.12 Project Safety

The Contractor agrees that in performing the work contained within this Agreement, that it will meet all regulations in safety as required by OSHA. The Contractor further agrees that it will bring to the attention of the City all conditions on the job site or contained within the specifications which appear to be in violation of the provisions of OSHA. The Contractor further agrees that it will include within all subcontracts or contracts for purchase of materials, provisions requiring said supplier or subcontractors to meet OSHA standards. All materials, components, and design elements of this Agreement will be reviewed and an affirmative determination made by the Contractor that they meet the requirements of OSHA.

## 2.13 Incidental Costs

The Contractor shall be responsible for all miscellaneous and incidental costs associated with street sweeping and/or street flushing and removal of debris for the City of Wilsonville's streets and lots.

### **3.0 Service Requirements**

#### **3.1 Scope of Services**

The Contractor shall perform all work and furnish all tools, materials, and equipment in order to provide all necessary street sweeping, collection, and disposal services consistent with the accepted practices for other similar services, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the Public Works Director or designee. The Contractor assumes the risk of all conditions foreseen or unforeseen and agrees to continue to perform the work described in this Agreement without additional compensation where debris collects on streets caused by excessive rainfall or caused by street sanding during or after snowfall. These corrections shall not give rise to a claim for additional compensation or allow substantial variance from the agreed schedule.

#### **3.2 Response Times**

In the event of an accident, spill, or emergency, as determined by the City, the Contractor agrees to respond to and perform such services 365 days per year, 24 hours per day, within 30 minutes of receiving telephone notice from the City to proceed. All sweepers must be road legal and able to travel at highway speeds (55 MPH) to assure quick response time.

#### **3.3 Contractor's Work Schedule**

All City streets shall be swept per the schedule set forth in the Services To Be Provided section of this Agreement. Exact days for sweeping will be provided by the Public Works Director or designee. Street sweeping for business and high traffic main arterials will be done between the hours of 4:00 am to 7:00 pm, and residential streets shall be swept between the hours of 7:00 am and 7:00 pm.

If the work performed does not correspond to the schedule, the Contractor shall submit a revised schedule when requested by the Public Works Director or designee.

#### **3.4 Sweeping Schedule**

The Contractor shall establish and submit for approval a regular schedule of performance that will include sweeping all the streets at a minimum of once per month, in approximately the same order so the adjacent residents will be able to prepare their street for sweeping. If the City deems it necessary, the Contractor may be required to sweep a street or streets more often than once each month. Once established, the Contractor shall adhere to the approved schedule.

#### **3.5 Records/Logs**

Within ten (10) calendar days of the execution of this Agreement, the Contractor shall submit for the City's approval a monthly sweeping schedule, together with a planned route outlined on maps furnished by the City. The Contractor shall observe any legal holiday as specified in ORS

279B.020 and indicate all schedule modifications if a holiday falls on a regular sweeping day. Should the Contractor need to modify the schedule, as submitted, the Contractor shall give not less than seven (7) calendar days' written notice of any changes to the Public Works Director or designee.

The Contractor shall maintain accurate records of the services performed and of the site utilized for disposal of the street sweeping debris. At a minimum, these records shall show dates and times of transportation and disposal, amount of disposed debris or material, the name and location of the disposal site used, the name of the streets where the services were performed, and amount of sweeper hours and sweeper speed while cleaning. The Contractor shall provide the City a written report giving the information required in the proceeding sentence along with the monthly invoice. It is the Contractor's responsibility to provide the City with all required information stated in this section.

### 3.6 Employees

All Contractor's employees and agents who participate in the performance of the services shall be safe, competent, and skilled in the performance of such work. The Contractor shall require all employees to be courteous at all times to the public, to perform their work as quietly as possible, and to be neat in appearance.

The Contractor agrees to provide an adequate supervision and number of staff in order to provide the services and ensure the continuity of sweeping operations.

Incompetent, careless, or negligent employees or agents shall be promptly discharged or removed from performing work on the City's project by the Contractor, upon written request of the City. Failure to comply with such request is sufficient grounds for termination of the contract.

### 3.7 Contractor's Equipment

The equipment required for performance of the Agreement shall be street sweepers (Mechanical or Regenerative Air), and will have a minimum 3.5 cubic yard holding capacity. All equipment shall be maintained in good working condition and repair, and operate at the original manufacturer's specifications (compliant with PM-10 efficiency and Rule 1186 Certified).

Sweeping equipment shall be equipped with the proper warning lights as applies to slow moving and/or maintenance vehicles and shall meet all vehicle-operating requirements of the State of Oregon, Motor Vehicle Division.

The primary sweeper shall not be more than three (3) years old and the secondary sweeper shall be no more than (5) five years old at the beginning of the contract. In addition the secondary sweeper shall not be used more than 10% of the time. During those times both sweepers are cleaning, the 10% does not apply. The acceptability of the Contractor's street sweepers for the City's needs shall be subject to the approval or disapproval of the Public Works Director or designee.

Regenerative air sweepers shall be used for the storm water management program and Mechanical sweepers (double-gutter brooms) for rock spills, road sand, windstorms, heavy debris, and when necessary to properly clean any public right-of-way.

The Contractor must possess a roll-off truck that is not more than ten (10) years old. The roll-off truck shall have a minimum payload capacity of 12.5 tons.

All sweeping vehicles will be numbered and shall have the Contractor's name and vehicle number painted in letters of contrasting color at least four inches high on each side and on the back of each vehicle. No advertising shall be permitted other than the name of the Contractor.

Sweeping equipment shall be equipped with a speed-monitoring device. The Contractor shall submit with the monthly invoice a Tac-o-graph report showing the speed and miles swept on each sweeper used for this Agreement. Failure to comply with these requirements shall be just cause for termination of the Agreement.

All vehicles shall be kept in a clean and sanitary condition, have whisper fans for quieter operation, working spray systems for dust control, and high dump sweeper trucks capable of dumping directly to a dumpster, leaving no debris on the ground.

The Contractor shall keep a sufficient supply of spare brooms and parts to insure continuous operation. Worn brushes and brooms shall be replaced and adjusted to insure maximum efficiency. The determination of when a brush or broom shall be replaced shall be based on the effectiveness of all the brushes and brooms.

### 3.8 Cleaning Standard

All streets and intersections shall be swept clean, and no piles of debris shall be left anywhere within any streets or public rights-of-way. Although regular cleaning is normally along gutter or street edge, the entire travel lane, gutter to gutter or pavement edge to pavement edge, will be clean when sweeping has been completed. Water shall be used as required to control dust. The Contractor will be responsible for removing sticks, rocks, or other debris left behind the sweeper. The sweeper shall avoid tracking mud during operation. Correction of these items shall be done at no additional cost to the City.

Extra care shall be taken in the loading and transportation of street sweeping debris and other waste so that none of the collected material is left either on private property or on the street. Cleaning speed will be between 4 and 6 miles per hour. Any waste left on private property or on streets by the Contractor shall immediately be removed upon notice from the Public Works Director or designee.

The Contractor shall be responsible for the cleaning of all debris spilled or tracked on any street, public place, or private property by any of its equipment. If the Contractor fails to clean debris spilled or tracked within the same day notice is given by Public Works, the Public Works

Director or designee may cause such streets to be cleaned and charge the costs to the Contractor. The City is authorized to deduct such cost from any payments due to the Contractor.

### 3.9 Water Use

The City will provide water at hydrants for filling the water spray system on the sweepers, filling flusher trucks for sweeping, and for flushing the City-owned streets and facilities. The Contractor shall use a Chapman Valve when filling water tanks from hydrants. The Contractor shall maintain a water use record and submit this information as part of the monthly billing invoice.

### 3.10 Inspections

Inspection will be performed on a regular basis, as well as spot checks in response to citizens' complaints. Any deficiencies found will be reported to the Contractor for immediate correction.

### 3.11 Dust Control, Water, and Air Pollution

During all phases of work, and when directed, the Contractor shall take precautions to abate dust nuisances by cleaning up, sweeping, sprinkling with water, or other means as necessary to accomplish the suppression of dust.

During the term of the contract, the Contractor's operations shall conform to applicable laws and regulations of the Oregon Department of Environmental Quality, and other agencies of the State and Federal Government, as well as local ordinances designed to prevent, control, and abate water and air pollution.

### 3.12 Debris Removal

The Contractor shall not dump debris on the ground. The Contractor may provide his/her own drop boxes and transport equipment to haul the debris or the Contractor must use the local designated City waste disposal franchise to haul debris. Drop box minimum capacity shall be no less than 11.5 cubic yards.

The Contractor shall make prior arrangements with the Public Works Director or designee for the placement of all drop boxes to be used for the dumping of street sweeping wastes. The Contractor shall provide reflective cones or other highly visible devices to mark drop boxes at their locations. Debris boxes shall be removed daily.

The Contractor is required to have a back-up means of handling material in case of primary equipment failure.

### 3.13 Utilities

The Contractor shall be obligated to protect all public and private utilities from damage while performing the services. The Contractor shall be responsible for any and all restoration or replacements costs due to damages resulting from the Contractor's activities.

### **4.0 Hazardous Substances**

The Contractor recognizes that the debris or material collected by its street sweepers may contain dangerous or hazardous materials or wastes. The Contractor agrees to collect, handle, transport, and dispose of the debris or material and perform the services specifically in accordance with all applicable local, state, and federal laws, standards, rules, and regulations now in effect or hereafter amended or enacted. This shall include without limitations, all regulations by the Oregon Department of Environmental Quality and the United States Environmental Protection Agency.

The Contractor shall be responsible to obtain and pay for any and all permits or licenses required by the City or any other local, state, or federal government authority that are necessary to perform the services, and provide copies of such to the City. The Contractor shall provide a copy of a current Fire Hydrant Water Permit to the City upon execution of the Agreement covering all sweepers engaged in performing the services. The Contractor shall require that all operators of its street sweeping equipment maintain current, valid, appropriate commercial class of Oregon Driver's Licenses.

### **5.0 Disposal**

The Contractor shall have an operating screen plant using a one (1) inch or finer screen and equipment on impermeable surface with sand-oil separator for the processing of material prior to final disposal. Best management practices shall be followed as closely and in as practical a manner as possible.

Except for leaf, street debris under this Agreement will not be used, added, blended, or modified in any way to make a product, or as to risk contaminating a product, that will be given, sold, or make its way for public use. For this reason, recycling centers will generally be considered unacceptable for the processing of debris.

If debris is unscreened, all unscreened sweeping debris will be disposed of at a DEQ approved disposal site or transfer station for solid wastes.

Debris wastes shall be disposed of as dirt fill, after testing to identify any possible contamination, and only after plastics, papers, and other trash and solid wastes have been removed using a one (1) inch or finer screen system. Disposal of solid wastes shall be at a DEQ approved disposal site or transfer station.

Bulk leaf is listed as suitable feed stock for compost. In the months of November and December, loads that are predominately leaf will be allowed to be disposed of at permitted compost-recycling facilities.

Any exemptions to these specifications must receive written approval from the local DEQ and/or permitting authorities and the City.

Within the first 30 days of this Agreement, and as requested by the City during the term of the Agreement, the Contractor must provide to the City a detailed description of the following:

- who is managing the process of debris
- how the debris is being handled
- where the debris is being disposed
- description of the equipment used

The waste processing facilities may be subject to inspection as any time during the term of this Agreement.

*Rest of page intentionally left blank*

## **6.0 Waste Sites**

The Contractor shall operate waste storage sites in such a manner as to meet all safety and health requirements of state and local agencies. Site operations or the result of such operations which create a nuisance problem or which result in damage to the public and private properties shall not be permitted.

The Contractor will be responsible for obtaining the necessary permits for dumping at waste sites provided by the Contractor.

The Contractor is responsible for all disposals of sweepings. Only temporary storage is allowed on designated City property and must be removed within 24 hours of completion of work.

The Contractor shall dispose of, at its cost, street sweeping waste to a disposal site approved by and in compliance with the disposal requirements of the Oregon Department of Environmental Quality and any other federal, state, or local agency or department with jurisdiction. The Contractor shall not temporarily store any street sweeping spoils or waste at any site other than a disposal site that has been approved by the Oregon Department of Environmental Quality for that specific purpose. The Contractor shall collect, temporarily store, as needed, remove, and dispose of all accumulated debris in an environmentally sound manner. Removed leaves and woody debris shall be disposed of at a compost recycling facility. Debris includes all materials normally picked up by mechanical or vacuum-type street sweepers, such as, but not limited to, sand, salt, glass, paper, cans, leaves, grass, gravel, and any other materials which may be found on a paved street and which can be swept into a mechanical, vacuum-type, or regenerative air street sweeper.

EXHIBIT C  
City of Wilsonville

**FEE COMPENSATION**

Having carefully examined the Agreement titled, Wilsonville Street Sweeping Services, as well as the site of the project and conditions affecting the work, the Contractor agrees to furnish all the labor, materials, equipment, superintendence, and insurance, as well as other accessories and services, necessary to perform and complete all of the work required by and in strict accordance with this Agreement and the implied intent thereof, for the following schedule of unit prices:

**Unit Prices**

A. Regenerative Air Sweeper: \$89.50 per hour x 1200 hours equals	\$107,400.00
B. Mechanical Sweeper: \$100.00 per hour x 20 hours equals	\$2,000.00
C. Debris Removal: \$16.50 per cubic yard x 1100 cubic yards equals	\$18,150.00
D. Detail Work of City Parking Lots: \$89.50 per hour x 48.00 hours equals	\$4,296.00
<b>Total:</b>	<b>\$131,846.00</b>

EXHIBIT D  
City of Wilsonville  
29799 S.W. Town Center Loop E.  
Wilsonville, OR 97070  
Phone: (503) 682-1011

**TAX IDENTIFICATION NUMBER**

In order for you to receive payment from the City of Wilsonville, you must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Wilsonville prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

Corporation                       Partnering                       Government  
 Individual/Proprietor                       other (explain)                       Consultant

TIN No.: 93-1258248

Social Security No.: \_\_\_\_\_

Print Name: Bob Jonas

Title: President

Business Name: Water Truck Service, Inc.

Business Address: P.O. Box 1130 Wilsonville, OR 97070

Business Phone: 503-682-2723

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature (required)

EXHIBIT E  
City of Wilsonville  
**ADDITIONAL SERVICES REQUEST ORDER**



**ADDITIONAL  
SERVICES  
REQUEST ORDER**

CITY OF WILSONVILLE

30000 S.W. TOWN CENTER LOOP E  
WILSONVILLE, OREGON 97070

DATE: \_\_\_\_\_

TO            [Name]  
               [Company Name]  
               [Street Address]  
               [City, ST Zip Code]  
               [Phone]

JOB DESCRIPTION  
STREET SWEEPING  
REQUEST

SPECIAL SWEEP DESCRIPTION


SIGNATURE OF PUBLIC WORKS  
REPRESENTATIVE

w:\city\public works\street maint\street sweeping contract jan 2012 (baj) cln.doc

## **CITY COUNCIL MEETING STAFF REPORT**

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### **Staff Report**

### **Contract Award for Construction of 95<sup>th</sup> Avenue & Boones Ferry Road Intersection Improvement**

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Meeting Date: February 6, 2011  
Report Date: January 27, 2011  
Source of Item: CD/Engineering

Contact: Michael Ward, PE  
Contact Telephone Number: 503-682-4960  
Contact E-Mail: ward@ci.wilsonville.or.us

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### **ISSUE STATEMENT**

City Council previously approved funding for the construction of improvements to the intersection of 95<sup>th</sup> Avenue and Boones Ferry Road to maintain the level-of-service (LOS) per City standards. Staff recommends the City Council acting as the Local Contracting Agency adopt Resolution 2346 awarding the contract for this work to Kerr Contractors, Inc., who was the lowest responsible bidder.

### **BACKGROUND**

Staff issued requests for qualifications published in the Daily Journal of Commerce on March 5 and March 12, 2009. A total of 16 firms submitted qualifications and were approved for bidding. Staff advertised for bids from the pre-qualified contractors in the Daily Journal of Commerce on December 13, 15, 20 and 22, 2011 and received 9 bids. Nutter Corporation submitted a bid to perform the work at a cost of \$1,058,261.22. However, upon review of the submitted forms, it was discovered that Nutter Corporation had not submitted properly executed proposal security as required by the solicitation documents. Documents, including the bid bond form itself, stated a required security of not less than 10% of the bid. However, Nutter Corporation submitted a bid bond for 5% of their bid, a value of \$52,913.06. In accordance with OAR 137-047-0640 (1)(c)(D) of the public contracting rules, the Contracting Agency shall reject an offer (bid) where the offer (bidder) has not submitted properly the bid security as required by the solicitation documents. After conferring with the City Attorney, Nutter Corporation's offer was rejected. Nutter Corporation was duly notified. As next in line, the lowest responsible bidder was Kerr Contractors with a bid of \$1,127,038.20

### **RELATED POLICIES/BUDGET CONSIDERATIONS**

Council has identified the intersection in the 2011/12 budget as a high priority with importance for city growth and public safety in budgeting \$1,400,000 for design and construction services. The Kerr bid is within the budgeted amount. Of the \$1,400,000, a total of \$125,214 has been encumbered by the previously approved and awarded contract for design work, surveying services, and consulting supports (Resolution 2336). This leaves a balance of \$1,274,786 to cover the Kerr contract and any potential overages.

In awarding the contract to Kerr, the integrity of maintaining a fair and equal contracting process is maintained and is defensible.

## PROPOSED IMPROVEMENTS

The following is a list of improvements for the intersection of 95<sup>th</sup> Avenue and Boones Ferry Road. These improvements will correct the existing intersection configuration and improve safety, capacity and intersection level of service to reestablish the cities minimum level of service (LOS D). Due to the volume of traffic both now and over the 20 year design life and existing safety issues at this intersection, ODOT has required some reconfigurations for both traffic and pedestrians, since this intersection lies within ODOT's jurisdiction:

- A second left turn lane will be added to Boones Ferry Road for traffic travelling to 95<sup>th</sup> Avenue southbound to Commerce Circle westbound. (Capacity)
- A second receiving lane will be added on 95<sup>th</sup> Avenue to receive traffic from the additional left turn lane listed above. (Capacity)
- A second right turn lane will be added to 95<sup>th</sup> Avenue for traffic traveling to Boones Ferry Road southbound to the Elligsen interchange. (Capacity)
- The southwest signal pole will be placed in a location to accommodate a future southbound lane widening on the west side of Boones Ferry Road to accommodate the Coffee Creek Industrial Area.
- Commerce Circle north left turn on to 95<sup>th</sup> Avenue will be eliminated and the intersection will be converted into a right in/right out movement only. Additionally, a small concrete median will be added to prevent vehicles from making the left turn. Commerce Circle traffic will access 95<sup>th</sup> Avenue northbound from the existing Commerce Circle south signal. (Safety)
- The existing 95<sup>th</sup> Avenue left turn median will be converted into a combination left turn and southbound lane. This lane will change to a left turn only at the Commerce Circle south signal. This will maintain access to the properties on the east side of 95<sup>th</sup> Avenue while providing enough distance for southbound 95<sup>th</sup> Avenue traffic to merge prior to the left turn lane at the Commerce Circle south signal. (Capacity/Access)
- The pedestrian crossing on the south leg of the 95<sup>th</sup> Avenue and Boones Ferry Road intersection will be removed as a condition from ODOT for pedestrian safety due to the dual left and dual right movements as part of signal operation. It should be noted that there is no pedestrian access on the north side of Boones Ferry Road east of the commercial driveway to the Commerce Center South development. (Safety)
- Street lighting will be added on 95<sup>th</sup> Avenue from Commerce Circle south signal north to Boones Ferry Road completing the street lighting infill for 95<sup>th</sup> Avenue. (Safety)
- Sidewalks and bike lanes are being retained and relocated based on the newly created horizontal designs. (Capacity/Safety)

## RECOMMENDATION

That the City Council acting as the Local Contracting Agency adopt Resolution 2346 awarding the contract for this work to Kerr Contractors, Inc., who is the lowest responsible bidder.

### Attachments:

- Resolution No. 2346
- Bid Summary

**RESOLUTION NO. 2346**

**A RESOLUTION OF THE CITY OF WILSONVILLE ACTING AS THE LOCAL CONTRACT REVIEW BOARD APPROVING THE BID PROCESS; ACCEPTING THE LOWEST RESPONSIBLE BID; AWARDING A CONSTRUCTION CONTRACT TO KERR CONTRACTORS, INC., THE LOWEST RESPONSIBLE BIDDER; AND VERIFYING FUND AVAILABILITY FOR THE PROJECT TITLED OR141: SW PIONEER CT. – SB I-5 RAMPS COMMONLY REFERRED TO AS 95<sup>th</sup> AT BOONES FERRY RD INTERSECTION IMPROVEMENTS.**

WHEREAS, in accordance with the provisions of Oregon Revised Statutes, Chapter 279, Public Bids and Contracting; Wilsonville Code 2.3.14, Contracts with the City; and the Attorney General's Model Rules which the City has adopted as its contracting rules; the Wilsonville City Council serves as the city's Contract Review Board; and

WHEREAS, the 95<sup>th</sup> at Boones Ferry Rd Intersection Improvements Project was duly advertised for pre-qualification and competitive bids in the Daily Journal of Commerce on March 5 and 12, 2009; and

WHEREAS, the bid advertisement and invitation to bid included a Request for Qualifications and established a qualification process under which prospective bidders must be qualified in order to be considered a responsive bidder and 16 potential bidders were qualified; and

WHEREAS, from the qualified bidders, nine sealed bids were received prior to 4 p.m. local time, January 18, 2012, at the City Hall, 29799 SW Town Center Loop East, Wilsonville, OR, 97070; and

WHEREAS, the nine bids were then opened individually, and separately read aloud at 4:00 p.m., local time, January 19, 2012. The Summary of Bids is marked Exhibit "A", attached hereto and incorporated herein; and

WHEREAS, the apparent low bidder, Nutter Corporation, was nonresponsive under OAR137-047-0640(1)(c)(D) and its bid was duly rejected, as Nutter submitted a bid bond security of 5%, whereas the solicitation documents in five separate places, including the top of the submitted bid bond security form, called out the bid security requirement of 10%; and

WHEREAS, eight of these bids were found to be from responsive bidders as defined under the Request for Qualifications; and

WHEREAS, Kerr Contractors, Inc., as the next lowest bidder submitted the lowest responsible bid; and

WHEREAS, the Kerr Contractors, Inc. bid of \$1,127,038.20 includes all work on the project; and

WHEREAS, the City desires to execute a Construction Contract Agreement in a timely manner; and

WHEREAS, the City's FY11-12 budget includes a \$1,400,000 appropriation for the 95<sup>th</sup> at Boones Ferry Rd Intersection Improvements Project, which is Project #4041 in the budget.

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

1. The City Council acting as the Local Contract Review Board finds and concludes:
  - a. The recital of findings above are incorporated by reference herein.
  - b. The bid from Kerr Contractors, Inc. in the amount of a \$1,127,038.20 bid for all work in the contract, is deemed responsive. Kerr Contractors, Inc. is the lowest responsible bidder and is qualified for the work.
2. Subject to the final review and approval of the Project Manager and in accordance with the provisions of Oregon Revised Statutes, Chapter 279, Public Bids and Contracting; Wilsonville Code 2.3.14, Contracts with the City; and the Attorney General's Model Rules which the City has adopted as its contracting rules; the City Council acting as the Contract Review Board hereby awards the contract for construction to Kerr Contractors, Inc. in the amount of \$1,127,038.20.
3. Subject to final completion of all improvements specified in the contract documents and any supplementary changes, the Project Manager is authorized to certify the required improvements complete and make final payment including release of retainage.
4. The Project Manager is authorized to approve change orders to this contract as required provided, however, that the total cost does not exceed the approved budget for this project.
5. The City Council hereby authorizes the expenditures for this contract not to exceed the total FY11-12 budget amount:

<u>Account</u>	<u>Amount</u>
540.950.45030.4041	\$1,400,000

6. This Resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a special meeting thereof this 6<sup>th</sup> day of February 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	_____
Council President Núñez	_____
Councilor Hurst	_____
Councilor Goddard	_____
Councilor Starr	_____

## BID SUMMARY

**OR 141: SW PIONEER CT. - SB I-5 RAMPS (WILSONVILLE)**

**Project Number: 4041**

**Owner: CITY OF WILSONVILLE**

**Bid Opening: January 19, 2012 4:00PM**

Order Opened	Bidder	First Tier-Subcont. Disclosure	Non-Discrimination	Bid Security (10%)		Proposal	Non-Collusion	Bid Bond Form	Construction Schedule	Bid Amount	Apparent Lowest Bidder
				Amount	Type						
1	Gelco Construction Company	X	X	10%	Bond	X	X	X	X	\$1,162,979.10	4
2	Goodfellow Bros, Inc.	X	X	10%	Bond	X	X	X	X	\$1,172,129.32	5
3	K&E Excavating, Inc.	X	X	10%	Bond	X	X	X	X	\$1,151,287.95	3
4	Kerr Contractors	X	X	10%	Bond	X	X	X	X	\$1,127,038.20	2
5	Northwest Earthmovers, Inc.	X	X	10%	Bond	X	X	X	X	\$1,208,843.80	6
6	Nutter Corporation	X	X	5%	Bond	X	X	X	X	\$1,058,261.22	1
7	R&R General Contractors	X	X	10%	Bond	X	X	X	X	\$1,228,998.30	7
8	S-2 Contractors, Inc.	X	X	10%	Bond	X	X	X	X	\$1,261,007.80	9
9	Westech Construction	X	X	10%	Bond	X	X	X	X	\$1,231,938.85	8

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

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A special meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Thursday January 19, 2012. Mayor Knapp called the meeting to order at 7:10 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Council President Núñez - excused  
Councilor Hurst - excused  
Councilor Goddard  
Councilor Starr

Staff present included:

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Mike Kohlhoff, City Attorney  
Eric Mende, Deputy City Engineer  
Sandra King, City Recorder  
Mark Ottenad, Public Affairs Director  
Starla Schur, Deputy City Recorder

**Motion:** Councilor Goddard moved to approve the revised order of the agenda. Councilor Starr seconded the motion.

**Vote:** Motion carried 3-0.

### **MAYOR'S BUSINESS**

Upcoming meetings were announced by the Mayor, in particular the January 30, 2012 Work Session to discuss the Storm Water Master Plan. Mayor Knapp recounted the regional meetings he attended on behalf of the City.

### **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.

There were none.

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

Councilor Goddard – DRB and Clackamas County Business Alliance (CCBA) liaison, reported the December DRB meetings had been cancelled. Councilor Goddard noted is serving as an ex officio member of the CCBA Board, and updated the Council on the activities of their last meeting. He announced the "Down to Earth" Sustainability Speaker Series which begins January

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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31. The three-part series is a partnership between Arts & Technology High School and the City of Wilsonville.

Councilor Starr – Planning Commission and Wilsonville Community Seniors Inc. liaison, announced the next meeting of the Planning Commission. The Commission will continue their work on the sign code, and their discussion about the transportation systems plan. Councilor Starr announced the next Middle School dance, as well as the Friends of Trees voluntary planting event with on January 28<sup>th</sup>.

**CONSENT AGENDA**

A. Minutes of the December 19, 2011 and January 5, 2012 Council Meetings.

Mr. Kohlhoff read the titles of the Consent Agenda for the record. He noted the minutes of the December 19, 2011 Council meeting were slightly revised from what was included in the Council packet and the revision was discussed in Work Session.

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

**Vote:** Motion carried 3-0.

**NEW BUSINESS**

A. **Resolution No. 2342**

A Resolution Of The City Of Wilsonville Authorizing An Intergovernmental Agreement Between The Cities Of Sherwood And Wilsonville Regarding Transmission Segment 3A: Reimbursement For Work Completed And Ownership Thereof; And Regarding Transmission Segment 3B: Payment By Sherwood To Wilsonville For Work Previously Accomplished, Easement Acquisition Costs And Process, Environmental Permitting, Pipeline Design Services, And Terms Of Advance Sherwood Funding For Construction Of Segment 3B.

Resolution No. 2342 was read by title only by the City Attorney. He then presented the staff report. Resolution No. 2342 authorizes the intergovernmental agreement between Wilsonville and the city of Sherwood regarding portions of water transmission lines referenced as Segments 3A and 3B.

The Willamette River Water Treatment Plant was constructed by Tualatin Valley Water District (TVWD) and the City of Wilsonville to initially serve the City of Wilsonville with up to a 10 mgd (million gallons per day) supply of municipal water and TVWD, or a water consortium to be formed by TVWED and nearby cities, with up to a 5 mgd supply, with future expansion of another 10 mgd for Wilsonville and another 45 mgd for TVWD/TVWD Water Consortium. With Wilsonville's permission, Sherwood as an intended city in the water consortium acquired from TVWD its interest in its 5 mgd of supply. To transmit Sherwood its supply and to accommodate Wilsonville's transmission needs, agreements between Wilsonville and Sherwood

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

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were entered into on a segment basis for construction of, and interest in supply capacity of segments of the transmission line. There are two basic agreements needed to complete the provision of the transmission line Segment 3, known also as the Kinsman Road segment extension. The first being the IGA before Council for payment and capacity ownership provision for a previously constructed portion of Segment 3, referenced as 3A, and for work completed on design of 3B; as well as cost allocation for land acquisition, permitting and final design. The second will be for the allocation of ownership capacity and costs for the construction of 3B. This should be before Council in February or March and completes the transmission line segment agreements. Further negotiations and agreement(s) may occur in regard to plant upgrades.

Sherwood is paying for its share of cost incurred for 3A and up through August 31, 2011 for 3B, is advancing its estimated share of costs associated with negotiating right of way and engineering design, and is agreeing to pay its true up share. The total Sherwood will be paying and advancing within 30 days of adoption will be \$268,460.83. The City's share has either been paid as to construction of 3A and for 3B work through August 31, 2012, or has been duly budgeted for future work.

Staff is recommending Council authorize the IGA as a fair arms' length agreement to mutually assist the city of Sherwood and provide for a means to transmit water to Sherwood consistent with supply ownership and our prior agreements, while constructing the transmission line for Wilsonville's use as well.

Councilor Goddard clarified the reference to August 2012 in the staff report should be August 2011 and the costs incurred for 3A, and up through August 31 for 3B, are costs incurred last year. He asked if there had been any changes the City of Sherwood asked for in the IGAs that are not reflected in the version before Council tonight.

Mr. Kohlhoff stated there were not. However there had been an agreement reached about capping the administrative costs at 14% based on historical experience.

Eric Mende, Deputy City Engineer further explained the August 31, 2011 date. The preliminary engineering for the transmission line was performed under the Barber/Kinsman project, which was a larger project that included five components – two roads, two water lines, and a sewer line. The City had actual costs for that project accumulated under those project numbers through August 31<sup>st</sup>. As of August 31<sup>st</sup> we started tracking the project costs directly against a different project number.

**Motion:** Councilor Starr moved to approve Resolution No. 2342. Councilor Goddard seconded the motion.

Councilor Goddard asked when the project was expected to be completed in terms of delivering the first planned water. Mr. Kohlhoff responded the estimated completion is the end of 2013 due to the permitting process.

**Vote:** Motion carried 3-0.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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**B. Resolution No. 2343**

A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The Execution Of A Professional Services Agreement With Westech Engineering Inc. To Provide Engineering And Consulting Services For Preparation Of Final Design Documents For The Segment 3B Water Transmission Pipeline Project.

Mr. Kohlhoff read the title of Resolution No. 2343 for the record.

The staff report was presented by Eric Mende, Deputy City Engineer, and project manager for the project. Council action is needed to authorize the Interim City Engineer to execute a Professional Services Agreement (PSA) with Westech Engineering Inc. for professional services associated with final design of Segment 3B of the 48" diameter Water Transmission pipeline. The proposed contract value is \$214,530.

In 2002, the City of Wilsonville completed construction of the Willamette River Water Treatment Plant (WRWTP). The plant was jointly financed by the City of Wilsonville and the Tualatin Valley Water District (TVWD), with the Master Agreement between the City and TVWD specifying an initial production capacity of 15 Million Gallons per Day (MGD). Of this initial 15 MGD production capacity, 10 MGD was allocated to Wilsonville, with 5 MGD allocated to TVWD. TVWD subsequently sold their initial 5 MGD production right to the City of Sherwood.

Beginning in 2007, various intergovernmental agreements were negotiated between the cities of Wilsonville and Sherwood for construction of a jointly owned 48" diameter Water Transmission Pipeline from the intersection of Wilsonville Road and Kinsman Road to a jointly owned vault located at Tooze Road and Westfall Road. Sherwood also constructed a wholly owned transmission line from the vault to their Snyder Park Reservoir.

Five major Segments were identified for the Wilsonville portion of the Transmission Pipeline, of which this Segment 3B is the last remaining unconstructed segment. With the recent completion of the vault, and with an Interim Water Supply Agreement in place (Resolution 2317 – passed 9/7/2011), the City of Sherwood is now able to receive up to 2.5 MGD through Wilsonville's distribution system. However, completion of Segment 3B of the 48" Transmission Pipeline is needed for Sherwood to fully realize their entire 5 MGD rights.

Both cities desire to see this final leg of the pipeline completed in an expeditious manner. To that end, the project is being expedited to the extent feasible. General design criteria, alignment, and Preliminary Engineering for the Project were completed to the 30% level in mid-2011 under the larger Barber – Kinsman Project. This was done primarily to coordinate the water line alignment with a future Kinsman Road alignment and to document the cumulative environmental impacts of both the road and the water line. Having completed these coordination tasks, final design and permitting for the pipeline is now being moved forward as an independent project. Environmental permitting (Joint Permit Application) has also been expedited using a separate Services Agreement that was executed in October. The Permit Application is ready for submittal.

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

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The procurement effort for this Services Agreement followed a Qualifications Based Selection (QBS) process consistent with City purchasing procedures and State of Oregon Public Contracting Rules. Statements of Qualifications (SOQs) were solicited in September 2011 via inclusion of the project on the City's web site, as well as direct publication in the Daily Journal of Construction (DJC). Only three firms responded, all of whom were considered Responsive and Qualified. Each SOQ was reviewed independently by a panel consisting of Wilsonville City Engineer Mike Stone, Wilsonville Deputy City Engineer (and Project Manager) Eric Mende, and City of Sherwood Public Works Director Craig Sheldon. A consensus decision was reached to select Westech Engineering to perform the work, assuming an acceptable Scope and Cost could be negotiated.

A Request for Proposals (RFP) was issued to Westech in early October, with the initial cost proposal due back on October 24, 2011. Negotiations and scope and cost revisions occurred in November and December 2011. The City negotiations team included the same evaluators as for the SOQs (Stone, Mende, Sheldon). All parties are in agreement that the final negotiated Not To Exceed contract price of \$214,530 fairly represents the value of the Scope of Services to be performed.

Ownership of, and financial responsibility for the completed pipeline, will essentially be 50/50. The project (and this contract) will be directly managed by City of Wilsonville staff, but the majority of initial funding for the project (including this contract) is being provided by the City of Sherwood. Sherwood staff rightfully expects a significant amount of input and oversight, and will be intimately involved in the project from beginning to end. These financial and administrative arrangements are more fully detailed in an Intergovernmental Agreement, also before the Council this evening, under Resolution 2342.

The currently approved 2011/2012 design budget for this project is \$290,000, of which \$25,681 is encumbered by the permitting subcontract and \$32,379 is encumbered for Preliminary Engineering, leaving an available budget for this contract of \$231,940. The proposed contract is within budget.

The proposed Professional Services Agreement is structured as a *Not To Exceed* (NTE) contract, with NTE values assigned to both the Major Tasks and to the contract as a whole. Assigning Task level NTE values forces both the consultant and the city project manager to track project costs more closely with the specific intent of managing and controlling scope creep and associated cost overruns. Under this structure, the city Project Manager maintains the flexibility to move funds between Tasks if warranted by minor scope changes of individual subtasks, however, the Contract level Not To Exceed value remains fixed.

The schedule for the project estimates the design would be completed in about eight months; however, the permitting process is an unknown, and a one year time frame is reasonable, making the completion date the summer of 2013.

Councilor Goddard asked if there were reasons why a competitive bid process was not used and how to assure the citizens of Wilsonville the highest quality professional services at the lowest possible cost were procured.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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Mr. Mende replied State Public Contracting Rules do not allow the consideration of price in the negotiation of a professional services agreement for engineering services. It is specifically forbidden under the State rules for certain budget levels. The process is set up through the State of Oregon Public Contracting Rules with the intent to select the most qualified consultant based on a review team or other methodology used for selecting the most qualified consultant, then to negotiate the price with the consultant. Should the City feel the prices are too high; the City has the option to end negotiations with the most qualified consultant and go to the next one on the list. The State is very clear on how Engineering services are contracted.

There was a brief discussion about how the Oregon Public Contracting Rules were written and the influence of strong engineering and architectural lobbyists, as well as the passage of HB-3316 which tightened up the model contracting rules. The model contracting rules for the city of Portland allowed some flexibility, and was being reviewed by staff to see if there were any aspects that could be adopted by Wilsonville. It was suggested to review the City's purchasing rules for flexibility while insuring the highest quality services were being purchased in a fiscally responsible manner.

**Motion:** Councilor Goddard moved to approve Resolution No. 2343. Councilor Starr seconded the motion.

**Vote:** Motion carried 3-0.

Councilor Starr suggested contacting Representative Wingard and Senator Larry George to let them know there might be a better way to write the law so that we can be more mindful of the financial picture as well as the engineering picture, and a better way to balance the two.

Mayor Knapp thought the discussion could take place during a work session after more review by staff.

Councilor Goddard wanted staff to highlight areas of the existing State of Oregon Public Contracting Rules that merit review, or opportunity for improvement, and summarize those areas. This information could support a work session discussion and then to the city's legislative agenda.

## **CONTINUING BUSINESS**

A. **Ordinance No. 701** – Second Reading

An Ordinance Repealing Wilsonville Code Chapter 5, Sections 5.530 To 5.550 And Chapter 6, Sections 6.100 To 6.175 And Adopting New Sections 6.100 To 6.175 Relating To The Use Of Public Lands, Parks, And Facilities For Hosting Large Special Events And The Use Of Public Streets, Rights-Of-Way, Sidewalks And Bikeways For Hosting Special Events That Will Substantially Impede The Flow Of Vehicular, Pedestrian, Or Bicycle Traffic.

Mr. Kohlhoff read the ordinance into the record by title only on second reading.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

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Mayor asked if council had further questions on the topic, there were none.

**Motion:** Councilor Starr moved to approve Ordinance No. 701 on second reading.  
Councilor Goddard seconded the motion.

**Vote:** Motion carried 3-0.  
Mayor Knapp - Yes  
Council President Núñez – excused  
Councilor Hurst - excused  
Councilor Goddard - Yes  
Councilor Starr - Yes

**CITY MANAGER’S BUSINESS** – There was no report.

**LEGAL BUSINESS** – There was no report.

**ADJOURN**

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

**Vote:** Motion carried 3-0.

The Council meeting adjourned at 7:55 p.m.

Respectfully submitted,

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Sandra C. King, MMC, City Recorder

ATTEST:

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TIM KNAPP, MAYOR



WHAT'S HAPPENING IN CD

In this issue:

CD Admin—General	2
Planning Activity	2
Capital Project Update	2
Building Activity	3

In this issue:

Intergovernmental Agreement	3
Environmental Permits/Mitigation	3
Economic Development	4
Real Estate Activity & Grants	3

\* \* \* FUN STUFF \* \* \*

Development Record Surpassed!

The City broke an all-time development record in 2011: topping \$128 million in private development projects. This is double the average for the past 12 years.



## CD ADMINISTRATION—GENERAL

- ◇ The new Fleet Building project was awarded on January 30th for \$3.5 million. Construction work will start within 60 days.

## PLANNING ACTIVITY

- ◇ Transportation Systems Plan: The Planning Commission hosted an Open House on January 11, 2012 with 33 attendees. Next joint CC/PC worksession and open house, will be in April 2012.
- ◇ Basalt Creek Area: Council and staff to be working with Washington County, Tualatin, Metro, and ODOT on overall Transportation arterial network options in February and March 2012.
- ◇ DRB application was approved in January for the Bullock Family Dental sign.
- ◇ Brenchly Estates, at the former Thunderbird site, Phase 2 application is expected in February/March 2012.

## CAPITAL PROJECT UPDATE

- ◇ WWTP DBO: 95% Design Review is underway. Groundbreaking expected in early March. Successfully working with DEQ.
- ◇ Design is underway for the last 48-inch segment of the Wilsonville/Sherwood water pipeline between Barber Street & Boeckman Road.
- ◇ I-5 Interchange: working on retaining walls; major construction to restart approximately March/April 2012.

## **BUILDING ACTIVITY**

- ◇ Mentor Graphics data center submitted for permits.
- ◇ Developments under construction are:
  - The Bell Tower (Building G, Old Town Square) - residential
  - Villebois homes by Arbor, Polygon, and Legend.
  - Boone Building (Boones Ferry Road) - Foundation only
  - Wilsonville Business Center at Wilsonville Road/Kinsman Rd.
  - Brenchley Estates, Phase 1, apartments (formerly Thunderbird Mobile Home Club)
  - Lowrie Elementary School

## **INTERGOVERNMENTAL AGREEMENT**

- ◇ Partnership with Sherwood: We're delivering water! IGAs for the final pipeline segment are expected to be finished in February or March 2012.
- ◇ Working with School District on Lowrie School shared infrastructure costs: need to set up reimbursement districts.

## **ENVIRONMENTAL PERMITS/MITIGATION WORK**

- ◇ Working through permit issues for Morey's Landing & Rivergreen HOA's.
- ◇ Barber & Kinsman Road permit submission were made to Regulatory agencies in January, 2012.

## ECONOMIC DEVELOPMENT

- ◇ Consultant work on updated Economic Development Plan happening 1st/2nd Quarters 2012.

## REAL ESTATE ACTIVITY & GRANTS

- ◇ Parks Board approved site design for Engelman Park (formerly called Montebello Park). Installation planned summer 2012.



### QUOTE OF THE WEEK

**If you listen, you will hear.**

**HAPPY NEW YEAR!**



**Wilsonville Planning Division  
2011 Fourth Quarter Report  
October through December**

<b>City Council Activities October through December 2011</b>			
Permit Number	Permit Description	Applicant	Hearing Date(s) / Actions
Work Session	Tonquin Trail Master Plan Update	NEAMTZU	November 7
Work Session	Joint work session with the Planning Commission regarding the Transportation System Update – Gaps and Deficiencies.	NEAMTZU	December 19
Ordinance No. 699	<b>VILLEBOIS SAP EAST PDP 2 - "RETFERD MEADOWS AT VILLEBOIS"</b> Zone Change to Village (V) Zone	REDUS OR LAND LLC C/O WACHOVIA Agent: Stacy Connery - Pacific Community Design	<b>Ordinance Adopted</b> December 19 December 5
Ordinance No. 700	LP08-0006 Stormwater Master Plan Update	RAPOLD	<b>Special Work Session</b> <b>January 31, 2012</b> December 19, December 5

<b>Planning Commission Activities October through December 2011</b>			
Permit Number	Permit Description	Applicant/Staff	Hearing Date(s) / Actions
Work Session	<ul style="list-style-type: none"> <li>• Tonquin Trail Master Plan update</li> <li>• Sign Code Revisions (Purpose &amp; Objectives)</li> </ul>	JANE HART (METRO) PAULY	October 11
Work Sessions	<ul style="list-style-type: none"> <li>• Sign Code Modifications</li> </ul>	PAULY	November 9
Work Sessions	<ul style="list-style-type: none"> <li>• Presentation on "engAGE in Community"</li> <li>• Sign Code Presentation</li> <li>• Transportation System Update – Gaps and Deficiencies Technical Memorandum</li> </ul>	WATTERS PAULY NEAMTZU/DKS ASSOCIATES	December 14

<b>Committee for Citizen Involvement Activities October through December 2011</b>		
Discussion Topics	Staff	Meeting Date(s) / Actions
<ul style="list-style-type: none"> <li>• Citizen Involvement Options (traditional, not-traditional, Opt-in)</li> <li>• Economic Development Strategy update</li> </ul>	NEAMTZU	October 12
<ul style="list-style-type: none"> <li>• Citizen Involvement Options (traditional, not-traditional, Opt-in)</li> <li>• Economic Development Strategy update</li> </ul>	LASHBROOK/NEAMTZU	November 9
<ul style="list-style-type: none"> <li>• Brief Discussion of need for on-going CCI meetings</li> </ul>	NEAMTZU	December 14

**Wilsonville Planning Division  
2011 Fourth Quarter Report  
October through December**

<b>Development Review Board Panel A Activities October through December 2011</b>			
Permit Number	Permit Description	Applicant	Hearing Date(s) / Actions
DB11-0047	<b>VILLEBOIS SAP EAST PDP 2 - "RETFERD MEADOWS AT VILLEBOIS"</b> Preliminary Development Plan <b>DB11-0048</b> Villebois SAP Modification (SAP Refinement & Phasing Update) <b>DB11-0049</b> - Zone Change to Village (V) Zone <b>DB11-0050</b> - Tentative Plat Review <b>DB11-0051</b> - Tree Removal Plan <b>DB11-0052</b> - Final Development Plan (Parks & Open Space) <b>AR11-0064</b> - SAP Amendment for phasing	REDUS OR LAND LLC C/O WACHOVIA Agent: Stacy Connery - Pacific Community Design	<b>Approved</b> November 14
DB11-0055	<b>MENTOR GRAPHICS</b> Data Center Stage I Master Plan Update <b>DB11-0056</b> - Stage II <b>DB11-0057</b> - Site Design Review <b>DB11-0058</b> - Type C Tree Removal Plan 8005 SW BOECKMAN RD	MENTOR GRAPHICS	<b>Approved</b> November 14

<b>Development Review Board Panel B Activities October through December 2011</b>			
Permit Number	Permit Description	Applicant	Hearing Date(s) / Actions
DB11-0060	<b>WASTEWATER TREATMENT PLANT</b> Class 3 Planned Development Stage 1 (w/waivers) <b>DB11-0061</b> - Conditional Use Permit (Government Bldgs in RA-H Zone) <b>DB11-0062</b> - Conditional Use Permit (Willamette River Greenway) <b>DB11-0063</b> - Site Design Review <b>DB11-0064</b> - Type C Tree Removal Permit 9275 SW TAUCHMAN	CITY OF WILSONVILLE Peggy O'Neill, CH2M Hill as Agent	<b>Approved</b> November 28

**Wilsonville Planning Division  
2011 Fourth Quarter Report  
October through December**

<b>Pending Planning Commission/CCI Activities Planning Projects Scheduled for Hearings / Work Sessions after December 31, 2011</b>			
Permit Number	Permit Description	Applicant	Hearing Date(s) / Actions
<b>Work Sessions</b>	<ul style="list-style-type: none"> <li>• Sign Code Revisions</li> <li>• TSP Update</li> </ul>	NEAMTZU/PAULY NEAMTZU	Ongoing
<b>Work Session</b>	<ul style="list-style-type: none"> <li>• Water Master Plan Update</li> </ul>	MENDE	February 8
<b>Open Houses</b>	<ul style="list-style-type: none"> <li>• TSP Update</li> <li>• Water Master Plan Update</li> </ul>	NEAMTZU MENDE	January 11 March
<b>Public Hearings</b>	<ul style="list-style-type: none"> <li>• Sign Code Revisions</li> <li>• Water Master Plan Update</li> </ul>	PAULY MENDE	April 4
<b>Upcoming</b>	<ul style="list-style-type: none"> <li>• Legal Training</li> <li>• Goal 10 Housing Analysis (Periodic Review requirement)</li> <li>• Clackamas County Urban Growth Management Agreement (Periodic Review requirement)</li> <li>• Basalt Creek area concept plan and transportation study</li> <li>• Land-use approvals and time extensions</li> <li>• Goal 9 Update</li> <li>• Goal 9 Economic Development strategy</li> <li>• Old Town Plan Implementation</li> </ul>		Not yet scheduled

<b>Pending Development Review Board Activities Planning Projects Scheduled for Hearings / Work Sessions after December 31, 2011</b>			
Permit Number	Permit Description	Applicant	Hearing Date(s) / Actions
<b>DB12-0001</b>	<b>BULLOCK DENTAL</b> Class 3 Signs - not MSP Tenant Sign 9415 SW WILSONVILLE RD	MEYER SIGN COMPANY OF OREGON I	January 23
<b>Upcoming</b>	<b>DRB Training</b>		February
<b>DB11-0065</b>	<b>CLACKAMAS COMMUNITY COLLEGE</b> Class 3 Site Design Review Install lighting for outdoor training lab.	CLACKAMAS COMMUNITY COLLEGE	February 13
<b>DB12-0002</b>	<b>DOLLAR TREE</b> Class 3 Master Sign Plan Master Sign Plan Amendment for in old Hollywood Video suite 29756 SW TOWN CENTER LOOP W	MEYER SIGN COMPANY OF OREGON I	TBA
<b>DB12-0003</b>	<b>VILLAGE AT MAIN STREET/MATTRESS DISCOUNTERS</b> Class 3 Master Sign Plan MSP Modification and Waiver 8639 SW MAIN ST	AINOR SIGN INC.	TBA

**Wilsonville Planning Division  
2011 Fourth Quarter Report  
October through December**

<b>Pre-Application Meetings October through December 2011</b>	
<b>Number</b>	<b>Description</b>
PA11-0017	Comp Plan Map amendment and zone change for 16-unit "Fox Center" Townhouses
PA11-0018	Modification of East Facade and Signage changes for Wilsonville Chevrolet
PA11-0019	Additions of two new industrial buildings to Shredding Systems site

<b>Administrative Reviews October through December 2011</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
AR11-0042	<b>BRENCHLEY ESTATES</b> Planning Class I Review - Final Plat 28035 SW PARKWAY AVE	HOLLAND PARTNERS ASH ESTATES	Issued
AR11-0055	<b>SSI SHREDDING SYSTEMS</b> Planning Class II Review One-Year Time Extension to Site Development approvals granted in Case Files DB09-0029 and DB09-0030. 9760 SW FREEMAN DR	OUR ASSOCIATES	Issued
AR11-0062	<b>MCDONALD'S CORP</b> Planning Class II Review Addition of drive-thru signage / canopies and site directional painting. 29682 SW TOWN CENTER LOOP W	GREENTREE CONSULTING INC	Pending
AR11-0065	<b>VILLEBOIS SAP SOUTH PDP 5</b> Planning Class I Review Final Plat Review for AR11-0049 (swim center partition) 11991 SW SURREY ST	POLYGON PAYMASTER, LLC	Issued
AR11-0066	<b>VILLEBOIS SAP NORTH PDP 1</b> Planning Class I Review Final Plat Review for AR11-0013	POLYGON PAYMASTER, LLC	Issued
AR11-0067	<b>BRENCHLEY ESTATES</b> Planning Class I Review Zoning Compliance Letter. 28855 SW PARKWAY AVE	BRENCHLEY ESTATES PARTNERS PHASE II LP	Issued
AR11-0068	<b>BULLOCK FAMILY DENTAL</b> Planning Class II Review Site Design Review for Remodel of City Transit Center into a Dental Office. 9415 SW WILSONVILLE RD	ROBERT EVENSON	Issued
AR11-0070	<b>FRED MEYER PROJECT /MCMENAMINS</b> Planning Class I Review Review architectural change to the main stairs of the historic United Methodist Church from a wood to a concrete stair system. 30310 SW BOONES FERRY RD	WILSONVILLE OTS LLC	Issued

**Wilsonville Planning Division  
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<b>Administrative Reviews October through December 2011</b>			
Permit Number	Permit Description	Applicant	Hearing Date(s) / Actions
AR11-0071	Planning Class I Review Zoning Compliance Letter for 29103-29121 SW Kinsman Road 29121 SW KINSMAN RD	Q10 NATIONAL MORTGAGE CO	Issued
AR11-0072	<b>VILLEBOIS PDP-6 SOUTH - POLYGON NW COMPANY</b> Planning Class I Review Parks Plan Review	POLYGON NORTHWEST/PAYMASTER	Pending
AR11-0073	<b>KYUNG HAN</b> Planning Class I Review Temporary sign permit for banner 30 days 8855 SW CITIZENS DR	KYUNG HAN	Issued
AR11-0074	<b>WILSONVILLE HEIGHTS APARTMENTS</b> Planning Class I Review Exterior improvements to existing apartment complex 30125 SW BROWN RD	CHRISMAN DEVELOPMENT & MGMT	Issued
AR11-0075	<b>VILLEBOIS/POLYGON AT VILLEBOIS</b> Planning Class I Review Reduced Setback Agreement Lot 49 Front Setback for Front Porch from 8' to 7.9' 28949 SW COSTA CIR E	POLYGON PAYMASTER, LLC	Issued
AR11-0076	<b>LIVING COLOR NURSERY, LLC</b> Planning Class I Review Temporary Use for a Christmas Tree Lot for 30 days 29800 SW BOONES FERRY RD	LIVING COLOR NURSERY, LLC	Pending
AR11-0077	<b>KYUNG HAN</b> Planning Class I Review Temporary sign permit for banner 30 days 8855 SW CITIZENS DR	KYUNG HAN	Issued
AR11-0078	<b>OECA/BIT HOLDINGS FIFTY-SEVEN INC</b> Planning Class II Review Class II Review to Allow Training Center 27501 SW 95TH AVE	KENNETH CENTNER OECA	Issued
AR11-0079	<b>ALEXAN VILLEBOIS</b> Planning Class I Review Zoning Verification for: 11259 SW St. Moritz Loop; 11260 SW St. Mortiz Loop; 11395 SW Toulouse St; 11425 SW Zurich St; 11450 SW Toulouse St; 11489 SW Toulouse St; 11490 SW Toulouse St; 11529 SW Zurich St; 28910 SW Ravenna Lp 28900 SW VILLEBOIS DR N	PLANNING & ZONING RESOURCE COR	Issued

**Wilsonville Planning Division  
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<b>Sign Reviews October through December 2011</b>			
Permit Number	Permit Description	Applicant	Hearing Date(s) / Actions
SR10-0014	<b>BROCK VAN GORDON</b> Planning Class 1 Sign Review Relocation Wilsonville Clinic/Van Gordon Denistry Sign 30045 SW PARKWAY AVE	BROCK VAN GORDON	Issued
SR11-0038	<b>COMMERCE CIRCLE BUSINESS PARK - PRECISION LABELS</b> Planning Class 1 Sign Review Install one (1) wall sign. 9725 SW COMMERCE CIR	MEYER SIGN COMPANY OF OREGON I	Issued
SR11-0039	<b>FRED MEYER PROJECT/THE ORIGINAL WOW BURGER</b> Planning Class 1 Sign Review Tenant Sign 30200 SW BOONES FERRY RD	MEYER SIGN COMPANY OF OREGON I	Issued
SR11-0040	<b>SSI SHREDDING SYSTEMS, INC.</b> Planning Class 1 Sign Review Three directional signs on Gaylord and Seely Ave., an industrial private drive.	SSI SHREDDING SYSTEMS, INC.	Issued
SR11-0042	<b>VILLAGE AT MAIN STREET/ STONE RIDGE DENTISTRY VILLAGE</b> Planning Class 1 Sign Review Tenant Sign 8642 SW MAIN ST	RAMSAY SIGNS	Issued
SR11-0043	<b>VILLAGE AT MAIN STREET</b> Planning Class 1 Sign Review Two (2) monument signs to replace existing, per approval granted in case file DB10-0003.	VILLAGE AT MAIN STREET- PHASE	Pending
SR11-0044	<b>FRED MEYER PROJECT/ LITTLE CAESARS</b> Planning Class 1 Sign Review Wall Tenant Sign 30060 SW BOONES FERRY RD	LITTLE CAESARS	Issued
SR11-0045	<b>PRECISION COUNTERTOPS INC</b> Planning Class 1 Sign Review Temporary Sign for 15 days. 26200 SW 95TH AVE	PRECISION COUNTERTOPS INC	Issued

<b>Tree Reviews October through December 2011</b>			
Permit Number	Permit Description	Applicant	Hearing Date(s) / Actions
TR10-0083	<b>HYDRO-TEMP MECHANICAL</b> Type C Class 1 Tree Removal Permit Remove 8 trees. 28465 SW BOBERG RD	HYDRO-TEMP MECHANICAL, INC	Pending
TR11-0020	Type B Class II Tree Removal Permit Five (5) Trees 8840 SW HOLLY LN	BUGGSI HOSPITALITY GROUP LLC	Pending

**Wilsonville Planning Division  
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<b>Tree Reviews October through December 2011</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
TR11-0057	Type A Class 1 Tree Removal Permit 2 maples, 46" diameter. 7598 SW VLAHOS DR	DONNA CHAN	Pending
TR11-0074	<b>WILSONVILLE MEADOWS</b> Type A Class 1 Tree Removal Permit 3 Trees, not street trees. 28992 SW MEADOWS LOOP	LILIA HERRERA	Issued
TR11-0075	Type A Class 1 Tree Removal Permit Remove one (1) tree. 8460 SW ROGUE LN	GAIL RUPP	Issued
TR11-0076	Type A Class 1 Tree Removal Permit Remove two (2) Pine trees. 29455 SW SERENITY WAY	GREENBERG STEVEN J & KATHRYN S	Issued
TR11-0077	<b>BRENCHLEY ESTATES</b> Type C or Type D Class 1 Tree Removal Permit Remove 70 trees approved as part of Type 'C' Tree Removal Plan (DB11-0033).	RECAP/HOLLAND BRENCHLEY ESTATE	Pending
TR11-0078	<b>WILSONVILLE MEADOWS</b> Type B Class II Tree Removal Permit Removal of 9 street trees 7263 SW LYNNWOOD CT	GJURGEVICH DAN & JUSTINE	Issued
TR11-0079	<b>WILSONVILLE MEADOWS</b> Type B Class II Tree Removal Permit Removal of 9 street trees 7251 SW LYNNWOOD CT	BUNN PAUL E & KATHERINE A KUBI	Issued
TR11-0080	<b>WILSONVILLE MEADOWS</b> Type B Class II Tree Removal Permit Removal of 9 street trees 7255 SW LYNNWOOD CT	MIOLLA RONALD S & JOSEPHINE V	Issued
TR11-0081	<b>WILSONVILLE MEADOWS</b> Type B Class II Tree Removal Permit Removal of 9 street trees 7259 SW LYNNWOOD CT	PETERSON HEINKA H & PATRICIA M	Issued
TR11-0082	<b>WILSONVILLE MEADOWS</b> Type B Class II Tree Removal Permit Removal of 9 street trees 7264 SW LYNNWOOD CT	HAMALAINEN JOHN R & DEBBIE R	Issued
TR11-0083	<b>WILSONVILLE MEADOWS</b> Type B Class II Tree Removal Permit Removal of 9 street trees 7260 SW LYNNWOOD CT	JAMES DONALD A & LESLIE A	Issued
TR11-0084	<b>WILSONVILLE MEADOWS</b> Type B Class II Tree Removal Permit Removal of 9 street trees 7256 SW LYNNWOOD CT	DAHLE DANIEL J & ELLEN	Issued
TR11-0085	<b>WILSONVILLE MEADOWS</b> Type B Class II Tree Removal Permit Removal of 9 street trees 7252 SW LYNNWOOD CT	COBB WILLIAM W & JANET L	Issued

**Wilsonville Planning Division  
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<b>Tree Reviews October through December 2011</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
TR11-0086	Type A Class 1 Tree Removal Permit Removal of 3 trees 28094 SW WILLOW CREEK DR	LAMM, DEAN & BEVERLY	Issued
TR11-0087	Type A Class 1 Tree Removal Permit Removal of 1 tree 7875 SW VLAHOS DR	TIMBERLAND-SUNDIAL LLC	Issued
TR11-0088	Type A Class 1 Tree Removal Permit Removal of 1 tree 7882 SW CINNABAR ST	NELSON MARVIN D & SANDRA D	Pending
TR11-0089	Type A Class 1 Tree Removal Permit Removal of 1 tree in front yard 30865 SW BOONES FERRY RD	SHECKLER DON W & THERESA R	Issued
TR11-0090	Type A Class 1 Tree Removal Permit Removal of one (1) damaged tree towards Wilsonville Rd. from house 10465 SW WILSONVILLE RD	LIEN LY	Issued
TR11-0091	<b>BERKSHIRE COURT APARTMENTS</b> Type B Class II Tree Removal Permit Removal of 39 Trees 29252 SW TAMI LOOP	SUMMIT REAL ESTATE MANAGEMENT	Issued
TR11-0092	Type A Class 1 Tree Removal Permit Removal of 3 trees 28900 SW PARKWAY AVE	WOODLEAF APARTMENTS LLC	Issued
TR11-0093	Type A Class 1 Tree Removal Permit Remove three (3) trees. 28705 SW CANYON CREEK RD S	HEIDI SWICKARD	Issued
TR11-0094	Type A Class 1 Tree Removal Permit Remove one (1) tree. Removed without a permit in advance; applicant was advised of the code violation, and submitted remedial application and triple application fee. 28380 SW WILLOW CREEK DR	LISA POLLMAN	Issued
TR11-0095	<b>BRENCHLEY ESTATES</b> Type B Class II Tree Removal Permit Remove eight (8) trees not previously considered as a part of Brenchley Estates Phase 2	RECAP/HOLLAND BRENCHLEY ESTATE	Issued
TR11-0096	Type A Class 1 Tree Removal Permit Retroactive Permit for 1 Tree 28300 SW MCGRAW AVE	STONE BRIDGE HOMES NW LLC	Issued
TR11-0097	<b>LOWRIE'S MARKETPLACE</b> Type A Class 1 Tree Removal Permit Remove two (2) Red Oak trees and replace. Associated with BB11-0493, The Boone Building foundation only. 30485 SW BOONES FERRY RD	BF2H R PATRICK HANLIN	Pending
TR11-0098	Type A Class 1 Tree Removal Permit Removal of one tree 28620 SW SANDALWOOD DR	SCHROCK MICHAEL A & GLORIA L	Issued
TR11-0099	Type A Class 1 Tree Removal Permit One birch tree in rear yard 7529 SW THORNTON DR	RADER PETER	Issued

**Wilsonville Planning Division  
2011 Fourth Quarter Report  
October through December**

<b>Tree Reviews October through December 2011</b>			
<b>Permit Number</b>	<b>Permit Description</b>	<b>Applicant</b>	<b>Hearing Date(s) / Actions</b>
TR11-0100	Type A Class 1 Tree Removal Permit Remove two (2) trees. 10836 SW MOREY LN	HANK HUMMELT	Issued
TR11-0101	Type A Class 1 Tree Removal Permit Removal of 1 tree 28669 SW MEADOWS LOOP	NW TREE SPECIALISTS	Issued
TR11-0102	Type A Class 1 Tree Removal Permit Tree Removal 10836 SW MOREY LN	HUMMELT HAROLD B TRUSTEE	Issued
TR11-0103	Type C or Type D Class 1 Tree Removal Permit Type C Tree Removal Plan 8445 SW ELLIGSEN RD	TUALATIN VALLEY FIRE AND RESCU	Pending
TR11-0104	Type A Class 1 Tree Removal Permit Removal of 3 trees 6549 SW MONTGOMERY WAY	ROSS AND MEGAN FORBES	Issued

<b>Code Enforcement October through December 2011</b>		
<b>Permit Number</b>	<b>Code Enforcement Description</b>	<b>Action</b>
CE10-0069	Topped Trees - <b>DAYS INN</b> . Property in the process of developing tree replacement program.	Pending
CE11-0012	BPA Tree Removal	Pending
CE11-0013	BPA Tree Removal	Pending
CE11-0015	Unapproved Outdoor Storage of PODS	Resolved
CE11-0031	Yard Debris dumped into City park. Letter sent 7/5/11.	Resolved
CE11-0034	Debris from Demolished House. Progress continues 9/22/11	Pending
CE11-0041	<b>FRY'S ELECTRONICS</b> Grafitti on Rear of Building. Notice Posted.	Resolved
CE11-0042	Code Enforcement Letter for Banner and Flag at Go Wireless	Resolved
CE11-0043	Code Enforcement for shed that does not meet setbacks	Pending

**Wilsonville Planning Division  
2011 Fourth Quarter Report  
October through December**

**Planning Staff Activities, Projects and Meetings  
October through December 2011**

**Recurring Monthly Activities**

Archiving/Purging of Planning Records	Metro meetings
Basalt Creek Planning	Villebois Meetings
Budget meetings	Oregon Institute of Technology (OIT) meetings
Chamber of Commerce Government Affairs Committee meetings	Parks Team Meetings
Community Service Team meetings	Posting of Public Notices on project sites
Counter – Customer Service	Pre-Construction meetings
Conditions of Approval Tracking	Project Site Visits/inspections
Development Coordination Meetings	SMART Site Planning
Eden Permit Tracking	Stormwater Master Plan Update
Fred Meyer meetings	Tonquin Trail meetings
Green Team Meetings	Transportation Systems Plan Update
I-5/Wilsonville Road Landscape and art meetings	Updating Planning's web pages
Mental Health Community Housing meetings	Washington County Planning Directors meetings

### Wilsonville Awarded 2012 NRPA ACHIEVE Healthy Communities Grant

The Community Center is proud to announce that Wilsonville has been awarded a 2012 NRPA (National Recreation and Parks Association) ACHIEVE Healthy Communities grant. Wilsonville is one of four communities nationwide chosen this year by the NRPA and the Centers for Disease Control to receive the \$50,000 award. ACHIEVE stands for Action Communities for Health, Innovation and Environmental Change.

Since the grant's inception in 2008, there have been 134 communities chosen for this grant, which is designed to enhance local communities' abilities to develop and implement policy, systems, and environmental change strategies that will help prevent or manage health-risk factors for heart disease, stroke, diabetes, cancer, obesity, and arthritis. Specific activities are directed toward reducing tobacco use and exposure, promoting physical activity and healthy eating.

The grant is a two year commitment and involves work with a mentor community. As Wilsonville's mentor, Longview Washington and staff from the NRPA will work to create a community coalition to look for ways to improve physical activity level, eating habits, decrease tobacco use or remove disparities in access to healthy living opportunities for Wilsonville citizens. The other communities receiving this year's awards are: Waupaca, WI, Neptune, NJ and Spearfish, SD.

More information on ACHIEVE Communities can be found at: <http://www.achievecommunities.org>

The next step in the process is for Wilsonville's ACHIEVE coaches City of Wilsonville, Senior Programs Manager, Patty Brescia and Certified Chiropractic Wellness Practitioner Dr. David Duemling to attend a coaches meeting in Atlanta, GA. It will be up to Wilsonville's two ACHIEVE coaches to create a coalition of leaders in the community, and then complete a needs assessment to determine the future direction of the action plan.

### Creekside Woods residents get involved

The Community Center has seen an increase in participation of residents from the Creekside Woods Senior Apartments in recent months. Nutrition Coordinators Evie Proctor and Jennifer Nelson report that there are 8 residents of Creekside Woods who receive home delivered meals and between 11 and 18 who attend the nutrition program on a regular basis. Residents have also joined our volunteer ranks, and assist with volunteer reception, the nutrition program, and three are members of the Wilsonville Community Seniors, Inc. board of directors. The Community Center even has a gentleman from Creekside who cares for our outdoor container gardens.

Residents of Creekside participate in various fitness classes, the Center's Wilsonville Academy Brain Health program, the Diabetic Support Group, and I-5 Community Chorus.

# Community Services Department

## Winter Classes Begin - Many at Capacity

Winter classes started in January and registration numbers have been steady. Healthy Bones and Balance, Knitting, and Jr. Cat Soccer are at capacity and have a wait list.

Other classes such as Spanish I (14 students), Tai Chi (20 and 15 students), Watercolor (14 students) and Yoga (15 and 13 students) have seen continued strong participation numbers.

Upcoming community events have experienced strong early ticket sales. "The Bucket List Party" and the "Daddy Daughter Country Jamboree" are both on pace to sell out.



## Upcoming Events and Programs

### Middle School Dance

A middle school dance is scheduled for Friday, December 27th, at the Community Center. The dance is open to all middle school aged children living, or attending school, in Wilsonville. The dance runs from 7:30 pm - 9:30 pm and is \$5 at the door.

### AARP Income Tax Assistance

Appointments are now being accepted for AARP Income Tax Assistance. The Community Center will be offering free appointments for seniors and individuals of lower income every Thursday, February 2nd through April 5th.

### Bucket List Party - Adult 55+ Special Event

On Thursday, February 16th at 1:00pm, the Community Center will present "The Bucket List Party". The event will feature comedian and motivational speaker Leigh Anne Jasheway. Following Leigh Anne's presentation, participants will have the opportunity to visit information tables offering a wide variety of opportunities to add to their personal bucket list. Light refreshments will be served, and attendees will have the opportunity to win door prizes, including a free bucket list adventure. Tickets available at the Community Center for \$5.00.

### Daddy Daughter Country Jamboree

Friday, March 9th from 7:00pm - 9:00pm at the Community Center. \$8 per person.

**CITY COUNCIL MEETING  
INFORMATIONAL STAFF REPORT**

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Adopted Changes to the Transportation Planning Rule (TPR) and Oregon Highway Plan (OHP)

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Report Date: January 25, 2011  
Source of Item: Community Development Department

Contact: Stephan Lashbrook  
Contact Telephone Number: (503) 570-1560  
Email: lashbrook@ci.wilsonville.or.us

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**No action is required. This report has been prepared for information only.**

**ISSUE STATEMENT**

The State has now completed public hearings on, and enacted changes to, the Transportation Planning Rule and the Oregon Highway Plan. Some of these changes may have significant effects on the transportation facility improvements required for future developments in Wilsonville and elsewhere in Oregon. Although a number of changes were made to both the TPR and the OHP, many of the proposed changes that could have had significant effects on Wilsonville were not made. In many ways, it remains to be seen how the changes will be implemented over time, but the changes could have been much worse for Wilsonville than they were.

**BACKGROUND**

Senate Bill 795, enacted in 2011, required the Land Conservation and Development Commission (LCDC) to adopt amendments to the TPR and required the Oregon Transportation Commission (OTC) to adopt amendments to the OHP by the end of 2011. This led to an unusually abbreviated rule-making process. Among the mandates of SB 795 was the instruction that the rules needed to “*better balance economic development and the efficiency of urban development with consideration of development of the transportation infrastructure.*” Members of LCDC and the OTC struggled to reduce obstacles to economic development without allowing the capacity of transportation infrastructure to be overwhelmed.

Proposed changes to the TPR and OHP were discussed at a City Council work session on October 3, 2011, and the regular Council meeting on November 7, 2011. City staff presented testimony at the OHP hearing conducted by the Oregon Transportation Commission (OTC) on November 21 and the TPR hearing conducted by the Land Conservation and Development Commission (LCDC) on December 8, 2011. Copies of City Council Resolution 2333 were provided to both Commissions as part of the the City’s testimony.

## **SUMMARY OF CHANGES TO THE TPR**

Although numerous minor changes were made to the TPR, there were several significant changes relative to the issues raised by the City of Wilsonville. These changes include:

- Allowing local governments to use more creative means of achieving compliance with the TPR (subsections 1, 2 and 3);
- Retaining language that allows for proportional mitigation of impacts, subject to the standard of “avoiding further degradation” (subsection 3, (b));
- Requiring coordination with “other affected local governments” (subsection 4) and with “local governments directly impacted” (subsection 11);
- Exempting zone changes when consistent with local comprehensive plan map and acknowledged transportation system plan (subsection 9);
- Creating an opportunity for exemptions in “multi-modal mixed use areas” (MMAs), with standards specified for those MMAs (subsection 10); and
- Allowing for “partial mitigation” in order to boost industrial or traded sector uses and for “other employment” uses in cities with fewer than 10,000 people, outside the Willamette Valley, that are also outside Metropolitan Planning Organizations (MPOs) (subsection 11).

Although we sought stronger language in some of the TPR changes, we did achieve much of what we hoped for.

Looking ahead, Wilsonville will need to remain vigilant as ODOT, DLCD and Metro begin to implement the new TPR provisions, especially the designation of MMAs.

## **SUMMARY OF CHANGES TO THE OHP**

As the OHP language has been changed from “mobility standards” to “mobility targets” we are entering a time of greater flexibility, and more room for interpretation of the OHP. Several significant changes were made relative to the issues raised by the City of Wilsonville. These changes include:

- Continuing to emphasize the importance of freight routes (page 2 of 15);
- Allowing for more creative systems of measurement, rather than relying exclusively on volume to capacity ratios (pages 3, 4, 5 and 9 of 15);
- Putting more emphasis on multimodal operations and creative alternatives (pages 3 and 5 of 15);
- Increasing coordination requirements between ODOT and local governments (pages 6, 7 and 15 of 15);
- Employing the standard of “avoiding further degradation,” just as in the TPR (page 12 of 15);
- Providing a numerical standard for de minimis traffic increases that will not be considered to cause further degradation (page 13 of 15); and
- Requiring a three-year review of the consequences of the new language (page 15 of 15).

## **WHAT HAPPENS NEXT ?**

Some members of the State Legislature apparently have concerns about some of the new provisions of the TPR. Draft legislation has been prepared that appears to favor further liberalization of Subsection 9

of Section .0060 of the TPR, such that zone changes could be allowed without consideration of traffic impacts, provided that they conform to local Comprehensive Plans, regardless of whether those local plans include acknowledged Transportation Systems Plans (TSPs). The staff has not yet had the opportunity to evaluate the possible implications of that change for Wilsonville. There may be reason for concern if the result is that communities near Wilsonville that do not have up-to-date TSPs are allowed to rezone properties without any consideration of possible traffic impacts on Wilsonville or other surrounding areas. As with any potential new legislation, there is reason for the City to remain vigilant if that legislation moves forward. The potential for changes to the proposed language raises concerns about the possible results, including unintended consequences, as well as last minute “gut and stuff” changes to the bill.

Regardless of the outcome of the pending legislation, we can expect to enter a time of testing the new provisions of both the TPR and OHP. Some parties can be expected to push the limits of the new rules. This is likely to lead to a round of cases before LUBA over the next couple of years. Wilsonville will need to monitor the land use decisions of nearby jurisdictions to be sure that the level of coordination anticipated under the new rules actually occurs.

At the regional table, we can expect a considerable effort to establish MMAs in many communities. Wilsonville will need to evaluate the potential impacts of MMAs in nearby cities while also deciding whether it is beneficial to have part of our community designated an MMA.

It is predictable that the State’s Highway Design Manual will be updated over the next year and our staff will need to monitor that process to determine what level of involvement, if any, will be appropriate for Wilsonville.

Finally, Wilsonville should join the League of Oregon Cities, Metro, ODOT, DLCD and others in carefully evaluating the impacts (both intended and otherwise) of the amended TPR and OHP. It may take several years before we know whether the changes actually do what was intended in terms of supporting economic development and what consequences may result for transportation systems.

## **ATTACHMENTS and LINKS**

A. Summary of City Council Resolution # 2333.

B. Approved TPR language dated December 9, 2011:  
[http://www.oregon.gov/LCD/docs/rulemaking/2009-11/TPR/TPR\\_Amendments-Filed\\_Secretary\\_of\\_State.pdf](http://www.oregon.gov/LCD/docs/rulemaking/2009-11/TPR/TPR_Amendments-Filed_Secretary_of_State.pdf)

C. Approved OHP amendments dated December 21, 2011:  
<http://www.oregon.gov/ODOT/TD/TP/OHP2011.shtml>

D. Proposed legislative amendment of TPR – SB 1543:  
<http://www.leg.state.or.us/12reg/measures/sb1500.dir/sb1543.intro.html>

**Attachment A,  
Summary of Resolution No. 2333**

As adopted by the City Council, Resolution # 2333 included the following nine provisions, each of which was addressed in some way in the final versions of the OHP or the TPR:

1. Recognizing that transportation impacts are not limited by geopolitical boundaries, require evaluation of transportation impacts beyond the immediate vicinity of a proposed development to determine if significant effects will result; and
2. Allow all affected local governments the opportunity to participate in and appeal development decisions where MMAs are established or where “partial mitigation” is proposed at locations near Wilsonville.
3. After annexation, give cities the option to delay consideration of transportation issues until comprehensive plan amendments allowing more intense development are proposed;
4. Retain consideration of near-term impacts of development projects, rather than relying exclusively on modeling of long-term planning projections;
5. Allow development projects to go forward with minimal improvements where de minimis impacts are projected to result;
6. Allow for creative solutions, including transportation system management solutions and changes to the special geographic areas where reduced standards will apply;
7. Allow for phased system improvements that are proportional to the increased traffic anticipated as a result of development following comprehensive plan amendments;
8. Recognize the “vesting” for proposed zone changes that conform with acknowledged comprehensive plans which include acknowledged transportation systems plans; and
9. Support existing Oregon businesses, including freight interests, without putting them at a competitive disadvantage when compared to proposed new businesses.



**Patrick Duke**  
Library Director

**LIBRARY  
BOARD**  
**Hilly Alexander**  
Chair

**La Rue Williams**  
**Bill Benedetto**  
**Reggie Gaines**  
**Alan Steiger**

**Wilsonville Public Library**  
**Monthly Report to Council**  
**February 6, 2012**

**December Statistics**

- Print circulation: 39,700 items checked out or renewed. This is down 1% from last year.
- E-book and downloadable audiobook circulation: 734
- Room Reservations: 204.
- Volunteer hours worked: 923
- Youth Program attendance: 1542
- Adult Program attendance: 154

**Administration**

• **Lighting Project**

The project was completed the week after Thanksgiving. This project, which replaces much of the Library's lighting with energy efficient fixtures, will save approximately \$3,000 per year in electricity costs. The project was paid for with Energy Trust Incentives and with Federal energy efficiency block grant funds from the County. Tyler Byrne of Public Works and Lisa Nead of Natural Resources were vital to making this happen.

• **The Library turns 30 on Valentine's Day**

The Library is planning on a week of events to celebrate its 30<sup>th</sup> birthday. The week starts with the Launch of the Imagination Library on February 12<sup>th</sup>, includes cake for all on the anniversary day (February 14<sup>th</sup>) as well as up to \$25 in fines waived for patrons that day, and ends with a celebration on Saturday the 18<sup>th</sup>. The celebration will be paid for with funds from the Wilsonville Public Library Foundation. .

• **LINCC Library Directors adding to e-book collections**

If you have tried to check out an e-book or download an audiobook recently, you have seen that selections are very limited. E-book circulation is being held back by lack of copies of popular material. To address this, Library directors throughout the County are contributing to a fund to supplement the statewide e-book collections for Clackamas County residents. The Wilsonville Library is contributing \$10,000 to the fund. These additional copies will only be available to Clackamas County users and should be showing up soon.

• **February is Food for Fines Month**

Patrons can pay their fines with cans of non-perishable food in February. Each can is worth 50 cents towards their fines, and all food will be donated to Community Sharing.

**Adult Services**

**Programming:**

- **Earnest Hemingway: Grace Under Pressure** continues Wednesday nights through February. The class examines selected works of Hemingway.
- **Library Book Club** is reading and talking about **Hearts of Horses** by Molly Gloss on February 2<sup>nd</sup> at 6pm.

- **Dewey Talks Public Lecture Series** features "History of the Oregon Blue Book" with Darrell Jabin on February 2nd at 6:30pm
- **Booknotes Concert Series** features Al-Andalus, Andalusian music on February 11<sup>th</sup> at 2pm.
- **Academy Awards Film Fest** starts mid February and will feature nominated films.
- **Northwest Author Series** features Bill Johnson, who will talk about the essential elements of storytelling on February 26<sup>th</sup> at 3:30pm.

#### **Youth Services**

- **Dolly Parton's Imagination Library**  
The Imagination Library launches on February 12<sup>th</sup>. Xerox is contributing \$5,000 for the program in 2012.

#### **Programming**

- **Storytime themes:** Pajama Party; Celebrate Friends; and Dogs Rule and Cats Drool.
- **K-2 Book Adventures theme: Wild Animals** on February 16th
- **Cookies and Books** will explore a range of books on February 2<sup>nd</sup>.

#### **Affiliates**

- **Wilsonville Friends of the Library**  
The Friends have generate over \$267,000 from Twice Sold Tales Bookstore sales since 2004. Friends indeed.
- **Wilsonville Public Library Foundation**  
The Wilsonville Public Library Foundation continues to grow and strengthen. The received over \$24,000 in gifts in 2011 and doubled the number of contributors.

**CITY COUNCIL MEETING  
 INFORMATION ITEM**

**Wilsonville Community Sharing – Renter Assistance Program**

Meeting Date: February 6, 2012  
 Report Date: January 18, 2012  
 Source of Item: Finance

Contact: Gary Wallis  
 Contact Telephone Number: 503-570-1511  
 Contact E-Mail: wallis@ci.wilsonville.or.us

***THERE IS NO RECOMMENDATION, THIS IS AN INFORMATION ITEM.***

**BACKGROUND**

The City provides \$4,000 per quarter to Wilsonville Community Sharing to provide financial assistance to Wilsonville tenants in need. Prior to July 2011 the assistance was limited to just city utilities the landlords passed through to tenants. Since July the program was expanded to include electric, gas, as well as city provided services. Included in the quarterly payment is an expectation that up to \$1,000 can be used for administrative costs.

**ANALYSIS**

Wilsonville Community Sharing reports indicate the need for assistance is great. Payments in FY 2012 exceed allocations from the city by \$9,414. Carryover funds from FY 2011 of \$18,393 cover that excess assistance. Statistics on assistance payments since inception follow.

Assistance Type	Sep 2010	Dec 2010	Mar 2011	Jun 2011	Sep 2011	Dec 2011
Electric					\$2,971	\$10,025
Gas					\$170	\$121
City utilities	\$637	\$434	\$100	\$436	\$1,217	\$909
Total \$	\$637	\$434	\$100	\$436	\$4,358	\$11,056
Households assisted	7	6	1	5	26	40

**IMPACT ON CITY RESOURCES**

None. Amounts are budgeted.

**POLICY ISSUES / COUNCIL GOALS**

None

**ATTACHMENTS**

None

# WILSONVILLE PUBLIC WORKS DEPARTMENT

City Council Report, January 30, 2012

## PUBLIC WORKS ADMINISTRATION

### *Public Works is awarded Outstanding Performer status*

The City of Wilsonville water system has been selected as an "Outstanding Performer" based on a Water System Survey conducted by the Oregon Health Authority (OHA) Drinking Water Program in November 2011. The survey is designed to evaluate the total water system in terms of supplying safe drinking water to the public.

Our reviewer noted that "Wilsonville's water system facilities are well operated and maintained by a knowledgeable and competent staff."

The water system survey is an on-site review of a system's sources. These include treatment, storage facilities, distribution system, operation and maintenance procedures, monitoring, and management, for the purpose of evaluating the system's capability of providing safe water to the public.

The criteria for outstanding performance include no contamination violations in the last five years, no more than one monitoring or reporting violation in the past three years, no significant deficiencies or rule violations during the current water system survey, and no waterborne disease outbreak to the water system in the last five years.

Being an outstanding performer allows the city to reduce our water system survey frequency from every three years to every five years.



Oregon Health Authority  
Drinking Water Program



This is to certify that the

**City of Wilsonville**

has successfully met the criteria for

***Outstanding Performance***

during the last Water System Survey conducted on

November 1<sup>st</sup>, 2011

*David E. Leland*

David E. Leland, P.E., Manager  
Drinking Water Program  
Oregon Health Authority

## WATER TREATMENT AND DISTRIBUTION

**Annual Fire Hydrant Maintenance ~**  
INJURY AVOIDED-during fire hydrant maintenance, a hydrant was discovered fully charged although turned off. The branch valve from the mainline was shutoff and with no way to relieve the pressure (without shutting off service to a large apartment complex) the large port was loosened slowly resulting in the cap coming off and breaking the safety cable. Had this cap been loosened without observing that the hydrant was charged, injury could have occurred to our staff or firefighters using the hydrant. This incident was discussed amongst staff and no one had ever heard of this happening before, and we are now more aware on this occurring. The hydrant was repaired that day, but not before requiring four people (normally only two needed maybe three) and large wrenches borrowed from one of our contractor's



**Backup Well Flow Testing ~**  
As a task of the Water System Master Plan Update process, we have been testing the operation and outputs of the backup wells. These 8 wells have not been utilized to provide Drinking Water since the Water Plant treatment went on line (April 2002). The wells are cycled weekly and tested for water quality regularly .Several of the Wells required adjustments and three of the eight received piping changes to enable the flow testing to occur without flowing into the system. The piping changes will allow for a greater ability to operate and maintain the well into the future. Opportunity was also taken to make repairs and replace outdated equipment.



## STREETS AND STORM WATER

After 23 years of service, Public Works has retired its much used five-yard dump truck and upgraded to a new truck capable of accepting more attachments, such as snow plows and sanders for snow and ice events; thus providing shorter response times in these emergency situations. Staff is now being trained on the new truck and its improved features.

Congratulations to Senior Utility Worker Ralph Thorp for completing a Tree Risk Assessment Course. Ralph is one of the City's two Certified Arborists in Public Works. With this certification, Ralph will be better able to assess hazardous trees in the City's parks and roadways.

### Flooding Around Town

These past few weeks have been wet and wild, but Wilsonville has fared well compared to surrounding communities. Flooding has only been localized through the Willamette River and has threatened to reach flood stage at least one time.

The Boeckman dip flood control structure functioning as designed.

The Rose Lane area floods somewhat every time there is significant rainfall. Water crosses the road, but because of the surrounding terrain, it never reaches more than a few inches in depth and is easily traversed.

Montgomery Way had some localized flooding and like Rose Lane does not significantly threaten the road conditions or structures.

The Willamette Way East Bubbler was overflowing because of the high volume of water, causing flooding into the adjacent neighborhood. Staff placed sandbags around the bubbler, forcing the water back into the street gutter, the drainage swales and finally to the river.

There was also some localized flooding on Wilsonville Road and Willamette Way East at the Crest Center. High Water signs were placed until the flooding subsided.

Cascade Loop in the Wilsonville meadows neighborhood flooded around a pollution control manhole prior to dumping into the Boeckman Creek drainage.



The Willamette River approaching flood stage.



Town Center Loop West at Les Schwab flooding does occur, and it is functioning as is presently designed in relationship to the I-5 drainage area. There are permanent signs at this location that staff can activate to warn motorists of high water. Also, one northbound lane was closed.



Willow Creek drainage area at Wilsonville Meadows shows a typical picture in heavy rainfall events functioning as designed.



Palermo Park in the Villebois neighborhood combination sports court and storm water detention area functioning as designed.

# **City of Wilsonville November 2011**



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

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

## Monthly Summary

During November 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 389 calls for service, which was an average of 13.0 calls per day.

The monthly average for calls for service during the past three years has been 509.6. The 389 calls in the City during the month of November reflect a 23.7% decrease over the average during the last three years.

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

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2006	6,560	546.7	18.0
2007	6,508	542.3	17.8
2008	6,271	522.6	17.2
2009	6,273	522.8	17.2
2010	5,803	483.6	15.9

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

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Taken</u>
<b>Graveyard:</b>	<b>15.9%</b>	<b>33.5%</b>	<b>14.0%</b>
<b>Day Shift:</b>	<b>46.0%</b>	<b>42.9%</b>	<b>63.7%</b>
<b>Swing Shift:</b>	<b>38.0%</b>	<b>23.6%</b>	<b>22.3%</b>

During November 2011, 385 traffic stops were made in the City with the following breakdown for each shift.

	<u>Total</u>		<u>Graveyard</u>		<u>Days</u>		<u>Swing Shift</u>	
<b>Stops Made:</b>	<b>385</b>	<b>=</b>	<b>129</b>	<b>33.5%</b>	<b>165</b>	<b>42.9%</b>	<b>91</b>	<b>23.6%</b>
<b>Citations Issued:</b>	<b>233</b>	<b>=</b>	<b>41</b>	<b>17.6%</b>	<b>164</b>	<b>70.4%</b>	<b>28</b>	<b>12.0%</b>

Included in the above totals are 136 traffic stops (35.3%) and 144 citations (61.8%) issued by the Traffic Unit.

### Calls for Service

Number of Calls Per Shift	November 2011		Monthly Average 2010	
	389		483.6	
<b>Graveyard</b> (2100-0700)	62	15.9%	96.2	19.9%
<b>Day Shift</b> (0700-1700)	179	46.0%	226.0	46.7%
<b>Swing Shift</b> (1100-0300)	148	38.0%	161.4	33.4%
<b>Average Number of Calls Per Day</b>	13.0		15.9	

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

### Other Officer Activity

Type of Activity	November 2011	2010 Monthly Average
<b>Follow-Up Contact</b>	44	74.2
<b>Foot Patrol</b>		10.4
<b>Premise Check</b>	32	50.3
<b>Subject Stop</b>	18	32.6
<b>Suspect Contact</b>	6	8.2
<b>Suspicious Vehicle Stop</b>	23	39.6
<b>Warrant Service</b>	9	10.6
<b>Total:</b>	132	225.8

## Types of Calls

Type of Calls	November 2011	2010 Monthly Average
Abandoned Vehicle	1	1.9
Accidents (All)	18	20.5
Alarms	43	52.3
Animal Complaint	5	5.8
Assault	7	3.7
Assist Outside Agency	11	13.3
Assist Public	33	44.0
Burglary	6	5.6
Criminal Mischief	12	13.9
Death Investigation	3	0.9
Disturbance	2	24.2
Extra Patrol Request	4	4.1
Fire Services	7	6.6
Fraud	7	12.5
Hazard	16	8.7
Juvenile Problem	5	12.2
Kidnap		.0
Mental	3	3.4
Minor In Possession	3	2.3
Missing Person	1	2.1
Noise Complaints	8	8.8
Open Door / Window	1	2.5
Promiscuous Shooting	1	1.2
Property Found / Lost / Recovered	6	11.3
Provide Information	6	14.7
Prowler	2	0.9
Recovered Stolen Vehicle		0.3
Robbery		1.1
Runaway Juvenile	7	3.5
Sexual Crime (All)	3	2.3
Shooting		0.1
Stolen Vehicle / UUMV	4	4.6
Suicide Attempt / Threat	3	5.4
Suspicious Circumstances	9	11.3
Suspicious Person	15	18.6
Suspicious Vehicle	6	10.3
Theft / Shoplift	41	41.4
Threat / Harassment / Menacing	11	17.2
Traffic Complaint	18	35.2
Unknown / Incomplete Call	13	16.7
Unwanted / Trespassing	6	10.7
Vice Complaints (Drugs)	6	5.7
Violation of Restraining Order	3	2.2
Welfare Check	9	11.3
Other Not Listed Above	6	9.1
<b>Total:</b>	<b>389</b>	<b>483.6</b>

## Median Response Times to Dispatched Calls

All Dispatched Calls	All Calls	Priority 1 & 2 Calls
<b>Input to dispatch:</b> (Time call was on hold)	2.0 Minutes	2.0 Minutes
<b>Dispatch to Arrival:</b> (Time it took deputy to arrive after being dispatched)	5.0 Minutes	4.0 Minutes

During November, 157 reports were taken. 14.0% were written by the graveyard shift, 63.7% by the dayshift units and 22.3% were written by the swing shift units.

## Reports Taken

Type of Report	November 2011	2010 Monthly Average
<b>Accident</b>	<b>9</b>	12.8
<b>Theft</b>	<b>23</b>	31.3
<b>Criminal Mischief</b>	<b>6</b>	9.2
<b>Burglary</b>	<b>7</b>	4.1
<b>Stolen Vehicle</b>	<b>4</b>	1.9
<b>Identity Theft</b>	<b>2</b>	2.5
<b>Assault</b>	<b>3</b>	3.6
<b>Drug Crimes</b>	<b>2</b>	3.9
<b>Miscellaneous Reports</b>	<b>101</b>	128.0
<b>Report Totals:</b>	<b>157</b>	<b>197.2</b>

Shift Totals	November 2011		2010 Monthly Average	
Graveyard Shift:	<b>22</b>	<b>14.0%</b>	<b>32.8</b>	<b>16.7%</b>
Day Shift:	<b>100</b>	<b>63.7%</b>	<b>102.3</b>	<b>51.8%</b>
Swing Shift:	<b>35</b>	<b>22.3%</b>	<b>62.2</b>	<b>31.5%</b>

## Arrests By Age Group

November 2011

This chart counts the total number of charges. The number of people arrested is totaled at the bottom.

		JUVENILES		ADULTS		
Part I Crimes	Type	Probable Cause	Warrants	Probable Cause	Warrants	Total
Arson	Pr					
Assault, Aggravated	Pe					
Burglary	Pr					
Attempt Murder	Pe					
Murder	Pe					
Rape	Pe					
Robbery	Pe			1		1
Theft (general)	Pr			4	1	5
Stolen Vehicles	Pr					
<b>Part I Totals</b>		<b>0</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>6</b>
Part II / Other Crimes	Type	Probable Cause	Warrants	Probable Cause	Warrants	Total
Assault, Simple	Pe			1	2	3
Child Abuse/Neglect	Pe					
Criminal Mischief	Pr					
Criminal Mistreatment	Pe					
Criminal Trespass	Be					
Cruelty to Animals	Be					
Disorderly Conduct	Be			1		1
Drug Charges (all)	Be					
Forgery	Pr					
Fraud Use Credit Card	Pr					
Harassment	Pe			1	2	3
Identity Theft	Pr					
Kidnapping	Pe					
Menacing	Pe					
Negotiate a Bad Check	Pr					
Offensive Littering	Be					
Public/Private Indecency	Be					
Recklessly Endangering	Pe			3		3
Resisting Arrest	Be			1		1
Sex Crimes (Other)	Pe					
Sexual Abuse	Pe					
Sodomy	Pe					
Strangulation	Pe					
Unlawful Entry into Motor Vehicle	Pr					
Violation of Restraining Order	Pe					
Weapons Violations	Be					
Crimes Not Listed above	Be	1		1	1	3
<b>Part II / Other Totals</b>		<b>1</b>	<b>0</b>	<b>8</b>	<b>5</b>	<b>14</b>
<b>Grand Total:</b>		<b>1</b>	<b>0</b>	<b>13</b>	<b>6</b>	<b>20</b>
Crime Types		Probable Cause	Warrants	Probable Cause	Warrants	Total
Person Crimes		0	0	6	4	10
Property Crimes		0	0	4	1	5
Behavioral Crimes		1	0	3	1	5
<b>Traffic Charges</b>				<b>6</b>	<b>2</b>	<b>8</b>
<b>Number of People Arrested on These Charges:</b>		<b>1</b>	<b>0</b>	<b>13</b>	<b>6</b>	



# WILSONVILLE

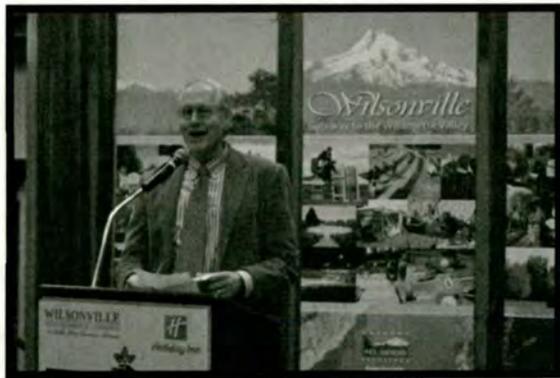
## AREA CHAMBER OF COMMERCE

*A South Metro Business Advocate*

### Wilsonville Chamber of Commerce

#### 2011 Year-End Report of the Regional Visitor Information Center at Wilsonville By Jennifer Johnson, Visitor Center Manager/Tourism Director

This is the year-end report covering the period of January 1<sup>st</sup> – December 31<sup>st</sup> of 2011, of the Regional Visitor Information Center at Wilsonville.



**1. Visitor Center Statistics:** *\*Only a portion of Visitors actually sign our guest book or are interviewed for these results. They represent a fairly accurate statistical baseline and help us cater to visitor needs and requests.*

#### Visitor Origin

Western USA (OR, WA, CA, ID, NV, AZ)	3,817
All Other USA	93
Canada	37
All Other International	13

#### Visitor Inquiry

<b>Recreation/Attractions</b>	<b>764</b>
<b>Sightseeing</b>	<b>681</b>
<b>Lodging</b>	<b>107</b>
<b>Dining</b>	<b>201</b>
<b>Shopping</b>	<b>121</b>
<b>Directions</b>	<b>683</b>
<b>Phone Calls</b>	<b>674</b>
<b>Emails</b>	<b>23</b>
<b><u>Outside of OMHT Assistance</u></b>	<b>571</b>

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## 2. Meetings & Participation



A. Clackamas County –The Wilsonville Chamber Visitor Center and Clackamas County work close together on various projects and promotions throughout the year. The Wilsonville Visitor Center participates in County advertising and events promotion, steering committees and special events. Many of these projects and events are detailed below. I attend (voluntarily) county TDC (Tourism

Development Council) meetings every month as well as occasional TDC Marketing Committee meetings. I also participate in mandatory meetings, reporting, grants meetings and project presentations for the county when requested.

B. Baldock Rest Area – Tourism Committee – I was chosen by OTIC to be part of the Baldock Rest Area Tourism committee in 2010. We meet several times a year to help guide the development of the Baldock rest area master plans. Plans are still in the early stages while funding and official partnership is being assessed. I feel it is important to represent the Wilsonville Chamber and Visitor Center while the County and City decide how this new development may or may not be used for future tourism information distribution.

C. Canby Chamber – I work with the Canby Chamber when asked or when the promotion or event encompasses both areas. We work closely with Canby for several reasons, with the primary goal of associating our lodging properties with Canby events. I work with the Canby Fair and other fairground and chamber events to provide close-as-possible lodging for participants in Wilsonville hotels and

motels. I also represented Wilsonville and Canby when their executive director could not make the county Tourism week event last May. The relationship with neighboring communities is important and I will continue to foster relationships with mutually beneficial results.

D. Molalla – Molalla is another community that has worked closely with us, primarily to be associated with our Oregon Horse country initiative. We have had booths at several Molalla events including The Molalla Buckeroo, Crown Royal Barrel Racing event, Ross Coleman invitational and more. The main reason for this partnership is promotion of OHC and Wilsonville lodging for future visits as well as to promote similar events to the market in our area (St. Paul Rodeo, Canby Rodeo, etc.) These events are promoted alongside Wilsonville lodging packages. We also have a large sign at the Molalla Buckeroo grounds to drive tourism and traffic to the City. (Pictured)

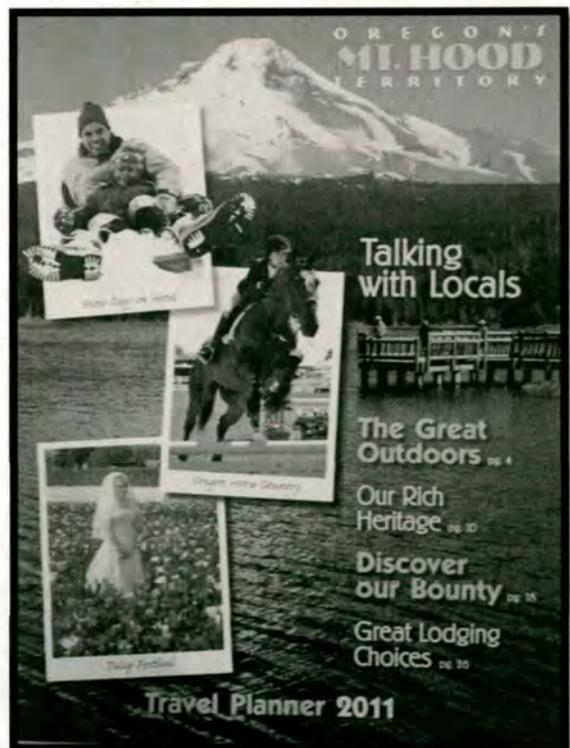


E. Newberg Chamber – This year, the Wilsonville Tourism/Visitor Center worked with Newberg for the first time. I was asked to present at the Newberg Rotary Club and the Newberg area Equestrians on OHC. Also, we were asked to be a ticket location and given a free booth for the Trilogy Event in Newberg which is held at one of our OHC member facilities. This connectivity increased Newberg area membership and involvement a great deal. These partnership help with our plans to connect Wilsonville lodging to these events and to Wine County in general.

### 3. Partnerships

#### A. Clackamas County

i. The County partners with us on many projects and features many of our events and promotions in its program of work. This year we were excited to see that the County Wide magazine for 2011 features Oregon Horse Country on the cover. Danielle Cowan, Clackamas County Tourism and Cultural Affairs Executive Director, said, “We are proud to feature Oregon Horse Country front and center”, a very encouraging statement towards this blossoming endeavor.



ii. The County-Wide Geo-Caching event for Wilsonville and 13 other communities in Clackamas County. The County granted the Wilsonville Chamber funds to purchase Geo-Coins for a fall challenge to be orchestrated by local geo-volunteers. The event brought hundreds of people to Wilsonville to explore her businesses, parks and wild-spaces. We were thrilled to participate and get county help for this first annual geo-challenge, and we hope to do many more. The theme was “horses,” and geocachers had to



find 14 local hidden geocaches before turning in their results at the Visitor Center, where they were rewarded with special coins for finishing. Every comment or suggestion was then sent via text to my e-mail. The results and insight into this world were very encouraging. People thoroughly enjoyed the challenge and thought our coin was the best one in the area by far. It was interesting to view comments about local parks and eateries. People were overall very pleased and

provided fantastic feedback for future efforts in this area.

iii. Another Clackamas County partnership project has just begun in 2011 but will be a 2012 initiative, which is our participation in the Rural Tourism Studio for Bicycle Tourism. The event will take place in January of 2012 and will help Wilsonville participate in Travel Oregon’s plans for bicycle tourism in the state. Clackamas County has funded and organized the event and will help guide our efforts locally. The “team” that will participate include various Hospitality and Tourism businesses and professionals in the area as well as City and SMART staff and local cyclists.



RURAL TOURISM STUDIO

B. Oregon Travel Information Council –

i. I currently assist on anything OTIC request in regards to the Baldock project. I provide meeting space, sit in on committees both requested and as a volunteers and plan to stay as close to this project as possible. I have the best interest in mind for Wilsonville and the Chamber. Wilsonville needs to be a major player in the future plans at this rest-stop in order to capture the transient traffic and room nights that might otherwise be lost to Northern cities.

C. Travel Oregon –



i. Travel Oregon is a fantastic partner and provides many avenues for event promotion at no cost to our Visitor Center. We participate by gathering all events in the area and sending them to the appropriate channels to be posted by Travel Oregon. I also attend Travel Oregon meetings twice a year and encourage all of my new tourism-related business to attend Travel Oregon’s 101 introductory session, which I attend myself every-other year to get re-educated on everything that Travel Oregon offers.

ii. Travel Oregon has been a great partner with FAM tours in our area and has sent many of their staff members to Wilsonville for this reason. They have also pitched Wilsonville area initiatives like Oregon Horse Country to their international market and to travel media.

iii. Travel Oregon chooses one city every year to host the Annual Visitor Center Conference organized by Travel Oregon each April. 2011 was Wilsonville first time every being chosen and it was a fantastic opportunity to show off all that we have to offer. I applied for the last two year and was thrilled to have the opportunity in 2011 to have over 100 of the state tourism professionals staying in Wilsonville for three days for a FAM tour, meals, attraction visits and conference. We have raving reviews and outstanding results for our hard work organizing the best Wilsonville experience we could. Thanks to the City of Wilsonville for partnering on funding the event (through grant monies) and are businesses for providing many in-kind donations, we pulled off what MANY though was the bet conference of its kind ever. Next year's city surely has their work cut out for them!



D. City of Wilsonville –

i. The City works closely with the Chamber on a variety of projects including the above mentioned Baldock and Bicycle Tourism initiatives. The Chamber reports to the City Quarterly and annually on the Visitor Center and Tourism efforts on its behalf.

ii. The City partnered with the Chamber again in 2011 to provide a parade for the Annual Festival of Arts. The parade takes a great deal of coordination and the



City of Wilsonville

City's help with Law Enforcement, logistics and safety issues are necessary and deeply appreciated.

iii. The City provided on of its Tourism Matching grants this year to the Chamber and Visitor Center in order to host the 2011 Travel Oregon Visitor Center Conference. Jennifer reported the events success at the annual live report to the City in April and provided a slide-show account of the event as well as many other successes in the last year.

E. Washington County –

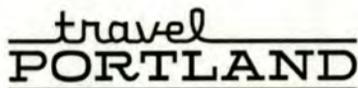
i. Washington County has started to work with the Wilsonville Chamber and Visitor center more than ever before. While our funding remains minimal, the relationship building has made leaps and bounds over the last year, and I plan to soon attempt a more even distribution of Washington County funding. Half (slightly above half) of Wilsonville’s taxable rooms are in Washington County.

ii. This year, I attempted to become more involved with Washington County work and programs. I attended the annual awards banquet with a good assortment of Wilsonville Hospitality and Tourism related businesses. I also attended several networking and social events, including a tour of Tree to Tree adventure Park, which has since become a great partner for the Visitor Center. Washington County staff also attended two of our FAM tours and shared promotional booth space with us at the major golf tournaments in their area.



iii. I have also partnered with Corey Kearsley on the Washington County staff to work on bringing more sports events to our area, specifically events to utilize several of our parks, equestrian properties and wild-spaces. Several meetings have already taken place with potential tournaments and major events and I look forward to finding more niches to pitch Wilsonville locations to. Corey has been a great advocate of Wilsonville’s north side hotels and has brought many potential and booked events to locations such as Sherwood Forest Equestrian Center with our help.

F. Travel Portland –



i. 2011 saw the connection between Wilsonville and Travel Portland come to fruition. Oregon Horse Country’s media attention and success from the Tourism conference prompted Travel Portland staff to contact me about a private OHC tour from their staff. First I visited the Travel Portland offices and met with staff there, doing some background

education on Wilsonville tourism and the OHC initiative. Afterwards, in early September, the staff joined me on a 9-stop tour of our area with visits to event facilities and a short horseback ride at a newly opened trail riding outfit. The day included lunch at the New McMenumins and



was a terrific way to showcase Wilsonville and OHC.

#### 4. Grants

A. TDC Community Partnership Grants – The Chamber’s Hospitality and Tourism Committee is the entity responsible for distributing the grant monies from Clackamas Counties Tourism and Cultural Affairs department. The funds have been reduced in recent years to 20,000.00 per year. This money is given to all TDC County partners and Chambers approved in the program. Community events and programs may



then apply to the chamber for use of the funds. Many of the funds are applied to the Chamber itself, to fund its tourism projects.

Projects funded from these grant monies in 2011 include: Wilsonville Area Tourism Map, Oregon Horse Country Event Promotion Folders and Media Kits, Wilsonville Promotion Booths at area events, Governors Tourism Conference and Baldock Lodging Posters and checks were given to the Festival of Arts and the Wilsonville Citizens for Public art for a map of Public art in the City.

#### B. City of Wilsonville Grants -

i. In 2010, the City of Wilsonville granted the Chamber around 2,700.00 to provide the 2<sup>nd</sup> annual Festival of Arts Parade, due to unexpected donations and lower costs, the Chamber only spent half of the funds, so with permission from the City, the remaining funds were carried over to fund the 2011 Parade. The chamber supplied the necessary extra funds and the 3<sup>rd</sup> annual Parade went off without a hitch.



ii. The City of Wilsonville also granted the Chamber funds from the Tourism Matching grant to host the 2011 Travel Oregon Visitor Center Conference. The Chamber needed assistance paying for some of the required components to host the event and the City stepped up to provide the needed supplemental funds to the conference (example: Welcome Bags, our staff put together over 120 for our visitors during the conference \*pictured left ). This was a one-time only event and the Chamber and Visitor Center is grateful to the City for making it possible. It’s unlikely we will get the chance again this decade



or next.

## 5. Tourism-Industry Events



A. Oregon State Welcome Center Conference – Held in Wilsonville in 2011, this event showcases on City or Town each year. The purpose of which is to educate visitor center staff around the state on the different offerings each host city provides. The three-day conference hosts Oregon Travel Information Council, Oregon Park and Recreation, Oregon Fish and Wildlife as well as Travel Oregon updates. Each region presents on their events and attractions before the host City take the entire 100+ conference on an area Familiarization tour. This year, conference participants got a tour of Wilsonville area attraction and facilities including Oregon Horse Country locations, the Family Fun Center, Wilsonville City

Parks and recreational areas and they were treated to free-choice meals at various Wilsonville dining establishments. Our Mayor greeted the attendees at the opening ceremonies and nearly every tourism partner in town participated on some level. It was a phenomenal event and a great success.

B. Oregon Governors Tourism Conference – Every year, I attend the Oregon Governors Annual Conference on Tourism with 300-500 Oregon public and private tourism professionals. In 2011,



Wilsonville sent three representatives, Kellie Grill, our OHC chair, Greg Leo, our Hospitality and Tourism Chair and I. We had a beautiful promotion booth in 2011 at the Eugene Convention Center where the three day conference was held. It was a terrific opportunity to build excitement for the Visitor Center Conference we were to host and certainly worked to increase participation.

C. National Tourism Week Event – In 2011, Clackamas County decided to host an event during National Tourism week for all Clackamas County partner communities which include Wilsonville. I was asked to provide a brief presentation on Wilsonville's plans for 2011 tourism and to host a booth on my community's behalf. The event was held at the Monarch hotel in Oregon City and was a lovely networking and educational opportunity. We actually ended up hosting three booths, one for Wilsonville, one for Oregon Horse Country and one for Canby, who was unable to attend. I was pleased to help a neighboring community and honored to be asked by the County to do so.

D. CEO Travel Oregon speaks to Wilsonville Chamber – National Tourism Week in 2011 was a busy week indeed with daily promotions and events in Wilsonville. We were honored to have Travel Oregon CEO Todd Davison agree to speak at our chamber Luncheon that week. Todd spoke to attendees about

tourisms impact on the state and economy and how Wilsonville's efforts worked in the larger picture of state-wide efforts.

E. Washington County Tourism Banquet & Awards – I attended Washington County's annual awards and networking banquet for the first time. It was a great way to connect with Washington County event and activities that we could partner with to increase North Wilsonville lodging. I plan to become a well-known face in 2012 with Washington County and hope to increase our standing and eventually our portion of the TLT tax within Washington County.

## 6. Public Events

A. Fall Food Festival – This year the Chamber hosted the Fall Food festival in September as it has done for the last eleven years. Moved to the Family Fun Center two years ago, the event is a food-filled day of fun. Approximately 500 people were in attendance this year. The event is primarily a community event but does draw regional tourism. This year, the Chamber Events Committee organized the event as opposed to the Hospitality and Tourism Committee. This change was made because of low chance of actual tourists in attendance (tourist being defined as someone who travels from more than fifty miles to a destination or event). The H& T committee needed to make sure all programs and projects were tourism based and this event needed to be moved to a more appropriate committee. I personally helped with the event, provided Face-Painting and worked the Wilsonville tourism booth which promoted future events, dining, lodging, shopping and attractions within Wilsonville.



B. Fun in the Park – This year the Wilsonville Chamber and visitor Center shared a booth at the Fun in the Park event. The booth was manned by Brandi Hereford and myself and prided a game for kids and Wilsonville area tourism information for adults. We also opened up the Visitor Center to the Fun in the Park crew for their vendor hospitality area.

C. St. Paul Rodeo – The Wilsonville Chamber/Oregon Horse Country had an information booth at the St. Paul rodeo on July 2011, to encourage room nights in nearby Wilsonville lodging facilities and for rodeo attendee's camping there to shop and dine in Wilsonville establishments. We also promoted future events in the Wilsonville area with lodging packages.





D. Molalla Buckaroo - The Wilsonville Chamber/Oregon Horse Country had an information booth at the Molalla Buckaroo and the Barrel Racing Championships in July and September 2011, to encourage room nights in nearby Wilsonville lodging facilities and for rodeo attendee's camping there to shop and dine in Wilsonville establishments. We also promoted future events in Wilsonville with lodging packages.

E. Clackamas County Fair - The Wilsonville Chamber/Oregon Horse Country had an information booth at the Clackamas County Fair & Rodeo in September 2011, to encourage room nights in nearby Wilsonville lodging facilities and for rodeo attendee's camping there to shop and dine in Wilsonville establishments. We also promoted future events in Wilsonville with lodging packages.

F. Prineville Rodeo - The Wilsonville Chamber/Oregon Horse Country had an information booth at the Prineville Rodeo offered to us at no cost. We used the booth space to promote future similar events in the Wilsonville area with lodging packages.

G. Northwest Horse Show - Oregon Horse Country had a booth at the northwest Horse Show and Expo in March of 2011 to promote all the tourism activities and shows for equestrians in the Wilsonville area.

H. Wilsonville Rotary Concert Series - The Wilsonville Visitor Center stayed open late and staffed the building past normal hours to provide the best customer service for attendee's for the Rotary Concert series in 2011. We also allow the Rotary club to promote the series with large posters and banners prior to the events. We also promote the event in our Newsletter, weekly updates and at our events.



I. Black Beauty Banquet - This year, Oregon Horse County hosted its first annual major event, an Auction and Banquet benefitting area equine-nonprofits. The event was a stunning success and sold out its very first year, drawing nearly 300 people to the Lake Oswego Country Club where the event was held. Sponsored by Fred Meyer, the event raised nearly 40,000 dollars for its partners and received fantastic media and PR.

J. Festival of Arts & Parade - Every year, the Wilsonville Chamber and Visitor Center help promote the Wilsonville festival of Arts and open its doors to the event. We reserve the entire building for the volunteers, allow full use of our kitchen and meeting room and help in any way we can. This year was no different. We also organized the third annual parade, which was unfortunately hindered by an equine virus that caused nearly all of the equestrian participants to withdraw last-minute. Despite the set-back, the parade went over well and with no issues. We are currently not going to host a 2013 event and are

looking for another local community entity to take over the parade, should the city wish to have the parade continue to be a part of the event. Funding, staffing and logistics prevent the Chamber from coordinating it for a fourth year.

## 7. Internet Promotion & Publications



**A. Wilsonville Tourism Map & Guide** – In 2011, we produced the first EVER map and tourism guide of Wilsonville. A full color map with listings of events and lodging on one side, and corresponding colored and numbers location icons for the following interest sects: History and Heritage, Farm Fresh, Oregon Horse Country, Shopping and Entertainment and The Great Outdoors. Example included. We printed 10,000 of these maps and hope to use them through 2012.

**B. Flight School Packages** – In 2011 we were asked by the flight school at the Aurora Airport to package three tiers of lodging for student pilots who would spend between 3-14 days in Wilsonville while attending classes and student flights at the airport.

**C. Visitor Information Guides** – We continue to print guides for Restaurants, Worship locations, Apartments, Meeting Space, etc. These are printed on-demand in the Visitor Center and we print approximately 15,000 per year. We also stock Relocation packages for people moving into Wilsonville. Businesses all over Wilsonville including real estate agents and apartment complexes use hundreds of these relocation packages each year.

**D. Website-Chamber** – The Chamber Website and its tourism pages went under review this year and have been assessed to be dated and difficult to manage. Therefore in January of 2012 the Chamber and Visitor Center will launch a brand new website. Please take a look and give us your feedback!  
[www.wilsonvillechamber.com](http://www.wilsonvillechamber.com)

**E. Facebook** – The Wilsonville Chamber has thousands of followers on Facebook, which is also connected to our software. We announce new members, ribbon cuttings, events and more several times a day on our Facebook page. I created this page over a year ago and it needs to change soon to a business page. If you have not “liked” our page, please do so to get updates on Chamber activities, Visitor Center activities and upcoming community events. [www.facebook.com/wilsonville](http://www.facebook.com/wilsonville)

**F. Website-OHC** – The Oregon Horse Country Website is also going to be changing early in 2012. In 2011 it worked well-enough, but with our growth and new demands, we need to upgrade our capabilities on this site. I manage this site 100%, and it has become outdated with the rapid growth of events and members. We look forward to launching the new site in March of 2012. Please check out the current site and give us your suggestions for the new site.

G. Newsletters – The Chamber has a monthly newsletter with an average of 1-3 pages dedicated to tourism. Greg Leo submits and article as chair of our hospitality and Tourism committee, Kellie Grill submits and Article about the efforts in Oregon Horse Country and I write about local events, tourism programs, grants and initiatives. Please sign up for this newsletter if you don't currently receive it. We also have a bi-monthly Oregon Horse Country Newsletter specifically for that sect of our membership.

## 8. Building and Staffing



A. Current Staff – The Visitor Center currently employs a full Time Tourism Director, Jennifer Johnson (myself), and two part-time Visitor Information Specialists, Janet Ferguson and Barbara Nordstrom. 2011 brought on unfortunate cut-backs on staff hours and benefits, but we are managing to keep the building open 7 days a week for peak hours. The Chamber subsidizes the Visitor Center and that financial discrepancy has increased as county funding has decreased and expenses have increased. The cut-backs were inevitable

in this economy. We look forward to finding a way to get back to our full-time level of service.

B. Volunteers – The Visitor Center is lucky enough to have several volunteers that help to keep the flow of information steady.

C. Interns – The Chamber and Visitor Center have been blessed with several interns in 2011, some that worked and some that didn't. We currently have a fantastic young woman who is eager to learn and is a great help. This summer, we had a wonderful student, Myra Guzman work booths; help at events and in the visitor center.

## 9. Committees

A. Hospitality and Tourism Committee – The Chamber and Visitor Center have a Hospitality and Tourism committee made of up volunteers from the community who has a vested interest in the tourism industry within the Wilsonville area. This committee meets monthly on the second Tuesday of every month. The committee guides my work in tourism promotion, grant expenditures, programs, projects and helps during events. We currently have about 8-10 regular committee members, but anyone from the membership is welcome to join our meetings at will.

B. Black Beauty Banquet Committee - The Black Beauty Banquet committee is a unique mixer of OHC Non-Profit directors and volunteers who work on this one event each year. They run every aspect of the event with my help and guidance and 100% of the procurement comes from them. This is required contractually for them to receive their portion of funds from the profits from the



event. OHC retains one-fifth of the profits for hosting the event, offering staff support, marketing and staff time.

C. Oregon Horse Country Advisory Board – The Oregon Horse Country Advisory Board is a committee made of up nine individuals hand-picked from various sects of the equestrian industry. Applicants are reviewed in November for the available spaces on the board. Currently our Chair is Kellie Grill with Whirlwind Ranch, Vice-Chair is Miriah Stuart with Equine-Massage and the remaining members represent the industry’s retail, trail riding, dressage, and hunter-jumper and land-use areas. This committee meets monthly to guide and assist staff for OHC programs and projects.



## 10. Tourism Action Plan (TAP)

In 2011, the Hospitality and Tourism committee re-visited the Tourism Action Plan for Wilsonville. This document gives the committee focus and direction and is written over several meetings by members of the committee who participate in various aspects. The document helps the committee make decisions on grants, focus efforts on projects most likely to come to fruition and help eliminate programs or projects that do not increase TLT tax dollars.

**\* The Full document can be requested from the Chamber of Commerce.**

## 11. Programs & Projects

A. Lodging Survey – In 2011, we attempted to get a base-line assessment of our typical winter and summer visitor. While this task proved especially difficult, we did get a general picture of the transient tax payer in our City. We plan to try a new approach in 2012. We did learn, with certainty, that our Oregon Horse Country horse shows do have a large impact on summer TLT tax. We had over 1400 room nights reported from Horse Shows specifically in 2011, and we know that not everyone reports why they visit. We also found that the business traveler is still our largest take but that friends and family of residents was a close second. This helps us



guide efforts and educate not only our local businesses, but our community members. With the extremely high frequency of hotel and motel front desk staff and managerial turnover in Wilsonville, it is unusually difficult to create and maintain relationships with hoteliers who will take the time to help us get the information we need. We hope 2012 will see some calm and focus in this industry.



**B. Ireland Tour** – This year, the Chamber decided to try a new fundraising endeavor; Group Travel. While Chambers of Commerce have been organizing group travel for decades, the Wilsonville Chamber had not yet tried this unique fundraising program. Originally planned to use a large group travel entity, the chamber decided to do the trip in-house. We planned a trip to Southern Ireland that catered to the Wilsonville populations association with horses, and took 20 people riding in Ireland. The trip was a great success and half of last year travelers have

already signed up to Travel with the Wilsonville Chamber and VIC in 2012. This year’s trip will be to Northern Ireland and also have equestrian options and will be held in September. Details can be found on our website or by contacting me.



**C. Geo-Caching** – The Wilsonville Visitor Center organized its first Geo-caching event specifically for Wilsonville and tourists. I have our geocachers the theme of Oregon Horse Country and the direction that we wanted cachers to see as much of Wilsonville as possible on their adventure. The caches were hidden in historic places, near businesses, in parks and in various areas of town. I have monitored the on-line responses and comments on our 2011 geo-challenge and all I have seen are positive comments and happy reviews. Our coin is beautiful and portrays our OHC and Wilsonville Chamber Logo on one side, and a 3-D image of the Lorenzo Ghiglieri

sculpture of a mare and foal jumping out at Hunter Creek Farm in Wilsonville. Thousands of people enjoyed the challenge and hundreds went home with the coin for a keepsake. We have already been asked what next year’s theme and coin will be. Suggestions appreciated!

## 12. Conferences & Tournaments

**A. Oregon Horse Country (OHC) Shows**– 2011 was a very big year for horse-shows in Wilsonville. Our Wilsonville road Hunter Jumper shows saw a higher attendance and some actually sold-out, which hasn’t happened in recent years. Also, some re-zoning in the American Hunter Jumper Association provided a leg-up for our local shows. Now competitors can get points they need from our



shows instead of being required to travel south the California, this will only increase participation in future years. These will directly affect our room-night tax intake and we are thrilled about this change. Also, two of our local shows have been sanctioned and will be the only shows rated at their level for a 100 mile radius, which will again provide additional riders and more spectators than in the past. Sheley Campf with Northwest Equestrian Sports can provide more insight into this sport and the zoning and competition requirements should the City or County inquire.

B. Peony Society – I worked with the National Peony Society on their multi-day conference and local area tours while they held their annual event in Wilsonville for the first time.

C. Model A Car Association – I worked with the Model A Car association on their multi-day conference, car-show and local area tours.

D. Oregon Professional Engineers - I worked with securing this conference and helping the organizers of this event connect with local businesses and find lodging packages for their attendee's.



C. Northwest Equestrian Practitioners Conference – We have secured and helped with the NWEPA annual conference and event for the last two year and look forward to having the event which hosts nearly 300 equine veterinarian, health professional and nutritionists in Wilsonville each year.

*Thank you for allowing me this opportunity to brief you on my work in 2011, while I cannot possible include everything that came to pass, I hope this gives some insight into Wilsonville's tourism structure and direction. It was a very busy year and we have a lot to be proud of. In 2012, I plan on reaching out to as many equestrian show organizations, conference planners and businesses as possible to insure our TLT tax in Wilsonville continues to grow and help our City and County get back to pre-2008 levels. We at the Chamber and Visitor Center enjoy our work directing tourism efforts for the Wilsonville area and we appreciate your support and partnership.*

*Thank you,*

*Jennifer*

King, Sandy

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**From:** Watters, Peggy  
**Sent:** Thursday, January 12, 2012 5:15 PM  
**To:** Cosgrove, Bryan  
**Cc:** Troha, Jeanna  
**Subject:** Fee Waiver Request Form 1.12  
**Attachments:** Wilsonville Fee Policies Draft c - 1.10.12.doc; Fee Waiver Request Form 1.12.docx

Hello Bryan and Jeanna,

You have lots of other irons in the fire, but in response to Mike K's promise of a fee structure to be ready for Council in response to the Ordinance #701 for events, and the issue of waivers.....I have brought a draft of the fee structures for the reservation of public properties up to date (this has been an administrative document only as guideline for fees) and I took a stab at a Fee Waiver Request Form – which will mostly impact Bryan's role as stated in the new code.

I will be out of town next Thursday for the second reading of the ordinance for special events, and will have these items ready in case they are needed for background information. These documents are not intended to be a part of the ordinance, but to remain administrative documents only.

Keith Katko has reviewed the Fee Policy document and has approved its structure – as background for fees that we administer. The fees will be carefully reviewed to ensure that they match the Charge Matrix managed by Finance.

Let me know your thoughts on the Fee Waiver Form.....very drafty version.

Thank you,  
Peggy W.

# City of Wilsonville Facility Fee Policy

## I. STATEMENT OF NEED

The City of Wilsonville is a full service municipal agency offering a variety of facilities and open space opportunities for public reservation. Although a large number of City services are offered without fee to the general public, certain activities do require the recovery of some or all of their operational expenses. The City Facility Fee Policy herein adopts a series of philosophies, guidelines, and cost determination structures to manage the establishment of reservable public facility rates.

## II. AUTHORITY AND RESPONSIBILITY

The Wilsonville City Code (2.020) places with the City Manager the authorization and responsibility through the City Council to establish policies, rules, and regulations such as are contained in this fee policy. It is the respective role of the Community Services Department and the Library to recommend fee policies through the Parks and Recreation Advisory Board and the Library Board to City Council for review and ratification. As needed the Departments will forward to City Council recommendations of appropriate fees for individual activities that are consistent with the adopted policies.

## III. STATEMENT OF PHILOSOPHY

The City of Wilsonville works to protect and enhance Wilsonville's livability and to create a safe, attractive, economically vital community. Providing affordable, accessible public meeting space for citizens to gather supports these goals, and helps develop a "sense of place" for local residents.

The City recognizes, however, that demand for facilities exceeds the City's ability to appropriate public funds to support the demand, making it necessary to charge fees for those services that provide specifically individual benefits. In addition to recovering costs of City services, charging fees also may serve to ration limited activities, aid in discipline or control, and promote respect for an activity.

Differential fees for prime time versus off-time programming, multiple use, and residential versus non-residential use of City services may be assessed as a means of balancing usage and recouping costs that are generally taxpayer supported. Users may be granted discounts when temporary price cuts may be beneficial to stimulate activity (such as in off-season low use times). The general benefit of services made possible through fees and charges must outweigh any negative or detrimental impact created by the imposition of fees. Collection of fees must be reasonably accomplished, practical, and economical.

## IV. COSTS AND FEES

### A. Costs

The City of Wilsonville incurs the following types of costs:

1. Direct Costs are defined as the departmental costs of providing an activity or program, which can be directly identified with that activity or program. These are the costs associated with the customer's

direct experience. Examples of direct costs based on the actual service to the participant would be: softballs for a softball program, referees for basketball, clay for a pottery class, and building monitors for after hours building use.

2. Indirect Costs are defined as those departmental costs associated with the centralized operation of a program or facility but are not generally a part of the user's direct experience. These costs may be somewhat constant or "fixed" regardless of the level of program participation or facility usage. Examples of indirect costs, which are the basis of the application fee, would be: salaries of administrative personnel, computer costs, office supplies, phones, utilities, etc.

3. Allocated Costs are defined as those municipal indirect costs that are incurred in order for the department to function as a City entity. Examples of allocated costs would be: legal services, payroll and accounts payable services, insurance, safety, fleet, property value of facility and park space, etc. These costs are the basis of the facility rental fee charges.

## **B. Fees**

Generally, fees will be charged for all uses of public space. Non-residents will be charged at a rate of up to twice that of the resident rate. Residency will be determined by the address of the individual or organization signing the application. Qualified not-for-profit organizations will be charged at a rate one-half that of the resident or non-resident rate, whichever applies. Full responsibility for the reservation, including all fees, liability and damage, will be that of the individual or organization signing the application. \*Payment for facilities must be made by the same source as the application signature.

The City may charge the following fees:

1. Rental Fees may be charged for the privilege of exclusively using tangible public property without consuming or injuring it in any way (meeting rooms, kitchens, reserved picnic areas, sport fields, etc.), and generally represent a fraction of allocated costs for providing the space.

2. Process Fees are charged to recover indirect costs associated with securing reservations. These costs generally include salaries of administrative personnel, computer costs, office supplies, phones, utilities, etc. Process fees are charged to all reservations and are not subject to reduction or waiver.

3. Building Monitor Fees are charged to recover the direct costs for providing building security during events when regular City staff are not available.

4. Damage Deposits are refundable, and are to provide a cost recovery source should a user cause property damage or other mischief.

5. Large Special Event Fees may be charged for permission to conduct certain public and/or restricted access activities on public land or in publicly-owned facilities. Activities may be non-profit or commercial oriented (special events, races, benefits, athletic competitions, etc.). Any gathering of more than 250 people will constitute a large special event. Additional regulations and fees may apply to these events. (See Appendix D – Special Event Permit and Checklist)

## V. GROUP CLASSIFICATION

Priority for restricted use of public space is allowed according to the following schedule:

- City classes
- Regularly scheduled meetings
- Government and Schools
- Residents, including nonprofits
- Nonresidents including nonprofits

For the purposes of this document, groups and individuals are defined as:

**A. Residents** are individuals or businesses that have their primary address within the City of Wilsonville.

**B. Non-Residents** are individuals or businesses that have their primary address outside the City of Wilsonville.

**C. Not for-Profit Groups** are hobby, charity, sport and social clubs; churches; informational and educational groups; home owners associations; and other groups who do not seek to make a profit from their activities. Not-for-profit groups will be required to submit a copy of their nonprofit determination letter.

**D. Governmental Organizations** are government agencies including City, County, Metro, State, and Federal agencies, as well as special districts and elected officials. The City of Wilsonville is exempt from fees.

**E. Schools** include local public schools, colleges and universities.

**F. Individuals** are private parties who wish to have events such as weddings, birthdays, etc.

**G. Businesses** are for-profit organizations having closed events, seminars, or classes.

**H. Insurance** is required for all uses of public property. The rate of insurance is established by the state insurance.....and the City's insurance provider.

## VI. FEE SCHEDULE

### **A. Process Fees**

Process fees are charged for each processed application. Multiple reservation dates are allowed on one application. No more than 6 months of reoccurring dates may be applied for on one facility application.

**\*Process fees are not available for reduction or waiver.**

Town Center Park and Murase Plaza are assessed a higher process fee due to the large scale nature of events held there that require additional city resources.

Process Fee	Resident	Non-Resident
General facility reservations	\$ 25	\$ 45
Town Center and Murase	\$ 75	\$100

### **B. Damage Deposits**

A refundable damage deposit is required for all reservations. The City reserves the right to assess charges for physical damage to public facilities and/or increased service time by staff for cleaning of a facility or park.

Town Center Park, Murase Plaza and the Stein-Boozier Barn require a higher damage deposit due to the sensitive nature of special features and/or the large number of participants for community events held on its grounds.

A damage deposit is required for all events at the Community Center, park fields, and shelters.

The Library requests a damage deposit only when users will have food at their event.

	Resident and Non-Resident	If Alcohol is Served
Community Center	\$250	\$ 350
Tauchman House	\$250	\$ 350
Library	\$0	\$ 100 - If Food is Served
Park Shelters and Fields	\$250	\$ 350
Town Center and Murase	\$750	\$1500
Stein-Boozier Barn	\$500	\$ 750

### **C. Facility Rental Fees**

Room fees are charged for the hourly use of a public space for private use. Fees are based on room capacity. Hourly fees double for each hour of use beyond the reserved time as stated on the reservation application, including use of building monitor.

Adjustments may be made by staff for circumstances that require special consideration. (See Appendix A – Facility Rental Fees). Not including Library room applications.

#### **Community Center Rooms**

<b>Multipurpose and Sun Room</b>		
	Resident	Non-Resident
Individual/Business	\$40/hr	\$80/hr
Non-Profit/Government	\$20/hr	\$40/hr

<b>Classrooms 2,3,4</b>		
	Resident	Non-Resident
Individual/Business	\$20/hr	\$40/hr
Non-Profit/Government	\$10/hr	\$20/hr

### **Library Rooms**

<b>Oak Room (combined North and South areas)</b>		
	Resident	Non-Resident
Individual/Business	\$40/hr	\$80/hr
Non-Profit/Government	\$20/hr	\$40/hr

<b>Rose Room Oak Room (North or South area)</b>		
	Resident	Non-Resident
Individual/Business	\$20/hr	\$40/hr
Non-Profit/Government	\$10/hr	\$20/hr

### **Tauchman House**

<b>Tauchman House (does not include park shelter)</b>		
	Resident	Non-Resident
Individual/Business	\$40/hr	\$80/hr
Non-Profit/Government	\$20/hr	\$40/hr

### **Other Facility Fees:**

Building Monitor	\$12/hr	\$12/hr
Community Center Kitchen	\$40/use	\$80/use
Library Kitchenette	\$10/use	\$10/use
Library Overhead Projector Or Sound System	\$25/use	\$25/use

### **D. Park Shelter Fees**

Shelter fees are based on the value of parks crew time to clean and prepare a shelter for use by a single party. Shelter fees are established for one reservation per day, regardless of the hours used.  
(See Appendix B – Park Shelter/Field Rental Fees and Appendix F – Stein-Boozier Barn Application )

	Resident	Non-Resident
Mem. Pk. River Shelter	\$130/day	\$215/day
Mem. Pk. Forest Shelter	\$105 /day	\$180/day
Boones Ferry Gazebo	Removed from schedule 2009	
Additional fees for Shelter Use:	Table unlock fee of \$35 per use.	
Stein-Boozier Barn	\$500	\$1,000

**E. Field Fees**

Field use fees are based on the value of parks crew time to prepare a field for play. Field fees are established for hourly blocks with a two hour minimum. These time blocks are set for use by sports organizations, private parties and large tournaments. Reservations of more than one time block will be charged for each block. (See Appendix B – Park Shelter/Field Rental Fees)

	Resident	Non-Resident
Ball Field #1-#5	\$5/hour	\$7/hour
Soccer Field #2, #3, #4	\$5/hour	\$7/hour
Additional Fees for fields include:	Light fees are \$10.00 per hour.	

**Tournament Fee:** An additional fee is charged for the use of all ball fields for a tournament. This fee covers the additional services required to support a full day of all field use by one organization and the accompanying trash, restroom and parking support required by City services. (See Appendix C – Tournament Request Form)

	Resident	Non-Resident
Tournament Fee	\$500	\$1,000

**F. Town Center Park and Murase Plaza Use Fees**

Use of Town Center Park and Murase Plaza is limited to community special events. The park use fee assumes the event's impact on the entire park. Generally, due to the size and impact of the events, the Large Special Event Fee will be applied. (See Appendices D and E – Town Center Park and Murase Plaza Reservation Application and Appendix H – Special Event Permit and Checklist)

	Resident	Non-Resident
Town Center Park	\$500	\$1,000
Murase Plaza	\$500	\$1,000

**G. Large Special Events Fees**

Events held on public property that will attract two hundred and fifty (250) or more persons and create significant impact to the public property will be charged an additional fee of \$200 for the first 48 hours. This fee and the Large Special Event Permit and Checklist must be completed 90 days prior to the scheduled date in order to be authorized. (See Appendix H, Special Event Permit and Checklist)

	Resident	Non-Resident
Large Special Event – over 250 participants (includes all who attend)	\$200 - first 48 hours + \$75 – each additional 24 hours	\$200 – first 48 hours + \$75 – each additional 24 hours

## **H. Street and Sidewalk Use Permit**

The Street and Sidewalk Use Permit is used for activities and events that impact the free movement of vehicular and pedestrian traffic on public streets and sidewalks, parking restrictions, street crossing signals, etc. Events in this category include organized run, walk, bike, parade, public demonstration, block party, or other activities deemed appropriate. Due to the element of public safety and traffic pattern changes, all activities are requested to apply for permit. Fees vary with size and impact of activity. (See Appendix G: Street and Sidewalk Use Permit)

	Resident	Non-Resident
Less than 50 participants	Application, No Fee	Application, No Fee
50-249 participants	\$50 + application fee	\$50 + application fee
Greater than 250	\$200 Event fee + app. fee	\$200 Event fee + app. fee
Process fee – over 50	\$25	\$45
Additional fees for security, police escort, digital sign, etc. may apply.		

## **VII. SPECIAL CASES**

Special cases will be administered by the Community Services Director with direction from the City Manager as needed. Special cases for consideration may include overnight camps, requests for specific event security or activity, or other non-standard use of a public facility. These contracts will be attached to the Facility or Park use Application.

## **VIII. WAIVERS**

A 50% discount is given to nonprofit organizations, based on residency rates for the use of any reservable public park or facility. Acknowledging the public good provided by special events and activities, waivers may be granted to long-standing events or activities deemed generally for the public good.

Based on the Joint Use Agreement Between the West Linn/Wilsonville School District and the City of Wilsonville, July 1994; both the school district and the City waive field or facility reservation fees for use of either city or school property. Direct fees such as building monitor or janitor and the process fee will be charged for applications to use either property.

Requests for waiver of fees must be made in writing and addressed to the City Manager. Determination of fee waivers will be returned in writing and signed by both parties. Requests for waiver of fees or special consideration of non-standard use of public facility or space must be made at the time of request for reservation. \*(see Fee Schedule/Process Fees – not available for waiver)

## **IX. ANNUAL REVIEW**

As part of the annual budget process, fees and charges for the various programs of the Community Services, Public Works, and Library Departments may be adjusted in accordance with this proposed policy.

Proposed adjustments will be presented by the Community Services Department to the Parks and Recreation Advisory Board, and by the Library Director to the Library Board. Following review by the Boards, recommendations will be forwarded to the City Manager for final approval.

## **X. APPENDICES**

- A. Facility Rental Application (not including Library)
- B. Park Shelter/Field Rental Application
- C. Tournament Request Form
- D. Town Center Park Reservation Application
- E. Murase Plaza Reservation Application
- F. Stein-Boozier Barn Rental Application
- G. Street and Sidewalk Use Permit Application
- H. Special Event Permit and Checklist
- I. Fee Waiver Application