

# City of Wilsonville

City Council Meeting

May 6, 2019



**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING  
MAY 6, 2019  
7:00 P.M.**

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

Mayor Tim Knapp - Excused

Council President Kristin Akervall  
Councilor Charlotte Lehan

Councilor Susie Stevens  
Councilor Ben West - Excused

**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** [25 min.]  
A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions  
ORS 192.660(2)(h) Legal Counsel / Litigation
- 5:25 P.M. REVIEW OF AGENDA AND ITEMS ON CONSENT** [5 min.]
- 5:30 P.M. COUNCILORS' CONCERNS** [5 min.]
- 5:35 P.M. PRE-COUNCIL WORK SESSION**
- A. Accepting the Jurisdictional Surrender for a Portion of Ridder Road by Clackamas [5 min.]  
County Pursuant to ORS 373.270(5). (Palmer)
  - B. Business Retention and Expansion Program (Vance) [15 min.]
  - C. Telecommunications Replacement Project (Stone) [20 min]
  - D. Community Enhancement Program Recommendations (Monahan) [30 min]
- 6:45 P.M. ADJOURN**
- 

**CITY COUNCIL MEETING**

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, May 6, 2019 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on April 16, 2019. 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 there with 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. COMMUNICATIONS**

- A. 2019 Oregon Urban & Community Forestry Award (Rappold)
- B. Police Department Annual Report (Wurpes)
- C. Clackamas County Behavioral Health Unit (Muggia)

**7:50 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.

**7:55 P.M. MAYOR'S BUSINESS**

- A. Budget Committee Appointment

**8:00 P.M. COUNCILOR COMMENTS**

- A. Council President Akervall
- B. Councilor Stevens
- C. Councilor Lehan
- D. Councilor West - Excused

**8:10 P.M. CONSENT AGENDA**

A. **Resolution No. 2745**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Contract With Structured Communication Systems, Inc. For The Telecommunications Replacement Project. (Stone)

B. **Resolution No. 2746**

A Resolution Of The City Of Wilsonville Accepting The Jurisdictional Surrender For A Portion Of Ridder Road By Clackamas County Pursuant To ORS 373.270. (Palmer)

**8:15 P.M. NEW BUSINESS**

A. **Resolution No. 2747**

A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2019/2020. (Monahan)

B. **Resolution No. 2748**

A Resolution Of The City Of Wilsonville Approving Completion Of The Acquisition Of Wilsonville Town Center Lot 1. (Weigel)

**8:35 P.M. CONTINUING BUSINESS**

**A. Ordinance No. 835**

An Ordinance Of The City Of Wilsonville Adopting The Wilsonville Town Center Plan As A Sub-Element Of The Comprehensive Plan And Amending The Text Of The Wilsonville Comprehensive Plan, Comprehensive Plan Map, Zoning Map, And Development Code.

**8:40 P.M. CITY MANAGER'S BUSINESS**

**8:45 P.M. LEGAL BUSINESS**

**8:50 P.M. ADJOURN**

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



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> April 1, 2019		<b>Subject:</b> Business Retention and Expansion Program	
		<b>Staff Member:</b> Jordan Vance, Economic, Development Manager	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		<b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Review the proposal and provide staff with direction on next steps.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s): Economic Development Strategy	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Direction on Business Retention and Expansion (BRE) strategy.

## **EXECUTIVE SUMMARY:**

City staff are designing a Business Retention and Expansion strategy to add value to the existing economic development service offerings. As part of the Council-adopted 2012 Economic Development Strategy, the program will encourage ongoing growth of Wilsonville businesses and target two main audiences—traded sector and high-growth (i.e. “Gazelles”) businesses.

The primary objectives of this initiative include:

- Promote/reinforce the City of Wilsonville as the best location to grow a business.
- Enhance the City’s reputation as a business-friendly and highly responsive organization.
- Gather basic intelligence on the city’s business base.
- Support and encourage ongoing growth of business base.

Secondarily, the City of Wilsonville is also interested in:

- Increased coordination among City departments interacting with and serving business needs.
- Development of a uniform database of information from business outreach efforts.
- Building strong and credible relationships with key business base.
- Strengthening partnerships with community economic development organizations including Clackamas Community College, Wilsonville Chamber of Commerce, etc.

Business Retention and Expansion is a critical component to Wilsonville’s economic development strategy for a few reasons. First, given land constraints and Wilsonville’s very low industrial vacancy rate, there is limited vacant land to support new business recruitments until the Coffee Creek Industrial Area is ready for development. Additionally, studies repeatedly show that 80% of growth comes from expansion of existing local firms that tend to create more jobs and pay higher wages. Business Retention and Expansion is especially important leading up to and during an economic downturn. The information gathered from Business Retention and Expansion outreach can help inform coordination among City departments and improve the permitting/development processes leading to a better customer experience.

Wilsonville is home to a thriving economy with over 1,080 businesses and 20,317 jobs, of which over 50% are in high-wage professional/technical or industrial occupations engaged in manufacturing, software and engineering. While it will be difficult to establish face-to-face contact with all of these businesses, over time staff aims to reach around 30-40 businesses a year, and hopes to engage many others through an online survey that will be promoted via City channels like Boones Ferry Messenger, SMART, Economic Development website, Chamber newsletter, etc.

We look forward to hearing Council’s ideas, comments, and direction on this Business Retention and Expansion effort.

## **EXPECTED RESULTS:**

- Comprehensive report of findings from business outreach meetings and surveys, including potential recommendations on ways to improve customer experiences, etc.
- Strengthened relationships with business community and economic development partners, including Clackamas Community College, Clackamas County, and Wilsonville Chamber of Commerce.

- Tangible business assistance outcomes (i.e. real estate/site selection for expansion, workforce training, access to capital, permitting assistance), leading to potential retention/expansion and potential increase of tax base.

**TIMELINE:**

- Spring: Program design
- Summer: Initiate business visits and survey promotion
- Fall: Manage/respond to business needs, ongoing outreach
- Winter: Measure results, share-out with community

**CURRENT YEAR BUDGET IMPACTS:**

\$10,000 consultant contract and staff time to create and administer the program.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 3/20/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 3/25/2019

**COMMUNITY INVOLVEMENT PROCESS:**

The community would be involved in reviewing the findings of the study once completed.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

Reliable business tax base will allow City to continue delivering high-quality public services and amenities to its residents and workforce.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

- A. Draft Wilsonville Business Survey
- B. Example BRE Report (Estacada)



Dear Wilsonville Business Owner,

The City’s Economic Development Department is working to help Wilsonville businesses prosper and expand. Please take a moment to answer this brief confidential survey so we can tailor our work to be more responsive to your business needs.

**Section 1 – Background**

1. Business Name \_\_\_\_\_

2. Type of Business. Please check the industry/area which best describes your business:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Business/Professional Services | <input type="checkbox"/> Technology Development       | <input type="checkbox"/> Wholesale/Distribution |
| <input type="checkbox"/> Health Care/Medical            | <input type="checkbox"/> Construction                 | <input type="checkbox"/> Tourism/Entertainment  |
| <input type="checkbox"/> Retail (including Restaurants) | <input type="checkbox"/> Manufacturing                | <input type="checkbox"/> Transportation         |
| <input type="checkbox"/> Agriculture                    | <input type="checkbox"/> Other (please specify below) |   |

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3. What are your principal products or services?

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4. How many employees are currently employed at your company in Wilsonville?

- |            |                                |                                 |                                  |                                  |  |
|------------|--------------------------------|---------------------------------|----------------------------------|----------------------------------|--|
| Full Time: | <input type="checkbox"/> 0 – 5 | <input type="checkbox"/> 6 - 10 | <input type="checkbox"/> 11 - 15 | <input type="checkbox"/> 15 - 20 | <input type="checkbox"/> More than 20<br>indicate #_____ |
| Part Time: | <input type="checkbox"/> 0 – 5 | <input type="checkbox"/> 6 - 10 | <input type="checkbox"/> 11 - 15 | <input type="checkbox"/> 15 - 20 | <input type="checkbox"/> More than 20<br>indicate #_____ |

5. How long has your business been in operation?

- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> Not open yet     | <input type="checkbox"/> 2-5 years  | <input type="checkbox"/> More than 10 years |
| <input type="checkbox"/> Less than 1 year | <input type="checkbox"/> 5-10 years |   |

6. Is your business based in your home?  Yes  No

**Section 2 – Business Operations**

6. Which phrase below best describes your plans to expand or reduce your operations in the next *one to two years*?

- Plan to expand operations/employment
- Plan to reduce operations/employment
- Plan to relocate
- Plan to sell business
- No plans to change
- Uncertain
- Other (please specify below)

6a. If you plan to expand, how many employees will the business add?

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6b. What size capital investment will you make?

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7. What are the major issues or barriers facing your business today? (Please check the top 5 priority issues)

- Availability of employees
- Skill level/preparation of employees
- Cash flow/working capital
- General operating costs
- Technology
- Access to suppliers
- Property/space constraints
- Transportation access/improvements
- Competition
- Investment capital
- Regulation compliance
- Payroll costs
- Insufficient customer base/sales
- Other \_\_\_\_\_

Please explain your response to the boxes you checked.

---

8. What was your company’s gross revenue for 2018?

- Under \$100,000
- \$100,000 - \$499,999
- \$500,000 – \$999,999
- \$1 million - \$4.9 million
- > \$5 million

9. How do you finance your business? (Please check all that apply)

- Operating cash flow
  - Credit cards
  - Personal funds
  - Family/friends
  - Conventional business bank loan
  - SBA guaranteed loan
  - Home equity loan
  - Local micro loan/revolving loans
  - Other, please specify:
  - Angel investors
  - Venture capital
- 

10. Would you like to have additional information about capital sources/finance programs to assist with business operations and/or expansion?  Yes  No

**Section 3 – Doing Business in Wilsonville**

11. What are the top advantages of your business location within Wilsonville? List up to three.

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12. Are there any disadvantages of your business location within Wilsonville? If so, list up to three.

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13. In your opinion what could be done to improve local business conditions?

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**Section 4 – Assistance to Help Your Business Prosper**

14. Which of the following assistance would be most helpful to your business? (Check all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Employee hiring/training         | <input type="checkbox"/> Property development                       |
| <input type="checkbox"/> Finance packaging/capital access | <input type="checkbox"/> Dealing with government regulation         |
| <input type="checkbox"/> Business planning and cash flow  | <input type="checkbox"/> Expansion/relocation                       |
| <input type="checkbox"/> Sales and marketing              | <input type="checkbox"/> Other tools or assistance, please specify: |

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15. Would you like the City’s Economic Development Department to contact you about any of the business assistance needs noted above?

- Yes, please contact me about \_\_\_\_\_.
- No, do not contact me.

16. Would you like to receive information from local and state business resource providers about resources or technical assistance information that may be helpful to your business?

- Yes, I’d like information about \_\_\_\_\_.
- No

**Please provide us with the following information:**

Survey Respondent Information	
Business Name	
Address	
City, State, Zip	
Contact Person & Title	
Telephone	
E-Mail	

Please share any other comments you may have.

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*Thank you!*

# Business Retention & Expansion Program Report // 2016-2017



This program and report was made possible with generous financial support from:



**THE Ford Family**  
**FOUNDATION**

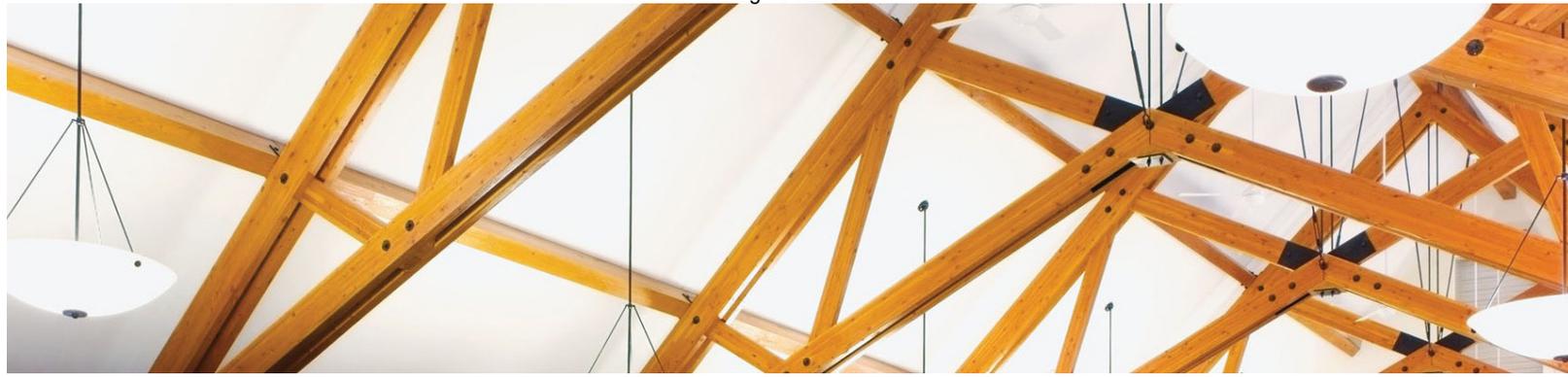
Program Partners:



Technical support for the Program provided by:



This report was created by Allie Monn & Michael Held of RDI, and Matt Lorenzen of the City of Estacada



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# Executive Summary

**20** Business rated “Green”  
No immediate need or opportunity

**10** Businesses rated “Yellow”  
Near term need or opportunity

**3** Businesses rated “Red”  
Immediate need or opportunity

**33** Businesses Interviewed

**18** Community Volunteers

**50** actionable steps for staff and volunteers to take to assist local businesses

## CLIMATE

**Optimistic:** Most say Estacada is a positive place to do business and welcome any assistance we can provide.

**Sharing success:** Businesses desire the community to continue being a part of and sharing in their success.

**Increasing demand:** Most businesses have seen an increase in demand for their product or services in the recent past. Only 2 firms had an overall decrease.

## OPPORTUNITY TO ASSIST

**Support Needed:** Many businesses would benefit from SBDC services such as financial planning, growth planning, and succession planning, but lack the time to take advantage of existing programs.

**Passing the baton:** 6-7 businesses are close to or already trying to sell.

**Scraping by:** increasing costs of doing business make it difficult for many Estacada business owners to get ahead.

## MARKETING & REACH

**Signage:** Several businesses requested assistance with signage improvements, particularly near HWY 224.

**Estacada is Local:** Most businesses get their business through word of mouth and many lack a significant online presence.

**Co-op Marketing Opportunity:** Many businesses recognize leakage as an issue. They expressed interest in participating in a collaborative marketing efforts to reach new residents and visitors.

## BUSINESS EXPANSION

**Growth and Activity Abounds!:** Majority of businesses plan to move and/or expand locally in the next 1-3 years.

**Adequate Land Supply:** Current supply meets most business needs.

**Land and Building Inventory:** Currently meeting most needs. Demand exists for turnkey leasable space—commercial, and especially industrial.

**Cannabis in the Industrial Campus:** favored by some but a concern for others.

## INFRASTRUCTURE

**Needs met, mostly:** Existing utility services are adequate, however, historic complaints about the electricity and power outages continue; Natural gas interest remains high, but procurement remains elusive.

**On the Right Track:** Recent projects, particularly downtown, widely considered successful. Remaining needs include consistent power grid, fiber optic

## WORKFORCE

**Business Expansion Forecast:** Solid Growth. Most businesses plan to increase their workforce in the next 1-3 years.

**Local workforce:** Many businesses struggle to hire; and hiring locally for specialized skills can be particularly difficult.

**Looming Challenge:** Minimum wage increase is a concern for many businesses.

# Program Basics

## WHY BR&E?

The City of Estacada recognizes that the key to business vitality is having a strong, thriving business base with the capacity to endure and grow in today's rapidly changing economy. To help local businesses succeed, community leaders, including private and public representatives, have come together through coordinated business outreach to better understand local business needs and to connect them with resources and support as opportunities arise.

An emphasis on retaining and growing existing businesses is warranted because nearly 80% of job growth is the result of local business expansion, and studies from across the country continuously highlight the importance of supporting existing local businesses rather than attracting new businesses (Cothran, Farnsworth, Clark, 2015). With this knowledge, the City of Estacada collaborated with Rural Development Initiatives (RDI) to establish a Business Retention and Expansion (BR&E) Program.

### High Impact

10x more cost-effective to work with existing customers than to cultivate new

### Business Climate

Fosters a pro-business environment and opens lines of communication.

### Business Attraction

A robust and thriving local economy is the best business recruitment tool.

### Community Matters

Demonstrates dedication to existing businesses that are already committed to the community.

### Job Growth

80% of net new jobs in the economy are created by existing firms.

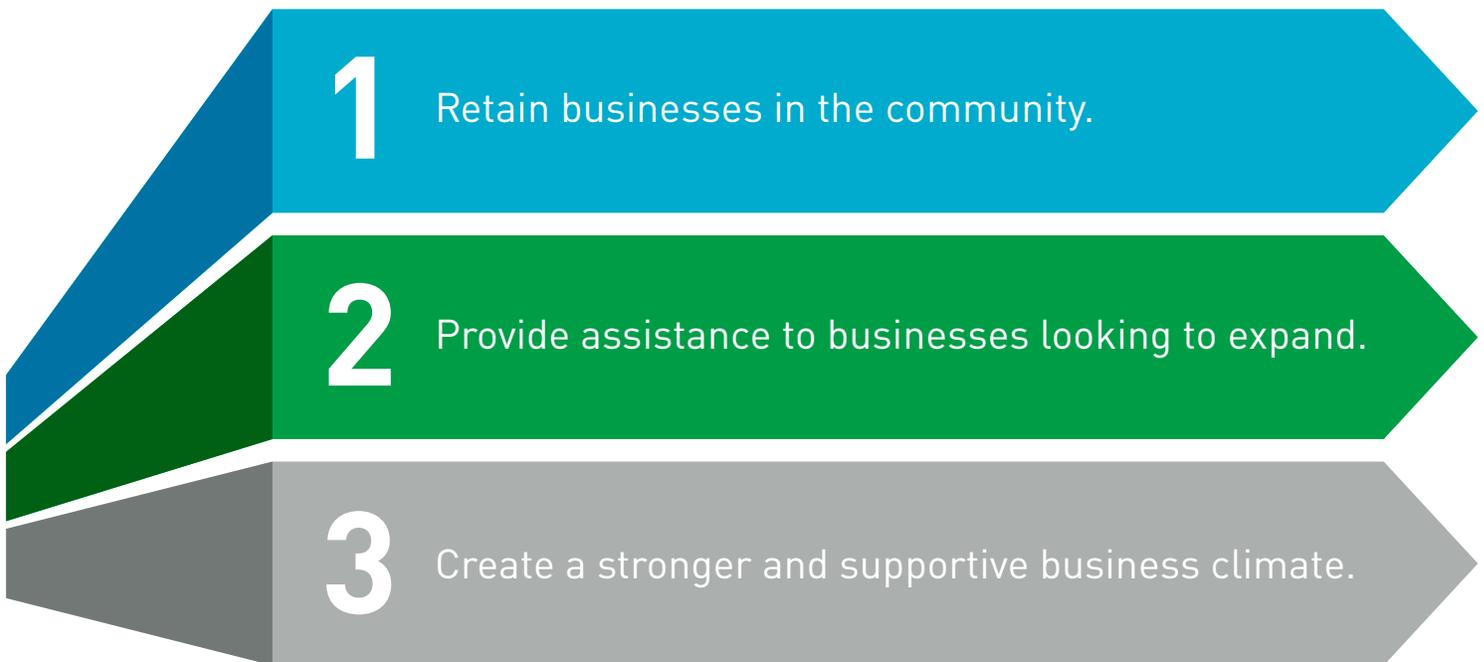
**BR&E constitutes the building blocks of a vital and vibrant local economy!**

## TEAM

Under the guidance of City staff, a Leadership Team was formed to lead the formation and development of a Business Retention and Expansion program. The Leadership Team is comprised of representatives from multiple organizations including Rural Development Initiatives (RDI), the City of Estacada, Estacada Development Association, and the Clackamas County Business and Economic Development Department. A larger team of volunteers was assembled for the eventual outreach effort.

## OBJECTIVES

Most BR&E programs, including this Estacada-specific application, are designed to address 3 primary objectives:



Additional program objectives:

- » Create a long-term outreach strategy that involves locally trained and skilled leaders
- » Better connect local businesses with public and private resources to help them succeed
- » Better understand economic dynamics impacting local businesses
- » Build capacity within Estacada to help its businesses respond to change and foster productive relationships

## PROCESS

BR&E follows a common, yet adaptable, template. This Estacada program was tailored to reflect local community and economic conditions. The following steps were completed:

### 1. Plan and organize stakeholders and community

- » Recruit 15-20 volunteers with an interest in building the local economy
- » Identify businesses to interview, whose voices may represent key industries or represent a larger cross-section of Estacada businesses

### 2. Develop business outreach and visitation process

- » Organize and train a Business Visitation Team to conduct personalized interviews with business owners and managers
- » Recruit and visit pre-determined businesses
- » Develop immediate follow-up assistance strategies
- » Review and synthesize gathered business information

### 3. Connect businesses with existing local and regional resources and outside expertise

- » Broker public and private sector resources to small businesses in the community
- » Help business owners obtain business planning assistance and other tools
- » Connect businesses to capital providers or other technical expertise
- » Help businesses to take steps by remaining in contact and offering ongoing support
- » Identify specific aspects of management or operations where business owners may be requesting assistance and source appropriate resources

### 4. Develop solutions and celebrate success

- » Develop short-, medium-, and long-term strategies to address common business issues or opportunities
- » Implement strategies to address common business needs and evaluate efforts
- » Distribute project findings and celebrate successes

Through the implementation of this BR&E program, the community is taking the **first steps toward creating a sustained campaign** to support the growth and success of local businesses. Additionally, the community has the opportunity to engage additional partners on an ongoing basis. Such relationships are the keystone of any perpetual or long-term program whose aim is to retain and grow local businesses.



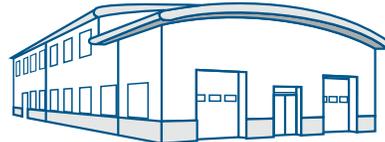


## METHODOLOGY & BUSINESS VISITATION PROCESS

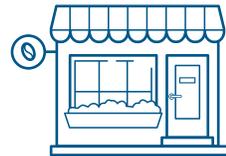
In consultation with RDI, the leadership team selected an assortment of businesses to interview for the BR&E visitation process. Knowing that Estacada businesses are diverse in size, scale, and industry type and that the success of all types of businesses is paramount to a healthy business base, our program made sure to gather input from:



**Downtown Businesses**



**Industrial Businesses**



**All other Businesses**

The team also placed emphasis on getting a broad range of business types from within each category/geography: retail, service, restaurant, new, and well-established businesses.

The content of each specific interview is confidential, but we would like to thank the following 33 businesses for taking the time to be a part of the program.

- |                                |                          |                              |
|--------------------------------|--------------------------|------------------------------|
| Adventist Health               | Harmony Bakery           | Snook's Pet Products         |
| Andale Andale                  | Harvest Market Thriftway | Sparky's Pizza               |
| Chapman's Three in One         | Hi-School Pharmacy       | Supply Solutions/North Coast |
| Dick's Logging                 | Laurel Hedge             | Electric                     |
| Eagle Fern Veterinary Hospital | Les Schwab Tire Centers  | Taco Time                    |
| Eagle Foundry                  | Manutek                  | The Artsmith                 |
| Estacada Bark & Nursery, Inc.  | McCarthy Manufacturing   | The Cazadero                 |
| Estacada Liquor Store          | Mossy Rock               | The Country Restaurant       |
| Get and Go/Promontory          | NW Technologies          | The Grind                    |
| Granny's Drive-Thru            | PePes Tacos              | True Value                   |
| Greater Health Clinic          | ReconCraft               |                              |
| Hardchrome, Inc.               | Reliance Connects        |                              |

The Business Visitation Team was comprised of 18 local volunteers and economic development practitioners. The Team was divided into pairs; each pair interviewed two to four businesses. Visitation Team members participated in a mandatory three-hour training to prepare them for conducting business visits. Topics covered included an orientation to BR&E, interview best practices, and data reporting methodology. Members were required to sign confidentiality statements; all business information is securely held with Rural Development Initiatives. We would like to thank each team member for his/her involvement and dedication to the project. Without the support of the Business Visitation Team, this project would not have been possible. Thank you:



Robyn Beisell  
Brent Dodrill  
Rob Gaskill  
Michael Held  
Nancy Hoffman  
Bruce Janes

Bob Jones  
Michele Jones  
Joe Kaufman  
Cindy Knudsen  
Lanelle King  
Lisa Lessard

Phil Lingelbach  
Matt Lorenzen  
Carolyn Meece  
Paulina Menchaca  
Paul Strobel  
Melanie Wagner

The team conducted interviews, asking a series of questions to determine important business development factors, keys to success, challenges, and opportunities. Over a 12-week period, volunteers and practitioners gathered data and information, which was then synthesized using a data spreadsheet and analyzed for key themes. Follow-up assistance was provided to businesses expressing needs or requests for services. The themes outlined on the following page represent important insights for local leaders, economic development professionals, and the community to consider in future business development activities.

## “FLAG” REVIEW & BUSINESS FOLLOW-UP

After all interviews were completed and the information processed, the team, led by City staff and supported by RDI, conducted follow-up outreach to businesses seeking support on a myriad of issues. Businesses were prioritized based on criteria, such as potential for growth and other business needs using a “flag warning review” system. During the interview process, businesses needing immediate assistance were given a red flag and those needing limited assistance a yellow flag; those needing no help at all were assigned a green flag. Follow-up assistance was being provided as this report was being drafted and will continue on a case-by-case basis. Business service providers vary depending on business needs and other factors, with the City and the Estacada Development Association (EDA) managing all follow-up activities. RDI is providing short- and long-term program evaluation support.

# Findings and Outcomes

## PARTICIPATION RATE

33 businesses participated and ranged in type, size, and sector to reflect Estacada's diverse business base. Approximately 50 businesses were targeted. The team was able to interview 33, for a participation rate of 66%. Most businesses were willing to participate but scheduling made some of the visitations difficult or impossible. In typical BR&E programs participation rates average between 65-70%.

## MAJOR THEMES

- » The community of Estacada is perceived to be a positive place to do business.
- » Most businesses saw an increase in demand for their product or services. Only two businesses had an overall decrease.
- » Existing utility services are adequate, however, historic complaints about the electricity and power outages continue; Natural gas interest remains high, yet elusive.
- » Road upgrades, including the Broadway streetscape project are widely favored and considered important precedents to further private investment and development. Remaining needs include consistent power grid, dependable internet, and parking.
- » Most businesses get their business through word of mouth and many lack a significant online presence.
- » Many businesses recognize "leakage" as an issue. They expressed interest in participating in a collaborative marketing effort to reach new residents and visitors.
- » Many businesses would benefit from SBDC services such as financial planning, growth planning, and succession planning, but lack the time to take advantage of existing programs.
- » Increasing costs of doing business make it difficult for many Estacada restaurants and retailers to get ahead.
- » Many businesses struggle to hire; and hiring locally for specialized skills can be particularly difficult.
- » Minimum wage increase is a concern for many businesses.
- » In the industrial campus, several existing businesses are concerned about what impact the influx of cannabis businesses may have on the Campus and on the community.

### Leakage:

This occurs when Estacada residents and visitors spend money in other communities, which they could have spent in Estacada.

## BUSINESS CLIMATE

Overall, businesses view Estacada as a positive place to operate. However, opinions of working with the City are mixed; some were positive, while others were negative. Other themes emerged and are captured below:

- » Most businesses plan to increase their workforce in the next 1-3 years
- » Several businesses requested assistance with signage improvements, particularly near HWY 224.
- » Current land and building inventory is meeting most business needs.
- » Demand exists for turnkey leasable space — commercial and especially industrial.
- » 6-7 businesses are close to or already trying to sell.

As in most communities, there are areas in which Estacada thrives and areas where improvement is needed. Most grievances were minor in nature and can be easily addressed with better communication, continued outreach, and relationship building.

As reported by businesses, Estacada is a community in transition. Businesses are aging and newcomers are increasingly seeking Estacada as a place to work and live. This trend presents unique challenges in business turnover yet it is an opportunity to “roll out the red carpet” for business development and growth.

## BUSINESS HEALTH & KEYS TO SUCCESS

Businesses overwhelmingly detailed an increase in annual sales and revenue, while others were consistent or stable. The positive increases were attributed to several factors including an overall improving economy and population growth in the city. Several businesses attributed their strong and stable growth to the positive customer service provided by their employees.

Each business has its own unique set of critical factors that will lead to success in respective market places. While it is difficult to discern common themes from such diverse businesses, several noteworthy elements important for current and future business success exist. Overall, workforce conditions were most frequently cited as a key factor for success. The following indicators were also highlighted:

- » Quality of product and service matters
- » Employee “soft skills” such as work ethic and communication skills
- » Location: at times a competitive disadvantage, but “worth it”
- » The condition of transportation infrastructure
- » Fair and competitive pricing on products and services
- » Access and affordability of key utilities and infrastructure

### Workforce

Skilled, dependable, available labor was most frequently cited as a key factor for success.

## BUSINESS EXPANSION OPPORTUNITIES

Of those interviewed, 52% of businesses have plans or are considering developing a plan for future expansion. Several businesses expressed the need for new building space, such as industrial/manufacturing space, restaurants and retail space. Businesses highlighted opportunities for investment, business support, and nurturing from local and regional economic development service providers. As many Estacada businesses are planning to seize market opportunities for growth in the next few years, ongoing business development support services should include assistance with:

52%

of businesses are considering expansion.

- » Business and financial planning
- » Marketing, advertising, and adaption to new media market technologies
- » Product line and revenue stream diversification strategies
- » System and operations upgrades
- » Expansion through acquisitions or renovations of larger production/retail facilities
- » Diversifying point of sale opportunities

## CHALLENGES



**Access to Capital**



**Exit and Succession Planning**



**Local Skilled Workforce**

- » Difficulty in working with various agencies (state and federal), and local utilities to address safety and essential services for businesses, particularly those located downtown and on Highway 224.
- » Geographic distance to business assistance services such as valuation, succession planning, legal consultation, and general business planning.
- » Ability to market locally and regionally including utilization of web, Facebook, and other social media mediums.
- » A few businesses expressed that they need larger spaces but are unable to find suitable locations in town.

# Conclusions & Next Steps

The City of Estacada and the immediately surrounding areas contain several hundred listed active businesses. Continued business outreach and relationship building with existing businesses is a sound economic development strategy worth pursuing. Furthermore, forming ongoing partnerships with service providers is critical in meeting businesses' needs.

## GOALS & ACTIONS

1. Continue to build Estacada's capacity to act as a broker of business services.
  - » Form and enhance partnerships with other business service providers, such as the SBDC, in order to utilize existing expertise and deliver quality and effective support;
  - » Perform ongoing visitations and use enhanced marketing materials and strategies in order to connect existing businesses looking to expand with existing business services and programs;
  - » Actively support business relocations by gathering and communicating important information for relocating businesses, such as a directory of available real estate, Urban Renewal grants and incentives, utility rates and availability, lease rates, etc.
2. Enhance local businesses' capacity to deliver quality marketing and advertising to diverse audiences.
  - » Help businesses access and evaluate available advertising and marketing options, strategies, and best practices;
  - » Identify or create a platform whereby local businesses can market to Estacada residents collaboratively and affordably;
  - » Develop and distribute a basic guideline of the top 5-10 things small businesses should consider in their marketing and advertising efforts
  - » Facilitate in-person roundtable-style discussions and trainings with relative experts in the marketing and advertising field;
  - » Coordinate discussions or mentorships between businesses with a successful track record of marketing and advertising and businesses interested in improving their own efforts;
  - » Encourage membership in the Chamber of Commerce as a means to network with other businesses and to create business-to-business referral relationships;
3. Successfully transition local business to new ownership.
  - » Create awareness of business succession planning importance and available services;
  - » Facilitate reoccurring opportunities, forums, and discussions for businesses interested in succession services in order to enhance business owner understanding of the procedures, processes and requirements for successful transitions;
  - » Develop and disseminate easy-to-read and digestible tutorial of the basic questions businesses must consider when looking to sell, retire, or move;

4. Begin addressing long-term workforce development needs and challenges
  - » Explore other local, small-city models of workforce engagement strategies;
  - » Identify and document specific workforce needs and available services;
  - » Act as a liaison between Oregon Worksource, local employers, and the community in order to hire and employ more Estacada residents seeking good, local work;
  - » Support and publicize Clackamas Workforce Partnership efforts to address long-term workforce needs in Clackamas County;
  - » Continue working with Estacada High School and Clackamas Community College to build programs that address workforce skill gaps and other employer needs

## STEPS ALREADY TAKEN

### » **Cannabis Roundtable**

As noted above, many businesses in the industrial campus expressed concern about the influx of cannabis businesses and the impact that may have. Sensing the urgency of this topic, City staff scheduled and held a roundtable meeting inviting elected officials, cannabis industry representatives, and industrial campus businesses to talk about what concerns may exist and how those concerns may be addressed. Staff also invited discussion about the advantages and disadvantages of majority cannabis development in this current phase of the industrial campus and what implications that may have on future phases. The meeting was lively, and many representatives from the cannabis industry attended. Ultimately, everyone in the room was given a voice, and important information was gathered for elected officials to consider moving forward.

### » **Pipedrive**

The City of Estacada aims to embed BR&E principles and strategies into their daily work. Indeed, one of the clearest takeaways

from this program is that BR&E cannot be something that is done once per year or every other year. Consequently, City staff is working with the EDA in order to systematically and regularly maintain contact with businesses, positioning us to proactively identify and address business challenges and opportunities.

In concrete terms, this has meant the adoption of a CRM (Customer Relationship Management) software tool. It was a bit challenging to find a solution that was both affordable and effective. Customized CRM's such as Salesforce can cost thousands of dollars for implementation in addition to ongoing subscription fees. Fortunately, after a research period, we were able to identify a web-based platform called Pipedrive. For only \$10 per month, Pipedrive allows us to easily manage and organize contact information, correspondence, tasks, and follow-up, with automated reminders and calendaring so



The logo for Pipedrive, featuring the word "pipedrive" in a bold, lowercase, sans-serif font. A small trademark symbol (TM) is located at the top right of the word.

that no one falls through the cracks. We have already been using it while we have been winding down this formal BR&E program and have found it to be a great tool.

In addition to the functionality mentioned above, a CRM is also great for internal succession planning. Meaning, all the institutional knowledge and relationships that employees and volunteers accumulate throughout their tenure will not be lost if there is ever a change in staff, because it is all retained in the CRM.

» **Cooperative Marketing**

Two different but related initiatives are underway to help our businesses market more effectively. The first is a joint effort with the Chamber of Commerce, in which we will be developing and mailing at least 2 large postcards to area residents, encouraging them to shop locally.



We are still working on what the second initiative will look like, but we are looking at the implementation of an app called Placemaker. The app not only encourages but incentivizes people to eat and shop locally for goods and services. The app is free to download for anyone, and it allows people who shop at participating businesses to accumulate “merits” with each purchase. Those merits can then be redeemed for freebies and discounts at any business in the Placemaker network. There is an initial implementation cost as well as a cost for devices used at the Point Of Sale, however, the cost may be well worth it if the app does for Estacada what it has done in other communities. It is well understood that people can’t buy everything in Estacada, but even a small shift in spending habits can make a real impact in the success and resilience of our local businesses—the businesses that truly make Estacada the unique and charming place that it is.

» **Succession Planning Workshop**

The City invited 7 business owners who had expressed that they are ready to sell their businesses to attend a Succession Planning Workshop held by the Small Business Development Center at City Hall especially for our Estacada businesses. 4 businesses attended and expressed gratitude for the information that was shared. We are encouraging those business owners to follow-up with FREE one-on-one business counseling at the SBDC offices in Clackamas.

## WHAT NOW?

As mentioned above, BR&E visitations have become a normal part of the job duties of the City's economic development staff, as well as the EDA, using the Pipedrive CRM. Rather than bringing a formal questionnaire, such as the one used for this program, the visitations will be less formal in nature and more focused on relationship building and bringing something of value to the businesses we visit. In addition, we will continue to address the business-specific needs and opportunities identified as part of the formal BR&E effort that is the subject of this report—some 50+ follow-up items in total. Each year we will track the following metrics:

- » # of visitations or phone calls with businesses
- » # of referrals made to service providers, mentors, etc.
- » # of referrals made for capital/financing
- » # of businesses taking advantage of urban renewal grants
- » “Wins” — businesses recruited, retained, or grown as a result of assistance obtained through BR&E efforts

On average, only 20% of businesses will actively follow through with the support and resources connected to their business. Ultimately, businesses must take initiative to advance their success; it is also important for the City of Estacada and its partners to continue outreach and to adapt policy and programs if necessary to meet business needs.

Onward!



Oregon Community Trees  
PO Box 13074  
Salem, OR 97309



March 18, 2019

Dear Kerry Rappold,

On behalf of Oregon Community Trees (OCT), I am pleased to inform you that you have been selected to receive a 2019 Oregon Urban & Community Forestry Award for stellar work to promote urban and community forestry. The mission of Oregon Community Trees is to promote healthy urban and community forests through leadership, education, awareness, and advocacy. Each year, we recognize outstanding individuals for their leadership and accomplishments in advancing urban and community forest projects and activities in the state of Oregon.

OCT has learned that you have played a significant role in managing the City of Wilsonville's urban forests by protecting upland wildlife habitat and riparian areas through administration of the city's Resource Overlay Zone. You are a proven leader in the city's Natural Resources Department in balancing the need for stormwater maintenance in the right of way with street trees and innovating designs for new subdivisions. In partnership with Friends of Trees, you have restored many acres of land in the community by planting tree groves and developing pollinator habitat. You have worked with farmers and their goats to abate invasives throughout the community as well. You have been instrumental in creating passages for wildlife in the community as part of the city's capital project work, specifically as it relates to road construction. OCT may have visited some of these sites during past field trips.

Like you, Oregon Community Trees shares the value of promoting community forests not just as a benefit to people but also for the trees themselves. Your many contributions to the City of Wilsonville's community trees have helped to create a vibrant asset in your community and your dedicated service has provided a great example of Urban and Community Forestry leadership for our state.

We hope you will accept this award and allow us to present it to you during a City Council Meeting or other event of your choosing. An Oregon Community Trees board member will contact you soon to make arrangements for your presentation.

Thank you for all your work and dedication to the trees in the City of Wilsonville and to urban forestry in Oregon. Best wishes and congratulations!

*Samantha Wolf*  
Oregon Community Trees President

*The mission of Oregon Community Trees is to promote healthy urban and community forests in Oregon through education, awareness, and advocacy.*



April 26, 2019

**Re: Budget Committee Recommendation**

Dear Council.

I have interviewed all 10 people who have applied for Budget Committee. I recommend to you the appointment of Daphnee Legarza for Wilsonville Budget Committee.

Ms. Legarza has a strong professional resume. She came to Wilsonville from Las Vegas, where she spent 26 years in local government positions with the City. Her last 8 years there she managed a large maintenance division where she was responsible for some \$20 million in annual operations, including budgetary development and outcomes. She currently is Operations Manager of Rest Areas for the Oregon Travel Information Council, and has been a Wilsonville resident for 2+ years.

I believe Ms. Legarza would be an excellent addition to Budget Committee, and would bring her insight and a new perspective to that group. I recommend her to you for Wilsonville Budget Committee.

Thankyou,

A handwritten signature in blue ink that reads "Tim Knapp". The signature is written in a cursive, flowing style.

Tim Knapp  
Mayor

## **CITY COUNCIL ROLLING SCHEDULE**

### **Board and Commission Meetings 2019**

**Items known as of 05/01/19**

#### **May**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
5/8	Wednesday	6:00 p.m.	Planning Commission - <b>Cancelled</b>	Council Chambers
5/9	Thursday	4:30 p.m.	Parks and Recreation Advisory Board	Parks and Recreation Administration Building
5/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
5/16	Thursday	6:00 p.m.	Citizen Academy	Willamette River 1 & 2
5/16	Thursday	6:00 p.m.	Budget Committee Meeting	Council Chambers
5/20	Monday	7:00 p.m.	City Council Meeting	Council Chambers
5/22	Wednesday	6:30 p.m.	Library Board	Library
5/30	Thursday	6:30 p.m.	DRB Panel B - <b>Tentative</b>	Council Chambers
5/28	Tuesday	6:00 p.m.	Budget Committee Meeting	Council Chambers
5/29	Wednesday	6:00 p.m.	Budget Committee Meeting (if needed)	Council Chambers

#### **June**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
6/3	Monday	7:00 p.m.	City Council Meeting	Council Chambers
6/10	Monday	6:30 p.m.	DRB Panel A	Council Chambers
6/12	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
6/17	Monday	7:00 p.m.	City Council Meeting	Council Chambers
6/24	Monday	6:30 p.m.	DRB Panel B	Council Chambers
6/26	Wednesday	6:30 p.m.	Library Board	Library

#### **Community Events:**

- 5/8** National Bike to School Day
- 5/8** Walk Smart Group Walks at Lunch meet at Boones Landing Physical Therapy, 11:45 a.m.
- 5/11** Bulky Waste Day at Republic Services, 9:00 a.m. to 1:00 p.m.
- 5/11** Metro Hazardous Waste Day at Wilsonville City Hall Parking Lot, 9:00 a.m. to 2:00 p.m.
- 5/15** Walk Smart Group Walks at Lunch meet a Lux Sucre, Charbonneau, 11:45 a.m.
- 5/27** City Offices closed in observance of Memorial Day
- 5/28** History Pub at Wilsonville McMenamins' Old Church, 6:30 p.m. - 8:00 p.m.
- 6/26** 30 Years of Service & Electric Bus Celebration at Transit Center, 4:00 p.m.  
All dates and times are tentative; check the City's online calendar for schedule changes at [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us).



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> May 6, 2019	<b>Subject: Resolution No. 2745</b> Telecommunications Replacement Project  <b>Staff Member:</b> Andy Stone, IT Director  <b>Department:</b> Information Systems	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends that Council adopt the Consent Agenda.		
<b>Recommended Language for Motion:</b> I move to approve the Consent Agenda.		
<b>Project / Issue Relates To:</b>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Council will decide whether to approve a contract to replace the City's Telecommunication system.

### EXECUTIVE SUMMARY:

In January, the City advertised a Request for Proposals (RFP) to replace the current Cisco phone system that was installed in 2004. The servers and software that support this phone system have been kept up to date, but are coming to their end of life. The decision was made to put out an RFP to update the phone equipment and to evaluate new technology that was not available during the rollout of the previous system.

The City received five proposals for the phone system replacement RFP. Three different phone manufacturers were represented within the proposals; Avaya, Cisco and Mitel. A staff team, representing multiple departments, evaluated the proposals and invited three vendors to give a presentation of their proposed phone system. The selection team was joined by a number of staff that interact with the current phone system on a daily basis. Each proposed system was evaluated on ease of use, features, vendor support; need to change current equipment, programming, and cost.

After tallying the results and going through an additional informational call with the top two vendors, the City selected Structured Communication's Mitel proposal. Structured Communication's experience with Mitel phones systems, technical support, user training, and the cost of its proposal led to their selection.

Mitel is one of the leading suppliers of phone systems in the United States. Its offerings for organizations of our size has recently been bolstered by the acquisition of one of its leading competitors, ShoreTel Systems. Several other cities in the surrounding area use either Mitel or ShoreTel phone systems. The City will be using the Mitel Connect platform to underpin the new phones. After viewing the demonstrations, the selection committee felt that Mitel Connect had the features that fit the City's needs the best. The Mitel Connect system adds increased functionality in many areas including:

**Integration:** The new phone system can be integrated with staff computers by adding an app to help handle calls and voicemail. This app will allow users to transfer calls and change voicemail with a click of a button. This will give staff new options to incorporate the phone system into their workflow.

**Presence:** Building on the integration listed above, the app can be used to view a person's status in Outlook such as "in a meeting" or "on vacation" through the phone system making it easier for a receptionist to relay information about a staff member to the person calling.

**Call Experience:** Phone calls can be seamlessly transferred between applications allowing staff to begin a call in the office and then transfer to a mobile device as they leave for the field.

**Call Handling:** The Mitel system will have more advanced features to help direct citizens to the services that they need. The current Cisco system can do this but can be overly complicated and takes considerable time to set up and operate. SMART will see an immediate benefit to this upgraded technology by being able to adapt its call tree to relay information about holidays or special events.

Originally, the goal of this project was to have the new phone system installed by the end of the current fiscal year. During the RFP presentation process, the City learned that a new phone handset was currently being certified for the Mitel Connect platform. The new phones have been used on other Mitel platforms for about a year and have been highly praised. The new phones will be available in August for the Connect platform so the decision was made to push the implementation to the fall. We anticipate that the new phones will be a much better fit for our organization and will have a longer service life than the previous phone design.

Pushing the implementation until fall also gives the City time to perform a phone line audit. The Mitel Connect system will have different requirements for the telecommunication lines that are used than the current Cisco system. This audit will ensure that we are using the right types of lines and look for the best pricing. Since the two are so closely intertwined, the City will also look at internet connections with more capacity during this process.

The IT department is excited for the changes that Structured Communication and the Mitel Connect system will bring to the City.

**EXPECTED RESULTS:**

The City will work with Structured Communications and Mitel to implement the new phone system in October.

**TIMELINE:**

The phone line audit will begin in May and any supporting infrastructure will be installed prior to October. The phones and equipment will be installed in October.

**CURRENT YEAR BUDGET IMPACTS:**

This project is budgeted in FY 18-19 in project #8128 but will be moved to FY19-20 to support the October install date. The total budgeted cost for this project is \$220,000 but is expected to come in below budget. The contract with Structured Communications is listed not to exceed \$125,000. Additional equipment (UPS upgrades, etc.) and purchase of a few spare phones are expected to put the total project cost at around \$130,000

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 4/17/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: ARGH Date: 4/25/2019

**COMMUNITY INVOLVEMENT PROCESS:**

N/A

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

N/A

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

Resolution No. 2745

1. Goods and Services Contract (Telecommunications Project)

**RESOLUTION NO. 2745**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH STRUCTURED COMMUNICATION SYSTEMS, INC. FOR THE TELECOMMUNICATIONS REPLACEMENT PROJECT.**

WHEREAS, the City has planned and budgeted for a new telecommunications system to replace the telecommunications system that was previous installed in 2004 (the “Project”); and

WHEREAS, the City issued a Request for Proposal and received five (5) proposals from qualified vendors for the Project that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, Structured Communication Systems, Inc. submitted a proposal for the Project, which was subsequently evaluated as the most qualified proposal, considering cost, qualifications, and materials.

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

1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and Structured Communication Systems, Inc. submitted the most qualified proposal.
2. The City of Wilsonville acting as the Local Contract Review Board authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a contract with Structured Communication Systems, Inc. for a stated value of \$125,000 which contract must be substantially similar to Attachment 1 attached hereto and incorporated herein.
3. This Resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6<sup>th</sup> day of May 2019, and filed with the Wilsonville City Recorder this date.

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Kristin Akervall, Council President

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

ATTACHMENT:

1. Goods and Services Contract (Telecommunications Project)

## CITY OF WILSONVILLE GOODS AND SERVICES CONTRACT

This Goods and Services Contract (“Contract”) for the Telecommunications System Replacement Project (“Project”) is made and entered into on this \_\_\_\_ day of May 2019 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **Structured Communication Systems, Inc.**, an Oregon corporation (hereinafter referred to as “Contractor”).

### RECITALS

WHEREAS, the City requires services which Contractor is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Contractor represents that Contractor is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Contractor is prepared to provide such services, as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

### AGREEMENT

#### **Section 1. Scope of Work**

Contractor will perform the project management and implementation services, as more particularly described in the Scope of Work for the Project, attached hereto as **Exhibit A** and incorporated by reference herein.

#### **Section 2. Term**

The term of this Contract shall be from the Effective Date until all work required to be performed hereunder (“Work”) is completed and accepted, or no later than December 31, 2019, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City. Contractor shall diligently perform the Work according to the requirements identified in the Scope of Work.

#### **Section 3. Contract Sum/Project Scope**

3.1. Except as otherwise set forth in this **Section 3**, the City agrees to pay Contractor a not to exceed amount of ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000) for performance of the Work (“Contract Sum”). Any compensation in excess of the Contract Sum will require express written agreement between the City and Contractor.

3.2. Contractor's Contract Sum is all inclusive and includes, but is not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits, and all other contributions and benefits, technology and/or software charges, licensing, trademark, and/or copyright costs, office expenses, travel expenses, mileage, and all other indirect and overhead charges.

3.3. Contractor will be paid for Work upon completion of the Work and within thirty (30) days of receipt of an itemized invoice, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Contractor as promptly as is reasonably possible.

#### **Section 4. City's Rights and Responsibilities**

4.1. The City will designate a Project Manager to facilitate day-to-day communication between Contractor and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

4.2. Award of this Contract is subject to budget appropriation. Funds are approved for Fiscal Year 2018-19. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this Contract early, as described in **Section 13**.

#### **Section 5. Project Managers**

The City's Project Manager is Richard Gross. Contractor's Project Manager is Joe Hatton.

#### **Section 6. Subcontractors and Assignments**

Unless expressly authorized in writing by the City, pursuant to **Subsection 8.1**, Contractor shall not subcontract with others for any of the Work prescribed herein. Contractor shall not assign any of Contractor's rights acquired hereunder without obtaining prior written approval from the City. Some Work may be performed by persons other than Contractor, provided Contractor advises the City of the names of such subcontractors and the services which they intend to provide, and the City specifically agrees, in writing, to such subcontracting. Contractor acknowledges such services will be provided to the City pursuant to a subcontract(s) between Contractor and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Contract, the City incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any attempted assignment of this Contract without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for services performed by others on behalf of Contractor shall not be subject to additional reimbursement by the City.

#### **Section 7. Contractor Is Independent Contractor**

Except as otherwise mandated by state law, the performance of Work under this Contract is at Contractor's sole risk. All damages or loss to Work, equipment, or materials incurred during the

performance of the Work shall be at Contractor's sole risk. Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the Contract Sum provided for under **Section 3** of this Contract. Contractor will be solely responsible for determining the manner and means of accomplishing the end result of Contractor's Work. The City does not have the right to control or interfere with the manner or method of accomplishing said Work. The City, however, will have the right to specify and control the results of Contractor's Work so such Work meets the requirements of the Project. Contractor hereby represents that no subcontractors will be used on the Project.

## **Section 8. Contractor Responsibilities**

8.1. The City understands and agrees that Contractor may request that some Work be performed on the Project by persons or firms other than Contractor, through a subcontract with Contractor. Contractor acknowledges that if such Work is provided to the City pursuant to a subcontract(s) between Contractor and those who provide such services, Contractor may not utilize any subcontractor(s), or in any way assign its responsibility under this Contract, without first obtaining the express written consent of the City. In all cases, processing and payment of billings from subcontractors is solely the responsibility of Contractor. References to "subcontractor" in this Contract mean a subcontractor at any tier.

8.2. Contractor must comply with all applicable Oregon and federal wage and hour laws. Contractor shall make all required workers compensation and medical care payments on time. Contractor shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Contractor shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

8.3. Contractor must maintain a City of Wilsonville or Metro business license at all times while performing this Contract.

8.4. No person shall be discriminated against by Contractor in the performance of this Contract on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Contract, in whole or in part, by the City. Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Contract or to the implementation of the Project. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations, and executive orders to the extent they are applicable to the Contract or the implementation of the Project: (a) all applicable requirements of state civil rights and rehabilitation statutes, rules, and regulations; (b) Titles VI and VII of the Civil Rights Act of 1964, as amended; (c) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (d) the Americans with Disabilities Act of 1990, as amended, and ORS 659A.142; (e) Executive Order 11246, as amended; (f) the Health Insurance Portability and Accountability Act of 1996; (g) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (h) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (i) all regulations and administrative rules established pursuant to the foregoing laws; and (j) all other applicable requirements of federal civil rights and rehabilitation statutes, rules, and regulations.

8.5. Contractor shall make payment promptly, as due, to all parties supplying to such Contractor labor or material for the prosecution of the Work provided for in the Contract.

8.6. Contractor shall make payment promptly, as due, to any party furnishing medical, surgical, hospital, or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which Contractor agreed to pay or collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing payment for such service.

8.7. With certain exceptions listed below, Contractor shall not require or permit any person to work more than ten (10) hours in any one (1) day, or forty (40) hours in any one (1) week, except in case of necessity, emergency, or where public policy requires it, and in such cases the person shall be paid at least time and a half for:

8.7.1. All overtime in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) week when the work week is five (5) consecutive days, Monday through Friday; or

8.7.2. All overtime in excess of ten (10) hours in any one (1) day or forty (40) hours in any one (1) week when the work week is four (4) consecutive days, Monday through Friday; and

8.7.3. All work performed on the days specified in ORS 279B.020(1)(b) for public contracts.

8.8. Contractor must give notice to employees who work on a public contract, in writing, either at the time of hire or before commencement of Work on the Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

8.9. The hourly rate of wage to be paid by any Contractor to employed workers or other persons doing or contracting to do all or part of the work contemplated by a public contract shall be not less than the applicable wage required by law.

8.10. Contractor, and all employers working under the Contract, are subject employers under the Oregon Workers Compensation Law and shall comply with ORS 656.017 unless otherwise exempt under ORS 656.126.

8.11. In the performance of this Contract, Contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to those dealing with the prevention of environmental pollution and the preservation of natural resources (and avoidance of natural resource damages) in the performance of the Contract, including but not limited to ORS 279C.525. If new or amended statutes, ordinances, or regulations are adopted, or Contractor encounters a condition not referred to in this Contract, not caused by Contractor, and that was not discoverable by reasonable site inspection, which requires compliance with federal, state, or local laws or regulations dealing with the preservation of the environment, both the City and Contractor shall have all the rights and obligations set forth in ORS 279C.525.

8.12. Contractor shall be liable for any fine imposed against Contractor, the City or the 'Project' as a result of a violation of any laws or permitting requirements by Contractor or any suppliers.

## **Section 9. Indemnity**

9.1. Indemnification. Contractor shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses that may be assessed against the City by a third-party in connection with any action, suit, or claim resulting or allegedly resulting from Contractor's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Contract, or from Contractor's failure to perform its responsibilities as set forth in this Contract. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Contractor shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Contractor of its responsibility to perform in full conformity with the City's requirements, as set forth in this Contract, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Contractor's negligent performance of this Contract, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 9.2.**

9.2. Indemnity Notification Obligations. Contractor's indemnification obligations under this Contract are contingent upon Contractor receiving: (a) reasonably prompt written notice of the claim, measured from when the City became aware of the claim (provided that the failure of the City to provide notice shall only relieve Contractor from its indemnification obligations to the extent that such late notice materially prejudiced Contractor's defense of the claim); (b) all reasonably necessary assistance, information, and authority to defend the claim (using legal counsel reasonably acceptable to the City) and perform its obligations under the provisions of this Section, at Contractor's cost and expense; and (c) sole control of the defense and settlement of such claim and all associated negotiations. Contractor agrees not to settle any claim for which it is indemnifying the City in a manner that would impose additional obligations on the City without first consulting the City and obtaining its written consent thereto prior to settlement (which may be withheld in the City's sole discretion).

9.3. Standard of Care. In the performance of the Work, Contractor agrees to use that degree of care and skill exercised under similar circumstances by reputable members of Contractor's profession, practicing in the Portland metropolitan area. Contractor will re-perform any services not meeting this standard without additional compensation. Contractor's re-performance of any services, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Contractor's failure to perform in accordance with the applicable standard of care of this Contract and within the prescribed timeframe.

## **Section 10. Insurance**

10.1. Insurance Requirements. Contractor must maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Contract. A primary policy or combination of primary policy and excess policy is acceptable to meet the limits requirements. Such

insurance shall cover all insurable risks arising directly or indirectly out of Contractor's activities or work hereunder. Any and all agents or subcontractors with which Contractor contracts for any portion of the Work must have insurance that conforms to the insurance requirements in this Contract. The amount of insurance carried is in no way a limitation on Contractor's liability hereunder. The policy or policies of insurance maintained by Contractor shall provide at least the following minimum limits and coverages at all times during performance of this Contract:

10.1.1. Commercial General Liability Insurance. Contractor and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of this Contract, Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include Contractual Liability insurance for the indemnities provided under this Contract and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Contract.

10.1.2. Business Automobile Liability Insurance. If Contractor or any subcontractors will be using a motor vehicle in the performance of the Work herein, Contractor shall provide the City a certificate indicating that Contractor and its subcontractors have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

10.1.3. Workers Compensation Insurance. Contractor, its subcontractors, and all employers providing work, labor, or materials under this Contract 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 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 thirty (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.

10.1.4. Insurance Carrier Rating. Coverages provided by Contractor and its subcontractors must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

10.1.5. Additional Insured & Termination Endorsements. Additional Insured coverage under Contractor's Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via

ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: “The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers.” An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days’ written notification of any termination or major modification of the insurance policies required hereunder. Contractor must be an additional insured on the insurance policies obtained by its subcontractors performing any of the Work contemplated under this Contract.

10.1.6. Certificates of Insurance. As evidence of the insurance coverage required by this Contract, Contractor shall furnish a Certificate of Insurance to the City. This Contract shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Contractor agrees that it will not terminate or change its coverage during the term of this Contract without giving the City at least thirty (30) days’ prior advance notice and Contractor will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

10.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Contractor shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are “Claims Made” policies, Contractor will be required to maintain such policies in full force and effect throughout any warranty period.

## **Section 11. Warranty**

11.1. The City acknowledges and agrees that the use, title, interest, and rights associated with any goods provided pursuant to this Contract are governed by the applicable manufacturer end-user license agreement, software license agreement, manufacturer’s warranty, and/or manufacturer’s maintenance/support agreement (collectively, “Manufacturer License and Support Agreements”) and that the manufacturer may require the City (by way of shrink-wrap, click through, or other contract formation mechanisms), to accept the terms of such Manufacturer License and Support Agreement(s) as a condition to the installation and/or use of the goods.

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

## **Section 12. Suspension**

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Contractor. An adjustment in the time of performance or method of compensation shall be negotiated as a result of such delay or suspension, unless the reason for the delay was within Contractor’s control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Contractor.

### **Section 13. Early Termination; Default**

13.1. This Contract may be terminated for convenience at any time by the City. Upon such termination, Contractor will be paid to complete any Work in process and, thereafter, this Contract shall be deemed terminated.

13.2. This Contract may also be terminated by the City prior to the expiration of the agreed upon terms if Contractor breaches this Contract and fails to immediately cure the breach within seven (7) days of receipt of written notice of the breach from the City.

13.3. If the City terminates this Contract in whole or in part, due to default or failure of Contractor to perform Work in accordance with the Contract, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Contractor shall be liable for all reasonable costs and damages incurred by the City as a result of the default by Contractor, including, but not limited to all reasonable costs incurred by the City in procuring services from others as needed to complete this Contract. This Contract shall be in full force to the extent not terminated by written notice from the City to Contractor. In the event of a default, the City will provide Contractor with written notice of the default and a period of seven (7) days to cure the default. If Contractor notifies the City that it cannot, in good faith, do so within the seven (7) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Contract and seek remedies for the default, as provided above.

### **Section 14. Contract Modification; Change Orders**

Any modification of the provisions of this Contract shall not be enforceable or binding unless reduced to writing and signed by both the City and Contractor.

### **Section 15. Notices**

Any notice required or permitted under this Contract shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of Wilsonville  
Attn: Richard Gross, Network Administrator  
29799 SW Town Center Loop East  
Wilsonville, OR 97070

To Contractor: Structured Communication Systems, Inc.  
Attn: Joe Hatton  
12901 SE 97<sup>th</sup> Ave, Suite 400  
Clackamas, OR 97015

## Section 16. Miscellaneous Provisions

16.1. Integration. This Contract, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Contract shall control.

16.2. Legal Effect and Assignment. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Contract may be enforced by an action at law or in equity.

16.3. No Assignment. Contractor may not assign this Contract, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

16.4. Adherence to Law. This Contract shall be subject to, and Contractor shall adhere to, all applicable federal, state, and local laws (including the Wilsonville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Contractor is required by law to obtain or maintain in order to perform the Work described in this Contract shall be obtained and maintained throughout the term of this Contract.

16.5. Governing Law. This Contract shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Contract as if fully set forth herein.

16.6. Jurisdiction. Venue for any dispute will be in Clackamas County Circuit Court.

16.7. Legal Action/Attorney Fees. 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 Contract 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. If the City is required to seek legal assistance to enforce any term of this Contract, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

16.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Contract shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

16.9. Severability. If any provision of this Contract is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Contract shall remain in full force and effect, to the greatest extent allowed by law.

16.10. Modification. This Contract may not be modified except by written instrument executed by Contractor and the City.

16.11. Time of the Essence. Time is expressly made of the essence in the performance of this Contract.

16.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Contract, the first day from which the designated period of time begins to run shall not be included.

16.13. Headings. Any titles of the Sections of this Contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

16.14. Number, Gender and Captions. In construing this Contract, 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 Contract.

16.15. Good Faith and Reasonableness. The Parties intend that the obligations of good faith and fair dealing apply to this Contract generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Contract. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Contract gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

16.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Contract in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

16.17. Interpretation. As a further condition of this Contract, the City and Contractor acknowledge that this Contract shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the contract, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

16.18. Entire Agreement. This Contract, all documents attached to this Contract, and all Contract Documents and laws and regulations incorporated by reference herein represent the entire agreement between the parties.

16.19. Counterparts. This Contract may be executed in one or more counterparts, each of which shall constitute an original Contract but all of which together shall constitute one and the same instrument.

16.20. Authority. Each party signing on behalf of Contractor and the City hereby warrants actual authority to bind their respective party.

The Contractor and the City hereby agree to all provisions of this Contract.

**CONTRACTOR:**

**CITY:**

STRUCTURED COMMUNICATION  
SYSTEMS, INC.

CITY OF WILSONVILLE

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

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

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

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

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

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

Employer I.D. No. \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Amanda Guile-Hinman, Asst. City Attorney  
City of Wilsonville, Oregon

Quote # 201711-57758R1\_CityofWilsonville\_Mitel\_Configuration

Quote Expires 30 Days From:  
 4/4/2019

Company Name: City of Wilsonville  
 Contact: Richard Gross  
 Email: [gross@ci.wilsonville.or.us](mailto:gross@ci.wilsonville.or.us)  
 Phone: (503) 570-1514



Account Executive: Jason Williams  
 12901 SE 97th Ave., Suite 400 - Clackamas OR, 97015 - 503.513.9979  
 Toll Free 800.881.0962 - Order Fax 888.729.0997

Line Item	Part Number	Description	Qty.	Unit List Price	Unit Sale Price	Ext. Sale Price
<b><u>Mitel Configuration</u></b>						
1	10581	Mitel Voice Switch ST100A	2	\$3,520.00	\$1,971.20	\$3,942.40
2	10580	Mitel Voice Switch ST50A	5	\$2,200.00	\$1,232.00	\$6,160.00
3	10585	Mitel Voice Switch ST1D	2	\$3,300.00	\$1,848.00	\$3,696.00
4	10223	Rack Mount Tray Kit for two half-width voice switches	7	\$65.00	\$65.00	\$455.00
5	30145	Connect ONSITE Courtesy license. Includes Extension Only with no Connect client capability.	26	\$99.00	\$55.44	\$1,441.44
6	30147	Connect ONSITE Essentials license bundle. Includes Ext+Mbx, Connect desktop and mobile client, Connect Telephony for Microsoft and Connect for Chrome. Also includes Web and App dialer.	155	\$199.00	\$111.44	\$17,273.20
7	30149	Connect ONSITE Advanced license bundle. Includes Ext+Mbx, Connect desktop and mobile client, Connect Telephony for Microsoft and Connect for Chrome. Also includes Web and App dialer, Remote Phone and CRM client integration and Operator.	7	\$499.00	\$279.44	\$1,956.08
8	10573	Mitel IP Phone IP420	3	\$189.00	\$105.84	\$317.52
9	50006763	68xx/69xx Bluetooth Handset	15	\$150.00	\$93.00	\$1,395.00
10	50006874	M695 PKM ("Sidecar")	7	\$200.00	\$124.00	\$868.00
11	50006769	6930 IP Phone "Desk Phones"	160	\$410.00	\$254.20	\$40,672.00
12	51303911	RFP 12 Single Cell Base Station (NA) (DECT Wireless Phone Base)	2	\$140.00	\$140.00	\$280.00
13	51303913	112 DECT Phone, Universal (w/Charger)	2	\$160.00	\$160.00	\$320.00
14	51305332	DECT Headset - Integrated (NA)	13	\$325.00	\$201.50	\$2,619.50
15	51306580	S720 BT Speakerphone (Bluetooth Speaker)	4	\$325.00	\$325.00	\$1,300.00

Line Item	Part Number	Description	Qty.	Unit List Price	Unit Sale Price	Ext. Sale Price
16	18009	Emergency Notification for 6 or more alertees. From 6 to 50 screen pops and 6 to 50 telephone outcalls for a total of 100 alertees.	1	\$5,500.00	\$3,080.00	\$3,080.00
17	30044	Additional Site License	5	\$495.00	\$277.20	\$1,386.00
18	21020	Distributed Voice Services License	1	\$995.00	\$557.20	\$557.20
19	30138	Virtual SIP trunk license. Pack of 25.	1	\$2,125.00	\$1,190.00	\$1,190.00
20	30157	Connect ONSITE Virtual Mobility Router and software media kit.	1	\$0.00	\$0.00	\$0.00
21	30144	Virtual Edge Gateway Server license. Enables reverse proxies (no voice or video) for remote desktop clients. Soft phone and 400 series desk phones require a remote phone license, included in Standard and Advanced bundles and sold standalone	1	\$0.00	\$0.00	\$0.00
22	94111	1 Year Partner Support – Advanced Replacement on all Switches - 1 Year Manufacturer Warranty on Phones - 365x24x7 Support - Software Upgrades	1	\$8,354.41	\$7,101.25	\$7,101.25
	<i>BMCORE</i>	1 Year Brightmetrics' Core UC Reporting and Analytics Software		<i>Included</i>	<i>Included</i>	<i>Included</i>
23	<i>PROF-SERVICES.V</i>	Structured Professional Services: Implementation, Project Management, & Administration Training. Client to assist with implementation and placement of phones.	1	\$16,800.00	\$14,280.00	\$14,280.00
24	<i>PROF-SERVICES.VT</i>	Structured Professional Services: Onsite End-User Training (3 Days) and Go Live assistance. Statement of Work (SOW) Required	1	\$2,520.00	\$2,142.00	\$2,142.00
<b>Total:</b>						<b><u>\$112,432.59</u></b>
 <u>Prepared by:</u> <u>Melissa Sheppler</u>						

Training, as provided in Line Item #23 above, will be scheduled based on a timeframe developed by Contractor and the City in coordination with installation of the products.

Shipping charges and additional quantities of spare equipment are not included in the above-quoted total, but may not exceed \$12,567.41, for a total Contract Sum not to exceed \$125,000.

As part of Contractor's proposed solution for the City, Contractor has recommended a model of Mitel phone that has released, but is not yet certified for the legacy ShoreTel phone system; however, it is expected to be certified in August of 2019. The specific model and quantities set for certification in August of 2019 are further described below:

- 6930 IP Phone ("Desk Phones")                      Quantity: 160
- M695 PKM ("Sidecar")                                      Quantity: 7
- RFP 12 Single Cell Base Station  
  (DECT Wireless Phone Base)                      Quantity: 2
- 112 DECT Phone w/Charger                      Quantity: 2
- DECT Headset – Integrated                      Quantity: 13
- 68xx/69xx Bluetooth Handset                      Quantity: 15
- S720 BT Speakerphone  
  (Bluetooth Speaker)                      Quantity: 4

While Contractor fully expects that the equipment listed above will be certified and available prior to the City's anticipated installation date of October 2019, the City wishes to have a contingency plan should the certification date extend beyond the anticipated installation date. In such circumstance, Contractor will substitute the proposed 6930 IP Phone and 112 DECT Phone (and associated accessories) with substantially similar phones and accessories (specifically, the IP480G Phone and IP930D DECT Phone), until such time as the previously listed models are available. Once available, Contractor will facilitate the replacement of the substituted phones for the recommended models, with no additional cost to the City. Contractor will also provide any additionally required professional services to ensure the new phones are properly integrated into the solution, at no additional cost to the City. The City acknowledges and agrees that a substitute model for the Bluetooth handset and Bluetooth speakerphone does not exist and, therefore, this functionality would only be available upon the certification of such equipment by Mitel.



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 6, 2019		<b>Subject: Resolution No. 2746</b> Accepting the Jurisdictional Surrender for a Portion of Ridder Road by Clackamas County Pursuant to ORS 373.270(5).  <b>Staff Member:</b> Matt Palmer, PE Civil Engineer  <b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends that Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to approve the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A Resolution authorizing acceptance of the Board of County Commissioners of Clackamas County’s transfer of jurisdictional authority on a portion of Ridder Road between Garden Acres Road and 95<sup>th</sup> Avenue from Clackamas County to the City of Wilsonville.

**EXECUTIVE SUMMARY:**

In a fall 2018 meeting with Clackamas County staff, City and County staff showed conflicting information regarding roadway authority for a 2,726-foot long, 30-foot wide portion of Ridder Road (County Road No. 799) located between SW Garden Acres Road and SW 95<sup>th</sup> Avenue. After further research by County surveying staff, it was determined that this portion of Ridder Road was under the jurisdiction of Clackamas County and that roadway authority was never formally transferred to the City. City and County staff mutually agreed that roadway authority should be transferred to the City at the City's earliest convenience.

On January 17, 2019, the Board of County Commissioners of Clackamas County adopted Board Order No. 2019-01, which formally offered to surrender jurisdiction of Ridder Road to the City of Wilsonville. This order further stipulated that the offer will be withdrawn unless accepted by the City within one year of the date of the adopted order.

Transfer of roadway authority for this portion of Ridder Road will consolidate the last piece of Ridder Road right-of-way within the City limits. Other portions of Ridder Road that were previously transferred and/or accepted are as follows:

- The northern half of Ridder Road between SW Garden Acres Road and SW 95<sup>th</sup> Avenue was transferred to the City in 1995 under Washington County Order # 95-197. The City Council requested the Washington County Board of Commissioners to initiate this procedure to transfer jurisdiction and control under Resolution No. 1157 on January 24, 1995.
- The western end of Ridder Road was obtained and accepted through a local improvement district by the City under Resolution No. 1258 on March 18, 1996.

**EXPECTED RESULTS:**

Approval of this Resolution accepts the Board of County Commissioners of Clackamas County Board Order No. 2019-01 which surrenders jurisdiction of portions of Ridder Road to the City of Wilsonville.

**TIMELINE:**

Transfer of roadway authority will be effective upon approval by the City Council.

**CURRENT YEAR BUDGET IMPACTS:**

None.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 4/17/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: ARGH Date: 4/25/2019

**COMMUNITY INVOLVEMENT PROCESS:**

Transfer of roadway authority is a formality between the City and the County and typically does not involve community involvement.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

Obtaining roadway authority allows the City of Wilsonville to have jurisdictional control over the roadway and implement design and construction standards consistent with City requirements and that of the adjacent City roadways.

**ALTERNATIVES:**

The only alternative is for Clackamas County to retain road authority on this portion of Ridder Road. This is not a viable alternative in the opinion of City staff.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 2746
  - A. Clackamas County Board Order No. 2019-01 – Jurisdictional Transfer of Ridder Road
  - B. Exhibit Map – Jurisdictional Transfer, Ridder Road, County Road #799

**RESOLUTION NO. 2746**

**A RESOLUTION OF THE CITY OF WILSONVILLE ACCEPTING THE JURISDICTIONAL SURRENDER FOR A PORTION OF RIDDER ROAD BY CLACKAMAS COUNTY PURSUANT TO ORS 373.270.**

WHEREAS, ORS 373.270 provides a mechanism to surrender jurisdiction of a county road within a city to a city; and

WHEREAS, the Board of County Commissioners of Clackamas County (County) passed Board Order No. 2019-01, attached hereto as Exhibit A, on January 17, 2019 which offers to surrender jurisdiction of a portion of Ridder Road (County Road No. 799) to the City of Wilsonville (City); and

WHEREAS, this segment of Ridder Road has been within the City's jurisdictional boundary since at least 1995; and

WHEREAS, the City desires to consolidate its authority over roadways within its jurisdictional boundary; and

WHEREAS, surrender of jurisdiction on adjacent portions of Ridder Road within Washington County to the north was requested by the City Council under Resolution No. 1157 on January 24, 1995 and subsequently accepted by Washington County by Order No. 95-127.

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

1. The surrender of jurisdictional authority by the Board of County Commissioners of Clackamas County over the portion of public right-of-way described in Exhibit A and illustrated in Exhibit B, attached hereto and incorporated herein, is accepted by the City of Wilsonville pursuant to ORS 373.270.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6<sup>th</sup> day of May, 2019 and filed with the Wilsonville City Recorder this date.

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Kristin Akervall, Council President

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

Exhibits:

- A. Clackamas County Board Order No. 2019-01 – Jurisdictional Transfer of Ridder Road
- B. Exhibit Map – Jurisdictional Transfer, Ridder Road, County Road #799

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# EXHIBIT A

## BEFORE THE BOARD OF COUNTY COMMISSIONERS OF CLACKAMAS COUNTY, STATE OF OREGON

In the matter of transferring to the  
City of Wilsonville, jurisdiction over  
Ridder Road County Road No.  
799, DTD No. 30023



Board Order No. 2019-01  
Page 1 of 2

This matter coming before the Board of County Commissioners as a result of the County initiating action pursuant to ORS 373.270(5) to surrender jurisdiction of a county road within the boundary of the City of Wilsonville, and the preceding negotiation between the City of Wilsonville and Clackamas County Department of Transportation and Development to transfer a portion of the following road, as more particularly described in Exhibit A, and as depicted in Exhibit B, both of which are attached hereto and incorporated herein:

<u>Road Name</u>	<u>Cnty #</u>	<u>DTD #</u>	<u>From</u>	<u>To</u>	<u>Square Feet</u>
Ridder Road	799	30023	MP 0.23	MP 0.75	81,765;

It further appearing to the Board that said transfer of jurisdiction has been recommended by Dan Johnson, Director of the Department of Transportation and Development; and,

It further appearing to the Board that pursuant to ORS 373.270, notice of the hearing on this matter was provided by publication in the Wilsonville Spokesman on 12/19, 12/26, 01/02, 01/09; now therefore,

**IT IS HEREBY ORDERED** that Clackamas County offers to surrender jurisdiction of Ridder Road to the City of Wilsonville such that full and absolute jurisdiction of said roadway for all purposes of repair, construction, improvement and the levying and collection of assessments therefore be transferred to the City of Wilsonville and shall vest as of the date the City of Wilsonville accepts, by appropriate municipal legislation, the County's offer to surrender jurisdiction; and,

**IT IS FURTHER ORDERED** that this offer shall be withdrawn unless it is accepted by the City of Wilsonville within one year of the date of this order; and,

**IT IS FURTHER ORDERED** that, upon acceptance by the City of Wilsonville of the County's offer to surrender jurisdiction pursuant to ORS 273.270(5), the portion of roadway described herein, 81,765 square feet, more or less, be removed from the County's Road Inventory; and,

# EXHIBIT A

## BEFORE THE BOARD OF COUNTY COMMISSIONERS OF CLACKAMAS COUNTY, STATE OF OREGON

In the matter of transferring to the  
City of Wilsonville, jurisdiction over  
Ridder Road County Road No.  
799, DTD No. 30023



Board Order No. 2019-01  
Page 2 of 2

**IT IS FURTHER ORDERED** that  
copies of this Order be submitted to the Clackamas County Clerk's office for recording  
and that copies be subsequently sent without charge to the Clackamas County Surveyor,  
Tax Assessor, Finance/Fixed Asset Offices, and DTD Engineering.

ADOPTED this 17 day of Jan, 2019.

BOARD OF COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Recording Secretary

# EXHIBIT A

## EXHIBIT A

### Ridder Road Transfer of Jurisdiction Clackamas County to the City of Wilsonville

#### Description

All of Ridder Road, Clackamas County Road No. 799 lying South of the North line of section 11, T.3S., R.1W., W.M. and more particularly described below.

A 30 foot wide road right of way lying South of the following described line.

Beginning at a point on the County Line between Clackamas County and Washington County 20 feet West of the Section corner common to section 2, 3, 10, 11, T.3S., R.1W., W.M., Clackamas County, Oregon;

Thence East, along the County Line, being the North line of said section 11, 2,725.5 feet to a point 65 feet east of the one-quarter corner common to section 2 and 11, T.3S., R.1W., W.M. and the end of this description.

**EXHIBIT A**

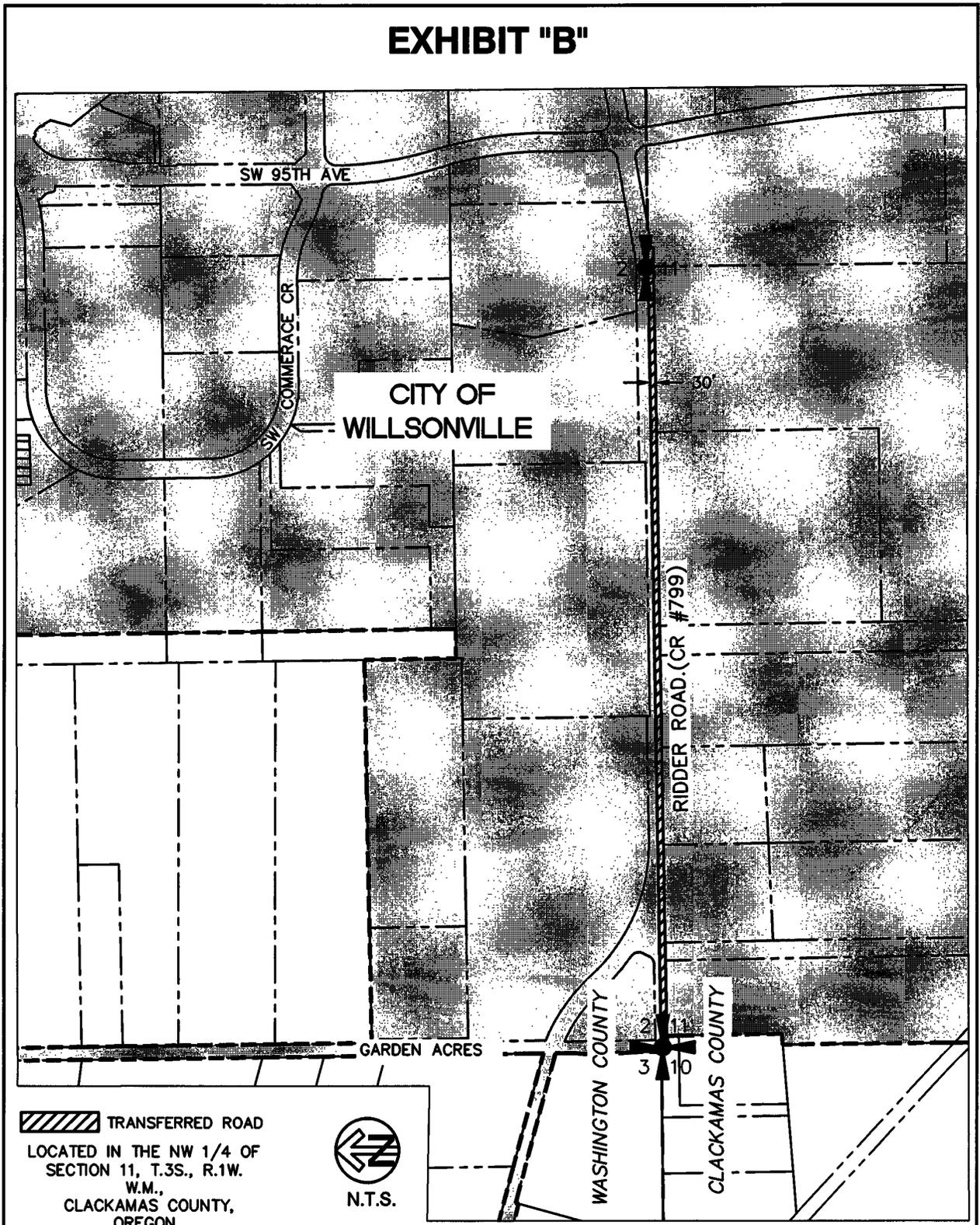
**DEFECTS IN**

**ORIGINAL**

**DOCUMENT**

# EXHIBIT A

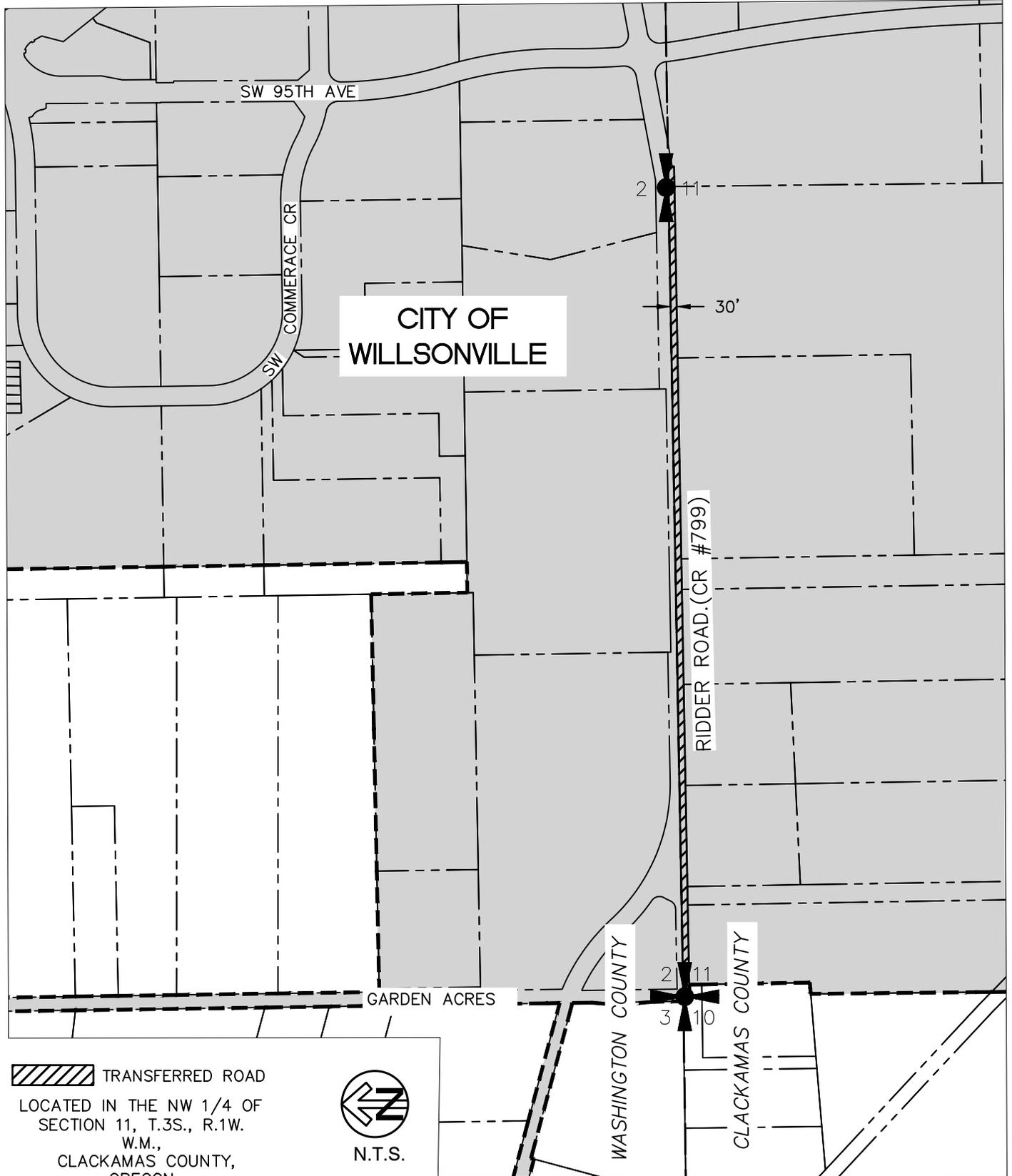
## EXHIBIT "B"



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT 150 BEAVERCREEK ROAD OREGON CITY, OR 97045	 CLACKAMAS COUNTY	BY: M.BAYS DATE: 10/4/2018 JURISDICTIONAL TRANSFER RIDDER ROAD COUNTY ROAD #799	SHEET 1 OF 1
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(4)

# EXHIBIT "B"



 TRANSFERRED ROAD  
 LOCATED IN THE NW 1/4 OF  
 SECTION 11, T.3S., R.1W.  
 W.M.,  
 CLACKAMAS COUNTY,  
 OREGON



DEPARTMENT OF TRANSPORTATION  
 AND DEVELOPMENT  
 150 BEAVERCREEK ROAD  
 OREGON CITY, OR 97045



BY: M.BAYS DATE: 10/4/2018  
 JURISDICTIONAL TRANSFER  
 RIDDER ROAD  
 COUNTY ROAD #799

SHEET  
 1 OF 1



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> May 6, 2019</p>	<p><b>Subject: Resolution No. 2747</b> Community Enhancement Program Recommendations</p> <p><b>Staff Member:</b> Bryan Cosgrove, City Manager and Zoe Monahan, Assistant to the City Manager</p> <p><b>Department:</b> Administration</p>
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>
<p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:</p> <p><input type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p><b>Comments:</b> N/A</p>
<p><b>Staff Recommendation:</b> Staff recommends that Council adopt Resolution No. 2747.</p>	
<p><b>Recommended Language for Motion:</b> I move to approve Resolution No. 2747.</p>	
<p><b>Project / Issue Relates To:</b></p>	
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p> <p><input checked="" type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL:**

Approval of the Community Enhancement Projects as recommended by the Wilsonville- Metro Community Enhancement Committee for the 2019 funding cycle.

## **EXECUTIVE SUMMARY:**

The City of Wilsonville receives funds through Metro to offset the impacts of the waste processing plant operated by Republic Services in the City. The City receives \$1 per ton of waste processed at the Wilsonville location. The Wilsonville-Metro Community Enhancement Committee (CEC) meets annually to discuss the project nominations and make a recommendation to City Council.

This year, there were seven applications. Unfortunately, one of the applications did not meet the program requirements. The committee met on March 19, 2019 to hear about the projects and again on April 8, 2019 to gather more information and to make this recommendation to City Council. If the City Council awards the funds, as recommended, the project sponsors will have two years to use the allocated funds.

A project matrix with the project name, description, and cost are provided (attachment xx).

As a part of the review process, when the Beauty and the Bridge Lighting Project was discussed, it became clear that additional analysis is needed before this Project could be ready for Community Enhancement Funding. Specifically, City staff will perform additional work to determine the type of lighting and placement of lighting on the Bridge that will be acceptable to ODOT.. Once this analysis is complete, the outcomes will be presented to the CEC for reconsideration.

The projects are recommended by the CEC are as follows:

- The Willamette Way/ Graham Oaks Pedestrian Project is nearing completion and funds are needed immediately to complete the project. The CEC recommended that the requested \$23,000 be allocated immediately.
- Boones Ferry Primary School Stormwater & Education Program will design and install stormwater facilities with student participation. The Project will allow for ongoing education through future school curriculums and an interpretive panel that will be fabricated and installed as a part of this Project. The Project is recommended to be awarded its requested amount of \$10,000.
- Street Tree Infill Project is a pilot program that will help to meet a City Council goal. This Project will plant 100 new street trees in areas around the community. Public Works will collaborate with Friends of Trees to do outreach, identify appropriate trees, plant the trees, and support ongoing maintenance. The hope is that there will be neighborhoods and individuals who will also wish to participate in this Project.. Targeted outreach will be done to identify program participants. The Project is recommended to be awarded its requested amount of \$25,000.
- Wilsonville SMART Flower Baskets Project will beautify the transit center in time for SMART's 30-year anniversary and electric bus celebration. Plants have provided a welcoming environment in the past and staff hopes to continue this Project in the future. Staff looks forward to bringing back the color and atmosphere provided by the planters provide. The project includes the installation and maintenance of the flower baskets. This Project is recommended to be awarded its requested amount of \$6,072.40.

- The Historical Archive Database Project will build on the Historical Society’s 2018 CEC project which created an inventory of the historical artifacts. This Project will allow the Historical Society to create an archive database, research artifacts, and digitize media. The Historical Society’s original application request of \$6,925 was recommended by the CEC. During the review process, however, the Historical Society submitted a revised proposal, which included a budget increase of \$4,394, which was not reflected within the Project list submitted to and recommended by the CEC. There are remaining funds available, however, and therefore this Project could be funded for the revised amount of \$11,319, if the Council desires to approve the additional funding.

The total CEC project allocation recommendation is \$70,997.40 (\$75,391.40 if City Council elects to approve the Historical Archive Database Project revised request). The program is estimated to have a \$92,667 unallocated fund balance at the end of this fiscal year. It is anticipated that the fund will receive an additional \$70,000 in revenue in FY 2019/20.

City Resolution No. 2543 (July 2015) that created the Community Enhancement Program (CEP) provided for City Council approval of the project recommendations made by the Wilsonville-Metro CEC. The attachment provides additional details on the Projects nominated and reviewed.

### **Community Enhancement Program Projects Background**

Project nominations were accepted from private and public agencies in January 2019. As noted above, seven projects were nominated to the CEC. Project nominations were first reviewed by City staff for compliance with the CEP goals and criteria, as well as timeliness of completion. One project, as noted above, was removed from consideration because it did not meet the CEP criteria.

The six remaining projects were to the seven-member Wilsonville-Metro CEC, the following community members—Chair David Davis, Vice Chair Amanda Johnson, Jimmy Lee, and Olive Gallagher; together with three elected officials, including Mayor Tim Knapp and City Councilor Susie Stevens; and Metro District Three Councilor Craig Dirksen. Representatives of each project presented their project nominations to the committee and answered the committee’s questions about the various projects.

Community Enhancement Funds may be used immediately on smaller projects or accumulated for up to three years to underwrite a larger project. Metro also provides flexibility for communities to design a local version of the program.

The CEP funding is used for “enhancing the host community of the facility from which the fees have been collected” to fund projects that “rehabilitate and enhance the area within the city.”

#### **Goals for CEP include:**

- a) Improve the appearance or environmental quality of the community.
- b) Reduce the amount or toxicity of waste.
- c) Increase reuse and recycling opportunities.

- d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
- e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- f) Result in improvement to, or an increase in, recreational areas and programs.
- g) Result in improvement in safety.
- h) Benefit youth, seniors, low income persons or underserved populations.

Program proposals are scheduled to be accepted again next winter, with additional project award recommendations to be made in the Spring of 2020 by the CEC.

**EXPECTED RESULTS:**

Completion of the funded projects by June 30, 2021.

**TIMELINE:**

After receiving City Council approval, the Willamette Way/ Graham Oaks Project will be awarded funds immediately and completed by the end of this fiscal year (\$23,000). The Boones Ferry Primary School Stormwater & Education program (\$10,000), Create a Historical Archive (\$11,319), Street Tree Infill (\$25,000), Wilsonville SMART Flower Baskets (\$6,072.40) funds available on or after July 1, 2019.

**CURRENT YEAR BUDGET IMPACTS:**

The Wilsonville- Metro Community Enhancement Program is funded through a Metro program. The City receives revenue on a quarterly basis which can only be used for these projects. The current program impact in FY 18/29 will be \$23,000 and the FY 19/20 impact will be \$52,391.40.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 4/22/2019

Community Enhancement Grant Proceeds are available as noted.

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 4/22/2019

**COMMUNITY INVOLVEMENT PROCESS:**

The CEC is made up of four community members, two city councilors, and a Metro Councilor. All CEC meetings are advertised and are open to the public.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The community will benefit from all of these projects in different ways including; education, increased street trees, beautification of SMART Transit Center, and historical archive database.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 2747
2. Project List

**RESOLUTION NO. 2747**

**A RESOLUTION TO ALLOCATE COMMUNITY ENHANCEMENT FUNDS FOR FISCAL YEAR 2019/2020.**

WHEREAS, the Community Enhancement Program (CEP) was created by Resolution No. 2543 in July 2015) and

WHEREAS, the CEP funding is used for “enhancing the host community of the facility from which the fees have been collected” to fund projects that “rehabilitate and enhance the area within the city” and

WHEREAS, Eligible projects can improve the appearance or environmental quality of the community, increase reuse and recycling opportunities or improve recreational areas and programs and

WHEREAS; a seven-member committee reviewed the applications to ensure that each application complied with the CEP goals and criteria and thereafter made a recommendation to fund the following Projects: Willamette Way/Graham Oaks Pedestrian Project (\$23,000), Boones Ferry Primary School Stormwater & Education Program (\$10,000), Historical Archive Database (\$11,319), Street Tree Infill (\$25,000), and Wilsonville SMART Flower Baskets (\$6,072.40).

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

Section 1: The City allocates Community Enhancement Funds to the following project for Fiscal Year 2019/2020:

- Boones Ferry Primary School Stormwater & Education Program - \$10,000
- Create a Historical Archive - \$11,319
- Street Tree Infill - \$25,000
- Wilsonville SMART Flower Baskets - \$6,072.40

Section 2: The City allocates the Willamette Way/ Graham Oaks Pedestrian Project \$23,000 of CEP funds, to be allocated immediately.

Section 3: This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 6<sup>th</sup> day of May 2019, and filed with the Wilsonville City Recorder this date.

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Kristin Akervall, Council President

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

## Attachment 2

<b>CEP Project Nominations 2019</b>								
	Project Title	Eligible	Appropriate	Project Cost	Scalable	CEC Recommendation	City Council Approval	
1	Beauty and the Bridge	Y	Y	\$ 20,000.00	Y	-		
	Funding for lighting design under the I-5 underpass to highlight the Beauty and the Bridge Project.							
2	BFP Storm Water & Education	Y	Y	\$ 10,000.00	Y	\$ 10,000.00		
	Design and install stormwater facilities with student participation. An interpretive panel would also be fabricated and installed.							
3	Create Historical Archives*	Y	Y	\$ 6,925.00	Y	\$ 6,925.00		
	Create a digital historic archive database; building on their 2018 last project							
4	Graham Oaks Willamette Way Ped Safety Project	Y	Y	\$ 23,000.00	N	\$ 23,000.00		
	Pedestrian improvement project							
5	Street Tree Infill	Y	Y	\$ 25,000.00	Y	\$ 25,000.00		
	Street tree pilot project to help the community plant and maintain needed street trees.							
6	Wilsonville SMART Flower Baskets	Y	Y	\$ 6,072.40	Y	\$ 6,072.40		
	Install and water flower baskets at the SMART Transit Center.							
<b>Total</b>				<b>\$ 90,997.40</b>		<b>\$ 70,997.40</b>		
Revised Request: \$11,319				Revised total		\$ 75,391.40		
7	Wilsonville History Trail	No		\$ 8,100.00		--	--	



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> May 6, 2018</p>	<p><b>Subject: Resolution No. 2748</b> Completion of Due Diligence and Approving Purchase of Wilsonville Town Center Lot 1 (Pad A) Property</p> <p><b>Staff Member:</b> Zachary Weigel, P.E. Capital Projects Engineering Manager</p> <p><b>Department:</b> Community Development</p>	
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>	
<p><input type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:</p> <p><input type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p><b>Comments:</b> N/A</p>	
<p><b>Staff Recommendation:</b> Staff recommends that Council adopt Resolution No. 2748.</p>		
<p><b>Recommended Language for Motion:</b> I move to approve Resolution No. 2748.</p>		
<p><b>Project / Issue Relates To:</b></p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities: 9. Build fully interconnected and effective transportation modes.</p>	<p><input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Plan – Project BW-09</p>	<p><input type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL:**

A City of Wilsonville resolution acknowledging completion of the due diligence period and approving acquisition of Wilsonville Town Center Lot 1 (Pad A) property in accordance with the Purchase and Sale Agreement (Resolution No. 2716).

## **EXECUTIVE SUMMARY:**

On November 19, 2018, City Council approved Resolution No. 2716, authorizing the City Manager to enter into a Purchase and Sale Agreement for Wilsonville Town Center Lot 1 (Pad A) property. The Purchase and Sale Agreement included a due diligence period as a condition of the sale, which included performance of an environmental assessment, a boundary survey of the property, as well the ability to seek removal of certain restrictive covenants shown on the title report that might limit future development. The due diligence period is now complete. The environmental assessment has been completed and found no areas of concern; due to the recent platting of the property; engineering staff determined no additional survey work was needed; although not all restrictive covenants could be removed within the due diligence time period the City has determined the current condition of title is acceptable to move forward to close and work will continue with other property owners to facilitate the Bridge Project..

Purchase of the Pad A property is intended to serve as the east landing for the I-5 Pedestrian and Bikeway Bridge project (Bridge Project) and gateway to the Wilsonville Town Center. The Bridge Project was first identified as a need in the 2006 Bicycle and Pedestrian Master Plan helping the City to meet a number of Comprehensive Plan policies, including additional access across Interstate 5, improve non-vehicular travel options, improve bike/pedestrian access to transit, to name a few.

As part of the Transportation System Plan update in 2013, the Bridge Project was identified as a high priority need, as it provided a safe pedestrian and bike crossing of Interstate 5 and directly connected the Villebois neighborhood and WES/SMART Central transit to the Wilsonville Town Center.

The Bridge Project was further advanced in importance as part of the Council goal setting for 2017-2018 by prioritizing the securing of funding for the Bridge Project design work. Furthermore, in August 2016, Council directed Staff to submit a Metropolitan Transportation Improvement Program (MTIP) Regional Flexible Funds (RFFA) grant for the design of the Bridge Project. The City was awarded the grant in February 2017 and design work of the Bridge Project is scheduled to begin this fiscal year.

Due to the limited availability of undeveloped property within the Town Center, purchase of the Pad A property is needed to secure siting for the planned east side bridge landing. The recent development of Pad B to the north by Eye Health NW, development interest in the Pad A site, as well as a recent uptick in improvement of existing properties in Town Center has left few options to land the bridge without impacting existing developed properties.

In addition, the City entered into an agreement with Metro (Resolution No. 2696) exchanging the MTIP RFFA grant funds for design of the Bridge Project with the Kinsman Road Extension project. This agreement allowed Federal requirements to be removed from the Bridge Project and apply the grant funds to another project. As part of this agreement, the City is required to design the Bridge Project using the exchanged local Transportation System Development Charges reimbursed from the Kinsman Road Extension project. Design of the Bridge Project is to occur between February 2019 and September 2021 per the agreement. Because the design start date has already past, the City needs to begin work as soon as possible to meet the design deadlines.

Securing the eastern bridge landing site at this time ensures that bridge design will occur on a City owned parcel, preventing future redesign if the property were to be purchased and developed by another buyer. Failure to move forward with the design work would result in the need to repay those grant funds in the amount of \$1.55 million dollars as well as lose credibility with the City's regional partners, affecting the City's ability to receive future grant funds.

Finally, the Bridge Project is one of four key framework projects identified in the Wilsonville Town Center Plan. Securing the bridge landing property will allow a key piece of the Town Center Plan to be implemented.

**EXPECTED RESULTS:**

Upon purchase of the Pad A property, the City will begin design of the Bridge Project in accordance with Metro Agreement No. 935323 (Resolution No. 2696) and begin implementing a key framework project identified in the Town Center Plan. If, for any reason, the Bridge Project does not move forward, the City will be able to either redevelop or sell the property for another purpose.

**TIMELINE:**

Once the acquisition of the Pad A property is complete, the City will begin the process to procure engineering design services, expected to occur in July 2019. Project work is expected to begin in August 2019 and take approximately 2 years to complete.

**CURRENT YEAR BUDGET IMPACTS:**

Council approved a FY 18/19 budget adjustment on December 3, 2018, including \$1,512,000 in Year 2000 Urban Renewal Program Income for the purposes of purchasing the Pad A property. The purchase price of the Pad A property per the Purchase and Sale Agreement is \$1,512,000, within the budgeted amount.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: CAR Date: 4/25/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 4/19/2019

There are some exceptions on the title report for this property that could not be removed as of this date, despite extensive staff efforts to have them removed prior to expiration of the due diligence period. The due diligence period has been extended twice by the seller and expires on May 7, 2019. Council has been briefed by staff on the remaining title exceptions and will therefore make a business decision on whether buying, subject to those remaining exceptions, is a reasonable risk and a reasonable course of action. There are other legal avenues the City can pursue to remove the remaining exceptions, if needed, but those avenues would not come into play until a later date, if funding and construction for the bridge are approved, as required. If the bridge is not built, Council will have the ability to sell this commercial property with the limited commercial restrictions in place and those restrictions should not significantly impact marketability, if at all.

**COMMUNITY INVOLVEMENT PROCESS:**

The pedestrian and bikeway bridge was identified as a high priority project through the last update to the Wilsonville Transportation System Plan, which included an extensive community involvement process. Likewise, the RFFA grant process included a public review and comment period in which the project garnered positive feedback from the community. In addition, the Town Center Plan included a robust and inclusive public outreach process where the Bridge Project was identified as a key framework project with extensive community support.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

Acquisition of the Pad A property will secure an eastern bridge landing site for the Bridge Project, allowing for implementation of a high priority Transportation project. The Bridge Project will provide a safe bike and pedestrian crossing of I-5 that is separated from vehicular traffic with direct access to essential services in the Wilsonville Town Center, SMART Central Station and WES commuter rail, employment areas, and educational resources. The bridge will serve all populations within and around the project area.

**ALTERNATIVES:**

Alternative is to not acquire this Property.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 2748

**RESOLUTION NO. 2748**

**A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING COMPLETION OF THE ACQUISITION OF WILSONVILLE TOWN CENTER LOT 1.**

WHEREAS, on November 19, 2018, the Wilsonville City Council approved Resolution No. 2716, authorizing the City Manager to enter into a Purchase and Sale Agreement for Wilsonville Town Center Lot 1 (the “Property”) as the possible future bridge landing site of the I-5 bicycle-pedestrian bridge (“Bridge Project”); and

WHEREAS, the Purchase and Sale Agreement provided a due diligence period as a condition of the sale, which included, among other contingencies, the removal a 1992 Planned Business Community Declaration of Easements, Covenants, Conditions and Restrictions (“1992 CCRs”) from title for the Property; and

WHEREAS, all due diligence has been completed but the City could not obtain agreement from all property owners who were required to give permission to remove the 1992 CCR’s; and

WHEREAS Council has nonetheless determined the current condition of title is acceptable to move forward to close the purchase and sale of the Property while City staff continues to work will property owners to facilitate the Bridge Project;

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

1. The City Manager or designee is authorized to complete the purchase of the Property, subject to remaining title exceptions.
4. This Resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6<sup>th</sup> day of May, 2019, and filed with the Wilsonville City Recorder this date.

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Kristin Akervall, Council President

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West



## CITY COUNCIL STAFF REPORT

<b>Meeting Date:</b> May 6, 2019	<b>Subject: Ordinance No. 835 – 2<sup>nd</sup> Reading</b> Adopting the Wilsonville Town Center Plan and related amendments to the Comprehensive Plan Map and Text, Zoning Map, and Development Code  <b>Staff Member:</b> Miranda Bateschell, Planning Director  <b>Department:</b> Community Development	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: April 15, 2019 <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: April 15, 2019 <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: May 6, 2019 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> At the March 13, 2019 meeting, the Planning Commission held a public hearing and unanimously recommended approval to the City Council.	
<b>Staff Recommendation:</b> Staff recommends that Council adopt Ordinance No. 835 on second reading.		
<b>Recommended Language for Motion:</b> I move to approve Ordinance No. 835 on second reading.		
<b>Project / Issue Relates To:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities: Town Center Plan	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Council will consider adopting the Wilsonville Town Center Plan and amendments to the Wilsonville Comprehensive Plan text and map, Zoning Map, and Development Code.

## **EXECUTIVE SUMMARY:**

The Wilsonville Town Center Plan presents a blueprint that will guide future development in Town Center through strategic actions (new projects, policies, programs or partnerships) in order to achieve the Wilsonville community's vision for Town Center. Over the past two years, the project team has worked with the community at over a hundred meetings and events and through dozens of surveys and polls to formulate the various elements of the Plan.

In the first phase of the project, existing conditions, opportunities and constraints were identified, and the community established a vision and set of goals for future Town Center. Community events and public input on Town Center design options during the second phase of the project culminated in the creation of the draft Community Design Concept for Town Center: the community's priorities for land use and activity centers, open space, and connectivity in Wilsonville Town Center. During 2018, the project team conducted additional outreach to get the community's input on the Draft Community Design Concept and a set of strategic actions that will establish a clear path forward to advancing the community's vision for Town Center. The result is the proposed Wilsonville Town Center Plan (Attachment 1, Exhibit A).

Adoption of the Town Center Plan and implementing amendments is the first step in advancing this community vision. The amendments include:

- Adoption of the Town Center Plan as a supporting document of the Comprehensive Plan (Attachment 1, Exhibit A).
- Amendments to the text of the Wilsonville Comprehensive Plan to implement the Town Center Plan (Attachment 1, Exhibit A, Appendix A).
- Amendment of the Comprehensive Plan Map to add the 'Town Center' designation and apply it to all properties within Town Center.
- Amendments to the Wilsonville Planning and Land Development Ordinance (Development Code) creating the Town Center (TC) Zone, repealing the Planned Development Commercial-Town Center (PDC-TC) Zone, as well as supporting amendments to the text of the Code incorporating the new TC zone (Attachment 1, Exhibit A, Appendix A).
- Amendment of the Zoning Map to add the TC Zone and apply it to all properties within Town Center (Attachment 1, Exhibit B).

The amendments are consistent with state, regional, and local plans and policies as documented in the Planning Commission Record (Attachment 1, Exhibit C).

## **BACKGROUND:**

In 2014, City Council adopted Wilsonville's Urban Renewal Strategy and Tourism Development Strategy, both of which identified a Town Center Redevelopment Plan as a priority action item. City Council then established starting the Town Center Plan as a 2015-2017 Council Priority Goal. Staff applied for and was granted a Metro Community Planning and Development Grant to complete the Plan. In 2016, Council approved the Inter-Governmental Agreement between Metro and the City of Wilsonville, which outlined the major milestones, deliverables, and funding conditions, setting the framework for the Scope of Work with MIG, Inc. The project team began work on the project with a Town Center tour in October 2016, and kicked-off the project with the community in February 2017. With over 100 public meetings and events, public input has driven the development of the final Town Center Plan before the Council.

Over several work sessions, the Planning Commission worked through the final details of the Town Center Plan and implementing policies with the project team. The Planning Commission made final recommendations that staff forwarded to the City Council for consideration at the Council's final work session on the project. At the City Council work session on February 4, 2019, the City Council reviewed the Plan and implementing regulations and recommended a few additional modifications.

1. *Clarify what constitutes public art within the waiver sub-section and that there is a preference for public art that is interactive and draws people to engage with it.* Staff added 4.132 (.06) K. e. outlining requirements for public art in plazas in Town Center.
2. *Maintain City's commitment to trees and identify the significant trees in Town Center that should be protected and integrated into future development.* In the Plan, staff added a place making action (PM.10) to Implement an Urban Forestry Management Plan, an upcoming city project, and coordinate it with the Town Center Streetscape Design Plan (PM. 9) to both identify significant trees in Town Center as well as species appropriate for urban areas that should be integrated along the new streets in Town Center.
3. *Further, clarify next steps for the City in obtaining structured parking in Town Center.* Staff integrated additional language to the Plan connecting the parking management plan to the infrastructure finance plan as well as highlighting the financing mechanisms used in other town centers to obtain centralized, structured parking.

On March 13, 2019, the Planning Commission held a legislative hearing regarding the Town Center Plan project. Planning Commission approved Resolution LP 19-0003 recommending approval of the Wilsonville Town Center Plan and associated Comprehensive Plan Text and Map, Zoning Map, and Development Code Amendments, including a revision to the waiver language within the Development Code. In updating the proposed Development Code to reflect changes made to Subsection 4.132 (.06) D. at the March 13, 2019 public hearing, staff identified minor edits from the Planning Commission recommendation to further clarify the intent of the Planning Commission's discussion and motion. The clarifying edits are outlined in the attached errata sheet (Attachment 2) and incorporated into the proposed amendments attached to the Ordinance No. 835.

**EXPECTED RESULTS:**

Adoption of the Wilsonville Town Center Plan and amendments to the Wilsonville Comprehensive Plan text and map, Zoning Map, and Development Code.

**TIMELINE:**

The Planning Commission held the first public hearing on the Town Center Plan on March 13, 2019. The second reading will be before the City Council on May 6, 2019.

**CURRENT YEAR BUDGET IMPACTS:**

The Professional Services Agreement has a budget of \$420,000 fully funded through the CD Fund and CIP project #3004 in the adopted budget, of which \$320,000 is funded through a Metro Community Planning and Development grant. The remainder of the budget will be spent this fiscal year.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR      Date: 4/10/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 4/10/2019

**COMMUNITY INVOLVEMENT PROCESS:**

There were multiple opportunities to participate in the project outlined in a Public Engagement and Communication Plan for the Town Center Plan, including an advisory task force, community design workshops, focus groups, pop-up neighborhood events and idea centers, and in-person and online surveys. The engagement plan was designed to reach as broad an audience as possible and to gather the variety of perspectives in the community. It also included targeted outreach to specific stakeholders more impacted by activity in the Town Center. The outreach activities and results of the community involvement process are captured in the Town Center Plan LP19-0003 Planning Commission Record (Attachment 1, Exhibit C). The public hearing before the Council offers an additional opportunity for citizen input.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

As a result of this project, the city anticipates specific actions that will help the Town Center become a more vibrant, pedestrian and transit-supportive mixed-use district that integrates the urban and natural environments, creating an attractive and accessible place for visitors and residents of all ages to shop, eat, live, work, learn, and play. These actions will help remove barriers and encourage private investment in the Wilsonville Town Center. Benefits to the community also include identifying tools to maintain and strengthen businesses in the Town Center, improving access to and within the area, and making the Town Center a place where people want to spend time and support businesses.

**ALTERNATIVES:**

The Plan and associated amendments have been through many revisions. The City Council may recommend the Plan and proposed amendments as is, with modifications, or continue the hearing for more information or deliberation.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Attachment 1: Ordinance No. 835  
Exhibits:
  - A. Ordinance No. 835 Exhibit A – Wilsonville Town Center Plan and Technical Appendices:  
[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city\\_council/meeting/27741/c\\_ord\\_no\\_835\\_exhibit\\_a.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city_council/meeting/27741/c_ord_no_835_exhibit_a.pdf)  
<https://www.ci.wilsonville.or.us/citycouncil/page/city-council-meeting-180>
  - B. Ordinance No. 835 Exhibit B – Zoning Order LP19-0003:  
[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city\\_council/meeting/27741/e\\_ord\\_no\\_835\\_exhibit\\_b.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city_council/meeting/27741/e_ord_no_835_exhibit_b.pdf)
  - C. Ordinance No. 835 Exhibit C – Planning Commission Record:  
[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city\\_council/meeting/27741/f\\_ord\\_no\\_835\\_exhibit\\_c.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city_council/meeting/27741/f_ord_no_835_exhibit_c.pdf)
2. Attachment 2: Errata Sheet for Exhibit A of Ordinance No. 835

**ORDINANCE NO. 835**

**AN ORDINANCE OF THE CITY OF WILSONVILLE ADOPTING THE WILSONVILLE TOWN CENTER PLAN AS A SUB-ELEMENT OF THE COMPREHENSIVE PLAN AND AMENDING THE TEXT OF THE WILSONVILLE COMPREHENSIVE PLAN, COMPREHENSIVE PLAN MAP, ZONING MAP, AND DEVELOPMENT CODE.**

WHEREAS, in 1976 the City of Wilsonville (“City”) approved Ordinance No. 55 adopting Town Center Master Plan and established the boundary for the Wilsonville Town Center; and

WHEREAS, the 2040 Growth Concept Map of Metro’s Regional Framework Plan shows the Wilsonville Town Center as a town center and defines a town center as a focal area for growth that provides services to tens of thousands within a two- to three-mile radius and typically includes one- to three-story buildings for employment and housing; and

WHEREAS, in 2014 the City adopted Wilsonville’s Urban Renewal Strategic Plan via Resolution No. 2498 and the Tourism Development Strategy via Resolution No. 2468 and both identified a Wilsonville Town Center redevelopment plan as a priority action item and were developed with extensive public input by volunteer task forces; and

WHEREAS, the City Council established starting the Wilsonville Town Center Plan as a 2015-2017 Council Priority Goal; and

WHEREAS, in 2015 City staff applied for and was granted a Metro Community Planning and Development Grant to complete a Town Center plan, and in 2016, the City adopted Resolution No. 2577 to approve an Inter-Governmental Agreement between Metro and the City of Wilsonville, which outlined the major milestones, deliverables, and funding conditions for completing the Wilsonville Town Center Plan; and

WHEREAS, the City adopted Resolution No. 2596 authorizing the execution of a professional services agreement with MIG, Inc.; and

WHEREAS, the engagement plan was designed to reach as broad an audience as possible to gather the variety of perspectives in the community as well as targeted outreach to specific stakeholders more impacted by activity in the Wilsonville Town Center; and

WHEREAS, community involvement for the Wilsonville Town Center Plan began in February 2017 and included an advisory task force, community design workshops, focus groups, pop-up neighborhood events and idea centers, and in-person and online surveys; and

WHEREAS, over the course of the project, public input was gathered at over one-hundred public meetings and events; and

WHEREAS, the City Council held six work sessions, the Planning Commission and City Council held two joint work sessions, and the Planning Commission also held two informational sessions and six work sessions regarding the Wilsonville Town Center Plan; and

WHEREAS, the Planning Commission of the City has the authority to review and make recommendations to the City Council regarding legislative changes to, or adoption of new elements and sub-elements of, the Comprehensive Plan pursuant to Sections 2.322 and 4.032 of the Wilsonville Code (“WC”); and

WHEREAS, the Planning Director submitted a Staff Report and Findings, in accordance with the public hearing and notice procedures that are set forth in WC Sections 4.008, 4.012, 4.197, and 4.198; and

WHEREAS, following the timely mailing and publication of the required notice, the Planning Commission conducted a public hearing on March 13, 2019, wherein the Commission received public testimony, staff reports, and input, and Attachments and Exhibits, and thereafter deliberated and voted unanimously to approve Resolution No. LP19-0003 recommending adoption to the City Council; and

WHEREAS, a copy of the record of the aforementioned Planning Commission action and recommendation is marked Exhibit C, attached and incorporated herein; and

WHEREAS, following the Planning Commission public hearing, the Wilsonville Planning Director forwarded the recommended Wilsonville Town Center Plan and related amendments to the Wilsonville Comprehensive Plan Text and Map, Zoning Map, and Development Code to the City Council, along with a staff report and attachments, in accordance with the public hearing and notice procedures that are set forth in Sections 4.008, 4.011, 4.012, and 4.198 of the Wilsonville Code; and

WHEREAS, the City Council, after Public Hearing Notices were provided to a list of interested parties, property owners, and affected agencies, and posted in three locations throughout the City and on the City website, held a public hearing on April 15, 2019 to review the proposed Wilsonville Town Center Plan and related amendments to the Wilsonville Comprehensive Plan Text and Map, Zoning Map, and Development Code, and to gather additional testimony and evidence regarding the proposal; and

WHEREAS, the City Council has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of their proceeding; and

WHEREAS, the City Council has duly considered the subject, including the Planning Commission recommendations and all the exhibits and testimony introduced and offered by all interested parties;

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

1. FINDINGS.

The above-recited findings are adopted and incorporated by reference herein as findings and conclusions of Resolution No. LP19-0003, which includes the staff report and attachments (Exhibit C). The City Council further finds and concludes that the adoption of the proposed Wilsonville Town Center Plan and related amendments to the Wilsonville Comprehensive Plan Text and Map, Zoning Map, and Development Code are necessary to help protect the public health, safety, and welfare of the municipality by planning that will support the development of a vibrant town center within the City limits.

2. DETERMINATION.

Based on such findings, the City Council hereby adopts the Wilsonville Town Center Plan and Wilsonville Comprehensive Plan Text and Map, and Development Code amendments, attached hereto and marked as Exhibit A, and Town Center Zoning Map amendment as prescribed by Zoning Order LP19-0003, attached hereto and marked as Exhibit B, incorporated by reference as if fully set forth herein. The City Recorder is hereby directed to prepare final Comprehensive Plan and Development Code formatting to make sure such style and conforming changes match the format and style of the Comprehensive Plan and Development Code.

3. EFFECTIVE DATE OF ORDINANCE

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 15<sup>th</sup> day of April, 2019, and scheduled for a second reading at a regular meeting of the Council on the 6<sup>th</sup> day of May, 2019, commencing at the hour of 7:00 P.M. at the Wilsonville City Hall.

\_\_\_\_\_  
Kimberly Veliz, City Recorder

ENACTED by the City Council on the 6<sup>th</sup> day of May, 2019 by the following votes:

Yes: \_\_\_ No: \_\_\_

\_\_\_\_\_  
Kimberly Veliz, City Recorder

DATED and signed by the Council President this \_\_\_ day of May, 2019.

\_\_\_\_\_  
Kristin Akervall, Council President

**SUMMARY OF VOTES:**

Mayor Knapp  
Council President Akervall  
Councilor Stevens  
Councilor Lehan  
Councilor West

**Exhibits:**

- A. Ordinance No. 835 Exhibit A – Wilsonville Town Center Plan and Technical Appendices:  
[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city\\_council/meeting/27741/c\\_ord\\_no\\_835\\_exhibit\\_a.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city_council/meeting/27741/c_ord_no_835_exhibit_a.pdf)  
<https://www.ci.wilsonville.or.us/citycouncil/page/city-council-meeting-180>
- B. Ordinance No. 835 Exhibit B – Zoning Order LP19-0003:  
[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city\\_council/meeting/27741/e\\_ord\\_no\\_835\\_exhibit\\_b.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city_council/meeting/27741/e_ord_no_835_exhibit_b.pdf)
- C. Ordinance No. 835 Exhibit C – Planning Commission Record:  
[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city\\_council/meeting/27741/f\\_ord\\_no\\_835\\_exhibit\\_c.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city_council/meeting/27741/f_ord_no_835_exhibit_c.pdf)

EXHIBIT A

Ordinance No. 835  
Exhibit A  
Wilsonville Town Center Plan:

[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city\\_council/meeting/27741/c. ord. no. 835 - exhibit a.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city_council/meeting/27741/c_ord_no_835_-_exhibit_a.pdf)

EXHIBIT A

Wilsonville Town Center Plan

Technical Appendices

**Wilsonville Town Center Plan - Appendix A. Comprehensive Plan and Development Code Amendments**

**Wilsonville Town Center Plan - Appendix B. Land Use Alternatives Traffic Analysis Final**

**Wilsonville Town Center Plan - Appendix C. Development Feasibility Analysis**

**Wilsonville Town Center Plan - Appendix D. Street Cross Sections**

**Wilsonville Town Center Plan - Appendix E. Parking Analysis**

**Wilsonville Town Center Plan - Appendix F. Existing Conditions**

**Wilsonville Town Center Plan - Appendix G. Infrastructure Assumptions**

**Wilsonville Town Center Plan - Appendix H. Community Engagement Summary**

**Wilsonville Town Center Plan - Appendix I. Public Engagement Plan**

<https://www.ci.wilsonville.or.us/citycouncil/page/city-council-meeting-180>

EXHIBIT B

Ordinance No. 835  
Exhibit B  
Zoning Order LP19-0003

[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city\\_council/meeting/27741/e\\_ord\\_no\\_835\\_-\\_exhibit\\_b.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city_council/meeting/27741/e_ord_no_835_-_exhibit_b.pdf)

EXHIBIT C

Ordinance No. 835  
Exhibit C  
Planning Commission Record:

[https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city\\_council/meeting/27741/f.ord.no.835-exhibit.c.pdf](https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/city_council/meeting/27741/f.ord.no.835-exhibit.c.pdf)

## **ATTACHMENT 2 – ERRATA SHEET FOR ORDINANCE NO. 835 EXHIBIT A**

In updating the proposed Development Code to reflect changes made to Subsection 4.132 (.06) D. at the March 13, 2019 public hearing, staff has noted the following clarifying edits from the Planning Commission recommendation. The following modifications have been included within Attachment 1, Exhibit A, Appendix A (starting on page 123 of 181, or page 13 of the Town Center Zone Section 4.132). New proposed language is in **bold underline**, deleted language has been ~~struck through~~.

### D. WAIVERS TO DEVELOPMENT STANDARDS

The Development Review Board (DRB) may approve waivers to the size of the ground floor of a building floorplate and/or the number of stories of a building within the MU and C-MU sub-districts, consistent with the provisions of Section 4.118 (.03) if one item from each of the two following menus are met in a manner to clearly go substantially above and beyond code requirements and typical building and site design to create a sense of place, **and** mitigate negative impacts of the project related to the reason for the waiver, **Items chosen from the menus shall account for** ~~and based on need taking account of~~ **based on** adjacent sites or the surrounding area:

#### Menu One

1. Public amenities, such as a plaza or other community gathering space, incorporated into the building design. Public plaza or other gathering spaces located in a prominent, visible location adjacent to a public street and include movable furniture that is functional and visually interesting.
2. Public community meeting space provided within the building.
3. Provision of ground floor facades that include additional supporting storefronts. The primary entrance of all businesses shall be located on the primary street frontage.
4. Provision of incubator space on site, either within or adjacent to the development that provides below market lease rates for small businesses.
5. Provision of affordable housing on the development site, consistent with the provisions of Table 2, footnote 4.

#### Menu Two

1. Innovative building techniques, such as rainwater harvesting, graywater systems, green roofs, or other environmental systems, shall be incorporated into the building design to significantly reduce impact to the environment.
2. Building architecture that creates a distinctive community landmark exemplifying the preferred materials and form for Town Center described in Subsection 4.132 (.06) M. and discussed in the Town Center Plan.
3. Pedestrian-oriented and creative lighting incorporated into landscape features and plazas and/or interior window retail displays that are lit at night.
4. Achievement of LEED certification, Earth Advantage, or another recognized environmental certification.
5. Installation of public art, consistent with the provisions of Subsection 4.132 (.06) K. for art within plaza areas.

**ATTACHMENT 2 – ERRATA SHEET: Page 2 (presented 4/15/2019)  
FOR ORDINANCE NO. 835 EXHIBIT A**

The following modifications have been included in the Draft Wilsonville Town Center Plan. New proposed language is in **bold underline**, deleted language has been ~~struck through~~.

Page 1 (first paragraph):

Through the Wilsonville Town Center Plan (the Plan) ~~community~~ engagement process, community members **created a strong vision for the Town Center. They expressed their desire for a dynamic, thriving** ~~voiced their commitment to their desire for a~~ community hub with walkable and engaging public spaces, great parks and destinations, places and spaces that connect people to one another and the environment, and year-around activities. Realizing the community's vision for Town Center is a long-term process, but improvements can start today.

Page 7 (first paragraph)

This chapter describes the ~~community's~~ **community members'** central role in the creation of this plan and the Vision and Goals that articulate ~~the community's~~ their desired future for Town Center.

Page 17 (second paragraph):

The Town Center Plan creates new land use districts, (see Figure 3.1, page 20), which establish the urban form and desired land uses to implement the Town Center Vision. Public discussions about building scale, land use, adjacency to existing development, and the desire to create a main street environment are the foundation for the district approach. ~~The community was very clear~~ **Community members expressed** that Town Center should be a ~~location~~ **place** where many types of land uses are permitted, albeit not necessarily in every location.

Page 41 (first paragraph):

**This chapter describes infrastructure systems in Town Center and system enhancements for serving future development, including approaches to minimize impacts to the environment from urban development.**

Much of the infrastructure in Town Center is functioning well and has adequate capacity to meet existing and projected future development in Town Center. Infrastructure, particularly stormwater treatment, provides opportunities to incorporate low impact development practices and street designs that treat stormwater onsite and minimize pollutants entering local waterways. As Town Center develops, reducing impervious surface area, providing opportunities for water reuse, and high efficiency plumbing fixtures in new buildings are also ways to reduce environmental impacts and increase the capacity of infrastructure.