



## **City Council Meeting December 21, 2020**

**Executive Session 5:00 pm**

**Work Session 5:25 pm**

**Council Meeting 7:00 pm**

**(All held in Council Chambers)**

This meeting is taking place with social distancing precautions in place:

- Councilors are participating virtually, via Zoom videoconferencing.

### **To Provide Public Comment:**

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070).
- Digital comments (email) may be submitted to [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us).
- Individuals may participate online through the Zoom videoconferencing platform.
- Contact City Recorder at (503) 570-1506 [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us) to register.

### **You can watch the City Council Meeting here:**

You Tube: [youtube.com/c/CityofWilsonvilleOR](https://www.youtube.com/c/CityofWilsonvilleOR)

Zoom: <https://us02web.zoom.us/j/81536056468>

# City of Wilsonville

City Council Meeting

December 21, 2020



**AMENDED  
AGENDA**

**WILSONVILLE CITY COUNCIL MEETING  
DECEMBER 21, 2020  
7:00 P.M.**

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

Mayor Tim Knapp

Council President Kristin Akervall  
Councilor Charlotte Lehan

Councilor Joann Linville  
Councilor Ben West

**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, Work Session, and City Council meetings  
will be held in the Council Chambers, City Hall, 1<sup>st</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. Council Compensation (Cosgrove) [30 min.]  
B. Diversity, Equity, and Inclusion (DEI) Update (Cosgrove) [15 min.]
- 6:20 P.M. ADJOURN**
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**CITY COUNCIL MEETING**

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, December 21, 2020 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on December 8, 2020. 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. MAYOR'S BUSINESS**

- A. Placeholder for Appointments
- B. Upcoming Meetings

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

- A. Soul'd Out Performance (Molatore)
- B. Clackamas County Behavioral Health (Wurpes/Anderson)

**7:30 P.M. CITIZEN INPUT AND 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.

**7:35 P.M. COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS**

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

**7:45 P.M. CONSENT AGENDA**

- A. Minutes of the November 16, 2020 City Council meeting. (Veliz)

**7:50 P.M. NEW BUSINESS**

- A. Resolution No. 2869  
A Resolution Relating To Stipends And Compensation For The Mayor And City Councilors, And Repealing Resolution No. 2360. (Cosgrove)

**8:05 P.M. CONTINUING BUSINESS**

- A. None.

**8:05 P.M. PUBLIC HEARING**

- A. None.

**8:05 P.M. CITY MANAGER'S BUSINESS**

**8:10 P.M. LEGAL BUSINESS**

**8:15 P.M. ADJOURN**

**INFORMATION ITEMS – No Council Action Necessary.**

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 ROLLING SCHEDULE**

### **Board and Commission Meetings 2020**

**Items known as of 12/16/20**

#### **December**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
12/28	Monday	6:30 p.m.	DRB Panel B - <b>Cancelled</b>	Council Chambers

#### **January**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
1/4	Monday	7:00 p.m.	City Council Meeting	Council Chambers
1/11	Monday	6:30 p.m.	DRB Panel A	Council Chambers
1/13	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
1/14	Thursday	4:30 p.m.	Parks and Recreation Advisory Board	Parks and Recreation Administration Building
1/21	Thursday	7:00 p.m.	City Council Meeting	Council Chambers
1/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers
1/26	Tuesday	6:00 p.m.	Budget Committee Meeting	Council Chambers

#### **February**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
2/1	Monday	7:00 p.m.	City Council Meeting	Council Chambers
2/8	Monday	6:30 p.m.	DRB Panel A	Council Chambers
2/10	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
2/18	Thursday	7:00 p.m.	City Council Meeting	Council Chambers
2/22	Monday	6:30 p.m.	DRB Panel B	Council Chambers

#### **Community Events:**

- 12/24** City Offices Closed in Observance of Christmas Eve.
- 12/25** City Offices Closed in Observance of Christmas Day.
- 1/1** City Offices Closed in Observance of New Year's Day.
- 1/18** City Offices Closed in Observance of Martin Luther King Jr. Day.
- 2/15** City Offices Closed in Observance of Presidents' Day.

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).

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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, November 16, 2020. Mayor Knapp called the meeting to order at 7:12 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Akervall
- Councilor Lehan
- Councilor West
- Councilor Linville

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Mark Ottenad, Public/Government Affairs Director
- Miranda Bateschell, Planning Director
- Cindy Luxhoj, Associate Planner
- Dan Pauly, Planning Manager
- Jordan Vance, Economic Development Manager
- Beth Wolf, Systems Analyst
- Andy Stone, IT Director
- Khoi Le, Development Engineer Manager

Motion to approve the order of the agenda.

**Motion:** Councilor West moved to approve the order of the agenda. Councilor Lehan seconded the motion.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**MAYOR’S BUSINESS**

A. Small Business Saturday in Wilsonville Proclamation

The Mayor read a proclamation declaring the 28<sup>th</sup> day of November 2020 as Small Business Saturday in Wilsonville. He encouraged everyone to support small businesses in an ongoing way, such as eating at a local restaurant once a week.

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B. Appointments/Reappointments

**Parks and Recreation Board – Reappointment**

Reappointment of Daniel Christensen to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024.

**Motion:** Councilor West moved to ratify the reappointment of Daniel Christensen to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024. Councilor Linville seconded.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**Parks and Recreation Board – Reappointment**

Reappointment of James Barnes to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024.

**Motion:** Councilor Lehan moved to ratify the reappointment of James Barnes to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024. Councilor Akervall seconded.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**Development Review Board – Reappointment**

Reappointment of Daniel McKay to the Development Review Board for a term beginning 1/1/2021 to 12/31/2022.

Mr. Cosgrove noted that the motion language in the agenda packet contained the wrong name.

**Motion:** Councilor Lehan moved to ratify the reappointment of Daniel McKay to the Development Review Board for a term beginning 1/1/2021 to 12/31/2022. Councilor West seconded.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**Planning Commission – Appointment**

Appointment of Olive Gallagher to the Planning Commission for a term beginning 1/1/2021 to 12/31/2023.

Mayor Knapp said he had been working for the last couple of years to provide a balance on the Planning Commission. Frequently, the City had received more applicants than positions and he wanted more gender diversity on the Commission. He highlighted Olive Gallagher’s background, noting her qualifications and experience.

**Motion:** Councilor Linville moved to ratify the appointment of Olive Gallagher to the Planning Commission for a term beginning 1/1/2021 to 12/31/2023. Councilor Lehan seconded.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

Mayor Knapp stated the City was still advertising for openings on other commissions. He would work with Mayor-Elect Fitzgerald to interview applicants and make recommendations before the end of the year. He was gratified to have a wide variety of qualified applicants to choose from. He appreciated the interest and encouraged others to apply.

**C. Upcoming Meetings**

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City. The Metropolitan Mayor’s Consortium discussed upcoming electoral changes. The Greater Portland Incorporated Small Cities Consortium discussed the regional economic recovery strategy they are developing with Metro and the Greater Portland Economic Development District (GPEDD). The recovery plan was focused on small businesses and the Black, Indigenous and People of Color (BIPOC) community. Upcoming meetings included the Washington County Coordinating Committee, Metro Area Cities, the Joint Policy Advisory

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Committee on Transportation (JPAC), Clackamas County Mayors and Chairs, and GPEDD Board of Directors.

**COMMUNICATIONS**

A. Metro Update

Metro Councilor Craig Dirksen provided an update on the happenings at Metro. The PowerPoint has been made a part of the record.

Mr. Dirksen began his presentation by recalling the challenges of 2020 including a pandemic, wildfires, and political unrest. He appreciated the City of Wilsonville for responding to all the challenges by adapting to the limits and restrictions. He listed the programs and resources that jurisdictions offered in response and shared how Metro supported those efforts. His presentation included updates on the following Metro programs:

- Parks and Nature Bond
- Affordable Housing Bond
- Supportive Housing Services Program
- Regional Waste and Recycling Plan
- Measure 26-218, “Get Moving 2020” Bond

Council and Staff congratulated Mr. Dirksen on his retirement. They also appreciated him for his work with the City of Wilsonville.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

There was no public input.

**COUNCILOR COMMENTS**

A. Council President Akervall

Councilor Akervall acknowledged that the new restrictions during the Thanksgiving holiday were difficult and reminded of the images over the last several months of children on social media celebrating their birthdays alone. Despite the disappointment, the children were smiling in the photos and those smiles continue to inspire her. Her original plan was to spend Thanksgiving with her sister for whom she has not seen for over 2 years, but will forego those plans. Many people have experienced disappointment and loneliness this year. Businesses are struggling, people have lost family members and friends, and were grieving. She appreciated those who had made choices to limit the spread of the virus and spread the kindness. She wished all a happy Thanksgiving.

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B. Councilor Lehan

Councilor Lehan shared that her family had made plans for Thanksgiving, changed them and made new plans, and had now cancelled all plans. She was trying to make the best of it and hoped that others would too. She also shared that the City Manager reports included some fabulous work done by Public Works, Parks and Recreation and Library Staff, including social distancing and park improvements.

C. Councilor West

Councilor West said he attended the League of Oregon Cities (LOC) conference call on Friday, November 13, 2020. The call was focused on how the Governor’s orders impacts local governments and communities. He noted the year had been very difficult and the tradition in his family was to say three things they are thankful for. He was thankful for his family, for living in the United States and the City of Wilsonville, and for the small turkey, he would have on Thanksgiving. He welcomed the future Mayor-Elect and congratulated Councilor Akervall and Councilor Linville on their reelection.

D. Councilor Linville

Councilor Linville reported she was thankful that her daughter would be hosting Thanksgiving this year at her new house. She also appreciated Staff’s holiday decorations and the tree trimming at the intersection of Wilsonville and Boones Ferry Roads. She was impressed with the GoPro wastewater tool Staff created to visualize inside a buried pipe. She hoped the tool could be patented. She attended the Town Center Streetscape Forum and the Home Builders Association housing forecast. She reminded everyone about the Urban Forest open house to be held tomorrow, the French Prairie Forum on November 18, 2020, and the Willamette Falls Lock Commission meeting on December 2, 2020.

**CONSENT AGENDA**

Ms. Jacobson read the title of the Consent Agenda item into the record.

A. Minutes of November 2, 2020 Council Meeting.

**Motion:** Councilor Linville moved to approve the Consent Agenda as read. Councilor Lehan seconded the motion.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

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**NEW BUSINESS**

A. **Resolution No. 2857**

A Resolution Of The City Of Wilsonville City Council Adopting The Arts, Culture And Heritage Strategy, November 2020.

Ms. Jacobson read the title of Resolution No. 2857 into the record.

Mark Ottenad, Public/Government Affairs Director along with consultant Bill Flood provided the staff report via PowerPoint. They reviewed details of the public engagement process, the consultant's background, and scope of work, Staff's findings that favor the adoption of an arts, culture and heritage strategy, and Staff's recommended next steps. The PowerPoint presentation has been made a part of the record.

Councilor Lehan asked if organizations outside of Wilsonville were part of the public engagement process. She believed Wilsonville was or should be a member of the Willamette Falls and Landings National Heritage Area Coalition. The Coalition would be seeking National Heritage recognition this year, which would bring recognition to all of the member communities, particularly along the river between Milwaukie and the Wheatland Ferry. Wilsonville had not been a contributing member of the coalition even though she served on the coalition. Most of the other cities contribute between \$5,000 and \$15,000 each year to keep the coalition going. Wilsonville was one of the oldest settlements in the Willamette Valley and should play a bigger role in the coalition.

Mr. Ottenad noted City Council had previously endorsed resolutions in support of the heritage area.

Mayor Knapp said the background work done on this resolution had been significant. The arts organizations have had challenges over the last several years, and Staff's recommendations were succinct. He believed Staff made a marvelous effort to develop this as a focus point.

Mr. Cosgrove asked if Councilor Lehan was directing Staff to include some language in the arts and culture plan on the Willamette Landing.

Councilor Lehan stated she believed it would be good to include something about the Willamette Landing because it was moving in the direction of becoming a National Heritage Area. She did not have any specific language to suggest.

Mr. Cosgrove clarified that this was a resolution, not an ordinance. He recommended that City Council give Staff direction on what should be included.

Councilor Linville said she served with Councilor Lehan on the taskforce. She commended Mr. Ottenad and Mr. Flood on the work they did, which was a two-year process but incredibly comprehensive. She thanked all of the citizens that served on the taskforce, participated in the survey, commented, and attended the forums. She also thanked Staff for supporting the strategic plan. She looked forward to implementing the strategy.

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Councilor Akervall thanked Staff and volunteers for their input. She appreciated the recommendations and the document had some wonderful images. She also appreciated the Wilsonville community cultural situation and historical context at the beginning of the document, which was a history lesson that could be used in multiple ways. Other boards and commissions might be interested in reading the document because it contains an interesting and helpful history of the city.

**Motion:** Councilor Linville moved to approve Resolution No. 2857. Councilor Lehan seconded and amended the motion to add language encouraging the City to participate in the Willamette Falls and Landings National Heritage Area Coalition.

Mr. Cosgrove confirmed that the City Council was comfortable allowing Mr. Ottenad to work with Councilor Lehan to develop the language.

Mr. Ottenad noted Staff had found some scribes' errors that would be corrected. Additionally, it would be easy to add Councilor Lehan's language.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**B. Resolution No. 2861**

A Resolution Of The Wilsonville City Council Accepting The Metro Employment Land Readiness Report For The Coffee Creek Industrial Area.

Ms. Jacobson read the title of Resolution No. 2861 into the record.

Jordan Vance, Economic Development Manager, briefly updated Council on the project, noting that the presentation had been given at the work session held prior to the City Council meeting. The report was included in the agenda packet. Staff recommended approval of the resolution.

**Motion:** Councilor Akervall moved to approve Resolution No. 2861. Councilor Lehan seconded the motion.

Councilor Linville said this felt like the beginning of a much longer conversation because there was so much information in the report. She looked forward to more detailed conversations about what was best for the community. She hoped Staff would support leveraging the information in the report.

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Councilor Lehan stated the report contained a series of strategies, and she had questions about many of them.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**C. City Council Review of Development Review Board Resolution No. 382.**

Mayor Knapp called to order the call-up of Development Review Board Resolution No. 382 and read the conduct of hearing format into the record. Information regarding how the public could attend this meeting remotely was posted at City Hall and was also timely published in the Wilsonville Spokesman and posted on the City’s website.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor’s participation. Councilors recognized they had familiarized themselves with the record.

Mayor Knapp explained that no new testimony would be accepted or considered, but Staff would present a summary of the DRB decision. The on the record materials and would be available for questions. All Councilors had received a complete copy of the record and the decision would be an order in the form of a motion to affirm, reverse, or remand. He asked Staff to present the staff report.

Miranda Bateschell, Planning Director, and Cindy Luxhoj, Associate Planner presented the staff report via PowerPoint and recommended affirmation of the DRB’s decision. The PowerPoint has been made a part of the record.

Councilor Lehan asked if there would be access on to Bailey.

Planner Luxhoj responded no, because the apartment complex had cut off the parcel’s access to Bailey to the north and east. However, there was a Tualatin Valley Fire and Rescue (TVF&R) gate at the north end of Magnolia that served as the emergency egress. The only access to the subject parcel was on Magnolia.

Councilor Lehan asked if the electric service would be underground or overhead.

Khoi Le, Development Engineer Manager, stated the City Code required all new utility services to be underground. At this point in the process, he did not yet know where the utilities would be placed which would be determined after the Applicant received approval and worked directly

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with PGE to develop a plan. The plan would be submitted to the City for review. He believed the power would come from the existing power poles at the end of Magnolia.

Councilor Lehan stated the building started out as one six-unit building and was split into two three-unit buildings. The buildings were also reoriented on the lot.

Mayor Knapp asked Staff to advise on the neighborhood's primary concern about the DRB's approval.

Ms. Bateschell explained that the key issues were traffic, parking, building height, density, and site design for single-family dwellings. Site design standards for single-family dwellings did not apply to this project.

Mayor Knapp said he believed, based on the minutes of the September 28, 2020 meeting, the key issue was that the property was zoned multi-family instead of single-family.

Ms. Bateschell responded that a number of residents testified they would like to see a single-family dwelling on the lot. Additionally, people stated they preferred many different design elements. However, State law did not allow the City to use site design preferences as criteria to deny a housing project. The City must decide whether the applicable criteria had been met.

Mayor Knapp reiterated that the City Council's decision must be based on clear and objective standards. Staff's presentation addressed the ways in which this project met the standards that apply to the site.

Councilor Linville reported she heard a concern early on that not all the public was able to testify in this matter. Therefore, she wanted to call up the record to determine if that was the case. She went over the September 28, 2020 record and found multiple times, in which the acting Chair asked if there was any additional testimony and additional people were allowed to testify. She only found one instance where someone wanted to testify but was not given the opportunity because the person had already testified once and had requested to testify a second time. DRB decisions were not always popular.

Councilor Akervall said many of the comments from the public expressed concern over the site design, but subjective design criteria could not be grounds for denial of a housing project. However, the City's criteria and pattern book should still articulate the vision and desire for site designs. She asked if Staff believed there might be a gap between what the City had identified in its pattern book and what might more closely reflect the desires of the Old Town community.

Ms. Bateschell noted the single-family pattern book included a range of diverse design types for Old Town, which were based on the designs of existing structures in the area. Additionally, the standards for multi-family dwellings were compatible with the standards for single-family dwellings in the area.

Councilor West asked if any of the trees on the property had any significant value.

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Planner Luxhoj confirmed that the Type C Tree Plan, which was required as part of the application, recommended that all trees on the site be removed. None of the tree species on the site was included on the City's list of trees that should receive special consideration. Additionally, the Applicant had exceeded the requirement to replace the trees that were removed.

Mayor Knapp reported there was testimony regarding safety of children. He asked if any of the standards pertained to child safety.

Ms. Bateschell stated that a sidewalk would be installed, which would be safer than what currently exists. The entire development would be built to Public Works standards and Staff did not have any concerns about safety.

Councilor Lehan asked if the project included an outdoor recreation area.

Ms. Luxhoj responded that the north side of the building would have picnic tables, a barbeque area, and an exercise area. The driveway area in the front would have a walkway to provide good pedestrian circulation. Each unit would also have a private patio.

Councilor Linville asked if the units would be owner-occupied or rentals.

Ms. Luxhoj understood that the applicant planned to rent the units. However, the units could be converted to condominiums.

Mayor Knapp confirmed there were no further questions for Staff and asked if the Council wanted to reverse, affirm, or remand the decision back to the DRB. He noted the Council would need to cite finding in support of any decision other than affirmation.

Councilor Linville stated it was unfortunate to have many neighbors who were not happy about a development, but she could only affirm the DRB's decision.

**Motion:** Councilor Linville moved to affirm the Development Review Board Resolution No. 382. Councilor Lehan seconded the motion.

Councilor West stated he empathized with the residents of Old Town. He had problems with the build and the situation. It looked like the building followed the Code, but fell short at building a relationship through thorough community outreach. The October 20, 2020 meeting was not enough. He believed the City should revisit the Code to prevent communities like Old Town from being impacted again in the future. The Code promoted infill and increased density, and the State had taken much of the control away from local municipalities. The builder did offer double the parking requirement, only built to the low end of the density requirement, and decreased the building height. He asked Councilor Linville to amend her motion to address parking and density issues. He wanted to make sure the garage was actually used for parking and not storage by asking the builder to increase storage opportunities in the garage.

Mayor Knapp asked if the Council could add a condition of approval.

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Ms. Jacobson explained Council would have to remand the decision back to the DRB for discussion about adding a condition. It would be difficult for the Council to find that parking was inadequate because the Applicant has voluntarily proposed double what was required. There were no grounds for the City Council to add conditions at this time.

Councilor West withdrew his recommendation.

Councilor Lehan stated the property had been zoned multi-family for decades and Council would pay the property owner a significant amount of money to take away their property rights. The developer had done a lot to meet and exceed the standards, and this development was not a critical issue.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**Motion:** Councilor West made a motion to extend the meeting to 10:30 p.m. Councilor Lehan seconded the motion.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**CONTINUING BUSINESS**

**A. Ordinance No. 846**

An Ordinance Of The City Of Wilsonville Approving Transportation System Plan Amendments Related To The Town Center Plan.

Ms. Jacobson read the title of Ordinance No. 846 into the record on second reading.

She and Mr. Cosgrove confirmed neither of them had received anything since the first reading.

**Motion:** Councilor Linville moved to approve Ordinance No. 846 on second reading. Councilor West seconded the motion.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**PUBLIC HEARING**

A. None.

**CITY MANAGER'S BUSINESS**

Mr. Cosgrove reported that the second Diversity, Equity, and Inclusion meeting went well. Councilors would be receiving an invitation to meet with City consultant Bill De La Cruz and Mayor-Elect Fitzgerald to work on prompts and questions for a listening and engagement session with the community. He expressed appreciation for the work by the Council, boards, and commissions, and thanked Staff for another great year under challenging times.

Mayor Knapp acknowledged Staff's work during trying circumstances. The City has maintained continuity in remarkable ways.

**LEGAL BUSINESS**

City Attorney Jacobson wished everyone a happy Thanksgiving.

**ADJOURN**

Mayor Knapp adjourned the meeting at 10:07 p.m.

Respectfully submitted,

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Kimberly Veliz, City Recorder

ATTEST:

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Tim Knapp, Mayor



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> December 21, 2020		<b>Subject: Resolution No. 2869</b> Council Compensation	
		<b>Staff Member:</b> Bryan Cosgrove, City Manager	
		<b>Department:</b> Administration	
<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 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 Council adopt Resolution No. 2869.			
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2869.			
<b>Project / Issue Relates To:</b> City Council directed staff to provide a resolution for council compensation at the December 7, 2020 City Council Meeting.			
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Update council compensation for newly sworn in elected officials.

**EXECUTIVE SUMMARY:**

The City Council added Council Compensation to their 2019-2021 goals in the spring of 2019. The City Council provided staff direction on December 13, 2018 to develop a process for the issue of Council compensation; however, the project was stalled due to the pandemic similar to many other projects. On December 7, 2020, City Council directed staff to bring a recommendation for Council Consideration before the end of the year. City Council requested that the recommendation include an escalating factor to keep the numbers current without a regular discussion needed by City Council.

Legal Ethics

As the Council is aware, under Oregon law, public officials are prohibited from enacting any resolution that would personally give them financial benefit. This makes the timing of the passage of Council compensation important. While the City Council can vote to change the Mayor's compensation at any time (the Mayor cannot vote or discuss, however), Council members cannot vote for a compensation package for themselves. The City Council and Mayor can, however, pass a compensation package that will benefit future councilors. At present, we will have a new mayor and two "new" council members taking office in January. A bit of a wrinkle is the "new" members are also currently seated councilors. As a result, in discussing with the Oregon Ethics Commission, the City Attorney has been advised that the current Council can vote a compensation package for the incoming new mayor and re-elected City Councilors but because the re-elected City Councilors will benefit from any new compensation package that is passed, they must declare a conflict, abstain from the vote and abstain from the discussion leading up to the vote. In other words, Councilor Akervall and Councilor Linville cannot vote on or discuss any proposed new compensation package but if it is passed before the end of this term, they will be able to benefit from it during their new term.

Thus, that leaves Mayor Knapp, Councilor Lehan and Councilor West eligible to vote on the package because they cannot benefit during their current terms. Both Councilor Lehan and the Mayor are subject to term limits and therefore cannot run again, so they can vote without conflict. The Mayor will exit office and will not benefit from the package. Councilor Lehan will not be eligible to benefit because she is still in a current term and under term limits, this is her last term. Councilor West can vote but will have to declare a potential future conflict of interest. Although he will not be eligible to receive the compensation for the duration of his current term, he does have the ability to run for another term and, if does elect to run and he wins re-election, he would then benefit from the compensation package. The conflict is only "potential" because he may not run again and even if he does run, he may not win. Thus, there is a chance he will never receive the compensation package he will be voting on.

Currently, all City Councilors and the Mayor are eligible to receive the same City health insurance benefits that City staff receive. This benefit will remain in effect. The Mayor also currently receives a monthly stipend that would be increased by passage of this resolution. City Councilors have not received a stipend in the past. Therefore, this would be a new benefit that only newly elected Councilors would be eligible for, beginning with our two re-elected City Councilors, whose new terms begin in 2021. Thereafter, all newly elected Councilors would be eligible for the stipend.

### Current Council Compensation

#### ***Mayor***

- stipend of \$750 a month
- mileage reimbursement based on the applicable IRS mileage rate
- reimbursement of business expenses in connection with performing Mayoral duties
- City Cell phone
- City Laptop
- City iPad
- City's group health insurance plan

#### ***Councilors***

- mileage reimbursement based on the applicable IRS mileage rate
- reimbursement of business expenses in connection with performing Councilor duties
- City iPad
- City's group health insurance plan

### Proposed Compensation

The Mayor, Council President, and City Councilors give a lot of time to the City outside of attending and preparing for City Council Meetings. Elected officials must attend local and regional events, meetings and conferences as a part of their role. This requires time away from work and family. The Mayor is required to spend a much larger amount of time on City business as we have seen by the number of regional and state meetings Mayor Knapp has attended over the years. The Council President, is required to spend more time than other councilors due to the additional duties required to fill in when the Mayor is unavailable.

The City Council would like to increase the diversity of future elected officials and one way to do that is to compensate them for their time. It is recommended that the Mayor receive a monthly stipend of \$ \_\_\_\_\_, the Council President receive a monthly Stipend of \$ \_\_\_\_\_, and City Councilors receive a monthly stipend of \$ \_\_\_\_\_. The stipends would cover their time, business expenses and mileage eliminating time and expenses to administer the reimbursements. However, costs for travel and training for state and national conferences would be reimbursed separately. The stipend would be in addition to City iPad, City's group health insurance plan and expenses related to training and conferences consistent with City policies. The Mayor would also receive a City Cell phone and Laptop.

Each stipend will be eligible for an annual cost of living adjustment (COLA). This will allow the stipend to increase without the need for the City Council to readdress this on a regular basis. It will be based on the non-represented COLA.

#### ***Mayor***

- stipend of \$ \_\_\_\_\_ a month (annual increase based on the non-represented COLA.)
- City Cell phone
- City Laptop
- City iPad
- City's group health insurance plan

***Council President***

- stipend of \$\_\_\_\_\_ a month (annual increase based on the non-represented COLA.)
- City iPad
- City's group health insurance plan

***Councilors***

- stipend of \$\_\_\_\_\_ a month (annual increase based on the non-represented COLA.)
- City iPad
- City's group health insurance plan

Eligibility

Councilors can elect to opt in or opt out of receiving the health benefit. Similarly, if the Council votes to include a monthly stipend for the Mayor and the Councilors, the Mayor and any eligible Councilor may also elect to opt out of receiving the stipend. It should be noted that the City cannot provide tax advice regarding the tax ramifications of receipt of either the health insurance benefit or the stipend. Therefore, each elected official is advised to consult their own tax professional before opting in or out of either program.

**EXPECTED RESULTS:**

Updated council compensation for elected officials sworn in after the effective date of the resolution. It is anticipated that updated council compensation will reduce staff time for councilor reimbursements.

**TIMELINE:**

If Council adopts the staff resolution then the updated council compensation would become effective for Councilors were elected on November 3, 2020, which includes Mayor – elect Julie Fitzgerald, Councilor Akervall, and Councilor Linville. Councilor West would receive the updated Council Compensation if he is reelected in 2022. Mayor Tim Knapp and Councilor Charlotte Lehan will not be eligible for updated council compensation since they are term limited.

**CURRENT YEAR BUDGET IMPACTS:**

There are no current budget impacts. There would be impacts to future budgets, starting in FY 21/22. Oregon Revised Statutes do not allow sitting elected officials to take any action that may benefit its members. Any changes made to Council compensation policies and structures could not legally go into effect until January 2021. However, it is recommended that the updated council compensation to be effective July 1, 2021 to allow staff to budget for this.

Finance will include the estimated costs of the compensation policy adopted in the Administration's Operating Budget for FY21/22.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 12/15/2020

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 12/14/2020

**COMMUNITY INVOLVEMENT PROCESS:**

N/A

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

A review of Council compensation policies will provide the following benefits; provide parity with other cities in the region; ensure that the work required by elected officials does not serve as a bar to running for office; provide a base level of compensation for committee time commitment involved and serve as an acknowledgement of the persona and financial sacrifices elected officials undertake to serve in office including costs related to child care, attending meetings, etc.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENT:**

A. Resolution No. 2869

**RESOLUTION NO. 2869**

**A RESOLUTION RELATING TO STIPENDS AND COMPENSATION FOR THE MAYOR AND CITY COUNCILORS, AND REPEALING RESOLUTION NO. 2360.**

WHEREAS, the City Council enacted Resolution 2360 on May 7, 2012 which set a monthly stipend of \$750 for the Mayor, and

WHEREAS, the Council requested that City update the Mayor's stipend to adequately reflect the amount of time provided to the community at the December 7, 2020 City Council Meeting; and

WHEREAS, the City Council also requested that a stipend be set for the Council President and Councilors due to the time and out of pocket costs associated with their services; and

WHEREAS, the Council recognized the significant demands placed on the Mayor's time as the position represents the City's interest in a variety of community, regional, state and national venues; and

WHEREAS, the Council recognizes that the Council President must fill the position noted above in the Mayor's absence; and

WHEREAS, the Council is both mindful of the City's budget, time required to serve as an elected official and desire to attract diverse elected officials in the future; and

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

- Section 1. The City will pay the Mayor a monthly service stipend of \$\_\_\_\_\_.
- Section 2. The City will pay the Council President a monthly service stipend of \$\_\_\_\_\_.
- Section 3. The City will pay each remaining Councilor a monthly service stipend of \$\_\_\_\_\_.
- Section 4. The City will adjust the stipends listed above on an annual basis using the non-represented COLA.
- Section 5. Repeal resolution No. 2360.

Section 6. This Resolution becomes effective July 1, 2021.

ADOPTED by the Wilsonville City Council at a regular meeting on December 21, 2020,  
and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville



# NOVEMBER 2020 MONTHLY REPORT

## From The Director's Office

### *A Decade of Graham Oaks Nature Park*

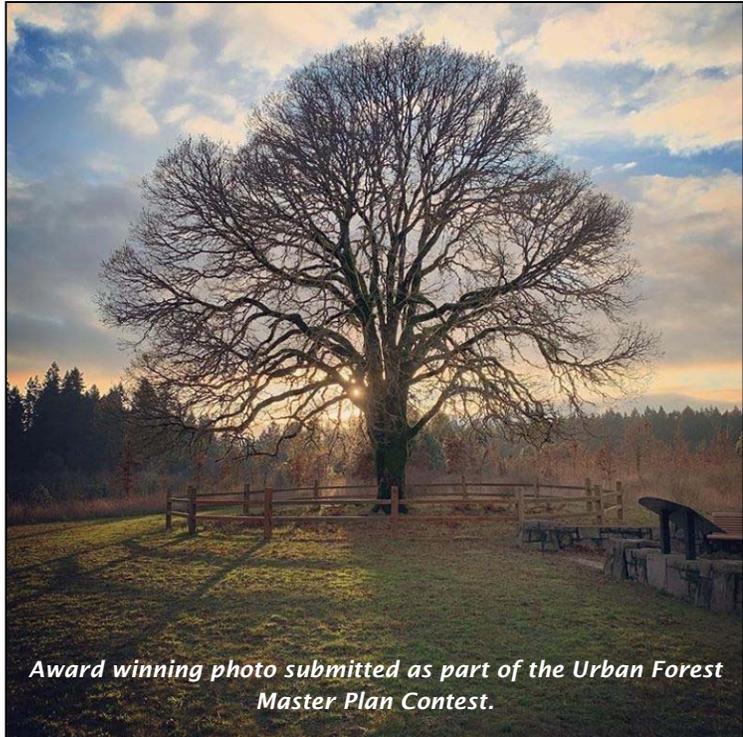
It was September 2010 and the community had just celebrated the grand opening of the 230-acre Graham Oaks Nature Park. This significant addition to our natural area and open space network brought to the community a landscape in repair. Located in the heart of the broader Tonquin Scablands Geologic Area which was largely formed by the historic Missoula floods over 10,000 years ago, the site was originally part of the Kalapuya tribe's migratory route and seasonal hunting grounds as is evidenced by the 1880 Donation Land Claim (DLC) maps of the area which identified a Native American trail through the area with "rolling hills with salal, oak, and pine."

Over much of the twentieth century the site was used as a dry land farm used to grow wheat, rye, and other grains. In 1995, Metro passed the first regional open spaces bond measure. A Blue Ribbon Committee comprised of local elected and appointed officials analyzed the region's open space holdings purchased as part of the bond and determined that there were several "crown jewels" of the region that should be restored and opened to the public. In 2004, the City—in partnership with Metro—adopted a master plan for Graham Oaks Nature Park. Formerly known as the Wilsonville Tract, the site was selected as one of the first regional parks to be opened to the public and in 2010 that dream became a reality.

As you traverse the site along the Ice Age Tonquin Trail, you will note that the park represents a microcosm of five distinct Willamette Valley habitat types—white oak savannah, white oak woodland, mixed coniferous forest, wet riparian forest, and scrub shrub wetlands. With the planting of over 50,000 native trees and shrubs, Graham Oaks is in the early stages of succession and represents a significant nod to the importance of Willamette Valley ecology and its historic vegetation types.

Respectfully submitted,

Chris Neamtzu, AICP  
Community Development Director



*Award winning photo submitted as part of the Urban Forest Master Plan Contest.*

## Building Division

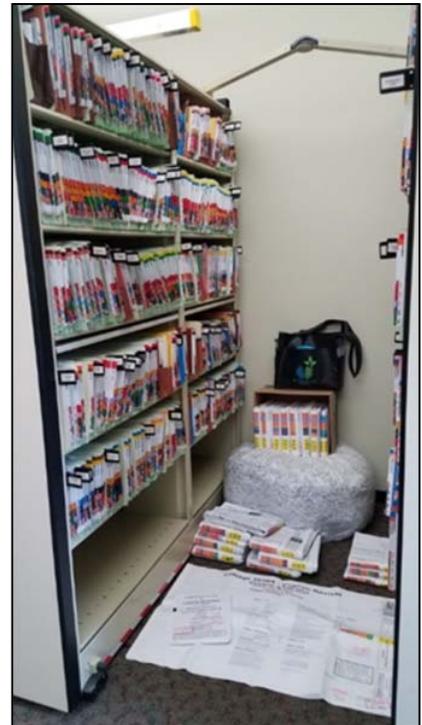
### Whatcha Looking At: Digital Archiving

The Building Division retains files for every address in Wilsonville that contain permit history, inspection records, approved construction plans, and more. The Oregon Records Retention Schedule determines archiving rules for Building records regarding the amount of time a record must be kept; certain documents must be retained as records permanently while others can be destroyed after a period of time. Currently, most Building records are stored in paper form, though some, such as site plans and Certificates of Occupancies are routinely scanned into digital format as well.

Recently, the City began transferring existing digital records to Laserfiche, as well as uploading new records from each department. Laserfiche also connects to [wilsonvillemaps.com](http://wilsonvillemaps.com) to make documents readily available online. Staff members representing each department, known as "Laserfiche Champions," are responsible for records management and educating team members on the subject. This year, the Building Division began the process of digitizing all address files that are currently stored in paper form. We are continuously sending out boxes of files to a company that scans the contents of each file into electronic format and returns them to us as PDF files with searchable text, which are then uploaded to the Laserfiche search portal and [wilsonvillemaps.com](http://wilsonvillemaps.com).

Once the files are transferred, City staff can access them online instead of pulling the paper file from the shelf. Though the address file scanning project is a recent undertaking, all commercial building plans, along with all residential building plans for homes built since 2015 have been regularly scanned and digitized to be available online.

In addition to ease of access for staff, digital archiving helps make records more readily available to the public. Anyone can submit a Public Records Request to the City Recorder to access Building records, and if the requested records are in paper format only, the City charges staff time for research, scanning, and copying or the requestor must come to City Hall to inspect the documents in person. With electronic records available online, the public can access residential building records through [wilsonvillemaps.com](http://wilsonvillemaps.com) and the staff member fulfilling the request can provide commercial building records with an emailed link. This new practice is much more efficient, saving time and money for customers.



and the staff member fulfilling the request can provide commercial building records with an emailed link. This new practice is much more efficient, saving time and money for customers.

You can learn more about records management on the Staff Zone, where you will find FAQs, trainings, fun challenges, and more. As Wilsonville looks towards a paperless future, your "Laserfiche Champions" are here to help!

-Megan Munsterman, Permit Technician

City of Wilsonville GIS

Property Summary

29799 SW TOWN CENTER LOOP E  
WILSONVILLE, OR, 97070-9454

Taxlot ID: 31W13CC00201  
Record No: 5014155

Owner Information  
(for internal use only)

CITY OF WILSONVILLE URBN RL  
29799 SW TOWN CENTER LOOP E  
WILSONVILLE OR 97070-9454

Details

Land Value:	\$2574007
Building Value:	\$3182720
Total Value:	\$5756727
Acres:	3.55 (Assessment) 4.34842682 (GIS)
County:	C
2008 100 Year Floodplain:	No
City Limits:	Yes
SROZ:	No
UGB:	Yes
Zoning Code:	TC

Related Documents  
Total number of documents: 10

- 29799 SW TOWN CENTER LOOP E Plan Set (2).pdf  
SHELL, MECHANICAL
- 29799 SW TOWN CENTER LOOP E Plan Set (3).pdf  
SITE UTILITIES, GRADING, FOUNDATION
- 29799 SW TOWN CENTER LOOP E Plan Set

Selected property with hyper-linked documents

Wilsonville GIS Screenshot with Hyperlinks to Documents in Laserfiche

## Engineering Division, Capital Projects

### **5th Street/Kinsman Road Extension (1139/2099/4196)**

This project involves the design and construction of the extension of 5th Street and Kinsman Road between Boones Ferry Road and Wilsonville Road, including water, sewer, storm, franchise utility extension, and installation of a portion of the Ice Age Tonquin Trail. Land acquisition work is underway. Construction is planned to start in the first quarter of 2021.

### **Boberg Diversion Structure Replacement (2100)**

This project replaces the outdated Boberg Road wastewater diversion structure to improve wastewater collection system functionality and ensures available capacity for upstream development in the Coffee Creek and Basalt Creek areas into the future. Murraysmith, the City's engineering consultant, was brought under contract in August 2020 to start design work. Preliminary design work (60%) is happening over November and December. Design work is anticipated to continue through March 2021, with construction occurring in spring and summer 2021.

### **Elligsen Well Upgrade and Maintenance (1128)**

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. This project also includes investigative evaluation work at Charbonneau wells to determine existing conditions to help guide subsequent rehabilitation work. Well evaluation at Charbonneau wells started in early November and will continue through early December, with work at Elligsen well to follow. Rehabilitation operations will continue through March 2021.

### **French Prairie Road Phase II (2500/4500/7500)**

This project will include paving, storm sewer, and sanitary sewer improvements to French Prairie Road in the Charbonneau development. The contract was awarded to K&E Excavating. Construction is anticipated to be completed in December 2020.

### **Garden Acres Road (4201)**

This project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan and includes Willamette Water Supply Program (WWSP) segment PLM\_1.2 of the 66" water transmission pipe. Installation of the WWSP 66" raw water pipeline on the north side of Day Road is complete and connection to the existing pipeline on Graham's Ferry Road is underway. Roadway construction on Garden Acres Road is underway (pictured right). Project completion is anticipated for January 2021.



## Engineering Division, Capital Projects

### **I-5 Pedestrian Bridge (4202)**

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. The design team is proceeding with design of the bridge and plaza based on Council direction in October. Preliminary 30% design documents will be submitted for review in January 2021.

### **Memorial Park Pump Station (2065)**

This project involves replacing and relocating the wastewater pump station in Memorial Park. The contract was awarded to McClure and Sons. Construction began in July and is anticipated to be completed in March 2021.

### **Old Farm Road Phase I (1500/2500/4500/7500)**

This project includes paving, storm sewer, sanitary sewer, and water line improvements to Old Farm Road, Arbor Glen Loop, and Arbor Glen Court in the Charbonneau development. The design will be completed and construction bids will be solicited in January 2021. Construction is anticipated to be completed by December 2021.

### **Raw Water Facility Improvements**

This project is a capital improvement project under management of the Willamette Water Supply Commission and Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment and installation of a 66-inch raw water pipe and 8-inch domestic City water pipe. Onsite construction has been taking place with grading and the removal of site soils.

### **WTP Expansion to 20 MGD (1144)**

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements, including Life Safety Upgrades (1137), Seismic Retrofits (1145), and Repair and Replacement (1146) projects. A Construction Manager/General Contractor (CMGC) alternative contracting method was approved by City Council. An engineering contract was awarded in July. Completion of the 30% design is anticipated in early 2021, at which time a CMGC solicitation will occur. Final design will be completed in coordination with the CMGC in 2021, followed by construction in 2022-2023.

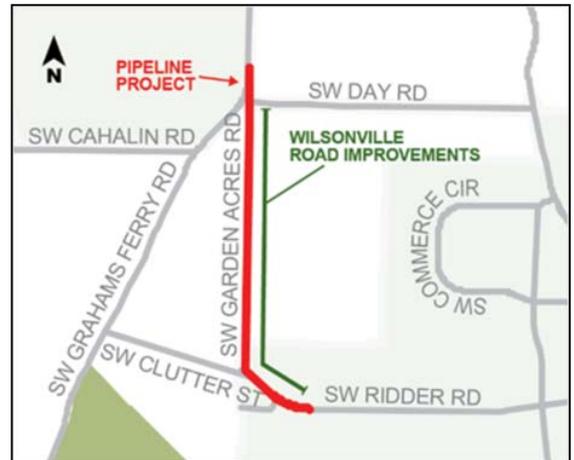
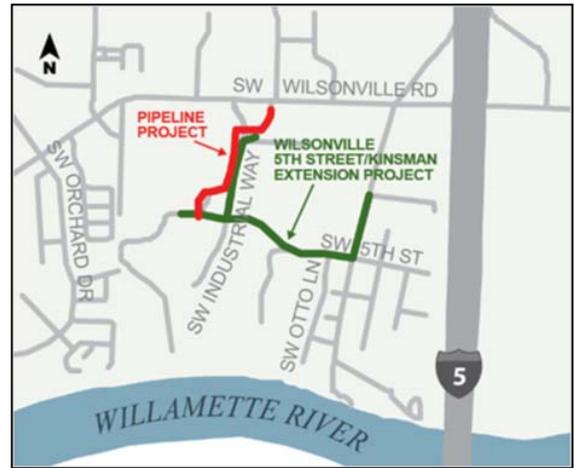


## Engineering Division, Capital Projects

### WWSP Coordination (1127)

Ongoing coordination efforts continue with the Willamette Water Supply program. Here are the updates on major elements within Wilsonville:

- Phase 1 Wilsonville Road (PLM 1.1)** The Willamette Water Supply Program's (WWSP) PLM\_1.1 project consists of 1,400 feet of 66-inch diameter pipeline that began construction in the fall of 2019. The pipeline starts near the Willamette River Water Treatment Plant property. It ends in Kinsman Road just south of the Kinsman Road and Wilsonville Road intersection.
  - Construction has occurred mainly within easements on private property and has included an excavated crossing under Coffee Lake Creek.
  - JW Fowler, the construction contractor for the project, will complete their work in December 2020.
- Phase 2, Garden Acres Road to 124th (PLM 1.2)** The WWSP partnered with Wilsonville to construct the PLM\_1.2 pipeline with the City's Garden Acres Road Improvements Project.
  - Moore Excavation, Inc. has constructed 3,600 feet of 66-inch pipeline along Garden Acres Road from Ridder Road to just beyond Day Road. Their work included a trenchless undercrossing of Day Road.
  - The project is scheduled to be completed in early January 2021.
- Phase 3, Wilsonville Road to Garden Acres Road (PLM 1.3)** The WWSP is coordinating with the City of Wilsonville to construct 12,200 feet of a 66-inch water pipeline from just south of Wilsonville Road and Kinsman Road intersection to Garden Acres Road. It will connect the remaining portion of the pipeline through Wilsonville and follows Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road.
  - Construction of the PLM\_1.3 pipeline is anticipated to begin in February 2022, with completion in 2024.
  - Construction will occur in phases to enhance safety and minimize traffic, neighborhood, and business disruptions.



### WWTP Master Plan (2104)

This project will evaluate capacity of Wastewater Treatment Plant (WWTP) processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. The engineering contract was awarded in May and the project is anticipated to be completed by fall 2021.

## Engineering Division, Private Development

### DP Nicoli

The contractor is working on both the onsite and offsite LID facilities.

### Dutch Bros Coffee

The contractor is working on the installation of the Rapid Flash Beacon (RFB) crosswalk on Town Center Loop West, upgrading the crosswalk on Park Place, making new storm connections, and installing a street light.

### Fir Avenue Commons

This is a ten-unit condominium development in Old Town. Fir Avenue has been paved along with the partial improvements of 4th Street. Construction continues of the new dwellings.

### Grace Chapel

This project involves the remodel and expansion of the south building of the former Pioneer Pacific College, along with the rerouting of a major storm drain line. Work continues on site improvements. Stormwater facilities are nearing completion and a major portion of the parking lot has been paved.

### Northstar Contractor Establishment—Clay Street

This project is located in Washington County and onsite improvements are subject under the Washington County permit. The street improvements are under the City of Wilsonville permit. The curb has been poured and the road has been temporarily patched.

### Peyton Lane

This project, which added a stormwater/rain garden facility to the parking lot of an existing building at the corner of Barber Street and Boones Ferry Road, is now complete.

### Regional Park 7&8

This is a regional park from Barber Street along Coffee Lake Drive to Villebois Drive. The pedestrian paths, storm level spreader, and open space are near completion.

### Siena at Villebois Fire Reconstruction

Onsite construction is steady at Siena at Villebois. Engineering final approval for street pavement, sidewalk, and LID stormwater facilities will be complete prior to issuance of final certificate of occupancy.



## Engineering Division, Natural Resources

### I-5 Undercrossing Trail—Phase 2

On August 30, Banzer Construction started Phase 2 of the I-5 Undercrossing Trail. The shared-use path between Boones Ferry Park and the existing pedestrian bridge trail connection will include construction of grade modifications, a 775-foot-long, 12-foot-wide asphalt paved shared-use path, conduit for future lighting and optical fiber, signage, and striping. In November, the contractor completed the project except for striping.

### Urban Forest Management Plan

An Urban Forest Management Plan (UFMP) to guide the City’s programs and actions related to the urban forest is underway. The UFMP will provide an integrated approach to preserving, sustaining, and regenerating Wilsonville’s urban forest into the future. While the UFMP will cover the entire City, it will have two focus areas: Charbonneau and Town Center.



Currently, the consultant is compiling data about Wilsonville’s urban forest and beginning the process of preparing goals and strategies. A second survey posted on November 16 closed on December 4, and two open houses were held on November 17. In response to a photo contest that closed on October 30, eighty-five photos were submitted by Wilsonville residents. Three prize winners were selected (shown above right and below), and many of the submitted photos will be included in the Plan.



## Planning Division, Current

### Administrative Land Use Decisions Issued

- TVF&R Apparatus Structure in Parking Area at 8995 SW Miley Road
- 2-lot Partition at 28705 SW Canyon Creek Road South
- 4 Class I Sign Permits
- 4 Type A Tree Permits
- 3 Type B Tree Permit
- 1 Zoning Verification Letter
- Residential building permits

### Construction Permit Review, Development Inspections, and Project Management

In November, Planning staff actively worked with developers and contractors to ensure construction of the following projects are consistent with Development Review Board and City Council approvals:

- DP Nicoli Industrial Development on Boberg Road
- Dutch Bros Coffee kiosk in Town Center
- Grace Chapel on Parkway Avenue
- Hilton Garden Inn on Parkway Avenue
- Regional Park 7&8 in Villebois
- Residential subdivisions in Frog Pond West
- Willamette Water Supply Project

### Development Review Board (DRB)

DRB Panel A did not hold a meeting in November.

During the November 23 meeting, DRB Panel B held a public hearing regarding proposed changes at Wood Middle School. The changes include an addition to the gym area, a greenhouse, window changes related to interior remodeling, and the addition of an electronic reader board to the sign on Wilsonville Road. Following the hearing the DRB approved the request by a vote of 3-1.

On November 16, the City Council considered a call-up on the record of DRB Panel B's decision from September 28 to approve a 6-unit townhouse development on Magnolia Avenue in Old Town. After thoroughly reviewing the record, the City Council unanimously affirmed DRB Panel B's decision.

### DRB Projects Under Review

During November, Planning staff actively worked on the following major projects in preparation for potential public hearings before the Development Review Board:

- 8-lot subdivision on Canyon Creek Road South
- Wood Middle School gym addition, greenhouse, and remodeling
- New activity center for Charbonneau Country Club (shown right)



## Planning Division, Long Range

### House Bill 2003 Implementation (Housing Needs Analysis/Housing Production Strategies)

Planning Director Miranda Bateschell continued to support the state rulemaking process, including testifying before the Oregon Land Conservation and Development Commission (LCDC) at a November 12 hearing. Following the hearing, LCDC adopted the rules. Wilsonville is scheduled to complete the next Housing Needs Analysis in 2023 followed by their initial Housing Production Strategy consistent with these new rules.

### Middle Housing in Wilsonville Project (House Bill 2001 Implementation)

In November, the project team presented the Development Code and Comprehensive Plan audit to the Planning Commission and sought their input on key questions. The key questions pertained to attached versus detached multi-unit development, middle housing land divisions, and zoning of the Old Town Neighborhood. In addition, staff continued to stay engaged in the State rulemaking process, including listening to and participating in a Land Conservation and Development Commission (LCDC) Hearing on November 12 and Technical Advisory Committee (TAC)/Rulemaking Advisory Committee (RAC) meeting on November 24 as the state continues to work towards rule adoption. LCDC is required to adopt rules by the end of the year and final adoption is currently scheduled for December 9. In November, staff also worked to finalize the contract and agreements with Metro and Centro Cultural of Washington County for an outreach component of the project focused on the Latinx community and other communities of color.



### Planning Commission

The Planning Commission held its meeting on November 12. During the meeting, the Commission held two work sessions and had an informational presentation on the Council-adopted Wilsonville Investment Now (WIN) Program and the Commission's role in the implementation of the economic development program on individual sites. The Town Center Streetscape Plan work session focused on initial public outreach feedback and input from the Commission regarding initial design concepts and styles for the streetscapes in Town Center. The second work session item was about the Middle Housing Project. The project team discussed the audit performed on the Comprehensive Plan and Development Code and specifically sought input regarding the key issues of attached versus detached multi-unit development, middle housing land divisions, and zoning of the Old Town Neighborhood.

## Planning Division, Long Range

### Wilsonville Town Center Plan

#### *I-5 Pedestrian Bridge*

The Town Center project team continued development of bridge and plaza designs for the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center, the Wilsonville Transit Center, and neighborhoods west of Interstate 5. Based on the direction of City Council, the project team continued work on detailed design for the bridge and gateway plaza. Staff reviewed an initial concept combining elements of the Drops and Ripples and River Oxbow plaza concepts, providing feedback for the consultant team to incorporate in refined designs. The project team anticipates reviewing the 30% Design package of the bridge and plaza in early 2021.

General project information is available on the project website: [www.letstalkwilsonville.com/I5-Ped-Bridge](http://www.letstalkwilsonville.com/I5-Ped-Bridge).



**WILSONVILLE TOWN CENTER**  
I-5 PEDESTRIAN BRIDGE

#### *Streetscape Plan*

The Town Center Streetscape Plan project team held two public forums on November 10. Ten to fifteen community members attended the online forums in addition to City staff members, Planning Commissioners, and City Councilors. The project team received valuable feedback from the public who supported additional covered gathering spaces, use of local materials, planting low maintenance native tree species, and prioritizing pedestrians. On November 12, the project returned to the Planning Commission, seeking their input and to provide a general update on the project. Commissioners supported the initial direction of the project and gave clear guidance on the three initial concepts presented during the work session. The project team will move forward to refine the concepts based on the input received with the intention of returning to Planning Commission and City Council in the Spring of 2021.



**WILSONVILLE TOWN CENTER**  
STREETSCAPE PLAN

#### *Transportation System Plan*

During November, the Town Center project team completed one of the 2019 Town Center Plan's first implementation actions with the publication and adoption of the Town Center Transportation System Plan (TSP) amendments. After receiving a recommendation for adoption from the Planning Commission in October, the City Council held a public hearing on the amendments on November 2, with adoption following on November 16. These amendments will integrate the transportation-related infrastructure projects from the Town Center Plan into the TSP, setting the stage for future funding planning efforts.



**WILSONVILLE TOWN CENTER**  
TSP UPDATE

General information on Town Center implementation projects is available on the project website: [www.wilsonvilletowncenter.com](http://www.wilsonvilletowncenter.com).



NOVEMBER  
**MONTHLY**  
**REPORT**

**From the Director:**

Greetings from the Finance Team! Hope you and yours had a safe and Happy Thanksgiving.

The Finance Team continues to work through the difficulties of a new software system. Report training was very helpful and we are slowly getting reports together that will provide necessary financial information. The reports are a bit cumbersome so far and provide much greater level of detail than in the past. But, we are moving forward!

We will begin the preparation for the upcoming implementation of the Utility Billing Module in December. This implementation will take over a year and the Utility Billing (UB) team will consist of Cricket , Keith and myself.

The completed Comprehensive Annual Financial Report (CAFR) will be submitted to the auditors this week for their review. The federal government did release the guidelines our auditors needed to complete their review of the funds the City received through the CARES act. The audit and final review of the CAFR should be done within the next several weeks.

And for some good news, the City and Urban Renewal Area districts have received the vast majority of property tax revenues during the last several of weeks . Over \$13M of receipts has been processed and we will continue to receive payments throughout December.

As the holidays are quickly approaching, all of us in Finance wish you Happy Holidays!

*-Cathy Rodocker*

**By the Numbers:**

Finance Statistics for the period of July 1, 2020-November 30, 2020

Please Note: Utility Billing is reported with a one month lag.

<u>Utility Billing:</u>		<u>Accounts Payable:</u>		<u>Municipal Court:</u>	
Total Monthly Bills	27,217	November AP Pymts	\$2.5M	Total Citations Issued	456
New Customers	403	Payments Processed	1,674	Total Suspensions Issued	158
New Service Locations	45			Ticket Revenue	\$84,230

## **FY21 Financial Update:**

Attached please find the new version of the Fund Summary Statements! Dillon and Keith have been busy trying to create the reports we have used over the last several years. Big shout out to both of them for making my life easier!!

### **General Fund:**

The property taxes received has increased the total General Fund revenues to \$10M, which more than covers the year to date expenditures of nearly \$8M.

### **Building Inspection Fund:**

Permit revenue is coming in at 35% of budget for a total of \$334K through the month of November. Expenditures total \$572K, with the beginning fund balance covering the difference.

### **Community Development Fund:**

Permit revenues received through November is 31% of budget for a total of \$218K. Transfers In and Charges for Services, which are primarily derived from project management fees for capital projects, total \$1.55M. As of the end of the November, revenues for the CD Fund are outpacing the expenditures by over \$400K.

### **Road Operating Fund:**

Gas Tax and Vehicle Registration Fee revenues continue to be coming in lower than anticipated. This is probably the single largest reduction in revenue that the City is seeing that is directly related to the pandemic. To date, only 22% of the revenues budgeted has been received. Public Works are aware of the issue and continue to closely monitor the fund's expenditures.

### **Water Operating Fund:**

While having a slow start to the fiscal year, water sales have continued to get back on track and at the end of November the totals sales is comparable to that of FY2020.

All other operating funds are meeting expectations.

<b>City of Wilsonville - Fund Summaries</b> <b>Reporting Month: NOV FY 2021</b>
--

	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
<b>110 - General Fund</b>				
Taxes	\$ 11,954,800	\$ 7,294,238	\$ 4,660,562	39%
Intergovernmental	2,415,495	381,156	2,034,339	84%
Licenses and permits	182,750	158,866	23,884	13%
Charges for services	672,610	174,402	498,208	74%
Fines and forfeitures	320,000	84,230	235,770	74%
Investment revenue	163,900	39,920	123,980	76%
Other revenues	665,250	525,720	139,530	21%
Transfers in	4,151,876	1,404,858	2,747,018	66%
<b>TOTAL REVENUES</b>	<b>\$ 20,526,681</b>	<b>\$ 10,063,389</b>	<b>\$ 10,463,292</b>	<b>51%</b>
Personnel services	\$ 9,334,432	\$ 3,064,677	\$ 6,269,755	67%
Materials and services	10,448,382	1,619,441	8,828,941	85%
Capital outlay	20,000	5,554	14,446	72%
Transfers out	6,373,062	3,299,490	3,073,572	48%
<b>TOTAL EXPENDITURES</b>	<b>\$ 26,175,876</b>	<b>\$ 7,989,163</b>	<b>\$ 18,186,713</b>	<b>69%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,411,703	\$ 588,386	\$ 823,317	58%
Investment revenue	9,600	7,524	2,076	22%
Other revenues	18,000	-	18,000	100%
<b>TOTAL REVENUES</b>	<b>\$ 1,439,303</b>	<b>\$ 595,910</b>	<b>\$ 843,393</b>	<b>59%</b>
Personnel services	\$ 788,700	\$ 232,032	\$ 556,668	71%
Materials and services	676,906	191,147	485,759	72%
Capital outlay	65,000	-	65,000	100%
Transfers out	2,400	1,000	1,400	58%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,533,006</b>	<b>\$ 424,179</b>	<b>\$ 1,108,827</b>	<b>72%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 950,565	\$ 334,333	\$ 616,232	65%
Charges for services	9,600	4,000	5,600	58%
Investment revenue	22,800	24,262	(1,462)	-6%
Transfers in	40,883	17,035	23,848	58%
<b>TOTAL REVENUES</b>	<b>\$ 1,023,848</b>	<b>\$ 379,630</b>	<b>\$ 644,218</b>	<b>63%</b>
Personnel services	\$ 1,081,750	\$ 356,030	\$ 725,720	67%
Materials and services	165,347	86,539	78,808	48%
Transfers out	405,321	128,705	276,616	68%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,652,418</b>	<b>\$ 571,275</b>	<b>\$ 1,081,143</b>	<b>65%</b>
<b>231 - Community Development Fund</b>				
Intergovernmental	\$ 63,000	\$ -	\$ 63,000	100%
Licenses and permits	709,723	218,606	491,117	69%
Charges for services	619,450	211,810	407,640	66%
Investment revenue	12,500	17,358	(4,858)	-39%
Other revenues	250	140	110	44%
Transfers in	3,119,134	1,339,197	1,779,937	57%
<b>TOTAL REVENUES</b>	<b>\$ 4,524,057</b>	<b>\$ 1,787,110</b>	<b>\$ 2,736,947</b>	<b>60%</b>
Personnel services	\$ 3,215,620	\$ 1,038,795	\$ 2,176,825	68%
Materials and services	712,625	95,197	617,428	87%
Transfers out	584,243	243,435	340,808	58%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,512,488</b>	<b>\$ 1,377,427</b>	<b>\$ 3,135,061</b>	<b>69%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 2,382,151	\$ 530,635	\$ 1,851,516	78%
Investment revenue	2,000	6,975	(4,975)	-249%
Other revenues	2,000	315	1,686	84%
<b>TOTAL REVENUES</b>	<b>\$ 2,386,151</b>	<b>\$ 537,925</b>	<b>\$ 1,848,227</b>	<b>77%</b>
Personnel services	\$ 382,270	\$ 108,302	\$ 273,968	72%
Materials and services	514,578	175,096	339,482	66%
Capital outlay	13,000	10,246	2,754	21%
Debt Service	82,000	-	82,000	100%
Transfers out	1,525,765	105,496	1,420,269	93%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,517,613</b>	<b>\$ 399,140</b>	<b>\$ 2,118,473</b>	<b>84%</b>

<b>City of Wilsonville - Fund Summaries</b> <b>Reporting Month: NOV FY 2021</b>
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	Current Year Budget	Year to Date Activity	Remaining Balance	Remaining %
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,065,000	\$ 865,477	\$ 1,199,523	58%
Investment revenue	3,100	18,798	(15,698)	-506%
<b>TOTAL REVENUES</b>	<b>\$ 2,068,100</b>	<b>\$ 884,275</b>	<b>\$ 1,183,825</b>	<b>57%</b>
Transfers out	\$ 4,092,922	\$ 123,313	\$ 3,969,609	97%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,092,922</b>	<b>\$ 123,313</b>	<b>\$ 3,969,609</b>	<b>97%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 5,050,000	\$ 2,627,810	\$ 2,422,190	48%
Intergovernmental	5,296,588	579,622	4,716,966	89%
Charges for services	170,000	-	170,000	100%
Fines and forfeitures	5,000	144,219	(139,219)	-2784%
Investment revenue	31,100	25,408	5,692	18%
Other revenues	16,000	-	16,000	100%
<b>TOTAL REVENUES</b>	<b>\$ 10,568,688</b>	<b>\$ 3,377,059</b>	<b>\$ 7,191,629</b>	<b>68%</b>
Personnel services	\$ 4,106,110	\$ 1,302,267	\$ 2,803,843	68%
Materials and services	2,268,268	651,685	1,616,583	71%
Capital outlay	2,629,941	85,438	2,544,503	97%
Transfers out	808,863	247,655	561,208	69%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,813,182</b>	<b>\$ 2,287,045</b>	<b>\$ 7,526,137</b>	<b>77%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 9,006,000	\$ 5,288,432	\$ 3,717,568	41%
Fines and forfeitures	19,000	(5)	19,005	100%
Investment revenue	195,000	122,638	72,362	37%
Other revenues	12,000	6,100	5,900	49%
Transfers in	183,270	-	183,270	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,415,270</b>	<b>\$ 5,417,164</b>	<b>\$ 3,998,106</b>	<b>42%</b>
Personnel services	\$ 615,190	\$ 184,080	\$ 431,110	70%
Materials and services	4,405,491	1,447,574	2,957,917	67%
Capital outlay	426,000	107,205	318,795	75%
Transfers out	4,003,411	335,555	3,667,856	92%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,450,092</b>	<b>\$ 2,074,414</b>	<b>\$ 7,375,678</b>	<b>78%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,147,000	\$ 3,349,870	\$ 4,797,130	59%
Investment revenue	196,200	142,677	53,523	27%
Other revenues	18,000	11,382	6,618	37%
Transfers in	600,000	-	600,000	100%
<b>TOTAL REVENUES</b>	<b>\$ 8,961,200</b>	<b>\$ 3,503,929</b>	<b>\$ 5,457,271</b>	<b>61%</b>
Personnel services	\$ 365,500	\$ 123,824	\$ 241,676	66%
Materials and services	3,577,813	1,082,753	2,495,060	70%
Debt service	2,960,000	-	2,960,000	100%
Transfers out	4,617,870	779,387	3,838,483	83%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,521,183</b>	<b>\$ 1,985,964</b>	<b>\$ 9,535,219</b>	<b>83%</b>
<b>550 - Street Lighting Fund</b>				
Charges for services	\$ 524,150	\$ 220,697	\$ 303,453	58%
Investment revenue	12,500	4,465	8,035	64%
<b>TOTAL REVENUES</b>	<b>\$ 536,650</b>	<b>\$ 225,162</b>	<b>\$ 311,488</b>	<b>58%</b>
Materials and services	\$ 381,320	\$ 114,047	\$ 267,273	70%
Transfers out	1,305,247	7,222	1,298,025	99%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,686,567</b>	<b>\$ 121,269</b>	<b>\$ 1,565,298</b>	<b>93%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,370,000	\$ 1,373,686	\$ 1,996,314	59%
Investment revenue	15,300	11,520	3,780	25%
Transfers in	2,500,000	2,500,000	-	0%
<b>TOTAL REVENUES</b>	<b>\$ 5,885,300</b>	<b>\$ 3,885,206</b>	<b>\$ 2,000,094</b>	<b>34%</b>
Personnel services	\$ 270,080	\$ 88,161	\$ 181,919	67%
Materials and services	782,453	194,305	588,148	75%
Capital outlay	13,000	9,950	3,050	23%
Debt Service	679,200	-	679,200	100%
Transfers out	3,569,567	1,002,167	2,567,400	72%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,314,300</b>	<b>\$ 1,294,583</b>	<b>\$ 4,019,717</b>	<b>76%</b>



# NOVEMBER 2020 MONTHLY REPORT

## From the Director

November was a challenging month for us as we navigated the Governor's freeze order.

The Governor's freeze order resulted in the library having to make changes to meet the recommendations in the order. Many staff resumed partial telecommuting, which reduced the number of staff in the building and impacted library open hours. The library is now open twenty hours a week, with a renewed emphasis on curbside delivery service.

Meanwhile, November programs continued as planned. Toddler Time and Family Storytime were held live online through Zoom and YouTube. New episodes of Baby Rhyme Time and Spanish Read-Alouds for Ninos were released each week. The teens held two virtual events on Zoom, featuring a trivia night and a digital escape room.

Adult programs included Article Club, Book Club, and English Conversation Group. The "Profiles" presentation about Nikola Tesla saw a number of new participants and a lively discussion. History Pub, a program in collaboration with McMenamins, was postponed.

The Friends of the Wilsonville Library held their final Book Donation Drive of the year on November 4. This helped restock the Friends' bookstore "Twice Sold Tales" in the library's lobby, which is currently selling books online.

Library staff examined possible means of providing computer services to the public inside the library in a safe manner. At this time with the COVID-19 infection trend in Clackamas County, it was decided to postpone providing computer services.

Behind the scenes, library staff continue to improve the adult non-fiction collection by developing special collections for biographies, travel, and "History of Things". When the bookstacks become available to the public, these special collections will make browsing easier and more functional.

The Fall 2020 Library Programs survey is available online through the "Let's Talk, Wilsonville!" website. Over fifty citizens have completed the survey as of this writing. The survey will close December 15.

*-Pat Duke, Library Director*



## November 2020 Parks & Rec Report

### Director's Report:

As we thankfully move into the last month of 2020, your Parks and Recreation Staff wishes everyone health and happiness for 2021.

There are quite a few activities planned for December, decorations in place and the City Holiday Tree proudly lighting up each and every night. The Recreation Staff have the Parks and Recreation Administration Office looking quite festive with the tree fully decorated and other Holiday enhancements. The Parks Crew has the outside of the office looking amazing complete with lights, roof top decorations and more. I would encourage you to stop or just drive by, it's worth the short trip!

Winter activities include letters to Santa which are being received at the Parks and Recreation Office. Even more exciting, if you would like Santa to send you a hand written reply, it just needs to be returned by December 14. Wishes for Wilsonville Snowflake activity is up and going so get on board as all the materials you need are available at our office. The annual Toy Drive is open for business with presents being accepted until Tuesday December 8. The Hunt for the Gingerbread Family starts Dec. 4 with winners being announced Dec. 21.

Virtually we have a Cookie Baking Contest December 11-13 and the virtual craft Holiday Gnomes takes place live on Facebook Sunday, Dec. 20 at 11 am.

The Community Center Staff along with cooking and delivering hundreds of meals per week for our elderly residents are offering a drive thru Holiday Treats event on Friday Dec. 18 just for our young adults (55+).

For details on all of the above activities and more please visit [WilsonvilleParksandRec.com/Winterfest](http://WilsonvilleParksandRec.com/Winterfest).

Your Parks and Recreation Team wishes everyone a Happy Holiday Season and to please stay safe.

*-Mike McCarty*

## Admin and Recreation Updates:

**Interpretive Center Kick Off:** The initial design charrette for the Oregon Korean War Memorial Interpretive Center was completed with the design/build company and members of the Interpretive Center design team. Take away themes for the Center include distinguishing the center as a memorial interpretive center rather than a war interpretive center, sharing memorial experiences of Oregon veterans and stories of Korean-American children and Korean nationals who came to the U.S.

**Veterans Day:** Parks and Rec staff prepared for and hosted a small Veterans Day remembrance ceremony. A memorial wreath was co-presented by the Korean War Veterans Association and the Korean War Memorial Foundation of Oregon.



**Winterfest 2020:** In lieu of the annual Community Tree Lighting, Parks and Rec staff has been preparing for a number of smaller events in December. Given that it is 2020, all of the activities can be completed at home or in a safe socially distanced manner.

## Community Center Updates:

**Training Goes Virtual (again!):** Given the Governor's most recent guidance, staff moved four (4) sessions of small group personal training to Zoom. All participants have successfully navigated the change to virtual training sessions after meeting in person at the park for the last few months. Training has evolved from exercise bands to body weight exercises participants can complete in their own home.



**Thanksgiving Feast:** The nutrition program continues to provide home delivered meals to the most vulnerable in our community. Daily meal totals are now hovering right around 100 and with the Thanksgiving holiday, staff prepared and packaged nearly 300 meals to go out on Wednesday to be sure community members were well taken care of on Wednesday, Thursday and Friday. And yes, they even received a traditional Thanksgiving meal with turkey, stuffing and pie!

## Parks Maintenance Updates:

**Festive Cheer:** The holiday helpers were out in full force in November as the Park Maintenance Team decorated Town Center Park. Approximately 10,000 lights have gone up in the last month, including almost 1,000 lights on the beloved “Fat Albert” Colorado Blue Spruce that is the center of the holiday display.



**Fall Leaf Management:** Parks Maintenance team members are taking a multifaceted approach to leaf management this fall. As frequently as conditions allow the team is mulching up the leaf material in the parks to help supplement nitrogen needs for the turf. If the weather is too wet or conditions are otherwise unfit the team will use leaf blowers and leaf vacuums to remove the leaf material.



## Ongoing and Upcoming:

**More Festive Cheer:** Community Center staff began decorating the back windows of the Community Center for the holidays. Residents of Creekside Woods can see the windows from their apartments and routinely utilize the walkway behind the Center to connect to Town Center Loop. Even though community members can't be welcomed into the Center at this time staff wants to make sure they can provide a bit of holiday joy.



**Holiday Toy Drive and Senior Stockings:** The Parks and Recreation Department will be collecting new toys through December 8 and holiday stockings for local seniors through December 11. Donations can be brought to the Parks and Rec Admin Office.

**Wishes for Wilsonville Snowflakes:** Create your personalized snowflake and attach your New Years "Wish for Wilsonville". Craft packets can be picked up at the Parks and Rec Admin Building. Community members are urged to bring their snowflake back to the Admin office by December 28 and all snowflakes will be displayed in the window to help spread the New Year's cheer for 2021.

**The Hunt for the Gingerbread Family:** Scavenger Hunt fans rejoice! Between December 4 and December 20, a series of Gingerbread people will be hidden throughout Wilsonville. Participants must take a picture of at least 5 gingerbread people and show Parks and Rec staff their pictures either in person or by email. Those finding at least 5 gingerbread people will be entered to win a number of prizes.



MONTHLY NEWS

# City of Wilsonville Police

VOLUME 3 | ISSUE 11 | PUBLISHED DECEMBER 9, 2020 | **November 2020**



**On November 2, Wilsonville Police responded** to a call reporting a Mazda 5 exceeding 70 mph along SW Wilsonville Rd in front of the High School. Deputies Kiesel and Toops made contact, along with additional officers and a K9. One of the subjects, identified as Valentine Marius Pascu, was taken into custody on an outstanding warrant, along with new charges in Clackamas County. Seized on scene were several types and forms of drugs, along with identification and bank cards belonging to other people. This case has been referred to the District Attorney's Office.



**Wilsonville and Happy Valley traffic deputies, Brenden McKoy and Tyler Van Wormer,** respectively, with Washington County conducted several truck inspections on November 20. Truck inspections are made to ensure everyone's safety on the roadway. This picture was provided to Clackamas County by Washington County, and was taken by one of their drones.

**Wilsonville Police were treated to Thanksgiving** by members of The Light Of The World Church in Aurora, OR. Javier Cortez and fellow congregates brought prepackaged dinners, including pie, to those working that day. We extend our thanks and gratitude.



*Grateful*



# WILSONVILLE MONTHLY ACTIVITY REPORT November 2020



CITY OF WILSONVILLE POLICE DEPARTMENT  
30000 SW Town Center Loop  
Wilsonville, OR 97070

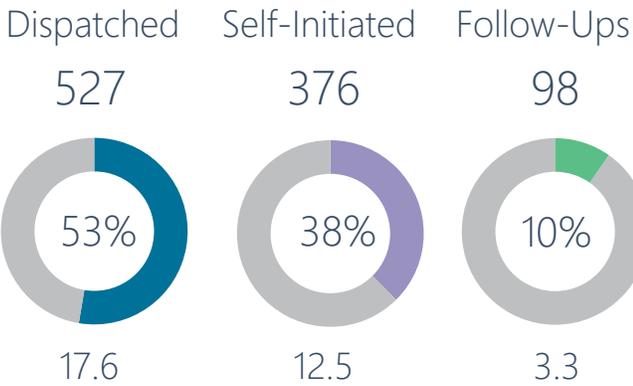
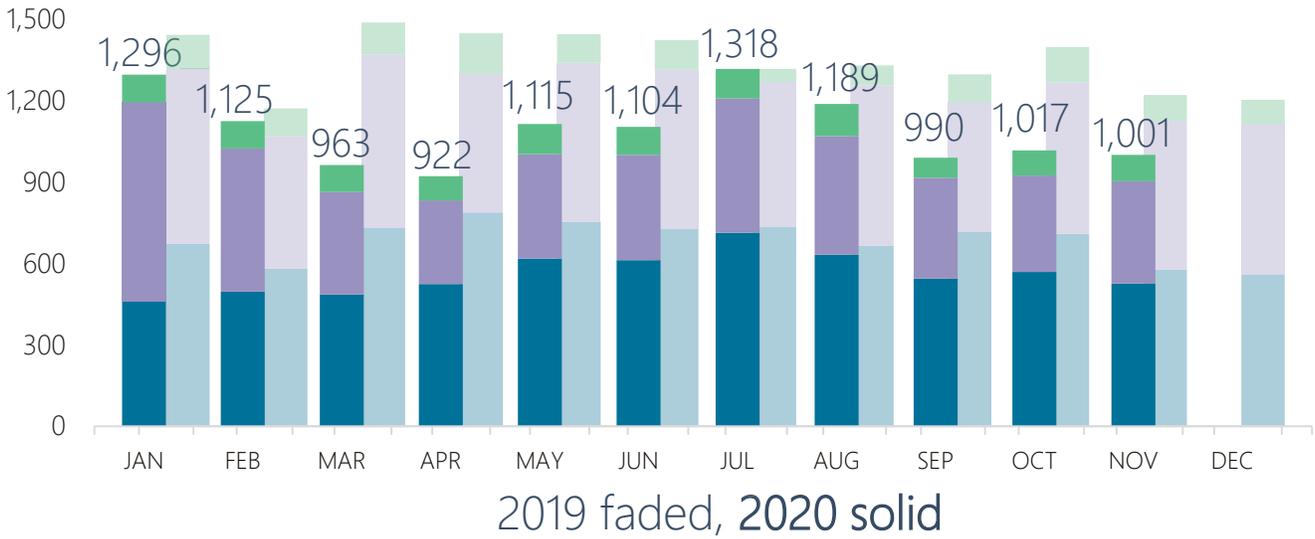
In Partnership with



**Clackamas County  
Sheriff's Office**

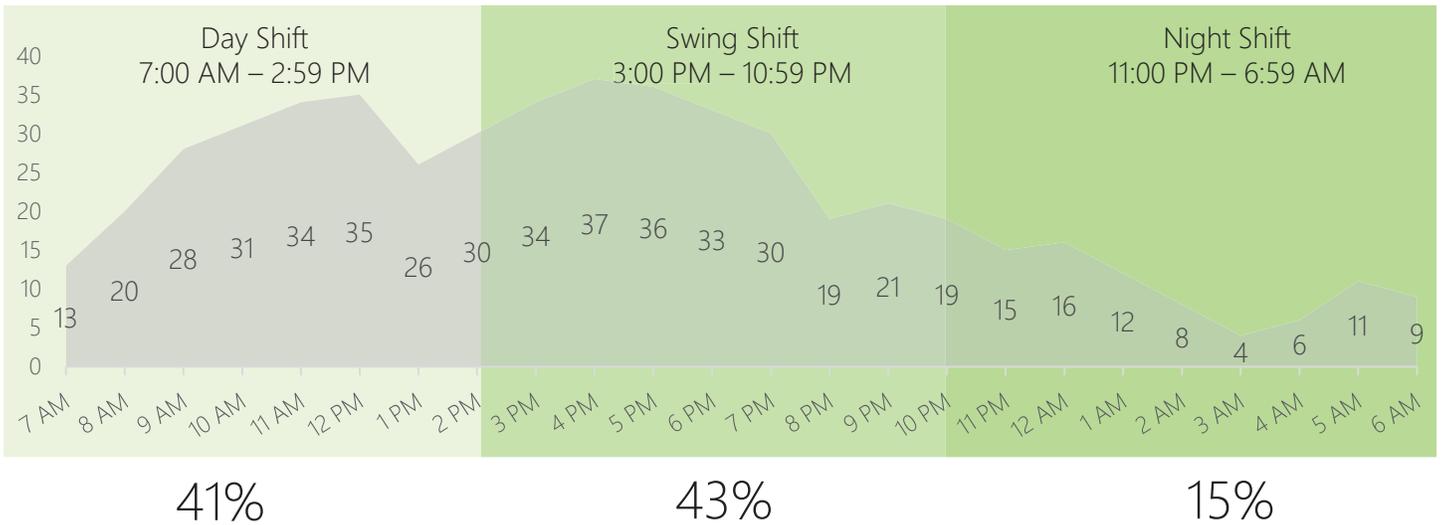
LE Calls for Service in the City of Wilsonville – Totals & Median Response Times

November 2020



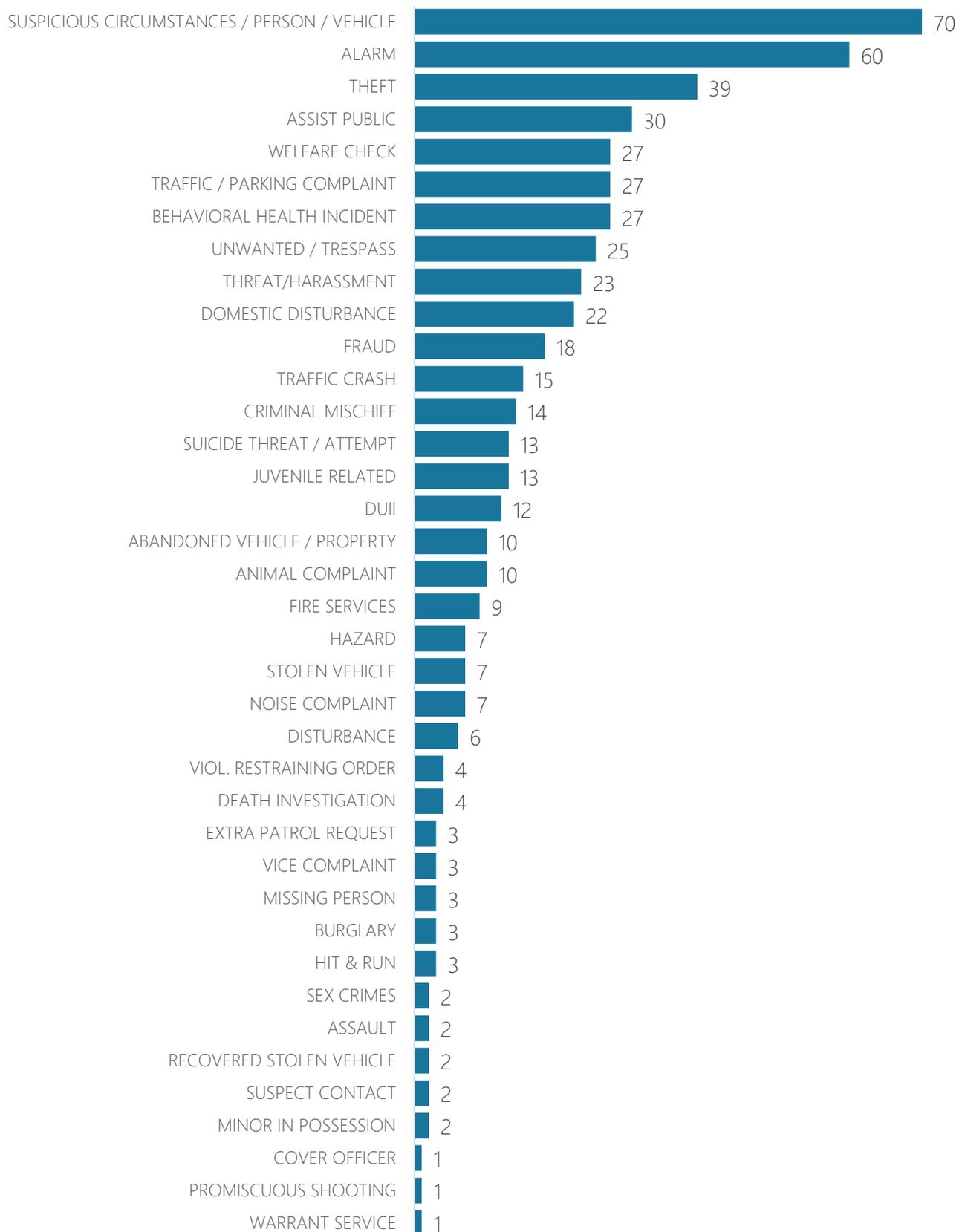
Median Hold & Response Times for Dispatched Calls		
Duration Type	All Calls	Priority 1 & 2 Calls
Hold Duration (Input to Dispatch)	3:24	2:21
Response Duration (Dispatch to Arrival)	5:18	4:55

Daily Average Calls

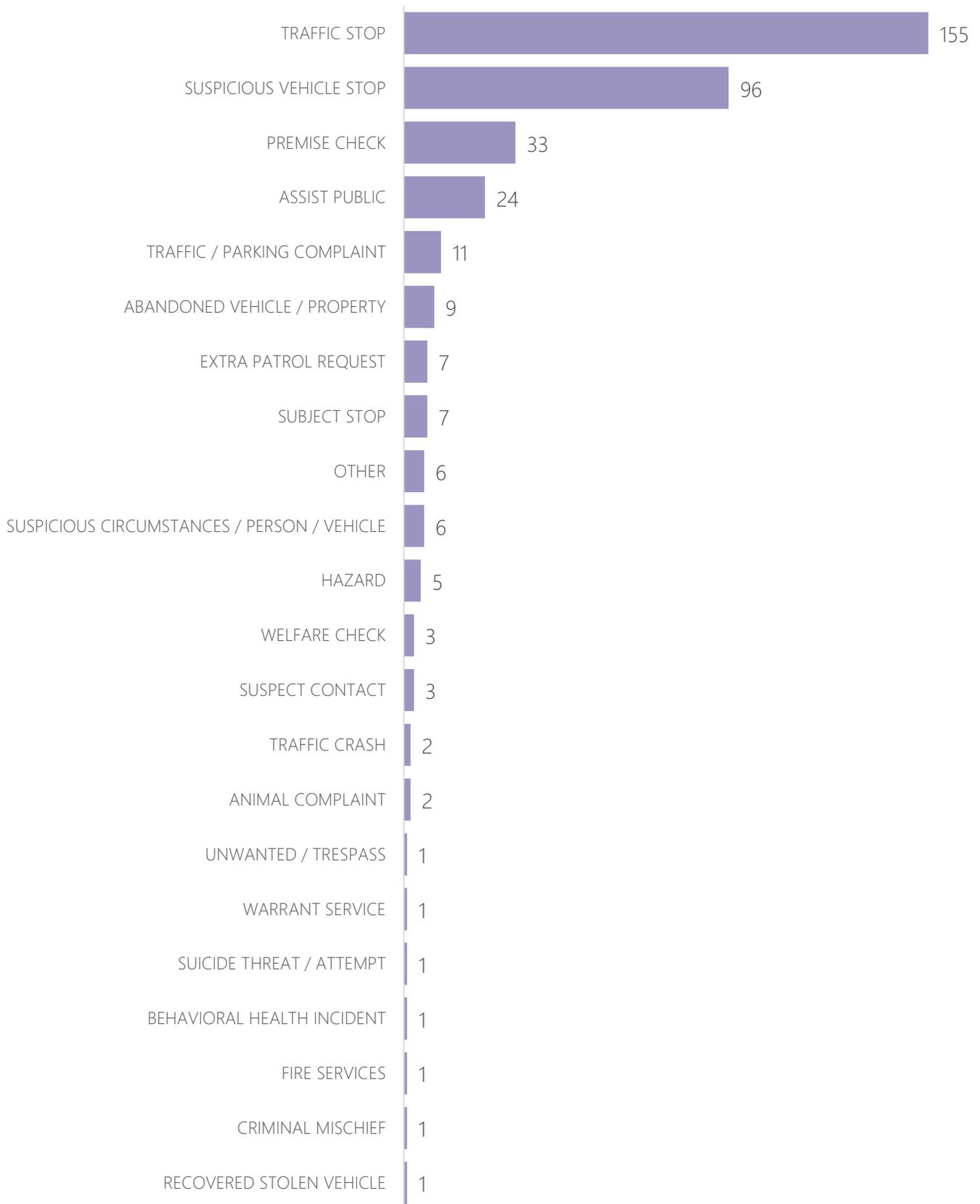


Dispatched Calls for Service Breakdown by Hour of Day & Shift Time Groupings (not actual breakdown of Wilsonville PD shift schedules)

## Dispatched Call Types



### Self-Initiated Call Types



### Dispatched Call Types

DISPATCHED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
ABANDONED VEHICLE / PROPERTY	14	10	11	17	11	18	14	20	16	10	10		
ALARM (3rd)	38	48	52	40	0	47	53	49	48	55	60		
ANIMAL COMPLAINT	11	7	22	6	0	18	26	26	11	18	10		
ARSON	0	0	0	0	0	0	0	0	1	0	0		
ASSAULT	6	5	4	4	0	4	4	7	1	4	2		
ASSIST PUBLIC (4th - tie)	24	32	36	28	9	43	62	35	39	44	30		
BEHAVIORAL HEALTH INCIDENT	7	24	18	8	0	16	25	11	24	20	27		
BURGLARY	8	7	7	1	0	5	3	10	3	10	3		
COVER OFFICER	6	1	0	0	1	1	4	4	0	0	1		
CRIMINAL MISCHIEF	6	7	5	10	16	21	13	22	18	12	14		
DEATH INVESTIGATION	0	4	1	0	3	4	2	4	1	1	4		
DISTURBANCE	11	7	8	11	7	6	13	11	8	8	6		
DOMESTIC DISTURBANCE (5th)	16	19	32	21	31	36	23	27	17	32	22		
DUII	6	10	3	3	5	1	4	7	2	5	12		
EXTRA PATROL REQUEST	2	1	0	1	0	0	0	5	3	1	3		
FIRE SERVICES	6	7	8	3	0	7	5	7	2	10	9		
FRAUD	16	19	16	22	19	19	31	29	18	10	18		
HAZARD	3	7	3	5	4	3	5	6	5	10	7		
HIT & RUN	7	11	10	13	12	9	15	17	9	11	3		
JUVENILE RELATED	18	17	23	17	15	24	22	14	12	16	13		
LITTERING	1	3	0	0	1	1	3	0	2	0	0		
MARINE PATROL	0	1	0	1	0	0	0	1	0	0	0		
MENACING	1	0	0	1	0	0	0	1	2	3	0		
MINOR IN POSSESSION	6	2	4	1	1	1	1	1	0	1	2		
MISSING PERSON	5	5	6	5	5	6	1	4	3	2	3		
NOISE COMPLAINT	10	9	17	16	20	21	16	15	13	12	7		
OTHER	0	2	1	5	2	2	4	0	0	0	0		
OVERDOSE	1	0	0	0	0	2	1	0	1	0	0		
PREMISE CHECK	1	1	0	4	1	0	0	0	0	0	0		
PROMISCUOUS SHOOTING	1	0	2	3	1	0	0	3	0	1	1		
PROWLER	0	1	2	0	1	1	1	0	0	2	0		
PURSUIT	0	0	0	1	0	0	0	0	0	0	0		
RECOVERED STOLEN VEHICLE	1	1	2	2	5	3	2	1	1	1	2		
ROBBERY	0	0	0	0	1	1	1	0	1	2	0		
SEX CRIMES	4	0	2	3	1	0	4	3	1	4	2		
SHOOTING	0	0	0	0	0	0	0	1	0	0	0		
STOLEN VEHICLE	1	8	9	9	17	8	11	10	11	6	7		
SUBJECT STOP	0	0	0	0	1	0	0	0	0	0	0		
SUICIDE THREAT / ATTEMPT	3	16	8	14	8	10	11	14	13	9	13		
SUSPECT CONTACT	1	0	0	3	4	3	1	0	1	1	2		
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE (1st)	71	69	55	57	95	87	107	82	106	85	70		
SUSPICIOUS VEHICLE STOP	2	0	0	0	0	0	0	0	0	0	0		
THEFT (2nd)	46	40	36	75	66	51	64	48	57	49	39		
THREAT/HARASSMENT	15	19	20	29	22	33	23	21	20	18	23		
TRAFFIC / PARKING COMPLAINT	13	11	9	25	19	18	26	22	15	21	27		
TRAFFIC CRASH	10	13	11	6	8	13	15	14	8	12	15		
TRAFFIC STOP	1	0	0	0	0	0	1	0	0	0	0		
UNWANTED / TRESPASS	19	17	13	20	22	23	27	24	19	13	25		
VICE COMPLAINT	3	7	4	1	2	7	4	0	5	5	3		
VIOL. RESTRAINING ORDER	1	1	1	5	6	2	6	7	6	8	4		
WARRANT SERVICE	2	1	1	0	2	0	1	0	2	0	1		
WELFARE CHECK (4th - tie)	32	26	24	28	40	40	58	50	20	37	27		
<b>Grand Total</b>	<b>456</b>	<b>496</b>	<b>486</b>	<b>524</b>	<b>484</b>	<b>615</b>	<b>713</b>	<b>633</b>	<b>545</b>	<b>569</b>	<b>527</b>		

\*2020 Top 5 call types in red

## Self-Initiated Call Types

SELF-INITIATED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
ABANDONED VEHICLE / PROPERTY	1	8	5	7	1	1	4	5	7	5	9		
ALARM	1	0	0	0	0	0	0	0	0	1	0		
ANIMAL COMPLAINT	7	2	2	5	0	4	4	3	4	2	2		
ASSAULT	1	0	0	0	0	0	0	0	0	0	0		
ASSIST PUBLIC (4th)	21	17	16	22	8	26	19	33	28	21	24		
BEHAVIORAL HEALTH INCIDENT	0	0	0	0	0	0	0	0	0	1	1		
CRIMINAL MISCHIEF	6	2	0	0	1	0	1	1	4	0	1		
DEATH INVESTIGATION	0	0	0	0	0	0	0	0	0	1	0		
DISTURBANCE	0	1	0	0	0	0	0	0	0	1	0		
DUII	0	0	1	0	0	0	0	1	0	0	0		
EXTRA PATROL REQUEST	15	9	0	3	4	2	3	3	0	0	7		
FIRE SERVICES	1	0	0	1	0	0	0	0	0	0	1		
FRAUD	2	2	1	0	0	2	2	3	3	1	0		
HAZARD	2	0	3	1	0	1	3	3	4	1	5		
HIT & RUN	0	1	2	1	0	0	0	0	1	0	0		
JUVENILE RELATED	1	1	2	0	0	0	0	1	4	0	0		
K9 REQUEST	0	0	1	0	1	0	1	1	0	0	0		
MINOR IN POSSESSION	3	2	0	0	0	0	0	0	0	0	0		
MISSING PERSON	0	0	0	0	0	0	0	0	1	1	0		
NOISE COMPLAINT	0	0	0	0	0	0	1	0	0	0	0		
OTHER	1	0	4	5	2	5	1	2	8	2	6		
PREMISE CHECK (3rd)	98	57	83	88	55	99	98	38	34	26	33		
PURSUIT	1	1	0	1	0	0	0	1	0	0	0		
RECOVERED STOLEN VEHICLE	1	1	1	4	2	0	1	0	1	0	1		
SEX CRIMES	0	0	3	0	0	1	0	1	0	0	0		
STOLEN VEHICLE	0	0	0	0	1	1	0	0	1	0	0		
SUBJECT STOP	30	19	12	19	22	34	28	29	22	22	7		
SUICIDE THREAT / ATTEMPT	0	0	0	0	1	0	0	0	0	0	1		
SUSPECT CONTACT	3	4	5	5	1	3	4	4	1	0	3		
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	8	4	5	18	21	10	19	13	8	6	6		
SUSPICIOUS VEHICLE STOP (2nd)	84	62	52	60	51	58	103	78	75	94	96		
THEFT	5	2	1	2	2	3	2	1	2	1	0		
THREAT/HARASSMENT	1	0	2	1	0	0	0	0	0	1	0		
TRAFFIC / PARKING COMPLAINT (5th)	24	17	10	8	11	9	10	15	16	10	11		
TRAFFIC CRASH	4	3	1	1	1	1	2	0	1	1	2		
TRAFFIC STOP (1st)	390	308	161	53	183	122	188	199	146	154	155		
UNWANTED / TRESPASS	0	1	0	2	1	1	0	0	0	0	1		
VICE COMPLAINT	0	0	0	1	0	0	0	1	0	0	0		
VIOL. RESTRAINING ORDER	0	0	0	0	0	0	0	0	0	1	0		
WARRANT SERVICE	9	2	3	1	0	3	1	1	0	1	1		
WELFARE CHECK	1	2	2	0	1	3	1	0	0	1	3		
<b>Grand Total</b>	<b>721</b>	<b>528</b>	<b>378</b>	<b>309</b>	<b>370</b>	<b>389</b>	<b>496</b>	<b>437</b>	<b>371</b>	<b>355</b>	<b>376</b>		

\*2020 Top 5 call types in red

## Dispatched Call Types

Dispatched Call Type	November			
	2019	# Diff.	% Diff.	2020
DUII	2	10	500%	12
DEATH INVESTIGATION	1	3	300%	4
EXTRA PATROL REQUEST	1	2	200%	3
SUICIDE THREAT / ATTEMPT	6	7	117%	13
SEX CRIMES	1	1	100%	2
NOISE COMPLAINT	4	3	75%	7
BEHAVIORAL HEALTH INCIDENT	17	10	59%	27
CRIMINAL MISCHIEF	9	5	56%	14
MISSING PERSON	2	1	50%	3
THEFT	26	13	50%	39
STOLEN VEHICLE	5	2	40%	7
TRAFFIC / PARKING COMPLAINT	20	7	35%	27
UNWANTED / TRESPASS	20	5	25%	25
THREAT/HARASSMENT	19	4	21%	23
DISTURBANCE	5	1	20%	6
WELFARE CHECK	23	4	17%	27
ABANDONED VEHICLE / PROPERTY	9	1	11%	10
DOMESTIC DISTURBANCE	22	0	No change	22
HAZARD	7	0	No change	7
RECOVERED STOLEN VEHICLE	2	0	No change	2
SUSPECT CONTACT	2	0	No change	2
TRAFFIC CRASH	15	0	No change	15
VICE COMPLAINT	3	0	No change	3
FIRE SERVICES	9	0	No change	9
ASSIST PUBLIC	31	-1	-3%	30
FRAUD	19	-1	-5%	18
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	75	-5	-7%	70
ALARM	65	-5	-8%	60
VIOL. RESTRAINING ORDER	6	-2	-33%	4
JUVENILE RELATED	20	-7	-35%	13
BURGLARY	5	-2	-40%	3
ANIMAL COMPLAINT	19	-9	-47%	10
PROMISCUOUS SHOOTING	2	-1	-50%	1
ASSAULT	5	-3	-60%	2
WARRANT SERVICE	3	-2	-67%	1
COVER OFFICER	4	-3	-75%	1
HIT & RUN	14	-11	-79%	3
ARSON	1	-1	-100%	0
MENACING	1	-1	-100%	0
OVERDOSE	1	-1	-100%	0
PREMISE CHECK	1	-1	-100%	0
PROWLER	1	-1	-100%	0
ROBBERY	1	-1	-100%	0
SHOOTING	1	-1	-100%	0
MINOR IN POSSESSION	0	2	NC	2
<b>Grand Total</b>	<b>505</b>	<b>22</b>	<b>4%</b>	<b>527</b>

Increase

Decrease

NC = Not Calculable. A percentage difference is not calculable when the older value equals 0, as the newer value cannot divide into 0.

## Self-Initiated Call Types

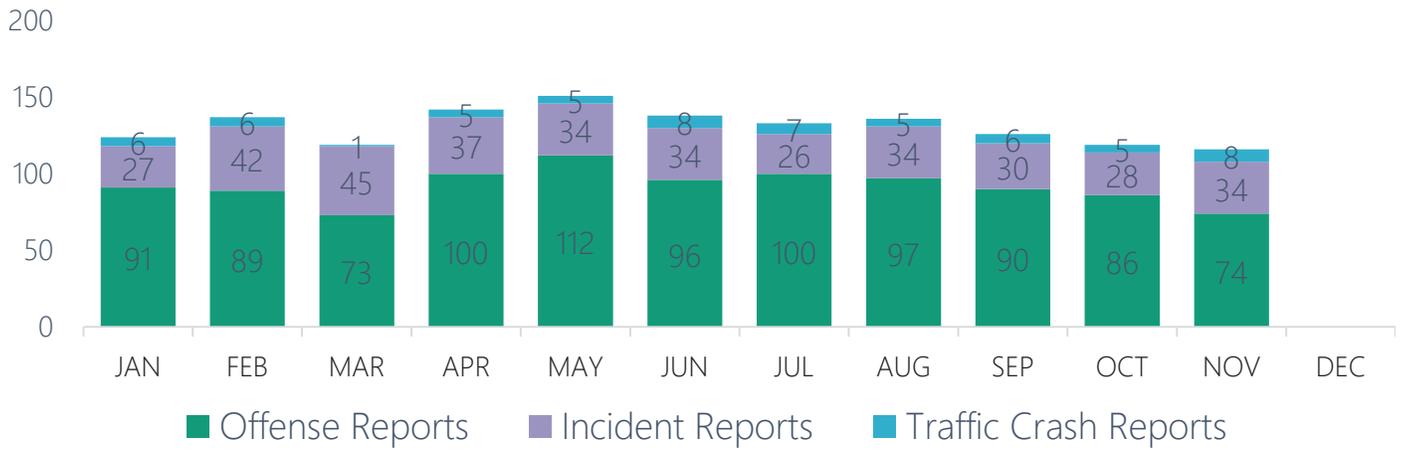
Self-Initiated Call Type	November			2020
	2019	# Diff.	% Diff.	
EXTRA PATROL REQUEST	1	6	600%	7
HAZARD	2	3	150%	5
SUSPICIOUS VEHICLE STOP	57	39	68%	96
SUSPECT CONTACT	2	1	50%	3
ASSIST PUBLIC	17	7	41%	24
ABANDONED VEHICLE / PROPERTY	7	2	29%	9
OTHER	5	1	20%	6
SUSPICIOUS CIRCUMSTANCES / PERSON /	5	1	20%	6
TRAFFIC CRASH	2	0	No change	2
PREMISE CHECK	51	-18	-35%	33
TRAFFIC / PARKING COMPLAINT	22	-11	-50%	11
TRAFFIC STOP	363	-208	-57%	155
ANIMAL COMPLAINT	5	-3	-60%	2
SUBJECT STOP	37	-30	-81%	7
CRIMINAL MISCHIEF	8	-7	-88%	1
WARRANT SERVICE	8	-7	-88%	1
BURGLARY	1	-1	-100%	0
DISTURBANCE	1	-1	-100%	0
FRAUD	2	-2	-100%	0
JUVENILE RELATED	3	-3	-100%	0
MISSING PERSON	2	-2	-100%	0
NOISE COMPLAINT	1	-1	-100%	0
THEFT	2	-2	-100%	0
THREAT/HARASSMENT	4	-4	-100%	0
BEHAVIORAL HEALTH INCIDENT	0	1	NC	1
FIRE SERVICES	0	1	NC	1
RECOVERED STOLEN VEHICLE	0	1	NC	1
SUICIDE THREAT / ATTEMPT	0	1	NC	1
UNWANTED / TRESPASS	0	1	NC	1
WELFARE CHECK	0	3	NC	3
<b>Grand Total</b>	<b>608</b>	<b>-232</b>	<b>-38%</b>	<b>376</b>

Increase

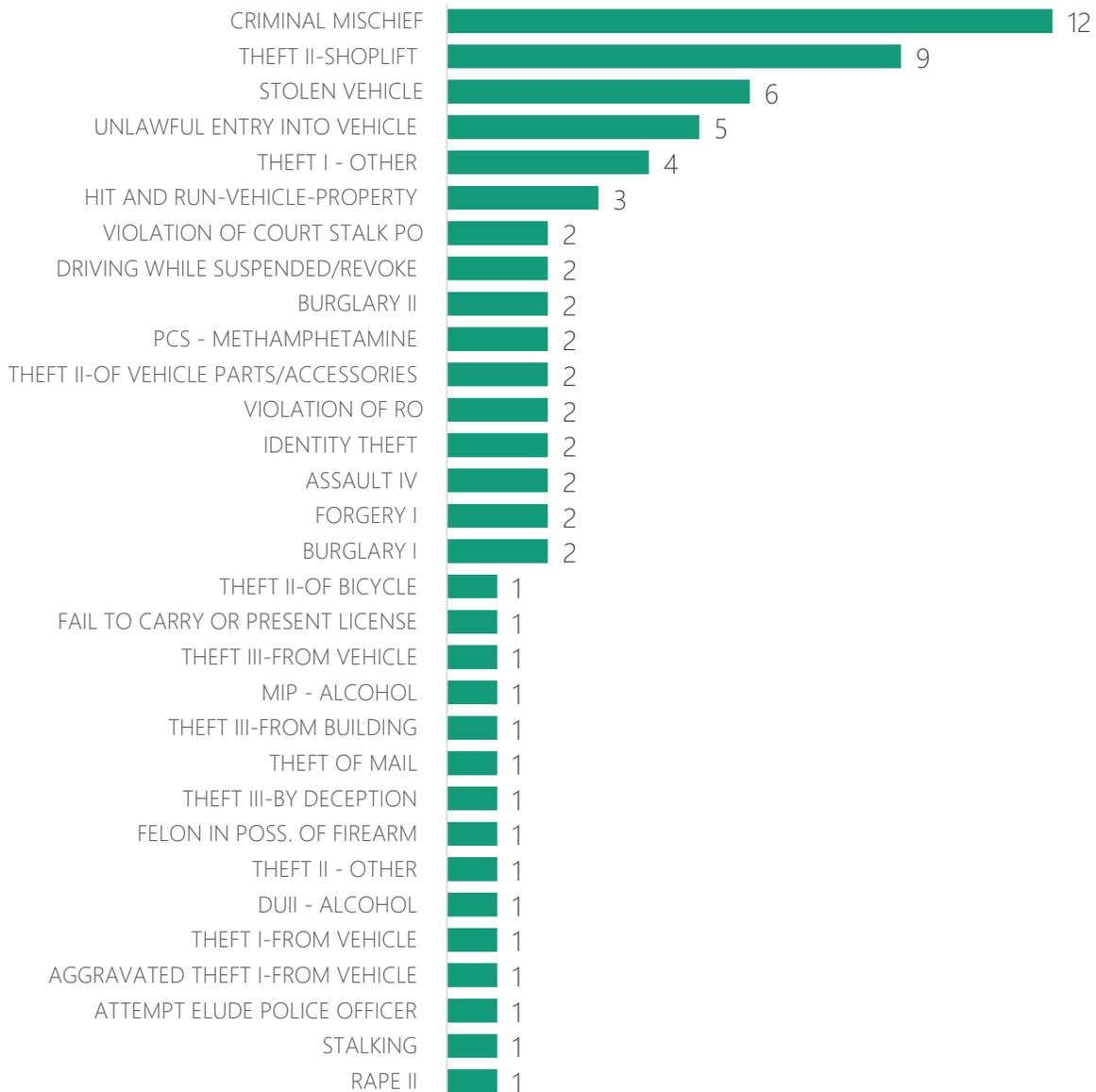
Decrease

NC = Not Calculable. A percentage difference is not calculable when the older value equals 0, as the newer value cannot divide into 0.

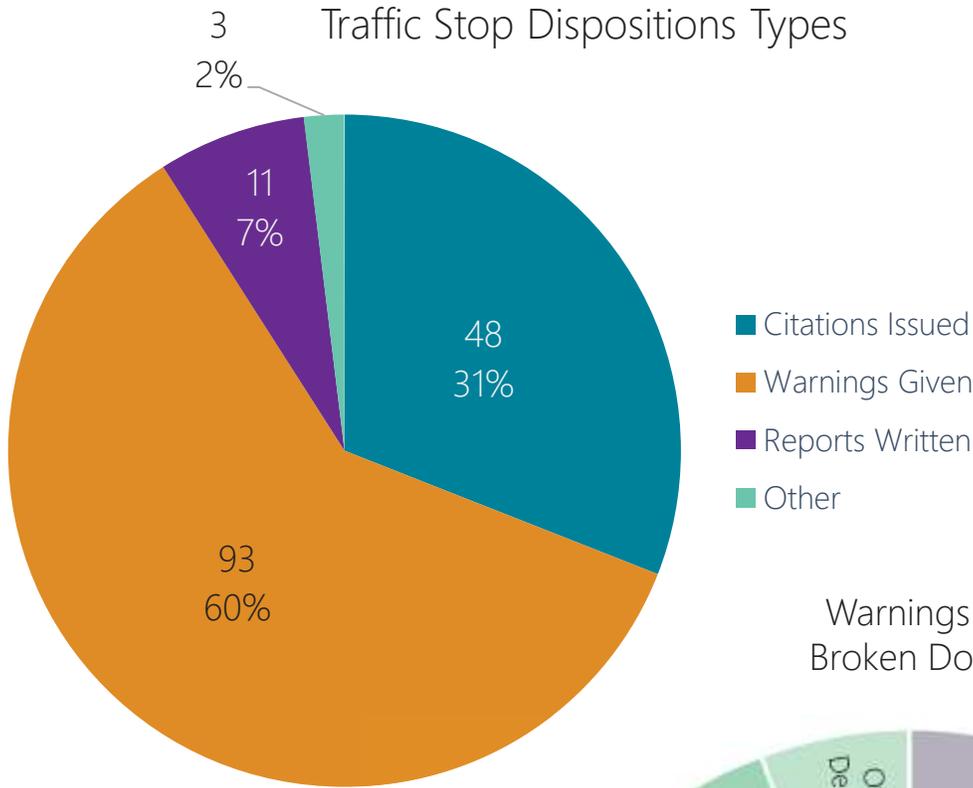
### Monthly Reports Written



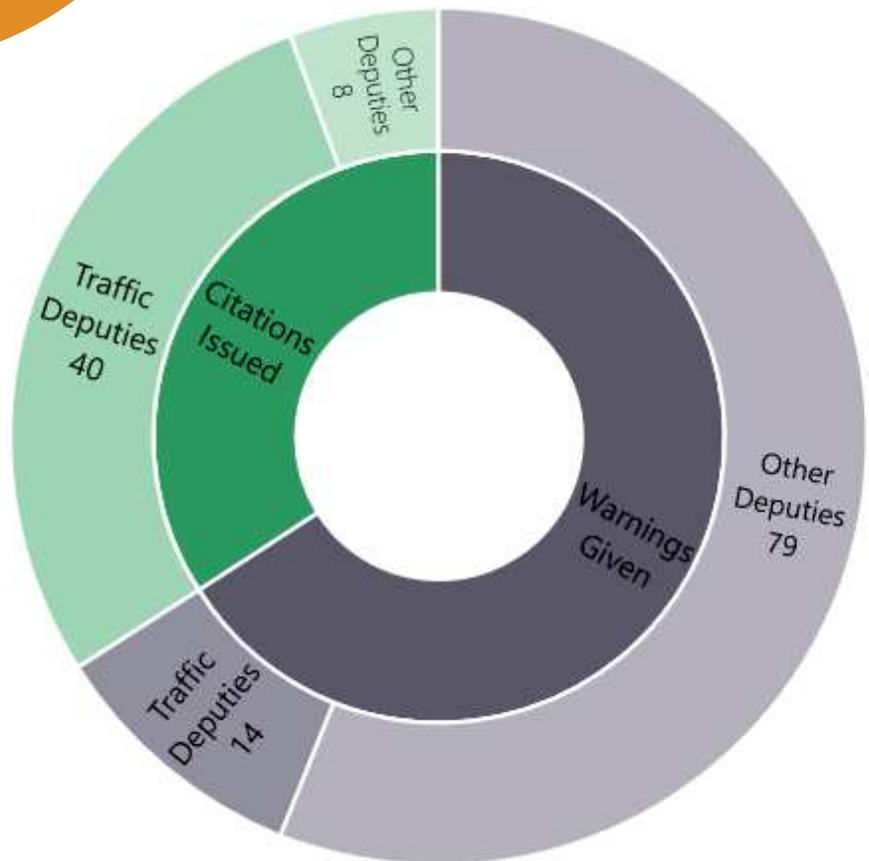
### Offense Reports Written Breakdown by Top Charge



In November 2020, 155 traffic stops were made within the city limits, resulting in 48 citations issued, 93 warnings given, and 11 offense/incident reports created. Of the 48 citations issued, 74 charges were included (see next slide).

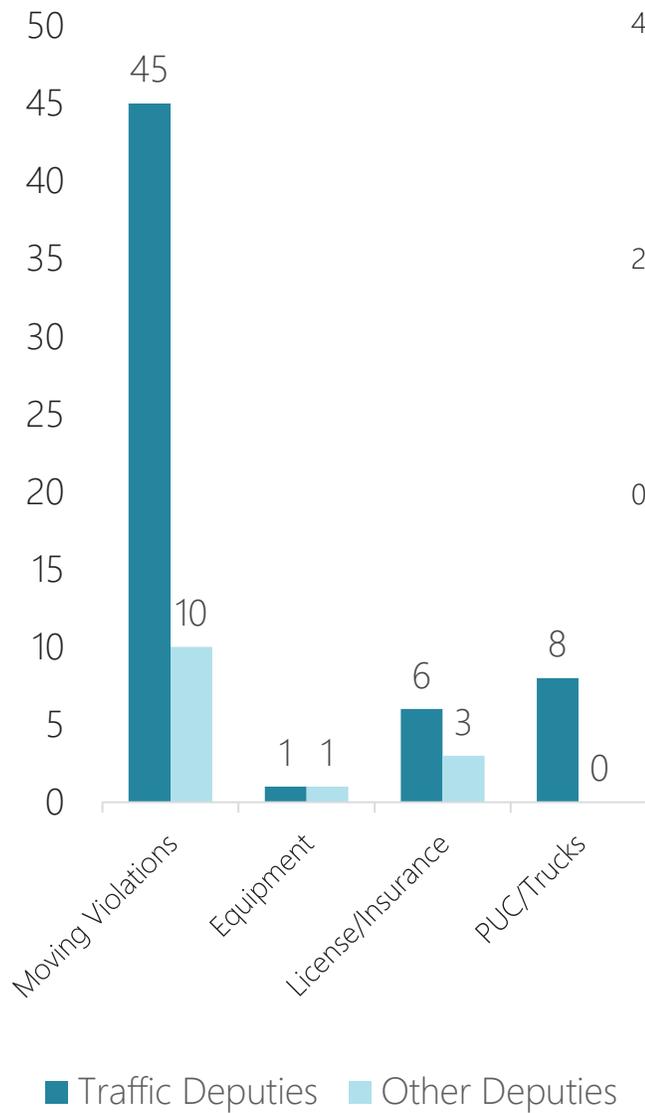


Warnings & Citations Issued Broken Down by Deputy Type

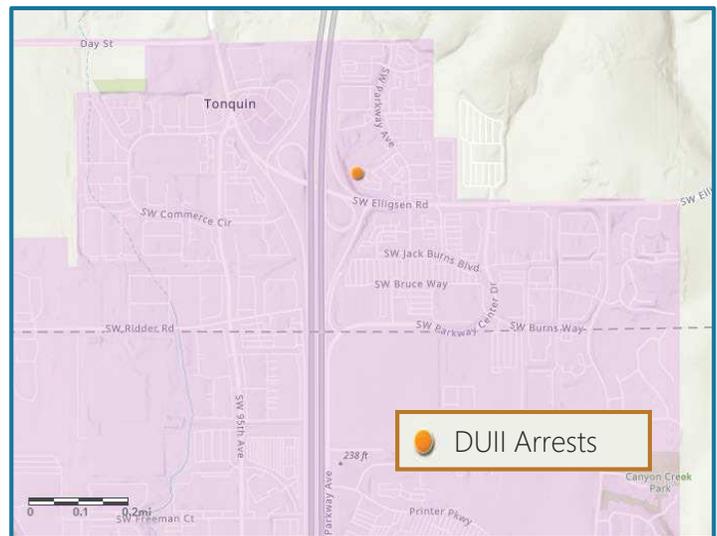
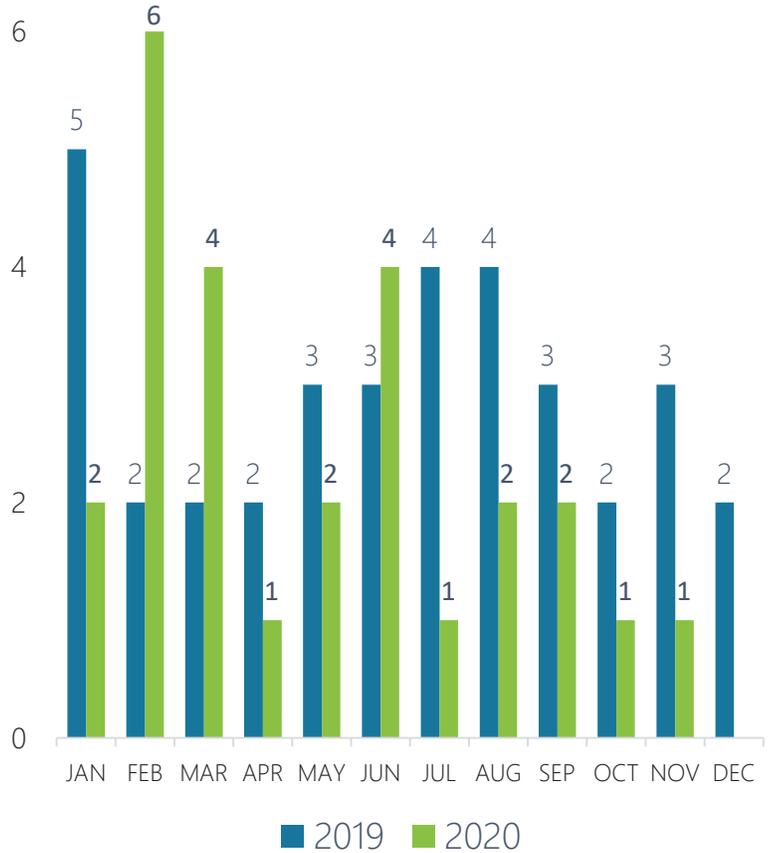


Citation Types Issued:

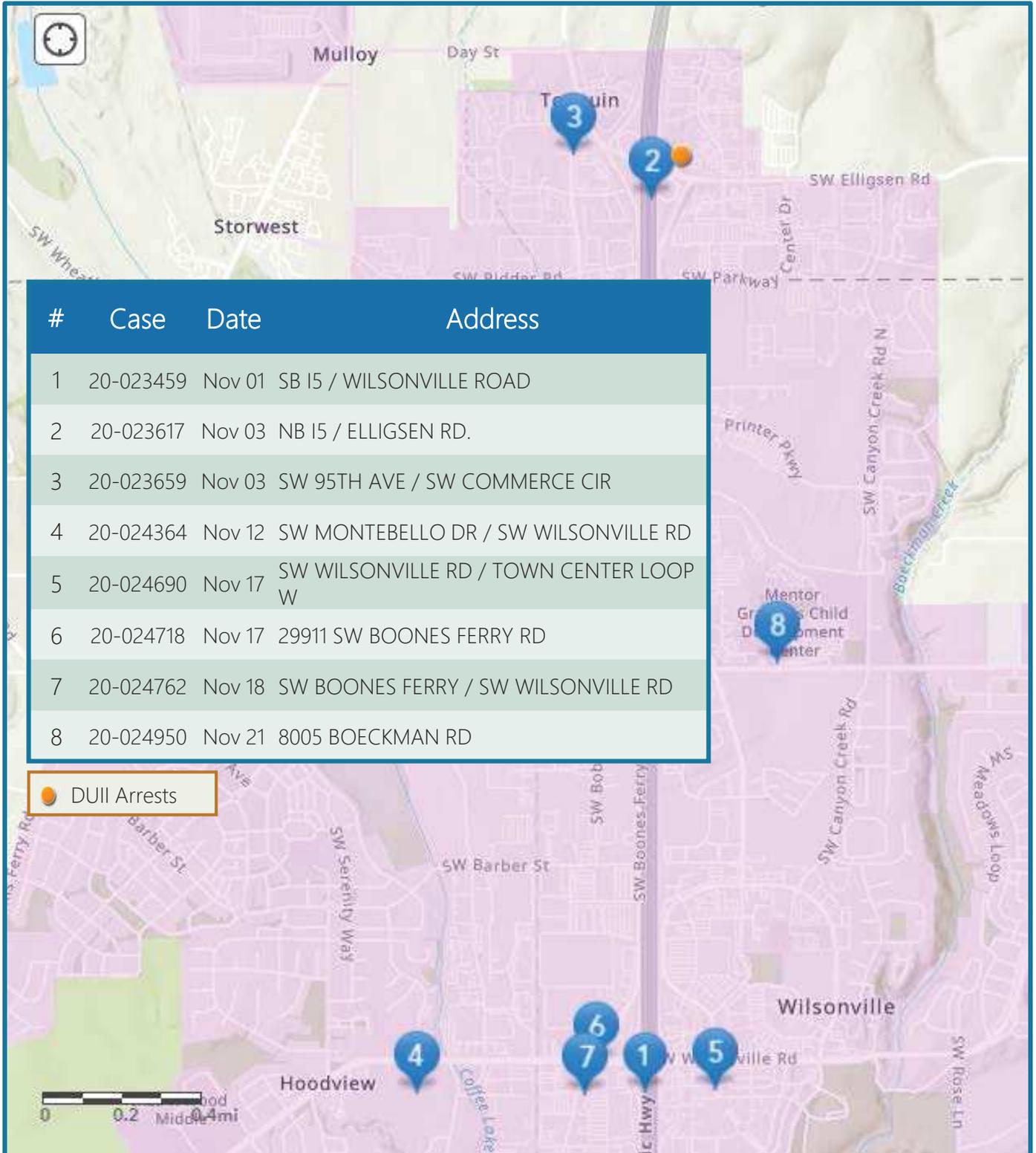
Of the **48** citations issued, **74** charges were included in the following types:



DUII Arrests:



### Map of Traffic Crash Reports





# NOVEMBER 2020 MONTHLY REPORT

## From The Director's Office:

### Raw Water Facilities (RWF) Construction Update

The Willamette Water Supply Program, in coordination with Wilsonville, is building improvements in and around the Willamette River Water Treatment Plant. Construction is underway and expected to take four years. Improvements include an improved raw water pump station, a seismically reinforced Willamette Riverbank, increased water intake capacity, a new electrical building, and a new raw water pipeline. Arrowhead Creek park will be restored after construction. Here is a current status of activities:

- Work to stabilize the riverbank has started and continues through March 2021.
- The electrical building foundation pile installation on the upper site has begun and will be completed in January 2021.
- Work to bore the pipeline beneath Arrowhead Creek will begin in January and be complete by July 2021.



*Drill rig for deep soil mixing which will provide seismic stability of  
the Willamette River bank.*

**Willamette Water Supply**  
*Our Reliable Water Future*

Best Regards,  
Delora Kerber, Public Works Director

## Utilities

### Not All Wastewater Work Is Underground

When rainy weather arrives, the Wastewater crew focuses on reviewing and organizing past CCTV (closed circuit television) videos inspections of underground pipes.

Previously, the videos were stored away for future reference, but it was a challenge to identify which video clip correlated with a set of documents. So staff is sorting through boxes of files and DVDs - cataloging, storing them digitally, and integrating them into Cartegraph, our asset management software. Soon, a simple search by asset identification number or any manhole number will quickly pull up the relevant video footage.



*Kyle Bean at his workstation*

By having an organized file storage system, the Wastewater crew is able to accurately respond to residents, businesses and contractors. If a customer is experiencing sewer issues, staff can quickly verify the size, location, and condition of connection to the City main.

### Annual Fire Hydrant Maintenance

The Water crew has been focusing their efforts on the annual fire hydrant maintenance program. Every year, a quarter of the hydrants within the City are inspected for function and structure. Each hydrant is fully turned on with all of the ports remaining closed, which pressurizes the hydrant, and it is checked for leaks. Next, the hydrant is turned off and the operator listens for the hydrant to drain out of the “bleeder valves” and depressurize. Once depressurized, the main port of the hydrant is opened to make sure all of the water has drained out.

The structure of the hydrant is verified by inspecting the caps, ensuring the identification number is present, checking the paint, and addressing obstructions around the hydrant, such as vegetation. The final step of the process is placing a reflective “blue dot” in the road to allow fire crews to quickly and easily identify the location of the hydrant.



*Steve Gering inspecting a hydrant*

## Facilities

### Leaf Collection

This month, the Facilities crew tackled the removal of fallen leaves accumulating on City properties. Staff used a truck mounted leaf vacuum instead of the tow behind equipment used in the past. The truck mounted setup is safer and more efficient, especially in parking lots and other tight areas. The crew modified the vacuum by adding an adjustable boat winch. The winch supports the vacuum tube at the right height and makes operating the leaf vacuum into a one person job.



*Truck mounted leaf vacuum*



*Raking debris towards the vacuum tube*

When a crewmember rakes leaves towards the tube, debris is sucked up, mulched and deposited into a 10 yard box on the truck bed. Mulching maximizes the amount of debris that can fit into the box and minimizes the amount of trips to unload. Once the box is full, the leaf mulch is taken to a local recycling center and made into compost.



*boat winch modification*

## Facilities

### City Hall Parking Lot Lights

New dimmable LED lights have replaced 15 year old, 175 watt metal-halide lighting fixtures in the City Hall parking lot. The LED fixtures will light areas previously left dark by the older type of light. Additionally, the new lights go dim when no motion is present and then light up to a set brightness activated by motion.



*Out with the old—in with the new*

The LED lights will save 16,742 kilowatt-hours of energy annually. This is equivalent to carbon reduction of removing 1.9 cars off the road and \$1,500 in energy cost savings each year. The fixtures are designed to reduce light pollution, making them Dark Sky compliant.



*Upgrading light fixtures*

## Stormwater

### Let the November Rain Flow

This November has been one of the wettest in recent years. The crew has been busy with routine catch basin maintenance and clearing outlets of leaves, limbs and other debris to allow stormwater runoff to freely flow within the designated channels.



*Checking an outlet*



*Water flowing*

### Repairing the Sand Storage Shed

The Stormwater crew repaired the cover and doors to the ‘sand shed’ which was damaged during the September windstorm. The structure keeps the sand dry and thawed, so it is ready to use for sanding roadways during ice and snow conditions. Frozen sand can clog and damage truck-mounted sanders. The new shed cover will ensure the City is prepared to address slippery conditions on the City’s designated Snow and Sanding Routes.



*Removing the cover*



*Finished!*

## Roads

### Incident Response—Hay Bales in Roadway

Robert Todd from Facilities responded to an incident he witnessed while driving. A driver did not anticipate the steepness of the Boeckman Road to Boones Ferry Road turn causing hay bales to fall in the middle of the roadway and stopping the truck in the ditch. After checking in with the driver, Robert started flagging traffic and called the Roads crew for clean-up assistance.

Roads and Facilities crew flagged vehicles for one-way traffic while the City tractor removed the hay bales from the roadway. Staff remained on site to alert drivers to potential hazards as the driver reloaded the truck. Once loading was complete, the crew removed loose hay off from the road and vehicle traffic resumed normal flow.



*Lost load*

### “Do not” Stripe Replaced on Crosswalk Sign

Sign maintenance is very important for public safety. Signs inform vehicle traffic when to look for people crossing a roadway and indicates the appropriate crossing location for pedestrians. A missing “Do not” stripe was replaced on a sign, helping to prevent possible accidents.



*Before*

*After*

## Roads

### Leaf Drop Day

The City of Wilsonville and Republic Services hosted another successful Leaf Drop Day on November 14th. Last month brought high winds, causing leaves to fall in large quantities in a short time. The Leaf Drop day offered an excellent alternative to residents putting them in yard waste bins over many weeks.

This annual event offers an opportunity for residents to drop off excess leaves at a convenient location, the City Hall parking lot, at no charge. Participants are encouraged to bring donations for Wilsonville Community Sharing, a local community food bank and social services referral agency.



*Resident depositing leaves*

This year, the event was designed to quickly move vehicles through and minimize contact. Progress was slowed by rain, but it was still a successful day. Citizens filled a total 12 bins or 350 cubic yards of leaves. Wilsonville Community Sharing also received generous cash donations that will go back into the community.



*Delivering an empty bin*



*Staff directing traffic*

## Roads

### Holiday Tree

Decorating the Leyland Cypress at the intersection of Boones Ferry Road and Wilsonville Road is a cherished tradition for the Road crew. The community loves the tree and look forward to seeing it light up each year. The Roads crew coordinated with the Parks Department to use an 80 foot boom lift. This made it much easier to decorate the tree with lights and add the finishing touch, a star on the very top.



*A view from the top*



*Installed ribbon*

The holiday decorations from last holiday season were showing wear, but the Roads department wanted the tree to be extra merry and bright for 2020. Red ribbon was used to add festive color during the daytime. Twice as many lights were put on the tree this season. We hope the community enjoys the tree and it brightens everyone's day during these challenging times.



*Happy Holidays!*



# SMART

SOUTH METRO AREA REGIONAL TRANSIT

November 2020 Report

There are times when my life takes on the appearance of a carnival carousel, turning around and around, ornate, full of color, depth and oh so many vicissitudes. However, in spite of the challenges that visit me with the regularity of an unwelcome houseguest, I have come to understand exactly who I am, why I am here, and how my life intertwines with the lives of others. I theorize that we are all comprised of a single garment with but one destiny. As Dr. King would regularly state, “either we’re going to go up together or we’re going to go down together.” He went on to surmise, “you can’t keep a man in the mud without climbing down into the mud yourself in order to hold him there.”

With the changes November has brought – leaves of yellow, red, orange and brown in desperate search of a final resting place, the chill and anticipation of a winter come much too early, the abbreviated days and seemingly never-ending nights, collectively test the human spirit, our endurance and our long-suffering.

As I reflect back upon my personal journey, I can now better understand what William Osler meant when he wrote, “We are here to add what we can to life, not to get what we can from life.” Perhaps, then, it really is “better to give than to receive.”

**Dwight Brashear**  
Transit Director



## Transportation Options - Michelle Marston

### Program Coordinator

During late October a survey was sent out to 21 large employers (Employers with more than 100 FTE) within Wilsonville. The survey was open for 2 weeks with a 90% return rate. The survey goal was to help us learn more about business' opinions on transportation for their employees due to COVID-19. In addition it was to learn how employers are responding when it comes to their employee's commute options, be it work from home, or return to office. SMART is interested in perceptions of COVID-19 safety/risk, and how that relates to transportation decisions of mode choice.

#### Notable survey responses:

28% of workforce will continue to work from home nearly full time.

10% will reduce the size of their workspace.

42% never worked from home, now 15% work from home a few times per week.

8 Companies would like to make more Transportation Options available to employees.

11 Companies would like to be involved in Vanpool creation at their worksite.

5 additional (including City of Wilsonville) are ready when SMART is, to facilitate Vanpools at their worksites, once Covid –19 has passed.

81% of companies surveyed make telework an option, 19% do not.

42% of companies surveyed now have a formal telework program in place.

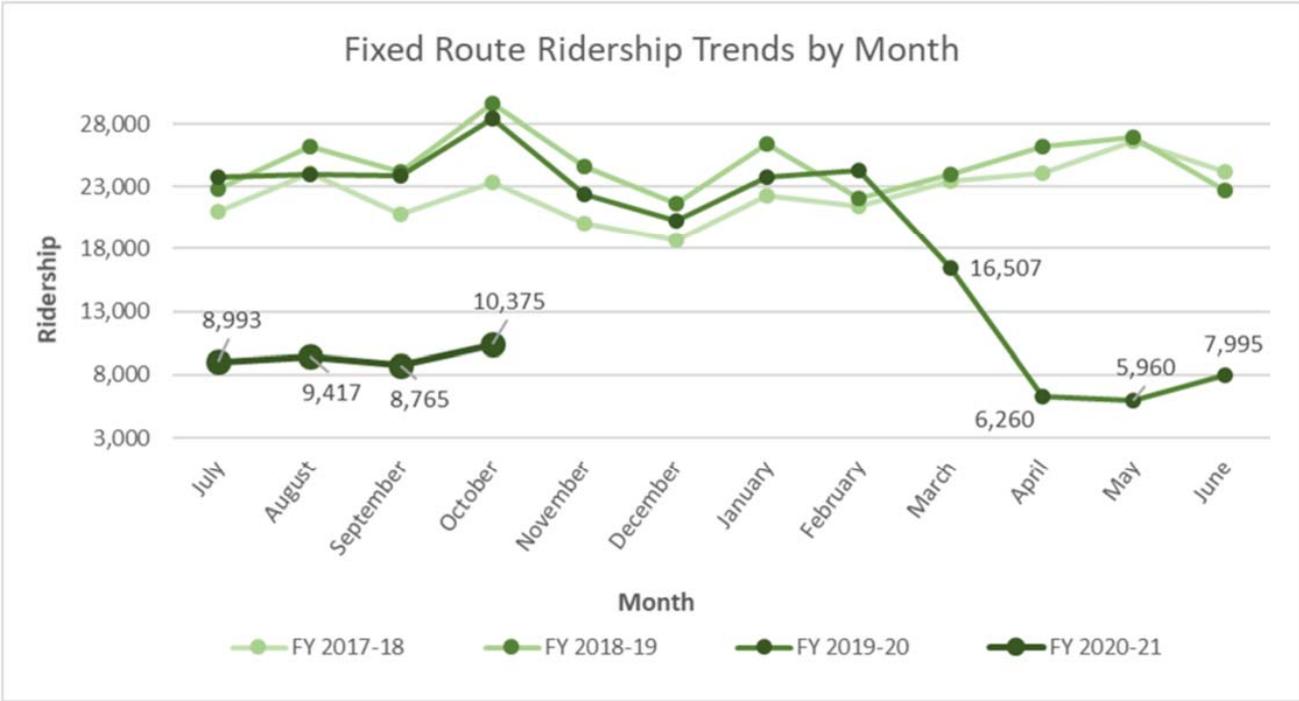
62% of employees never left the worksite, considered essential workers, while 4% are uneasy about returning to work.

When asked about the confidence in riding public transit safely for their employees, 67% were confident while 33% were uneasy about using. As for using public transit themselves, only 19% would try it while 81% would not use public transit.

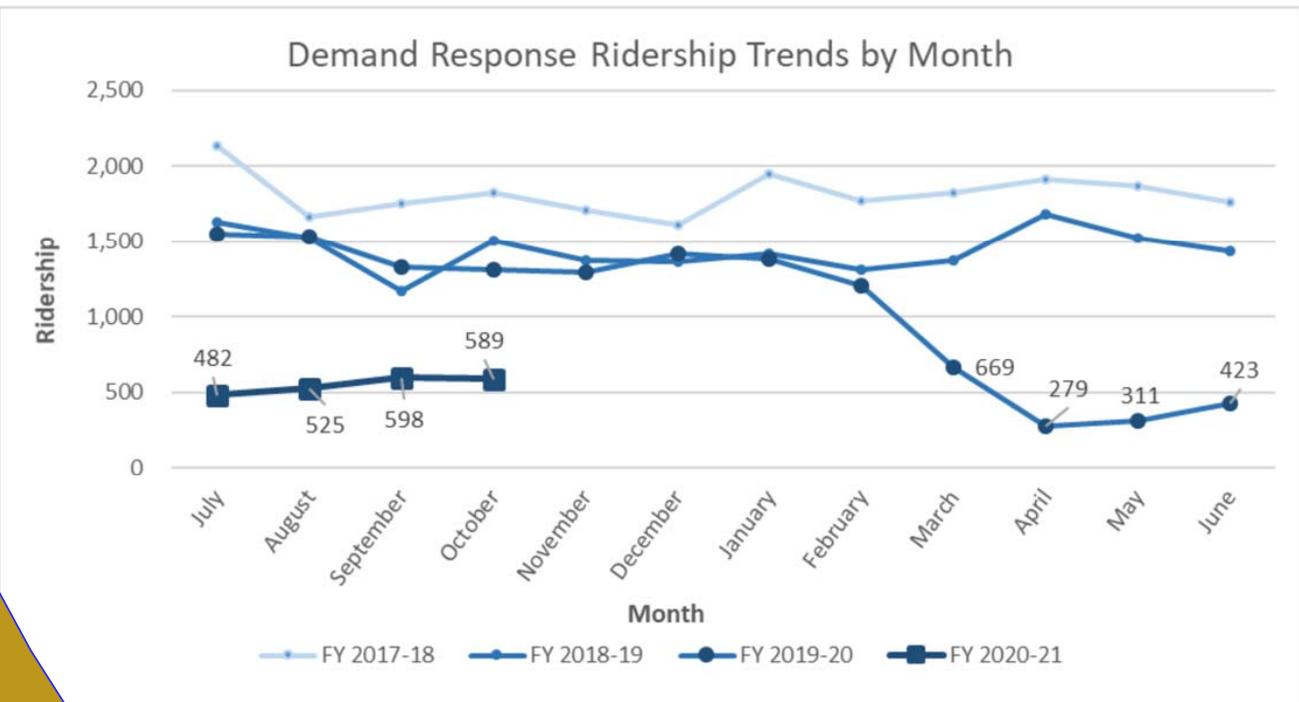


*New Look for Valley Vanpool vans*

**Operations - Eric Loomis** Operations Manager



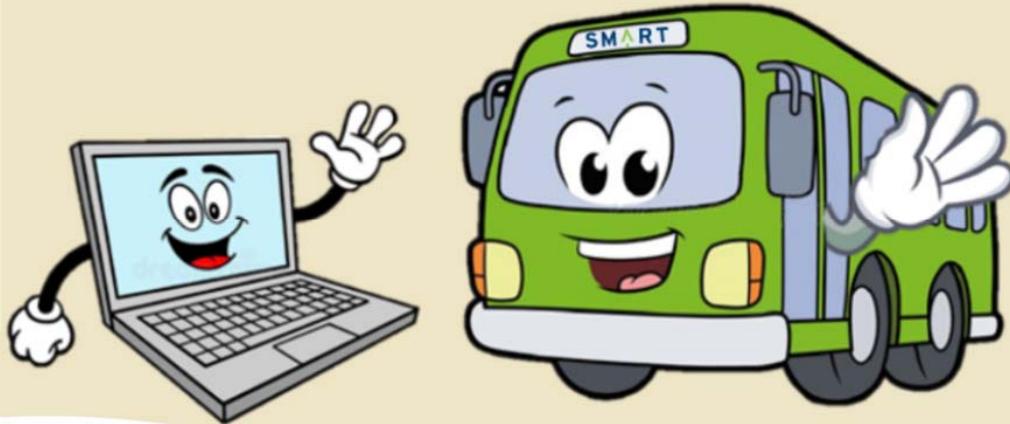
Ridership has maintained an 18% increase from the previous month, which is consistent with changes from the same time period last year. This trend is anticipated to change slightly for the next few months as the state experiences a pause in travel.



## Operations - Eric Loomis Operations Manager

SMART has been working on some big and exciting new technology projects to improve communication with customers, add customer amenities, and simplify data gathering. SMART has partnered with Optibus to take planning, scheduling, and rostering out of the time capsule and place in sophisticated software to

Optibus's software will be able to "talk" to another new technology at SMART. After a rigorous search for onboard technology and reporting tools, SMART is excited to partner with Syncromatics to bring onboard Wi-Fi, automated passenger counting, real-time passenger information, dispatching software, increased communication tools, and safety systems. The setup of hardware and software



control workloads, control overtime and ensure driver satisfaction. Optimization will occur in seconds rather than hours or days. This new software will help SMART stay nimble to best serve our community in world that is ever changing.

paired with accuracy testing will take a few months to implement. SMART anticipates all systems to be up and running by May 2021. With these two software systems integrated, SMART is downsizing a "ripple effect." In past practice, changing a route time or moving a bus stop would require staff to make changes on 7 different technology platforms. With this integration, we will only need to make the changes on one or two platforms and the software will do the rest!

**Communication is Key**

**Fleet Services– Scott Simonton Fleet Services Manager**

We recently took delivery of two 21 passenger buses, purchased with ODOT grant funds. The total cost of each bus was \$118,600, with the grant covering 80% of the purchase price. These buses are fueled with CNG (compressed natural gas), bringing SMART to a total of nine CNG fueled buses in their fleet.



*New 21 passenger buses*