



City Council Meeting August 2, 2021

**Executive Session - 5:00 p.m.
Work Session – 5:25 p.m.
Council Meeting - 7:00 p.m.
(Held in Council Chambers)**

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

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.
- Individuals may participate online through the Zoom videoconferencing platform.
- Contact City Recorder at (503) 570-1506 cityrecorder@ci.wilsonville.or.us to register.

You can watch the City Council Meeting here:

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

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

City of Wilsonville

City Council Meeting

August 2, 2021



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
AUGUST 2, 2021
7:00 P.M.**

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

Mayor Julie Fitzgerald

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.

**Executive Session, Work Session, and City Council meetings
will be held in the Council Chambers, City Hall, 1st 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
ORS 192.660(2)(i) Performance Evaluations of Public Officers and Employees
- 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. Vertical Housing Development Zones (Rybold) [30 min.]
B. PDB Alternative Contracting Method for the Boeckman Road Corridor Project (Huffman/Kraushaar) [30 min.]
C. Community Enhancement Program Recommendations (Mombert) [20 min.]
- 6:55 P.M. ADJOURN**
-

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, August 2, 2021 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on July 20, 2021. 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.

7:05 P.M. MAYOR'S BUSINESS

- A. Upcoming Meetings
- B. City Manager Employment Agreement (Villagrana)
- C. Citizens Academy Graduation (Mombert)

7:40 P.M. COMMUNICATIONS

- A. Student Advocacy and Voices (Mikaela Ochocki)
- B. Tourism Promotion Update (Mombert)

8:10 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.

8:20 P.M. COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

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

8:35 P.M. CONSENT AGENDA

- A. **Resolution No. 2920**
A Resolution To Allocate The Second Round Of Community Enhancement Funds For Fiscal Year 2021/2022. (Mombert)
- B. Minutes of the July 19, 2021 City Council meeting. (Veliz)

8:40 P.M. NEW BUSINESS

- A. None.

8:40 P.M. CONTINUING BUSINESS

- A. None.

8:40 P.M. PUBLIC HEARING

- A. **Resolution No. 2916** (*Legislative*)
A Resolution Of The City Of Wilsonville Authorizing The Use Of A Progressive Design Build (PDB) Alternative Contracting Method For The Boeckman Road Corridor Project (Capital Improvement Projects 4212, 4206, 4205, 2102). (Huffman)

8:55 P.M. CITY MANAGER'S BUSINESS

9:05 P.M. LEGAL BUSINESS

9:10 P.M. ADJOURN

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



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 2, 2021		Subject: Vertical Housing Development Zones (VHDZ)	
		Staff Member: Kimberly Rybold, AICP, Senior Planner	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Provide direction on implementation of VHDZ in Villebois Village Center and Town Center.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Equitable Housing Strategic Plan Implementation	<input checked="" type="checkbox"/> Adopted Master Plan(s): Villebois Village Master Plan, Town Center Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The project team will share research on implementation of Vertical Housing Development Zones (VHDZ) and seek City Council direction on possible implementation in Villebois Village Center and Town Center.

EXECUTIVE SUMMARY:

VHDZ offers a partial property tax exemption on building improvement value for developments that include housing with non-residential use on the ground floor, with the amount of tax exemption increasing based on the size of the project. Two recent planning processes, the Town Center Plan and Equitable Housing Strategic Plan, identified the use of VHDZ as a tool to incentivize multi-story, mixed-use development in specific locations in Wilsonville. The 2019 Town Center Plan included a short-term implementation action (ED.10 – Consider Adopting a VHDZ) to explore locations in Town Center where this may be a suitable tool to help achieve the Plan’s goals by stimulating targeted construction of vertical mixed-use buildings. The 2020 Equitable Housing Strategic Plan included VHDZ as one of the tax abatements to explore (Action 1D: Create Housing Tax Abatement Programs to Achieve Housing Diversity and Affordability) to promote the development of housing with access to services and amenities in the Villebois Village Center and Town Center.

At the May 3 work session, staff solicited feedback on specific questions and research needs about implementation of VHDZ to serve as a basis for future City Council direction on adopting VHDZ in the Villebois Village Center and/or Town Center. The City Council requested more information on local criteria the City could apply for project eligibility, examples of how other local projects used VHDZ to create mixed-use development, an understanding of cost factors for mixed-use development, and an understanding of revenue implications for the City when development occurs using the tax abatement. Following the work session, staff shared this input with the project consultant, ECONorthwest, who explored these questions and prepared a research memo (Attachment 1) to support City Council’s consideration of VHDZ at this work session.

The memo illustrates how VHDZ offers an incentive for the creation of vertical mixed-use buildings by helping to overcome the additional costs and challenges associated with mixed-use development. The following conclusions from the memo are salient for the Council to consider when determining if and how the City should use VHDZ:

- Most mixed-use development in suburban locations has required some form of public financial support, including VHDZ.
- The primary reason to use VHDZ is to incentivize the construction of mixed-use buildings in areas where they are desired but might not be financially feasible. Supplemental local criteria are best used to ensure the design of the development conforms to the local surrounding area.
- VHDZ is not designed to address public sector economic development goals such as the mix of businesses needed to serve a neighborhood. Adding criteria related to the type of businesses that later occupy the commercial space makes the incentive uncertain and substantially reduces its value to the developer and those providing financing. Supporting vibrant commercial uses in the Village Center and Town Center may require additional programs or incentives targeted at the businesses themselves.
- VHDZ has not been widely used on its own to support affordable or mixed-income housing developments. There are specific tools and incentives targeted toward affordable and mixed-income housing that are better suited to that purpose.
- The City and other taxing districts would forego some property tax revenue resulting from new development within the VHDZ; however, the City and other taxing districts will receive substantially more tax revenue overall than if development sites were to sit vacant, even during the period where taxes are being abated.

To determine next steps in the potential implementation of VHDZ in these areas, the project team seeks feedback on the following questions:

- Should the City pursue adoption of VHDZ in the Villebois Village Center? If yes, does City Council wish for staff to explore inclusion of other policy objectives in the program requirements?
- Should the City pursue adoption of VHDZ in Town Center and prepare boundary options for City Council consideration at a future work session?
- Is there any additional research or information needed to provide direction on these questions?

Based on City Council direction, the project team will work to provide additional information and research, as needed, to guide City Council in implementation of a VHDZ program.

EXPECTED RESULTS:

City Council will provide staff with direction on whether or not to pursue implementation of VHDZ in the Villebois Village Center and Town Center.

TIMELINE:

Pending City Council direction, additional work to implement VHDZ will occur throughout 2021.

CURRENT YEAR BUDGET IMPACTS:

Total project scope is approximately \$45,000. Funding for consultant services will be partially funded by professional services funds from the Planning Division budget, supplemented by funding from CIP project #3004 for Town Center related VHDZ work. The adopted budget for FY2021-22 includes approximately \$230,000 for Town Center Implementation. Staff time will be required to create and administer the VHDZ program.

FINANCIAL REVIEW / COMMENT:

Reviewed by: KAK Date: 7/21/2021

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 7/27/2021

It is important to consider the proposed retail mix of any vertical housing proposal to determine whether it will bring an actual benefit to the community in exchange for the tax relief given. An affordable housing element is also a desired goal.

COMMUNITY INVOLVEMENT PROCESS:

The Town Center Plan included a robust and inclusive public outreach process where VHDZ was identified as an implementation action. The priorities identified in the Equitable Housing Strategic Plan, including tax abatements for housing, were generated through a community input process that included focus groups, surveys, and Task Force input. Any mixed-use development qualifying for VHDZ will go through the typical City development review process before the Development Review Board, which allows for public comment from residents, neighbors and property owners.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Adoption of VHDZ would provide a targeted incentive for ground-floor retail uses to support the community's vision for more vibrant, walkable, mixed-use places as called for in the Villebois Village Master Plan and Town Center Plan. Ultimately, adoption of VHDZ can create long-term community wealth through the construction of mixed-use buildings that will be fully taxed after the partial abatement ends.

ALTERNATIVES:

City Council can request additional research from the project team for review at a later work session or provide direction to allow future mixed-use development in the Villebois Village Center and Town Center to happen organically without the assistance of a tax abatement incentive.

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. Vertical Housing Development Zone Evaluation: July 2021



DATE: July 19, 2021
 TO: Wilsonville City Council
 CC: Kim Rybold and Jordan Vance, City of Wilsonville
 FROM: Becky Hewitt, Lorelei Juntunen, Oscar Saucedo-Andrade, and Erik Bagwell, ECONorthwest
 SUBJECT: Vertical Housing Development Zone Evaluation: Response to Initial Questions

Introduction

The City of Wilsonville contracted with ECONorthwest to assist with evaluating implementation of one or more Vertical Housing Development Zones (VHDZs)—a property tax abatement program aimed at incentivizing mixed use development—in the Villebois Village Center and/or Wilsonville Town Center. At an initial discussion held May 3, 2021, the City Council identified information that the Project Team (staff and ECONorthwest) could provide to support further deliberations at an upcoming meeting (scheduled for August 2, 2021). This memorandum provides that information, addressing the following topics:

- **Need for VHDZ:** Is a tax abatement needed to support mixed-use development in areas like the Villebois Village Center and Wilsonville Town Center?
- **Forgone Revenue:** How much property tax revenue would the City forego if it offers the VHDZ tax abatement?
- **Vibrant Commercial Uses:** How can the City ensure that any mixed-use development that receives the tax abatement ultimately includes commercial uses that support a vibrant Village or Town Center?
- **Affordable and Mixed-Income Development:** To what extent can VHDZ support mixed-income development?
- **Alternatives to VHDZ:** What types of other tools could the City use to achieve its goals?

What is VHDZ?

This program incentivizes mixed-use development (and, to some extent, affordable or mixed-income housing) by **partially exempting property taxes for qualifying projects**. The exemption varies in accordance with the number of residential floors in a mixed-use project; the **maximum property tax exemption is 80% of the improvement value** over 10 years. An additional property tax exemption on the land may be given if some or all of the housing is for households earning 80% of area median income or below, though it has rarely been used for affordable or mixed-income housing. There is no tax exemption on the non-residential component, which must occupy at least 50% of the ground floor space that fronts on a public street. Jurisdictions establish one or more specific areas where qualifying development is eligible for the tax abatement, and must consider the potential for displacement of households within a proposed vertical housing development zone before designating the zone. Jurisdictions may also establish additional local criteria for eligible projects, as long as they do not conflict with the relevant state statute. Once the VHDZ is established, developers may apply for the tax abatement for specific mixed use development projects.

Need for VHDZ

Is a tax abatement needed to support mixed-use development in areas like the Villebois Village Center and Wilsonville Town Center?

Residential mixed-use development tends to have higher construction costs than residential development on its own and requires a strong market for both commercial space and multifamily housing to succeed. The commercial space can serve as an amenity for the residents living above and nearby, but the value of this amenity to the developer does not always outweigh the costs.

Around the Portland region, many jurisdictions have been working to support mixed-use development in local downtowns and centers over the past decade. Several of these jurisdictions have implemented a VHDZ program, tapped into Tax Increment Financing (TIF, also known as Urban Renewal), offered public land for development at reduced cost, and/or offered other incentives or other forms of public/private partnership to support this type of development. Nearly all examples of suburban mixed-use buildings in the past decade have received some form of public financial support—sometimes VHDZ in addition to other financial support.

The few that have not had public financial support either have a strong retail market or are part of a much larger residential development (beyond the mixed-use building) by a single developer that allows the developer to capture more of the amenity value of the commercial space.

This section provides examples of recent mixed-use and multifamily developments and discusses the factors that make mixed-use buildings more expensive to build.

Development Examples

The examples below highlight built projects in jurisdictions around the Portland region (excluding City of Portland) that fall into one of the following three categories:

- **Recent mixed-use development that received public support** (VHDZ and/or other forms of public support)
- **Multifamily developments that emulate mixed-use building style** (without ground floor retail)—these buildings are close to the street with an area of large ground floor windows but include amenity space, live/work units, or other non-commercial spaces on the ground floor rather than leasable commercial space.
- **Recent mixed-use developments that have not received public support**

What is Vertical Mixed-Use Development?

Vertical mixed-use development combines different uses in the same building. In a residential mixed-use building, the lower floor typically contains commercial businesses such as restaurants, coffee shops, and offices, while the upper floors are occupied by apartment or condominium units.

Mixed-use developments that received public support



Name: The Dahlia
Location: Canby, OR
Year Built: 2018
Units: 69
Commercial Sq. Ft.: 8,285
Description: The Dahlia is Canby's first mixed-use development in Downtown. Adjacent development includes buildings that were repurposed for office, retail, and restaurants.

Public Support: VHDZ, land, SDC Waiver, URA Assistance, Streetscape Investments



Name: 4th and Main
Location: Hillsboro, OR
Year Built: 2014
Units: 71
Commercial Sq. Ft.: 6,700
Description: 4th and Main is located in Downtown Hillsboro adjacent to the Hillsboro Central Transit Center and within walking distance to employers like OHSU Medical Center and Pacific University.

Public Support: VHDZ, Metro TOD, SDC Waiver, Brownfield Loan, Pre-development Assistance



Name: Westline (formerly The Rise)
Location: Beaverton, OR
Year Built: 2017
Units: 87
Commercial Sq. Ft.: None
Description: Located in Central Beaverton, the Westline is within walking distance to several amenities including a shopping center and transit center.

Public Support: VHDZ, Metro TOD, URA Assistance



Name: The Rise Central
Location: Beaverton, OR
Year Built: 2019
Units: 230
Commercial Sq. Ft.: 6,000
Description: The Rise Central is located in Downtown Beaverton adjacent to the Beaverton Central MAX Station, a suburban shopping center, and offices.

Public Support: VHDZ, Metro TOD, URA Assistance



Name: LaScala
Location: Beaverton, OR
Year Built: 2016
Units: 44

Commercial Sq. Ft.: 5,000
Description: Located in Central Beaverton, the LaScala is within walking distance to Old Town and the Beaverton Transit Center. LaScala is in close proximity to a suburban shopping center and several offices in Central Beaverton.

Public Support: VHDZ, Metro TOD, URA Assistance



Name: The 72nd
Location: Tigard, OR
Year Built: 2020
Units: 38

Commercial Sq. Ft.: 2,400
Description: Located in Tigard Triangle, the 72nd is situated across from a commercial center with three major grocery stores, along with restaurants, and personal retail stores.

Public Support: VHDZ



Name: Rediviva
Location: Vancouver, WA
Year Built: 2018
Units: 63

Commercial Sq. Ft.: 4,000
Description: Located on Vancouver's Waterfront, the Rediviva is within walking distance to Vancouver's Downtown and next to Vancouver's new Waterfront.

Public Support: Park, streets, and infrastructure as part of a master planned development



Name: The Winward
Location: Lake Oswego, OR
Year Built: 2018
Units: 200
Commercial Sq. Ft.: 42,891
Description: Located in a Downtown Lake Oswego, the Winward is within walking distance to many Downtown restaurants and amenities like the Lakewood Bay. The Winward is located adjacent to other mixed-use developments which offer destination dining and retail shopping to several Lake Oswego residents.

Public Support: URA Assistance

Multifamily developments with mixed-use building style (no ground floor retail) and received no public support



Name: Baseline 158
Location: Beaverton, OR
Year Built: 2017
Units: 209
Commercial Sq. Ft.: None
Description: Located in a suburban setting, the Baseline 158 is adjacent to Nike—one of Beaverton’s major employers. The area around Baseline 158 is mostly comprised of multifamily housing with walking distance to grocery stores and parks.



Name: The Knoll at Tigard
Location: Tigard, OR
Year Built: 2011
Units: 48
Commercial Sq. Ft.: None
Description: Located adjacent to Tigard’s Downtown, the Knoll offers several amenities within walking distance. The Knoll is surrounded by several single-family homes, suburban office space and warehouses.

Mixed-use developments that have not received public support



Name: West End District

Location: Beaverton, OR

Year Built: 2021

Units: 424

Commercial Sq. Ft.: 34,456

Description: Located in a suburban area, the West End District is surrounded by several car dealerships and small warehouses. The West End District will include restaurants, personal services, and retail amenities.

Costs and Challenges of Mixed-Use Development

Building height, form, use mix, construction type (materials), and parking configuration are major drivers of construction costs. The two areas under consideration for VHDZ in Wilsonville are zoned and planned for buildings up to roughly four stories tall. At this height, most residential construction is wood-frame buildings with surface parking, which is among the most cost-effective and fastest forms of development, particularly at this scale. Urban-style multifamily, like the examples shown above, may have minimal setbacks and a portion of the parking located at grade but behind and tucked under the upper floors of the building, but it is typically still wood-frame construction. While construction costs for wood frame buildings increase somewhat above three stories, this is still typically much less expensive than building with concrete, steel, or mass timber.¹ To build above five stories,² to incorporate structured parking, or to incorporate commercial uses typically requires adding a concrete structure below the wood portion of the building (or changing to a different construction type entirely), which increases costs because the cost of the concrete construction is typically substantially higher than the cost of wood-frame construction.

Development Cost and Revenue Implications of Mixed-Use: Ground Floor Commercial Space vs. Alternatives

Integrating ground-floor commercial space into a residential building is generally more complicated and expensive than constructing a residential-only building. There are several reasons for this, including:

- **Building Code and Fire Separation:** Building code requirements for non-residential uses and spaces differ from those for residential, while combining commercial and residential uses in the same building requires additional fire separation between the uses. This is often accomplished by putting the commercial space in a concrete podium,

¹ Buildings taller than three stories typically require elevators (by ADA regulation) and have somewhat different building and fire code requirements that can increase construction costs to some extent. (EV Studio, <https://evstudio.com/3-story-vs-4-story-vs-5-story-apartments/>)

² Generally, residential wood-frame buildings are limited to five stories by building code (with the exception of mass timber construction such as Cross-Laminated Timber—also known as CLT).

as noted above, though some developments have used other fire separation measures that may have lower costs.

- **Ceiling Heights:** Retail space is typically designed with much higher ceilings than most residential development (e.g., 20 feet for retail compared to 10 feet for residential). Combining uses on the ground floor requires a design solution that aligns the upper floors while maximizing usable space below.
- **Tenant Improvement Costs:** Developers typically provide new retail tenants with an allowance toward the cost of the improvements needed to build out the interior of the space to meet their needs. Depending on the type of tenant, these costs can be substantial. Restaurants and other businesses with on-site food preparation tend to have higher tenant improvement costs and need specific features available (e.g., grease traps and fans) that can further increase construction costs for the commercial component. In addition, because the developer does not typically cover the full cost of the tenant improvements, the business generally must pay for the rest, which can be an obstacle for some small businesses.
- **Demand for Multiple Uses:** For a mixed-use building to be financially successful, the combined revenues from the residential and commercial components must be sufficient to cover the costs of construction and operations with an adequate financial return to obtain financing. In some cases, if the dominant use is more desirable, it can carry the development financially so that the income from the other use is less essential to the development's financial feasibility. However, generally, both uses must be somewhat desirable in the location to fill the space and command rents that will cover the cost of new construction.
- **Property Management and Leasing:** Compared to an all-residential multifamily property, a mixed-use building either requires one property management company that is skilled in managing both residential and commercial uses, or two separate management companies, which can increase operating costs. Fortunately, the continued popularity of mixed-use development has helped mature the market for full-service property management firms.

As the examples show, several recent developments have chosen to emulate the more urban look of mixed-use buildings, but without ground floor commercial uses, placing lobbies, common areas, and amenity space on the ground floor facing the street in some areas and residential units on other parts of the ground floor. Some have built live/work spaces on a portion of the ground floor, which allows for flexibility if the demand for retail/commercial space is uncertain—the space can be leased as a living space, to a business, or to someone who intends to live in one portion of the area and operate a business in another. This allows the development to match the urban form and offer some of the amenities of a mixed-use development without the added cost and complication of ground floor retail development and tenancing.

Forgone Revenue³

How much property tax revenue would the City forego if it offers the VHDZ tax abatement?

The VHDZ tax abatement provides a partial property tax exemption for a period of 10 years. The value scales with the proportion of residential use—for each residential floor⁴ of the building, 20 percent of the value of the improvements is exempt, up to a maximum of 80 percent exempt. A share of the land value can be exempted if affordable units are included as well—20 percent of land value for each “equalized floor” of affordable housing—but in practice this almost never happens (see further discussion on page 15).

To evaluate the property tax impacts of VHDZ, ECONorthwest analyzed several example mixed-use developments: Fourth and Main (Hillsboro), The Dahlia (Canby), and Westline (Beaverton). All would qualify for VHDZ and are four stories—the same scale of development that is most likely for vertical mixed-use development in Wilsonville’s potential VHDZ areas. A four-story mixed-use building with three to three and a half floors of residential use, will generally qualify for a 60 percent tax exemption on the value of the improvements, given the way the calculations work. The analysis uses the physical form of these example buildings but market conditions, land values, and tax rates in Wilsonville (accounting for estimated differences in anticipated residential and retail rents between Villebois and Town Center). A table summarizing the calculations is included in Appendix A, Exhibit 4. Key findings are summarized below.

- The **total property taxes abated** for these examples would range from roughly **\$1,262,000 to \$1,686,000 over 10 years** (accounting for growth in property values during that time), depending on the size and value of the development.⁵
- The **value of this abatement to the developer** would be somewhat less—roughly **\$773,000 to \$1,033,000**—because the savings are accrued over time, and revenues or savings in future years are typically valued less.
- The total forgone revenue to the City⁶ **over 10 years** is approximately \$154,000 to \$207,000, or about **\$15,400 to \$20,700 annually**.
- The **increased property tax revenue** from the share of the improvement value that would not be abated ranges from **\$841,000 to \$1,124,000 over 10 years** in total, of which roughly **\$103,000 to \$138,000 would be City revenue**.

³ The forgone revenue is a reduction in the amount of property tax revenue that the City would otherwise have collected if it did not offer a tax abatement. Forgone revenue is not a direct expenditure of cash by the City.

⁴ Per statute, an “equalized floor” is essentially a floor area equivalent to the size of an average floor of the building, excluding any floors under 500 sq. ft.

⁵ This assumes that all taxing districts’ property taxes are abated. Individual taxing districts have the option to opt out of the tax abatement, which would reduce the amount of the abatement for the development.

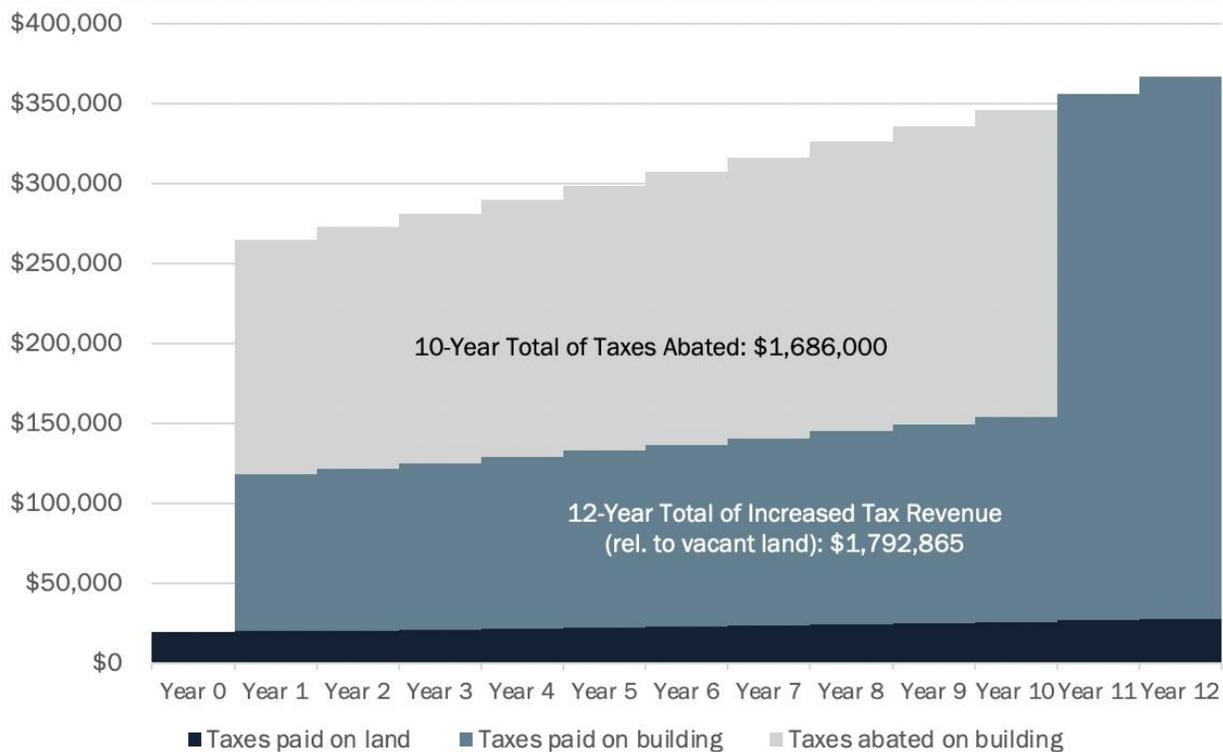
⁶ Assumes 12% of property taxes go to the City (vs. other taxing districts) based on current property tax rates published by Clackamas County.

- By two years after the abatement expires, the additional property tax revenue from the building combined with the taxes on the share of the improvement value that was not abated would exceed the total taxes abated. This is illustrated in Exhibit 1.

Exhibit 1: Tax Revenue and Abatement Analysis (Villebois Market Conditions)

Source: ECONorthwest

Note: Tax revenue and abatement analysis was modeled for the 4th and Main mixed-use development



Interaction with Urban Renewal

Both the Villebois Village Center and the Town Center are located within existing Urban Renewal Areas, where growth in property taxes does not flow to taxing districts but is instead directed towards paying for infrastructure and other capital investments in the area. Both urban renewal areas are approaching closure, at which time the full taxable value of the property within the areas will return to the taxing districts’ tax rolls.⁷ If development utilizing VHDZ were to occur within one of these areas while an Urban Renewal district is still in place, the taxes generated and those abated would affect the Urban Renewal district’s tax revenues rather than the City and other overlapping districts until the closure of the Urban Renewal district. Given that the areas are approaching closure, this is unlikely to have a substantial effect on the finances of the Urban Renewal districts.

⁷ City of Wilsonville, “Wilsonville’s History of Urban Renewal,” <https://www.ci.wilsonville.or.us/renewal/page/summary-urban-renewal-history-wilsonville>, accessed July 1, 2021.

Vibrant Commercial Uses

How can the City ensure that any mixed-use development that receives the tax abatement ultimately includes commercial uses that support a vibrant Village or Town Center?

The vision for the Wilsonville Town Center Plan is for a “vibrant, walkable destination that inspires people to come together and socialize, shop, live, and work. . . . Wilsonville residents and visitors come to Town Center for shopping, dining, culture, and entertainment.”

Wilsonville’s City Council has indicated that it is critical for the Town Center to have interesting businesses in ground floor retail spaces that contribute to a complete community and offer an amenity for nearby residents. Supporting development that incorporates such businesses is one of the reasons Council is considering the VHDZ tax abatement in that area. However, the tax abatement itself may not guarantee that desirable businesses will locate in the new building. The VHDZ program only provides a pathway for ground floor retail space to be built, while the retail type that could lease that space is subject to market conditions and household demand of the area. In the Town Center, while there is an existing retail base, the existing retail spaces are more auto-oriented, so attracting businesses that support the vision for an active ground floor along Main Street may also require some intentionality. Challenges and options for incenting or requiring certain types of commercial use for buildings that receive a VHDZ tax abatement are discussed below.

Statutory Requirements

State statute requires that at least 50 percent of the project’s ground floor that fronts on the primary public street (the street that will provide access to the project’s main entrance, and often main entrance to the ground floor retail space) must be constructed to building code standards for commercial use or planned for commercial use upon completion for the project to be eligible for the VHDZ tax abatement.⁸ To satisfy this requirement, the commercial space must be located on the ground floor, must front onto a public street, and be built or planned for commercial use. Residential common areas and amenity space that is associated with the residential use do not count toward the commercial space required. Commercial space on upper levels would also not count towards the requirements. It is not clear how live/work space would fit within this definition.

Example Local Criteria

Jurisdictions can add their own local criteria, provided they do not conflict with state statute. Many jurisdictions simply adopt the definitions from statute. Staff contacted several other jurisdictions that have implemented VHDZ to gather information on local criteria they have adopted as part of their programs. Those that include refined definitions of ground floor commercial uses or other local criteria are summarized below (this list is not exhaustive and is based on the jurisdictions that staff was able to obtain information from; however, many

⁸ ORS 307.858 (5)(a) and (b)

jurisdictions initially implemented the program while it was administered at the state level and did not adopt any additional local criteria).

Exhibit 2: Examples of Local Criteria and Definitions for VHDZ Programs

Source: City of Wilsonville staff research; program information provided by jurisdictions

City	Ground Floor Commercial Definition	Additional Local Criteria
Tigard	A space that is publicly accessible from the primary public street and operated by an entity engaged in the exchange of goods or services with the public, as allowed by the underlying base zone. Examples of commercial uses include restaurants, convenience markets, retail stores and professional offices.	N/A
Milwaukie	A portion of the project must be committed, to the City's satisfaction, for residential use and a portion of the project must be committed, to the City's satisfaction, for use as non-residential use.	Projects must meet green building certification levels and energy use standards. Program sunsets in July 2022 for new applications unless extended by Council.
Beaverton	Beaverton provides a calculator template for applicants, which includes additional guidance that non-residential square footage includes common areas benefiting the non-residential space, or a portion thereof.	Criteria require additional design input by City program staff to ensure the design of each VHDZ project conforms to adopted City plans, policies and urban design frameworks.

Considerations for Locally-Imposed Criteria

The tax abatement is intended to help make development possible that would not otherwise be financially feasible. To influence whether a given development will occur, the developer must have enough certainty that they will receive the abatement that they (and, more importantly, their lenders) can feel comfortable factoring it into their financial calculations. This means that developers and lenders would need to be able to verify eligibility prior to construction (this typically happens through a pre-certification letter from the City).

If eligibility is tied to the success of attracting or retaining particular types of businesses to the space upon completion, this will make developers and lenders much less certain about whether they will be eligible for the abatement, and make the development less likely to occur. Other tools explored later in this memorandum to encourage businesses to locate in challenging retail areas could be more successful in attracting desirable businesses and not impact development feasibility.

In addition, the tax abatement does not apply to the commercial portion of the building, and commercial tenants often pay a prorated share of property taxes. The abatement may or may not result in lower rents for the commercial space and is unlikely to reduce the amount commercial tenants pay in property taxes. Thus, the tax abatement incentive does not necessarily increase the viability of commercial uses in that location by reducing costs for

businesses to locate there. However, the incentive does provide a pathway for commercial space to be built within a residential development due to the overall cost savings.

Other considerations that affect the viability of commercial uses are summarized in the call-out box on the following page, and other options to consider to support businesses in locating in a specific area are listed in brief on page 16.

Drivers of Business Viability

Getting commercial space built is just part of the challenge—businesses need to be able to succeed in the space as well. One of the most important decisions retail store owners make is *where* to locate their business. Location determines the accessibility of the store, customers' interest in entering the store, and, for many types of retail, the sales potential of the establishment. In addition to geographical accessibility, a retail owner must ensure that the location is saturated with potential customers and that the business's products or services are aligned with the preferences of the community it would serve. Factors that can influence an establishment's viability in a given area include⁹:

- **Population Size and Characteristics** (e.g., age distribution, educational level, disposable income, occupations, homeownership rates, access to and use of technology¹⁰)
- **Adjacency to Other Attractions** (e.g., other businesses that may attract similar customers, parks or recreational facilities, libraries, and other amenities)
- **Accessibility and Visibility** (visibility to and convenient access for potential customers from major streets and/or busy pedestrian routes; for pedestrian-oriented retail, quality of the adjacent pedestrian environment and availability of on-street parking are important accessibility considerations)
- **Competitive Situation** (number, size, and strength of existing competitive businesses)
- **Availability of Suitable Store Locations** (suitable size and location, where the business is allowed by local regulations; site/tenant improvement costs)
- **Regulations** (taxes, licensing, operations, minimum wages, zoning restrictions)

To illustrate this, ECONorthwest assembled examples of commercial uses and standardized factors that owners may consider in making location decisions (Exhibit 3).

Exhibit 3. Factors Influencing the Location of Retail Uses

Source: ECONorthwest compiled generic determinants from a range of sources for illustrative purposes only.

Retail Types	Population Factors	Locational Factors
Small-Mid Grocery Store (10,000 to 40,000 sq. ft.)	6,000 to 8,000 people per store	Clustered near other retail uses; High visibility and access
Restaurant/Coffee Shop (counter service)	2,000 to 3,000 People per store	Convenient access pedestrians and drivers; High visibility and access; Stand alone or within mixed-use developments

⁹ Trading-Area Analysis (2008). <https://www.slideshare.net/akira9515/tradingarea-analysis-presentation>

¹⁰ The growth of e-commerce has increased challenges for traditional brick-and-mortar stores. Understanding how community members tend to use technology (willingness to order items online or find better prices elsewhere) and their access to technology (smartphones, internet) is crucial to evaluating whether a given store is likely to succeed.

Affordable and Mixed-Income Development

To what extent can VHDZ support mixed-income development?

As noted previously, VHDZ eligibility requirements provide an additional property tax exemption on the land if some or all of the housing is for households earning 80% of area median income or below, though it has rarely been used for affordable or mixed-income housing. This section discusses the reasons why VHDZ is generally not used to support affordable housing or mixed-income development.

Challenges of VHDZ for Affordable Housing

VHDZ has rarely been used for 100 percent affordable housing developments. There are several reasons for this, as summarized below.

Financing Challenges

Affordable housing development is complex. It requires the layering and structuring of multiple financing sources to make development financially feasible. The primary tool used to produce affordable housing in Oregon and throughout the U.S. is the Low Income Housing Tax Credit (LIHTC) program.¹¹ The subsidy in LIHTC-funded projects is equity capital provided by investors in exchange for a reduction (credit) on their income/business taxes. This equity capital reduces the need for loans and makes the project feasible at reduced rents that are affordable to households earning an average of 60% of the Area Median Income (AMI). Under the LIHTC program rules, certain project costs are eligible for the tax credit calculation that determines the amount of equity capital raised for the project, while others are not. Retail or other commercial space attached to a project is an ineligible cost, resulting in less equity capital raised. This means that a mixed-use affordable project may need to find other financing sources to cover the additional costs of building the commercial space. Providing a tax abatement can enable a LIHTC development to afford more debt (by reducing other on-going costs and leaving more of the limited rent revenue to make debt payments) but generally this is insufficient to cover the financing gaps created by the additional costs of mixed-use development.

Alternative Tax Abatements

Affordable housing providers in Oregon often have other property tax-abatement programs available that prioritize affordable housing. The City of Wilsonville offers a property tax

¹¹ LIHTCs are allocated at the federal level to state housing finance agencies by formula based on a state's population. In Oregon, the State department of Housing and Community Services (OHCS) establishes its affordable housing priorities and developers apply for tax credit awards. Developers receive an award to use tax credits to raise equity capital from investors in their developments. The tax credits are claimed over a period of 10 years, but the property must be maintained as affordable housing, with units averaging 60% of the area median income, for a minimum of 30 years.

exemption program for affordable housing that provides a full exemption from property taxes and does not require a commercial component.

Impact of VHDZ for Mixed-Income Housing

For development that is largely market-rate housing but may include some income- and/or rent-restricted affordable units, VHDZ presents a different set of opportunities and challenges. There are fewer other tax abatement programs that would apply to this type of development (see next section for a discussion of one that could apply), and the financial trade-offs are different. For a market-rate development that would incorporate affordable units, the question is how much revenue the property would forego due to lower rents for the affordable units compared to the additional tax abatement that the property would be eligible for.

ECONorthwest used the same three example properties discussed previously to estimate the foregone rental revenue compared to the additional tax exemption for including affordable units. The buildings were tested with 20% of units affordable at 80% of AMI—the lowest percentage of affordable units that qualifies for an additional tax exemption under state statute (20% of land value would be abated). As noted previously, the rents for each building were adjusted to reflect estimated residential and retail rents in Wilsonville for the Villebois and Town Center areas (residential rents are likely to be higher in the Villebois area, while retail rents are likely to be higher in the Town Center area). The financial calculations are summarized in Appendix A, Exhibit 5. Key findings are summarized below.

- Market residential rents in both market areas are likely to be more than the maximum rent that would be affordable at 80% of AMI, except for very small units like those in The Dahlia, where market rents might already be affordable at or below 80% of AMI.
- Developers would have to give up between \$0 and about \$53,000 in rent per year, depending on the market, unit sizes, and unit mix. Depending on how quickly market rents increased compared to AMI, this amount could fluctuate over time in ways that are difficult to predict.
- The value of the additional tax abatement on land is quite small, ranging from \$880 to \$3,800 per year depending on the land value in the area and the size of the development. The total value of the abatement to the developer over 10 years (accounting for the discounted value of future savings) is estimated at roughly \$6,200 to \$26,900. This is less than the foregone rent for a single year in some cases.

In addition to the foregone revenue, mixed-use developments with some income-restricted units can increase administrative burden for property management if they must income-qualify residents. Typically, mixed-use developments with income-restricted units (not Low Income Tax Credit Housing properties) are built by market rate developers who might not be proficient with the procedures to income-qualify tenants. In situations where rents for the income-restricted units are only slightly below market rate, it can be difficult to get tenants to go through the additional income verification process and paperwork relative to the small rent discount they will be receiving.

Alternatives and Supplements to VHDZ

Given the City's goals and priorities for the Villebois Village Center and Town Center, the project team looked at a number of other tools that the City could consider implementing in addition to VHDZ. Several of these can be complementary to VHDZ; in some cases, layering multiple tools may be necessary to support financial feasibility of a desired development type.

Supporting mixed-use development

As noted in the development examples, other jurisdictions have used a combination of tools listed below to support mixed-use development which include:

- Grants or low-interest loans through Urban Renewal / Tax Increment Financing Districts;
- Waivers or reductions of System Development Charges (SDCs);
- Sale of publicly-owned land at below-market values;
- Public-private partnerships where the City contributes to street improvements (i.e., landscaping, public street art, sidewalks, etc.) needed to make the area appealing for mixed use development.

Encouraging businesses to locate in a challenging retail area

Other jurisdictions have used a variety of economic development tools to attract and retain businesses to certain areas, including:

- Tenant improvement grant/loan programs that cover a portion of the cost of the interior improvements needed for a business to move into a new space (this has been highly successful in Beaverton's downtown, for example);
- Storefront improvement grant/loan programs (these are typically used in areas with existing buildings in need of renovation, but can sometimes be used to support enhanced signage, etc. for new construction);
- Investments in amenities, wayfinding signage, public spaces, etc. to make areas more appealing to businesses and customers;
- Sponsor or encourage programming and events (e.g., street fairs, farmers' markets, etc.) to raise awareness, bring people to the area, and support a customer base for businesses;
- Provide or support marketing efforts for the businesses in the area including recruitment support of desirable businesses; and
- Allow and encourage low-overhead interim uses, such as food carts, to generate activity and foot traffic and demonstrate that the area can attract customers.

Incentivizing higher-density residential development in targeted areas and/or mixed-income development

There are other tax exemption programs authorized in Oregon (and some in use in other states) that are intended to incentivize residential density in areas that support local planning goals and to encourage inclusion of below-market rent/price units. These programs together with VHDZ could support the City's goals of creating affordable housing and mixed-use development. These include:

- Several Oregon jurisdictions have implemented a Multiple Unit Tax Exemption (sometimes referred to as MUPTE or MULTE, depending on the jurisdiction) that is also authorized by the state to encourage multifamily housing development in key areas, such as a downtown core, or adjacent to transit. The City's Equitable Housing Strategic Plan includes this program as another possible tax abatement program for the city to explore. This program offers a greater tax exemption than VHDZ (100 percent of the improvement value rather than a maximum of 80 percent) and allows the jurisdiction broad discretion to establish its own eligibility criteria. Jurisdictions can require commercial uses as part of eligibility if desired, though few (if any) do this. This program can also be used as an incentive for mixed-income development if the jurisdiction chooses to limit it to projects that include a certain percentage of units at a given affordability level (affordability criteria can be set by the jurisdiction).
- In Washington state, many jurisdictions use the Multifamily Tax Exemption (MFTE) to encourage denser housing in designated centers. (This program is not available in Oregon; however, the MUPTE/MULTE program is similar.) The MFTE program does not require mixed use, and offers a greater incentive for developments that include a certain percentage of affordable units.

Conclusions

A Vertical Housing Development Zone can offer a strong incentive for vertical mixed-use, helping overcome the additional costs and challenges associated with mixed-use development. Most mixed-use development in suburban locations has required some form of public support in the form of financing and/or development incentives. VHDZ has been a valuable tool in many cases, though some developments have needed more than one form of public support to be viable.

The City (and other taxing districts) would forego some property tax revenue—roughly \$154,000 to \$207,000 for the City of Wilsonville over 10 years for a project of the scale likely for the areas in question (less if the project is built while Urban Renewal is still in place). However, the City (and other taxing districts) will receive substantially more tax revenue than if the site were to sit vacant, even during the period where taxes are being abated. The value of the abatement is much greater than the amount the City would give up because VHDZ abates taxes from all taxing districts (unless they opt out).

VHDZ can only go so far in helping the City accomplish goals beyond getting mixed-use buildings built. VHDZ is designed to incent the construction of mixed-use development, while the supplemental local criteria can make sure that the design of the development conforms to the local surrounding area. Making the tax abatement contingent on the businesses that later occupy the commercial space makes the incentive uncertain and substantially reduces its value to the developer and those providing financing. Going further to support vibrant commercial uses in the Village Center and Town Center may require additional programs or incentives targeted at the businesses themselves. VHDZ is not designed to address public sector economic development goals such as the mix of businesses needed to serve a residential neighborhood, nor is it used by itself to support affordable or mixed-income housing developments. There are specific tools and incentives targeted toward affordable and mixed-income housing that are better suited to that purpose.

Implementing VHDZ can substantially incentivize development projects that support the City's desired urban form and development goals as stated in the Villebois Master Plan and Town Center Plan, provided that any local criteria are not overly burdensome. To go beyond the building to attract certain types of businesses, the City would need to explore other economic development programs targeted towards attracting and retaining businesses rather than placing strict requirements on buildings receiving VHDZ tax abatements. There are also other programs better suited to supporting affordable and mixed-income housing than VHDZ. The City should consider a package of programs that includes VHDZ for areas where vertical mixed use is a priority and additional economic development and affordable housing programs to complement VHDZ and advance goals related to vibrant commercial areas and equitable housing.

Appendix A

This section summarizes the financial calculations for tax revenue and affordability for the three example properties selected and the market conditions for each potential VHDZ area.

Exhibit 4: Property Tax Calculations for Example Mixed-Use Buildings

Market Area Example Building	Villebois Market Conditions			Town Center Market Conditions		
	4th & Main	The Dahlia	Westline	4th & Main	The Dahlia	Westline
Building Program						
Total Floors	4	4	3.5	4	4	3.5
Residential Floors	3	3	3	3	3	3
Total Units	71	69	83	71	69	83
SF of retail	6,700	8,285	2,400	6,700	8,285	2,300
Property Value						
Est. land value per assessor	\$1,912,191	\$1,160,389	\$1,519,946	\$725,875	\$440,488	\$576,977
Est. Improvement Value ¹²	\$24,467,178	\$18,313,072	\$23,800,878	\$23,920,600	\$18,313,450	\$22,914,233
Est. Total value	\$26,379,368	\$19,473,461	\$25,320,824	\$24,646,475	\$18,753,938	\$23,491,211
Est. Total Assessed Value	\$13,638,133	\$10,067,780	\$13,090,866	\$12,742,228	\$9,695,786	\$12,144,956
Annual Property Taxes and Abatement						
Annual property taxes (total, year 1)	\$264,296	\$195,106	\$253,691	\$246,934	\$187,897	\$235,360
Annual property taxes (improvement share, year 1)	\$245,138	\$183,480	\$238,462	\$239,662	\$183,483	\$229,579
Annual property taxes (land share, year 1)	\$19,158	\$11,626	\$15,228	\$7,273	\$4,413	\$5,781
% of Building Value Abated	60%	60%	60%	60%	60%	60%
Estimated annual tax abatement without affordability (Year 1)	\$147,083	\$110,088	\$143,077	\$143,797	\$110,090	\$137,747

¹² Improvement value is estimated based on the capitalized value of the property's net operating income, derived from residential, retail, and other miscellaneous rent, using expected rents for Wilsonville in each area.

Market Area Example Building	Villebois Market Conditions			Town Center Market Conditions		
	4th & Main	The Dahlia	Westline	4th & Main	The Dahlia	Westline
10-Year Total Property Taxes and Abatement						
10-year discounted value of tax abatement to developer (w/o affordability)	\$1,033,047	\$773,210	\$1,004,915	\$1,009,970	\$773,226	\$967,479
10-year Total Cost of total property taxes (with 3% growth in AV)	(\$1,686,138)	(\$1,262,032)	(\$1,640,220)	(\$1,648,471)	(\$1,262,058)	(\$1,579,118)
10-year Total Cost of City portion of property taxes (with 3% growth in AV)	(\$206,973)	(\$154,914)	(\$201,336)	(\$202,349)	(\$154,917)	(\$193,836)
10-year total of increased taxes on improvements not abated (with 3% growth in AV)	\$1,124,092	\$841,355	\$1,093,480	\$1,098,981	\$841,372	\$1,052,745
10-year total City's share of increased taxes on improvements	\$137,982	\$103,276	\$134,224	\$134,899	\$103,278	\$129,224

Exhibit 5: Affordability Tax Benefit and Foregone Rent Calculations for Example Mixed-Use Buildings

Market Area Example Building	Villebois Market Conditions			Town Center Market Conditions		
	4th and Main	The Dahlia	Westline	4th and Main	The Dahlia	Westline
Total Units	71	69	83	71	69	83
Total affordable units to reach at least 20%	16	14	17	16	14	17
Estimated rents based on Wilsonville market						
Studio rent	\$1,420	\$1,250	\$1,430	\$1,360	\$1,200	\$1,370
1BR rent	\$1,710	\$1,520	\$1,780	\$1,630	\$1,450	\$1,700
2BR rent	\$2,020	N/A	\$1,860	\$1,920	N/A	\$1,770
3BR rent	\$2,280	N/A	N/A	\$2,160	N/A	N/A
Max Rent, incl. W/S/G, at 80% AMI						
Studio rent		\$1,298			\$1,298	
1BR rent		\$1,389			\$1,389	
2BR rent		\$1,668			\$1,668	
3BR rent		\$1,827			\$1,827	
Lost Revenue (Annual)	\$52,680	\$3,100	\$51,379	\$35,808	\$0	\$36,445
Estimated annual tax abatement for affordability @20% of units (Year 1)	\$3,832	\$2,325	\$3,046	\$1,455	\$883	\$1,156
Net benefit of additional tax exemption (annual)	(\$48,849)	(\$775)	(\$48,333)	(\$34,354)	\$883	(\$35,289)
10-year NPV of difference from discounted rent	(\$370,006)	(\$21,775)	(\$360,864)	(\$251,504)	\$0	(\$255,974)
10-year NPV of property tax abatement for affordability	\$26,912	\$16,331	\$21,392	\$10,216	\$6,199	\$8,120
Tax abatement benefit of affordability to developer	(\$343,094)	(\$5,443)	(\$339,473)	(\$241,288)	\$6,199	(\$247,854)

**CITY COUNCIL ROLLING SCHEDULE
Board and Commission Meetings 2021**

Items known as of 07/28/21

August

Date	Day	Time	Event	Location
8/9	Monday	6:30 p.m.	DRB Panel A - CANCELLED	Council Chambers
8/10	Tuesday	6:00 p.m.	Diversity, Equity and Inclusion (DEI) Committee	Community Center
8/11	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
8/16	Monday	7:00 p.m.	City Council Meeting	Council Chambers
8/23	Monday	6:30 p.m.	DRB Panel B	Council Chambers
8/25	Wednesday	6:30 p.m.	Library Board	Library

September

Date	Day	Time	Event	Location
9/8	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
9/9	Thursday	7:00 p.m.	City Council Meeting	Council Chambers
9/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
9/14	Tuesday	6:00 p.m.	Diversity, Equity and Inclusion (DEI) Committee	Willamette River Room
9/20	Monday	7:00 p.m.	City Council Meeting	Council Chambers
9/22	Wednesday	6:30 p.m.	Library Board	Library
9/27	Monday	6:30 p.m.	DRB Panel B	Council Chambers
9/29	Wednesday	1:00 p.m.	Tourism Promotion Committee Meeting	Willamette River Room

Community Events:

- 8/4** Guided Meditation Meetup from 5:30 p.m. to 6:00 p.m. online
8/12 Stein-Boozer Walnut Grove Dedication at 2:00 p.m. near Murase Plaza
8/11 Guided Meditation Meetup from 5:30 p.m. to 6:00 p.m. online
8/12 Wilsonville Farmers Market from 4:00 p.m. to 8:00 p.m. at Sofia Park
8/18 Guided Meditation Meetup from 5:30 p.m. to 6:00 p.m. online
8/19 Wilsonville Farmers Market from 4:00 p.m. to 8:00 p.m. at Sofia Park
8/25 Guided Meditation Meetup from 5:30 p.m. to 6:00 p.m. online
8/26 Wilsonville Farmers Market from 4:00 p.m. to 8:00 p.m. at Sofia Park
8/31 Last day of Summer Reading Program
9/1 Guided Meditation Meetup from 5:30 p.m. to 6:00 p.m. online
9/2 Wilsonville Farmers Market from 4:00 p.m. to 8:00 p.m. at Sofia Park
9/6 City Offices closed in observance of Labor Day
9/8 Guided Meditation Meetup from 5:30 p.m. to 6:00 p.m. online
9/9 Wilsonville Farmers Market from 4:00 p.m. to 8:00 p.m. at Sofia Park
9/15 Guided Meditation Meetup from 5:30 p.m. to 6:00 p.m. online
9/16 Wilsonville Farmers Market from 4:00 p.m. to 8:00 p.m. at Sofia Park
9/22 Guided Meditation Meetup from 5:30 p.m. to 6:00 p.m. online
9/29 Guided Meditation Meetup from 5:30 p.m. to 6:00 p.m. online

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

**Suggested Motion
August 2, 2021 Council Meeting**

City Manager Employment Agreement

Motion: I move to approve the extension of Bryan Cosgrove's employment agreement as City Manager from June 20, 2011 to June 19, 2025, as outlined in the employment agreement.

**CITY OF WILSONVILLE
EMPLOYMENT AGREEMENT
CITY MANAGER**

This Employment Agreement (“Agreement”) is made and entered into on the ____ day of July 2021, by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (the “City”), and **Bryan Cosgrove** (“Employee”), both of whom understand and agree as follows:

WITNESSETH:

WHEREAS, the City desires to continue to employ Bryan Cosgrove as City Manager of the City of Wilsonville, as provided by the Wilsonville City Charter and Section 2.105 of the Wilsonville Code; and

WHEREAS, Employee desires to continue his employment as City Manager of the City of Wilsonville, subject to the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Duties and Work Hours

The City hereby agrees to employ Employee as City Manager of the City of Wilsonville. Employee agrees to devote his full-time efforts to performing the functions and duties of City Manager, as described in the Wilsonville City Charter and Section 2.105 of the Wilsonville Code, and to perform other legally permissible and proper duties and functions as the Wilsonville City Council (“Council”) assigns to him. Employee’s normal work hours are generally 8 a.m. to 5 p.m. In addition, due to the nature of the City Manager’s position, Employee will be required to attend numerous evening and some occasional weekend meetings. As a result, the City allows for reasonable flexibility in the normal work hours and provides for up to five (5) “compensatory time” days off, to be used in Employee’s reasonable discretion, at times when his workload and meeting schedule allow. Any additional compensatory days will require prior City Council approval.

Section 2. Employment Status and Contract Term

Employment is at all times AT WILL, meaning Employee can resign and the City can terminate Employee’s employment at any time, with or without cause, subject to the severance benefits described herein below. Employee has been employed by the City since June 20, 2011, which date is hereinafter referred to as the Employment Anniversary Date. If Employee is not otherwise terminated earlier, as provided herein below, the term of this Employment Agreement will be for a four-year period, with an effective beginning date of June 20, 2021 and ending date of June 19, 2025.

Section 3. Compensation

For the year beginning June 20, 2021, through June 19, 2022, Employee will receive an annual base compensation of ONE HUNDRED NINETY-TWO THOUSAND FIVE HUNDRED FORTY-SIX DOLLARS AND SIXTY-FOUR CENTS (\$192,546.64) (“Salary”).

Base compensation for June 20, 2022 through June 19, 2023, the second year of this Agreement, will automatically be set at ONE HUNDRED NINETY-EIGHT THOUSAND THREE HUNDRED TWENTY-THREE DOLLARS AND SIX CENTS (\$198,323.06) (“Salary”).

Base compensation for June 20, 2023 through June 19, 2024, the third year of this Agreement, will automatically be set at TWO HUNDRED AND THREE THOUSAND TWO HUNDRED EIGHTY-ONE DOLLARS AND TWENTY-SIX CENTS (\$203,281.26) (“Salary”).

Base compensation for June 20, 2024 through June 19, 2025, the fourth year of this Agreement, will automatically be set at TWO HUNDRED AND SEVEN THOUSAND THREE HUNDRED FORTY-SIX DOLLARS AND SIXTY-TWO CENTS (\$207,346.62) (“Salary”).

One or more City Council members may elect to reevaluate the annual base compensation amount prior to the start of the subsequent year.

In addition to Salary, because Employee is required to use his personal vehicle to travel to attend to City business and his personal electronic devices to conduct City business, Employee will receive a Four Hundred Dollar (\$400) per month (\$4,800 annually) car allowance and a One Hundred Dollar (\$100) per month (\$1,200 annually) technology allowance. In addition to the foregoing, Employee will receive the benefits offered to City employees, as outlined in **Section 4** below. All of the foregoing are referred to as Employee’s “Total Compensation.”

Section 4. Other Benefits

The City will provide Employee with a standard benefit package, as is offered to all other administrative full-time City employees, including health, dental, and life insurance, PERS benefits, and sick leave. In addition, Employee will earn fifteen (15) hours of vacation per month, not to exceed an accrued balance of two hundred and forty (240) hours. Employee has the option to cash out five days (40 hours) of vacation time.

The City will contribute a percentage of the Employee’s base Salary to the Employee’s 401(a) retirement plan. The City will make contributions as follows:

Year 1: The City will contribute SIX AND A HALF PERCENT (6.5%) of Employee’s base Salary to the Employee’s 401(a) retirement plan.

Year 2: The City will contribute SEVEN AND A HALF PERCENT (7.5%) of Employee’s base Salary to the Employee’s 401(a) retirement plan.

Year 3: The City will contribute EIGHT AND A HALF PERCENT (8.5%) of Employee's base Salary to the Employee's 401(a) retirement plan.

Year 4: The City will contribute NINE AND A HALF PERCENT (9.5%) of Employee's base Salary to the Employee's 401(a) retirement plan.

This plan vests over a six (6) year period and employee is fully vested. Details on all benefits are available through the Human Resources Department.

Section 5. Dues and Subscriptions

The City agrees to budget and to pay for the professional dues and subscriptions of Employee necessary for his continuation and reasonable participation in the International City/County Management Association ("ICMA") and the Oregon City/County Management Association ("OCCMA"). Such participation is desirable for his continued professional growth and advancement, and for the good of the City.

Section 6. Professional Development

The City encourages Employee to attend the annual League of Oregon Cities conference and a spring and summer conference for Oregon city managers. Employee may also attend conferences and meetings of in-state committees or commissions of which Employee has been approved by the City to be a participating member. Out-of-state travel for conferences and meetings and memberships on national committees or commissions may be allowed if budgeting and work responsibilities allow and if such travel is deemed beneficial for the professional development of Employee and the City. Having authorized membership of Employee in ICMA and OCCMA, the City will pay Employee's membership fees and reasonable attendance costs to their annual conferences, in accordance with the City's travel and expense guidelines and policies.

Section 7. Civic Involvement

The City and Employee agree that it is necessary and desirable for Employee to be an active participant in Wilsonville community activities and civic organizations that compliment his position as City Manager and give him positive visibility in the community. The City agrees to pay for membership in one or more civic organizations; provided, however, Council, in its sole discretion, shall have the right to disapprove membership in any organization that would be in conflict with, or could reasonably cause a conflict of interest with, Employee's role as City Manager.

Section 8. Performance Evaluations

Council shall review and evaluate the performance of Employee approximately annually, or more frequently than annually if performance issues exist. Said review and evaluation shall be in accordance with criteria developed by the Mayor and Council President. Said criteria may be added to or deleted from as Council may from time to time determine. Input regarding Employee's performance will be requested from all council members. Council and Employee shall periodically define goals and performance objectives that they determine necessary for the proper operation of

the City and attainment of Council's policy objectives. Council and Employee shall work together to establish priorities among those various goals and objectives. The goals will be set to generally be attainable within the time limitations specified and within the annual operating and capital budgets and appropriations provided for.

Section 9. Termination and Severance Pay

9.1. In the event Employee is terminated by Council prior to June 19, 2024, and at the time of termination Employee remains willing and able to perform his duties under this Agreement, and termination is not "For Cause," the City agrees to pay Employee a severance payment equal to one (1) months' Salary per year of service, with a maximum of twelve (12) months, plus reimbursement for health benefits in place at the time of termination ("Severance"). In the event Employee is terminated by Council after June 19, 2024 but prior to June 19, 2025, and at the time of termination Employee remains willing and able to perform his duties under this Agreement, and termination is not "For Cause," the City agrees to pay Employee a severance payment equal to the months remaining on this Contract to June 19, 2025. Payment of the Severance is conditioned upon Employee signing a Settlement and Release of Claims Agreement in consideration of such payment. Council may elect to pay the dollars portion of the Severance Payment in a lump sum or in equal monthly installments. To the extent allowed by law, the medical coverage premiums will be reimbursed after payment by Employee for up to twelve (12) months of coverage, dependent on years of service or as prorated if termination occurs in the 2024-2025 year. Severance will not apply if Employee either does not sign the Settlement and Release of Claims Agreement or if Employee is terminated "For Cause." As used herein, "For Cause" shall mean that Employee is terminated because of malfeasance, gross negligence, insubordination, theft, deception (by material untrue statement or material intentional omission), fraud, or a criminal felony conviction.

9.2. No Severance will be paid if Employee voluntarily leaves his position.

9.3. In the event Employee is unable to work because of disability, the Severance amount set forth in **Section 10** shall apply in lieu of the above Severance.

9.4. If Employee finds other employment within the Severance period, then Severance will cease as soon as Employee begins such other work and, if the payment portion has been paid in advance, it shall be proportionately repaid to the City. Similarly, if Employee becomes eligible for other medical coverage within the Severance period, he shall notify the City and medical coverage reimbursement will cease beginning with the first day of the month during which he begins receiving other medical coverage.

9.5. In the event Employee voluntarily resigns his position with the City, Employee agrees to use good faith efforts to give the City three (3) months' advance notice, unless the parties otherwise agree. Employee shall not be entitled to Severance if Employee voluntarily resigns, regardless of how and when notice is given.

Section 10. Disability

If Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity, or health for a period that exceeds exhaustion of allowed state and federal family medical leaves, the City shall have the option to terminate this Agreement. In such case, Severance will be equal to three (3) months' of wages and health benefits, but will cease to be paid as soon as disability insurance proceeds begin to be received, if such payments occur sooner than the expiration of the three (3) month Severance period.

Section 11. Suspension in Lieu of Termination or Immediate Termination

The City may suspend Employee with full pay and benefits at any time during the term of this Agreement, but only if a majority of Council vote to suspend Employee pending an investigation into allegations of malfeasance, gross negligence, insubordination, theft, deception, fraud, or a criminal felony charge. Suspension discussion shall occur in executive session, to the extent permitted under Oregon public meetings laws. The action to suspend will be taken in a public meeting, to the extent required by Oregon law. Employee shall be given written notice setting forth any allegations that could lead to suspension at least five (5) days prior to such executive session, and shall be given the opportunity to present defenses or provide a statement during executive session, but Employee shall not be allowed to be present during Council deliberations that follow. During that five (5) day or more interim period before the matter can be heard by Council, the City may temporarily suspend Employee with pay. Nothing contained herein shall be construed to require a suspension before termination.

Section 12. Indemnification

The City shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager. The City may compromise and settle any such claim or suit and shall pay the amount of any settlement or judgment rendered thereon. No indemnification shall apply to acts done outside the course and scope of employment.

Section 13. Bonding

The City shall bear the cost of any fidelity or other bonds required of Employee under any law or occurrence relating to Employee's employment as City Manager.

Section 14. Other Terms and Conditions of Employment

Council, in consultation with Employee, shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided that such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Charter, or any law.

Section 15. General Provisions

15.1. This Agreement shall constitute the entire agreement between the parties.

15.2. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

15.3. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

15.4. This Agreement may only be amended in writing, signed by both the City and Employee.

15.5. Waiver of any provision of this Agreement, either by the City or Employee, shall not constitute a future waiver of that or any other provision of this Agreement.

15.6. This Agreement shall be construed and interpreted in accordance with the laws of the State of Oregon, and venue for any dispute shall be in Clackamas County.

15.7. This Agreement, along with the City’s employment policies (as they may be amended and expanded from time to time), which have been or will be provided to and signed by Employee, sets forth the entire Agreement between the parties with respect to the subject matter contained herein and supersedes all prior agreements, negotiations, promises, or communications that are not contained herein.

IN WITNESS WHEREOF, the City of Wilsonville has caused this Agreement to be signed and executed on its behalf by its Mayor. Employee has signed and executed this Agreement. This Agreement may be signed in counterpart and with duplicate originals so that the City and Employee will both have an original copy of this Agreement.

DATED: _____, 2021.

CITY OF WILSONVILLE

EMPLOYEE

By: _____

Julie Fitzgerald

As Its: Mayor

Bryan Cosgrove

APPROVED AS TO FORM:

Barbara Jacobson, City Attorney

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EXPLORE WILSONVILLE

FY 2020-2021

Q4 REPORT (April- June)

July 19, 2021

JAYRAY A PLACE TO THINK
Branding | Advertising | Strategic Communications

EXPLORE WILSONVILLE
A POCKET (OF FUN)
WILSONVILLE OREGON
POCKET TRIPS



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DASHBOARD

- FY 2020-2021 is a baseline* year—we will continue to measure to see what is realistic to expect (at this budget level, during a pandemic). Due to Explore Wilsonville program budget reductions (caused by COVID-19 crisis) JayRay's initial scope and services have changed and advertising has been put on hold.
- Public relations has just begun and will continue into the new fiscal year.

ANNUAL RESULTS TO DATE FY 2020-2021 | Q1-Q4 JULY-JUNE

GOALS	FY 20-21 RESULTS	TO GOAL
Earned media (number of articles)	1	n/a
New website users	8,969	benchmark
Social media reach (Facebook, Instagram and Pinterest)	116,775	benchmark
Social media followers (Facebook, Instagram)	15,717	benchmark
Avg. email open rate	n/a	n/a
Email list growth	n/a	n/a
Tourism packages (# developed)	7	n/a



Q4 RECAP

- Continued with content development for events
- Designed four itinerary website pages
- Designed central itinerary page to drive traffic to itineraries
- Updated homepage with seasonal banners and featured events
- Developed seasonal themes for PR
- Published summer blog
- Continued social media management
 - High Facebook reach due to paid promotions
 - Instagram page consistently performing well
 - Designed animated posts





WEBSITE

Updated July 14, 2021

WEBSITE

- Site hosting and maintenance
- Content management (events, listings)
- Alert management, monitoring Oregon COVID updates
- Photography refresh
- Itinerary and map development
- Centralized itinerary landing page
- Summer blog
- Hotel packages





10

675

108

ARTS & CULTURE



Whether it's in a gallery or on a stage, there is something in Wilsonville for every artist.

+

[PLAN YOUR ARTS & CULTURE TRIP](#)

FAMILY FUN



Plan the perfect trip for special occasions like birthdays or family vacations.

+

[PLAN YOUR FAMILY FUN TRIP](#)

FARMLANDIA



Take in the beauty and unlock the secrets of farm-to-table cooking and century-old farmhouses.

+

[PLAN YOUR FARMLANDIA TRIP](#)

FOODIE



The options are vast, and the flavors refined. Experience food from local to global.

+

[PLAN YOUR FOODIE TRIP](#)

HISTORY & HERITAGE



Push through the boundaries of time and discover the Wilsonville story.

+

[PLAN YOUR HISTORY & HERITAGE TRIP](#)

OUTDOORSY



A fresh air excursion through forests, fields and wetlands.

+

[PLAN YOUR OUTDOORSY TRIP](#)

REST & RELAXATION



Unwind with luxury retreats, boutique spas and views from the field and sky.

+

[PLAN YOUR REST & RELAXATION TRIP](#)

SHOPPING



High-end fashion or unexpected and old, there is something for every shopaholic.

+

[PLAN YOUR SHOPPING TRIP](#)

SPORTS



Greet sunrise and take to the trails, courses and parks for a trip that is as scenic as it is athletic.

+

[PLAN YOUR SPORTS TRIP](#)

WINE COUNTRY



Wilsonville is surrounded on all sides by Oregon's wine country. Grab your pals and start sipping.

+

[PLAN YOUR WINE COUNTRY TRIP](#)



July 15 @ 4:00 pm - 8:00 pm
Recurring Event (See all)

Sofia Park
28836 SW Costa Cir W
Wilsonville, OR 97070
United States

Google Map

The mission of the market is to provide an informal, social gathering place in an open-air setting. Stop by and discover a wide variety of fresh, local, in-season farm pr

[Find out more >](#)

Wilsonville Farmers Market

Updated Events



July 15th 2023
Outdoor Trip
Share Away
#ExploreWilsonville

Four Newly Reopened Activities Just in Time for Summer

Four Newly Reopened Activities Just in Time for Summer
With Oregon's beautiful landscape, outdoor activities in Wilsonville are opening up like never before. Make the most of your summer by exploring the new activities.



[Itinerary Page](#)

[Summer Blog](#)

EXPLORE WILSONVILLE

WEBSITE ANALYTICS

Takeaways:

- ✓ Users are accessing itineraries
- ✓ Significant increases between 20-21 and 19-20 fiscal years
- ✓ Social media promotions increasing site users/pageviews

FY 2020-2021					FY 2019-2020				Q4 YoY Change
Metric	April	May	June	Totals	April**	May	June	Totals	
New Users	1,151	959	1,006	3,116	416	563	984	1,963	+58.74%
Users	1,225	976	1,025	3,226	404	579	998	1,981	+62.85%
Page Views	2,855	2,350	2,259	7,464	896	1,323	2,076	4,295	+73.78%

Page Views: Page views is the total number of pages viewed. Repeated views of a single page are counted.

Users/New Users: A user is a person who has come to your website. A new user is a first-time visitor to the website during the selected date range.

FY 20-21 Q3 MOST POPULAR PAGES

Page
1. / 
2. /restaurants-wilsonville-oregon/ 
3. /pocket-trips/wandering-through-wilsonvilles-history/ 
4. /pocket-trips/tulip-and-flower-festivals/ 
5. /wineries/ 



FY 20-21 Q4 MOST POPULAR PAGES

Page
1. / 
2. /restaurants-wilsonville-oregon/ 
3. /pocket-trips/a-day-on-the-willamette-river-in-wilsonville/ 
4. /pocket-trips/tulip-and-flower-festivals/ 
5. /itineraries/ 



WEBSITE ANALYTICS

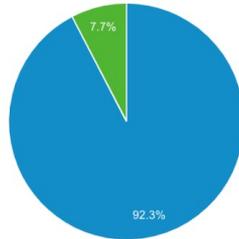
Takeaways:

- ✓ Users are returning more frequently to the website

FY 2020-21													Totals
METRIC	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	
New Users	802	854	689	566	377	419	380	394	1,372	1,151	959	1,006	8,969
Users	818	871	701	558	385	427	386	405	1,393	1,225	976	1,025	9,170
Page Views	2,025	1,868	1,413	1,213	841	940	905	1,208	3,254	2,855	2,350	2,259	21,131

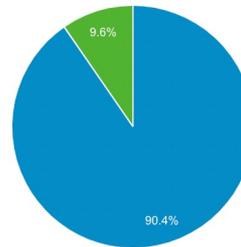
FY 20-21 Q3 AUDIENCE

■ New Visitor ■ Returning Visitor



FY 20-21 Q4 AUDIENCE

■ New Visitor ■ Returning Visitor



WEBSITE ITINERARIES

OVERVIEW:

- Five, 1- to 3-day itineraries
- Up to 10 stops each
- Compelling copy and local photography
- Referrals to local businesses
- Interactive Google MyMap

GOAL:

To inspire a trip to Wilsonville. A “road trip” style presentation gives potential visitors a visual and engaging experience that tells a compelling story that Wilsonville is in the heart of it all.



10 675 108

ARTS & CULTURE



Whether it's in a gallery or on a stage, there is something in Wilsonville for every artist.

PLAN YOUR ARTS & CULTURE TRIP

FAMILY FUN



Plan the perfect trip for special occasions like birthdays or family vacations.

FARMLANDIA



Take in the beauty and uncover the secrets of farm-to-table cooking and century-old farmhouses.

PLAN YOUR FARMLANDIA TRIP



WEBSITE ITINERARIES

EXPLORE WILSONVILLE
Discover something new.

ARTS & CULTURE TRIP
Step in the heart of it all, Wilsonville. Whether you're visiting for a few hours or a few days, you'll find Arts & Culture Trip itineraries here packed with ideas to help you plan your trip.

HIGHLIGHTS:

- Art Shows
- Local History
- Public Art Displays
- Seasonal Festivals

3 days | 80 miles | 10 stops

MAP YOUR ITINERARY

[Arts & Culture Trip](#)

EXPLORE WILSONVILLE
Discover something new.

FAMILY FUN TRIP
Step in the heart of it all, Wilsonville. Whether you're visiting for a few hours or a few days, you'll find Family Fun Trip itineraries here packed with ideas to help you plan your trip.

HIGHLIGHTS:

- Outdoor Adventure
- Amusement Parks
- Ballfields
- Oregon Zoo
- Oregon Museum of Science and Industry

3 days | 75 miles | 10 stops

MAP YOUR ITINERARY

[Family Fun Trip](#)

EXPLORE WILSONVILLE
Discover something new.

FARMLANDIA TRIP
Step in the heart of it all, Wilsonville. Whether you're visiting for a few hours or a few days, you'll find Farmlandia Trip itineraries here packed with ideas to help you plan your trip.

HIGHLIGHTS:

- Beautiful Gardens
- Antique Car Shows
- Wine Tasting
- Local Working Farms
- Cooking Classes
- Meet a Lander's Neighbor

2 days | 55 miles | 10 stops

MAP YOUR ITINERARY

[Farmlandia Trip](#)

EXPLORE WILSONVILLE
Discover something new.

REST & RELAXATION TRIP
Step in the heart of it all, Wilsonville. Whether you're visiting for a few hours or a few days, you'll find Rest & Relaxation Trip itineraries here packed with ideas to help you plan your trip.

HIGHLIGHTS:

- Lander's Fields
- Local Spa
- Willamette Valley Wine
- Heat Air Balloon Experience
- Family Rejuvenation Center

3 days | 45 miles | 10 stops

MAP YOUR ITINERARY

[Rest & Relaxation](#)

EXPLORE WILSONVILLE
Discover something new.

SPORTS TRIP
Step in the heart of it all, Wilsonville. Whether you're visiting for a few hours or a few days, you'll find Sports Trip itineraries here packed with ideas to help you plan your trip.

HIGHLIGHTS:

- Miles of Scenic Biking
- Original Blueberry Cyn
- 3-6 Golf Courses
- Paddle Ponds
- Train-Round Fun at Mt. Hood

3 days | 100 miles | 10 stops

MAP YOUR ITINERARY

[Sports Trip](#)



SOCIAL MEDIA

Updated July 19, 2021



FACEBOOK ENGAGEMENT

FY 2020-2021 Q4					FY 2019-2020 Q4				Q4 YoY Change
Metric	April	May	June	Totals	April	May	June	Totals	
Engagement* (Engagement %)	7.83%	6.00%	5.67%	6.50% Average	11.90%	4.67%	8.19%	8.52% Average	-21%
Post Total Reach**	460	779	11,598	12,837 Total Reached	535	7,668	464	8,667 Total Reached	+48%

*Engagement is post total reach divided by the number of people who clicked anywhere on Explore Wilsonville posts. Industry standard is .13% (above 1% is good).

**Reach is the total number of people the page's posts were served to

TOP CONTENT

April 16, 2021	
1 Reactions, Comments and Shares	60 Reached
0 Likes on post and on shares	1 Post Clicks



REACH IS UP 48% FROM LAST YEAR. HOWEVER, FB ENGAGEMENT RATE IS DOWN DUE TO THE INVERSE RELATIONSHIP BETWEEN REACH & ENGAGEMENT (2020-21 TO-DATE TOTALS ON SLIDE 18)



INSTAGRAM ENGAGEMENT

FY 2020-2021 Q4					FY 2019-2020 Q4				Q4 YoY Change
Metric	April	May	June	Totals	April	May	June	Totals	
Engagement* (Engagement %)	4.16%	4.42%	3.04%	4.73% Average	5.80%	6.14%	6.68%	6.21% Average	-38%
Average number of likes	23.5	33.7	23.5	26.9 Average	19	22	25	22 Average	+22%
Post Total Reach**	3,358	4,604	4,091	9,703 Total Reach	877	1,213	1,595	3,685 Total Reach	+227%

*Engagement rate is based on the likes and comments received divided by the number of followers. Industry standard is 3.31%

**Reach is the total number of people the page's posts were served to

TOP CONTENT

MARCH 24, 2021

39 Likes	306 Reached
4 Comments	6.8% Engagement Rate



REACH & AVERAGE LIKES
HAVE INCREASED. ENGAGEMENT
RATE SLIGHTLY DIPPED, DUE TO
INCREASE IN REACH
(2020-21 TO-DATE TOTALS ON SLIDE 18)



PAID SOCIAL MEDIA (MARKETING)



- **Dates:** May 12-31, 2021
- **Channel:** Facebook
- **Objective:** Link Clicks
- **Audience:** Adults from Salem to Vancouver, WA + 25 miles
- **Spend:** \$150
- **Reach:** 7,456
- **Link Clicks:** 245



- **Dates:** June 8-30, 2021
- **Channel:** Facebook
- **Objective:** Link Clicks
- **Audience:** Adults in Seattle and San Francisco + 25 miles
- **Spend:** \$150
- **Reach:** 7,828
- **Link Clicks:** 204



IMPRESSIONS, SAVES & LINK
CLICKS CONTINUE TO GROW
(2020-21 TO-DATE TOTALS ON SLIDE 18)

PINTEREST ENGAGEMENT

FY 2020-2021 Q4					FY 2019-2020 Q4				Q3 YoY Change
Metric	April	May	June	Totals	April	May	June	Totals	
Engagement* (Engagement %)	3.90%	8.14%	3.36%	5.13% Average					
Post Total Reach**	666	1,155	1,190	3,011 Total Reach	Pinterest paused because of budget restrictions				

*Engagement is the percentage of your pins with at least one repin
**Reach is the total number of people the page's posts were served to

FY 20-21 Q3 TOP BOARD

521
Impressions

1
Saves

5
Link Clicks



Wine & Dine in Wilson...
41 Pins



521
Impressions

FY 20-21 Q4 TOP BOARD

1,693
Impressions

34
Saves

51
Link Clicks



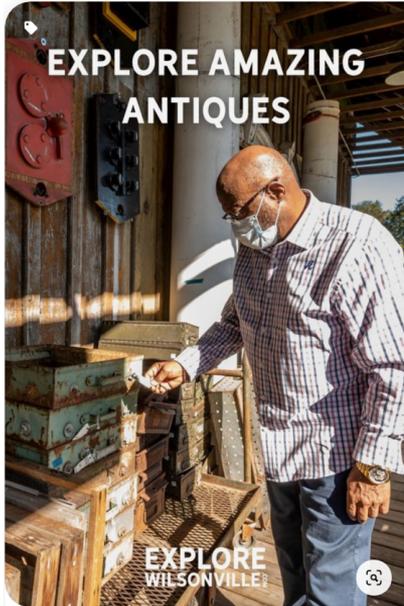
Explore Wilsonville, O...
205 Pins



1,693
Impressions



PINTEREST POSTS



... Explore Wi...

explorewilsonville.com

Go antiques in Aurora, Oregon.

See why it consistently ranks among the best antique towns in the country.

Explore Wilsonville Oregon
6 followers

Shop this look

Note to self
What do you want to remember about this Pin?

Photos Comments

Tried this Pin?
Add a photo to show how it went



FY 2020-2021 SOCIAL MEDIA ENGAGEMENT

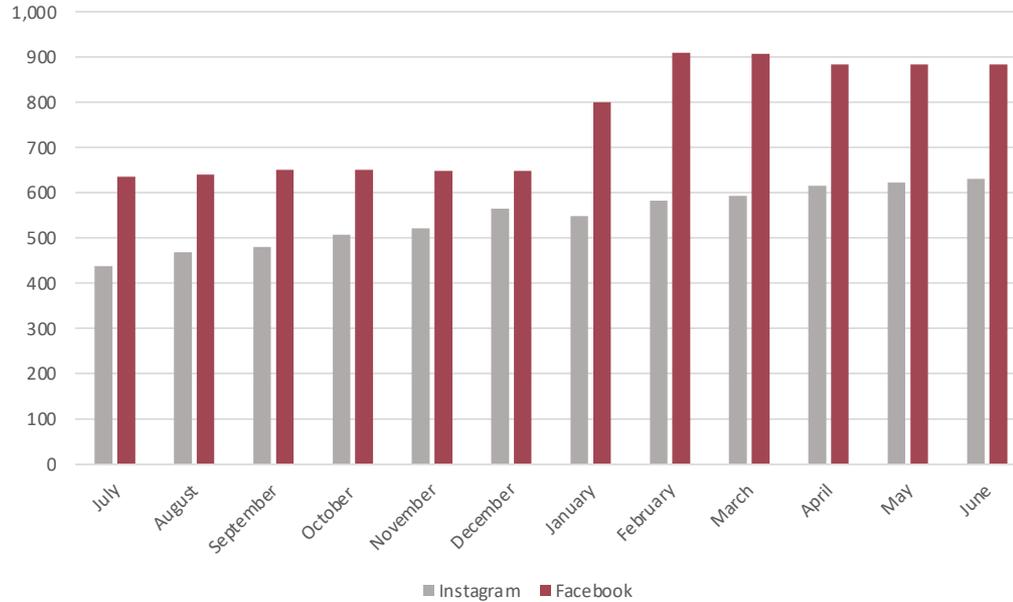
FACEBOOK													Total
Metric	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Engagement* (%)	2.85%	7.36%	8.66%	13.33%	7.59%	7.30%	2.44%	2.94%	2.73%	7.83%	6.00%	5.67%	6.23% AVERAGE
Post Total Reach**	7,869	530	635	525	570	395	16,969	9,690	25,097	460	779	11,598	75,117 TOTAL

INSTAGRAM													Total
Metric	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Engagement* (%)	5.90%	5.19%	4.91%	4.26%	4.45%	3.80%	4.56%	4.53%	5.11%	4.16%	4.42%	3.04%	4.53% AVERAGE
Average number of likes	23	21.5	22	21	21.4	18.5	23.3	23.6	28.14	23.5	33.7	23.5	23.6 AVERAGE
Post Total Reach**	1,990	1,630	1,738	2,035	2,521	2,344	3,076	3,054	3,573	3,358	4,604	4,091	34,014 TOTAL

PINTEREST													Total
Metric	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Engagement* (%)	1.86%	3.07%	2.30%	6.36%	4.69%	2.03%	2.15%	1.90%	0.80%	3.90%	8.14%	3.36%	3.38% AVERAGE
Post Total Reach**	538	685	564	472	576	395	605	422	376	666	1,155	1,190	7,644 TOTAL



SOCIAL MEDIA FOLLOWERS



**TOTAL FOLLOWERS:
15,717**

INSTAGRAM GROWS FOLLOWERS FASTER THAN FACEBOOK, ADDING TO TOTAL SOCIAL AUDIENCE.

INSTAGRAM GROWTH IS STEADY, FACEBOOK ACCELERATED DUE TO PAID PROMOTIONS

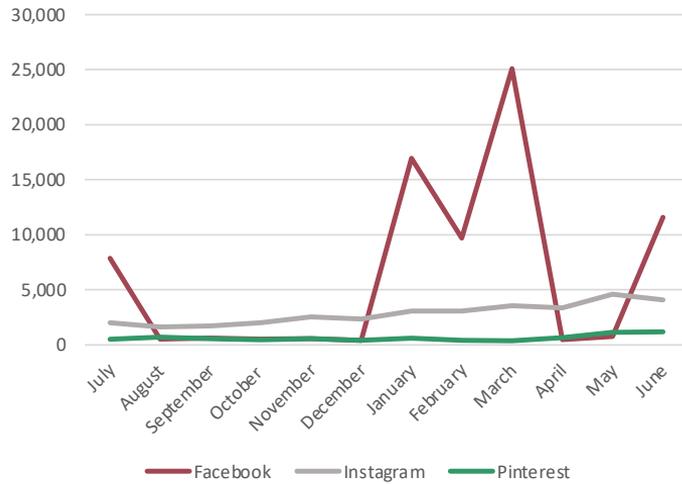
JAN-JUNE 2020
(PRIOR 6 MONTHS):
Total Followers: 944

**Pinterest followers are not tracked or measured. Due to the nature of the platform, it is not an accurate reflection of efforts*

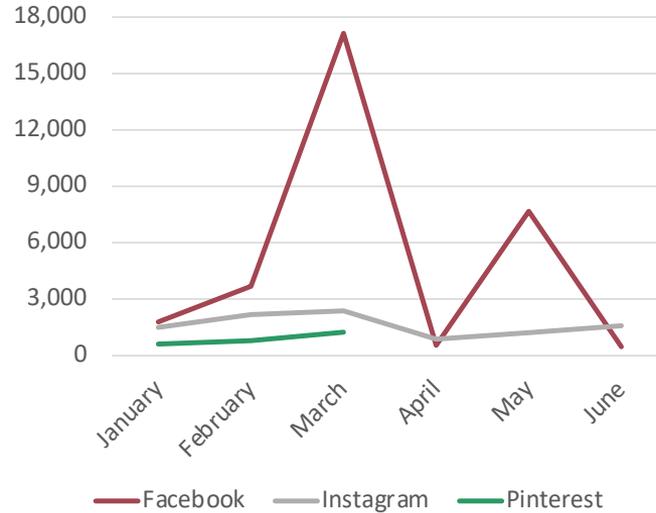


SOCIAL MEDIA REACH

FY20-21 Q1-Q4



FY19-20 Q3-Q4 (prior 6 months)



Pinterest was paused March - June due to COVID-19.



FACEBOOK DEMOGRAPHICS

Data on people reached. This is the number of people who had any content from Explore Wilsonville or about Explore Wilsonville enter their screen, grouped by age and gender. These numbers are an estimate.

AGE RANGE

Most of Explore Wilsonville's Facebook content reaches people who are above the age of 35, and between ages 45-54.

GENDER

Approximately 74% of Explore Wilsonville's Facebook content reached women, and 26% reached men – A diversion from previous quarter measurements of 50/50.

COUNTRY

A majority are from the United States, followed by Canada

CITIES

The top five cities outside of Wilsonville for Explore Wilsonville Facebook content are:

1. Portland, OR (*climbed from #2 spot*)
2. Salem, OR (*climbed from #3*)
3. Vancouver, WA (*down from #2*)
4. Beaverton, OR
5. Eugene, OR (*newly added into the top 5*)



INSTAGRAM DEMOGRAPHICS

This is the number of people who currently follow Explore Wilsonville on Instagram. These numbers are an estimate.

AGE RANGE

Most of Explore Wilsonville’s Instagram followers are between the ages of 35-44, compared to last quarter’s report of 24-34.

GENDER

Approximately 68% of Explore Wilsonville’s Instagram followers are women. 22% are men, 10% prefer not to say.

COUNTRY

A majority (97%) are from the United States, followed by Canada (.6%).

CITIES

The top five cities for Explore Wilsonville’s Instagram are:

1. Wilsonville, OR (43%)
2. Portland, OR (13%)
3. Canby, OR (3.2%)
4. Sherwood, OR (3.2%)
5. Oregon City, OR (2.9%)

No change in top cities

TOP CITY



PINTEREST DEMOGRAPHICS

Data on Explore Wilsonville's [total Pinterest audience](#). This includes all users who have seen or engaged with Explore Wilsonville pins. These numbers are an estimate.

AGE RANGE

Most of Explore Wilsonville's Pinterest audience are between the ages of 24-44, with ages 25-34 leading at 34.9% followed by ages 35-44 at 20.2%

GENDER

Approximately 72.1% of Explore Wilsonville's Pinterest audience are women. 20% are men and approximately 7.6% are unspecified.

CITIES

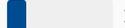
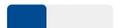
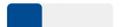
The top five metro areas for Explore Wilsonville's Pinterest audience are:

1. Portland, OR (6.9%)
2. Houston, TX (newly added to top 5)
3. Seattle - Tacoma (7%) (dropped 1 spots)
4. Dallas - Ft. Worth (5.1%) (climbed 1 spot)
5. San Francisco (5%) (climbed 1 spot)

CATEGORIES AND INTERESTS

The most popular categories for this audience.

**Affinity indicates how this audience is interested in a particular category compared to the general Pinterest audience*

Category	Affinity ↓ ⓘ	% of audience
finance	4.26x	18.3% 
vehicles	2.19x	37.9% 
children's fashion	2.08x	6.8% 
architecture	1.64x	33.1% 
electronics	1.61x	47.8% 



PUBLIC RELATIONS



PUBLIC RELATIONS

- Monitored media clips and mentions monthly in Cision
- Drafted editorial calendar by season/themes
- Media story development began in Q4: *“Newly reopened activities just in time for Summer”*
- Published summer blog
- Pitching begins in Q1: FY 21-22



July 12th 2021
Pamela Tripp
Share Away!
#ExploreWilsonville
f in e t p

Four Newly Reopened Activities Just in Time for Summer

Four Newly Reopened Activities Just in Time for Summer
With Oregon's Covid-19 restrictions coming down, summer activities in Wilsonville are opening up! Here are four ideas to inspire your getaway in the months ahead.

[Summer Blog](#)



PUBLIC RELATIONS

EXPLORE WILSONVILLE PR COVERAGE FY 2020-2021			
	Number of Articles	Circulation	Number Influenced
July	8	664,864	-
August	5	605,315	-
September	9	2,524,859	1
October	6	7,493,838	-
November	7	380,519	-
December	3	508,371	-
January	3	420,304	-
February	3	494,958	-
March	6	661,731	-
April	2	164,986	-
May	2	165,486	-
June	1	680,964	-
TOTAL	55	20,894,871	1

Pitching did not begin in Q4.
Public Relations program
beginning Q1 FY: 21-22





STR

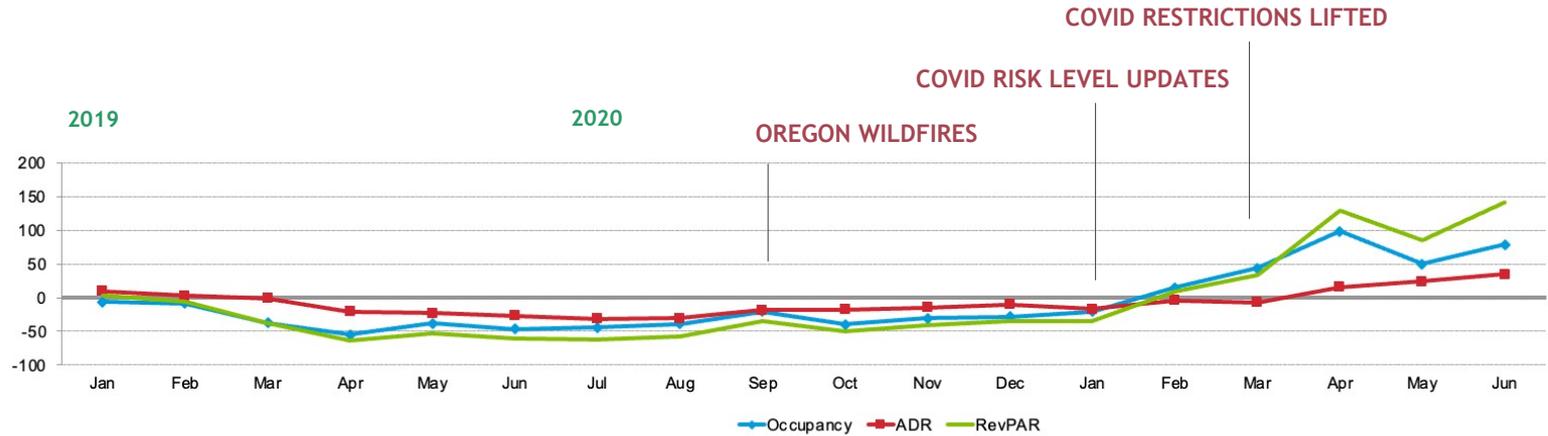
STR REPORT GLOSSARY

- **Occupancy:**
 - Percentage of available rooms sold during a specified time period. Occupancy is calculated by dividing the number of rooms sold by rooms available.
Occupancy = Rooms Sold / Rooms Available
- **Revenue per available room (RevPAR):**
 - Total room revenue divided by the total number of available rooms. See Room Revenue, Rooms Available.
Room Revenue/Rooms Available = RevPAR
- **Demand:**
 - The number of rooms sold in a specified time period (excludes complimentary rooms).
- **Revenue:**
 - Total room revenue generated from the guestroom rentals or sales.
- **Average daily room rate (ADR):**
 - A measure of the average rate paid for rooms sold, calculated by dividing room revenue by rooms sold.
ADR = Room Revenue/Rooms Sold



Source: <https://str.com/data-insights/resources/glossary/>

STR REPORT – WILSONVILLE



COVID-19



STR REPORT – WILSONVILLE Q4

APR-JUN 2021 - WILSONVILLE				APR-JUN 2020 - WILSONVILLE			
Occupancy % Average 68.32%		Demand Total 38,218		Occupancy % Average 39.38%		Demand Total 17,831	
RevPAR (revenue per available room): \$63.11		Revenue: \$3,529,040.98		RevPAR (revenue per available room): \$28.91		Revenue: \$1,308,547.88	

FY 20-21 - WILSONVILLE	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Occupancy %	44.60%	49.60%	60.20%	40.90%	39.90%	37.30%	42.43%	64.90%	59.93%	63.61%	65.47%	75.88%	53.73% Average
RevPAR	\$35.20	\$38.32	\$48.21	\$29.63	\$29.19	\$26.35	\$29.65	\$51.18	\$46.43	52.05	57.98	79.31	\$43.63 Average
Demand	6,871	7,639	8,979	7,790	7,360	7,105	8,089	11,176	11,425	11,736	12,482	14,000	114,652 Total
Revenue	\$542,362.00	\$590,417.00	\$718,761.00	\$564,854.00	\$538,496.00	\$502,374.00	\$565,209.54	\$881,369.89	\$885,226.43	960,357	1,105,386	1,463,298	\$9,318,111 Total



Total Properties: 7



Total Rooms: 615



OCCUPANCY AVERAGE UP 73% COMPARED TO 2020
DEMAND UP 114%
REVENUE UP \$2,220,493.10



Reports are delivered around the 19th of each month to JayRay.

COVID restrictions lifted in Q4

TOURISM DEVELOPMENT



TOURISM DEVELOPMENT

ADDED MORE HOTEL PACKAGES ON WEBSITE AND SOCIAL MEDIA

AAA MEMBERS DEAL AT BEST WESTERN



Best Western® Hotels & Resorts is pleased to offer a discount of up to 15% on room rates throughout the rugged coastlines of the Pacific Northwest.

[LEARN MORE](#)

AARP DEAL



Best Western® is pleased to offer AARP® members a discount of up to 15% on room rates. Explore and save at Wilsonville.

[LEARN MORE](#)

BOOK YOUR WEDDING AT HOLIDAY INN



Planning your out of town wedding guest accommodations is easy with a 15% discount off our standard rate. No contracts, breakfast not included.

[LEARN MORE](#)

WE'RE ALWAYS LOOKING FOR TRAVEL PACKAGES!

An ideal package includes an overnight stay and an experience, such as:

- Overnight stay + tasting at Vanguard Brewing
- Overnight stay + nearby winery package
- Overnight stay + dinner or shopping credit

Includes promotion on social media and ExploreWilsonville.com.

If you're willing to collaborate in a package promotion, please email Bridget at bbaeth@jayray.com for details



Q1 PLANS

JULY- SEPT 2021

- Pitch media stories following PR editorial calendar for FY 21-22
- Develop blog content
- Bring an outdoor influencer to Wilsonville
- Curate more travel packages and deals for website
- Website seasonal updates, social media content, quarterly reports
- Social media promotions: Playing Outside



JAYRAY A PLACE TO THINK
Branding | Advertising | Strategic Communications

THANK YOU!

Contact us

-  535 Dock Street, Ste. 205 Tacoma, WA 98402
-  253.740.9064 (mobile)
-  bbaeth@jayray.com

Follow us on

-  facebook.com/jayrayadspr
-  [@jayrayadspr](https://twitter.com/jayrayadspr)
-  [@jayrayadspr](https://www.instagram.com/jayrayadspr)



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: August 2, 2021</p>	<p>Subject: Resolution No. 2920 Community Enhancement Program Recommendations</p> <p>Staff Member: Zoe Mombert, Assistant To The City Manager</p> <p>Department: Administration</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1st Reading Date:</p> <p><input type="checkbox"/> Ordinance 2nd Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information Or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input checked="" type="checkbox"/> Consent Agenda</p>	<p><input checked="" type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input type="checkbox"/> Not Applicable</p> <p>Comments: N/A</p>	
<p>Staff Recommendation: Staff recommends Council adopt the Consent Agenda.</p>		
<p>Recommended Language for Motion: I move to approve the Consent Agenda.</p>		
<p>Project / Issue Relates To: Wilsonville – Metro Community Enhancement Program.</p>		
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL:

Approval of the Community Enhancement Projects as recommended by the Wilsonville- Metro Community Enhancement Committee for the 2021 second funding cycle focused on storm relief.

EXECUTIVE SUMMARY:

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

The City Council allocated funds in May 2021 for this fiscal years annual Community Enhancement allocation. During the March 2021 Community Enhancement Program Cycle the Wilsonville – Metro Community Enhancement Committee voted to open a second round to focus on storm relief from the February 2021 windstorm. The committee specifically opened up the grant cycle for street tree stump grinding, pruning and maintenance to preserve trees and Significant Resource Overlay Zone (SROZ) storm clean up. There were seven applications; however, one project was withdrawn by the applicant since the project was already completed by neighbors. The committee met on July 14, 2021 to review the applications. The Committee, made up of two city councilors, four community members and Metro District 3 Councilor, unanimously recommend awarding funds to the following projects:

- Friends of Trees tree pruning - \$15,000
- City of Wilsonville Stump Grinding - \$42,000
- Arbor Villebois storm damage clean up in SROZ - \$20,800
- Al Kader Shriner tree pruning - \$2,200
- Rivergreen HOA tree pruning - \$500

City Resolution No. 2543 (July 2015) that created the Community Enhancement Program (CEP) and City Resolution No. 2897 extending the Intergovernmental Agreement with Metro to extend the program through 2026 which provided for City Council approval of the project recommendations made by the Wilsonville-Metro Community Enhancement Committee.

Community Enhancement Program Projects Background

Project nominations were accepted from the public and public agencies from May 14 – June 25, 2021. A total of seven projects were nominated, however, one project was withdrawn in July. Community Enhancement Funds may be used immediately on smaller projects or accumulated for up to three years to underwrite a larger project; Metro provides flexibility for communities to design a local version of the program.

The Community Enhancement Program funding is used for “enhancing the host community of the facility from which the fees have been collected” to fund projects that “rehabilitate and enhance the area within the city.” Eligible projects can improve the appearance or environmental quality of the community, increase reuse and recycling opportunities or improve recreational areas and programs.

Goals for community enhancement projects include:

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

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

EXPECTED RESULTS:

Completion of the funded projects by June 30, 2023.

TIMELINE:

After receiving City Council approval, Friends of Trees tree pruning (\$15,000), City of Wilsonville Stump Grinding (\$42,000), Arbor Villebois storm damage clean up in SROZ (\$20,800), Al Kader Shriner tree pruning (\$2,200), Rivergreen HOA tree pruning (\$500) will be allocated in FY 21/2022.

CURRENT YEAR BUDGET IMPACTS:

The Wilsonville- Metro Community Enhancement Program is funded through a Metro program. The City receives revenue on a quarterly basis which can only be used for these projects. The current program impact in FY will be \$80,500 of the estimated remaining \$90,016 available funds. (The City Council allocated \$17,350 in May 2021.)

FINANCIAL REVIEW / COMMENT:

Reviewed by: KAK Date: 7/27/2021

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 7/27/2021

COMMUNITY INVOLVEMENT PROCESS:

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

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The community will benefit from all of these projects in different ways.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- 1. Resolution No. 2920
- 2. Community Enhancement Applications

RESOLUTION NO. 2920

A RESOLUTION TO ALLOCATE THE SECOND ROUND OF COMMUNITY ENHANCEMENT FUNDS FOR FISCAL YEAR 2021/2022.

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

WHEREAS, the Community Enhancement Program (CEP) was continued by Resolution No. 2897 in May 2021; and

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

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

WHEREAS, the Community Enhancement Committee opened a second grant cycle for storm relief in May 2021,

WHEREAS; a seven-member committee reviewed the applications to ensure that they comply with the program goals and criteria and made a recommendation to fund the following projects: Friends of Trees tree pruning (\$15,000), City of Wilsonville Stump Grinding (\$42,000), Arbor Villebois storm damage clean up in SROZ (\$20,800), Al Kader Shriner tree pruning (\$2,200), Rivergreen HOA tree pruning (\$500) will be allocated in FY 21/2022.

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

Section 1: The City allocates Community Enhancement Funds to the following project for Fiscal Year 2021/2022:

- Friends of Trees Tree Pruning - \$15,000
- City of Wilsonville Stump Grinding - \$42,000
- Arbor Villebois Storm Damage Clean Up in SROZ - \$20,800
- Al Kader Shriner Tree Pruning - \$2,200
- Rivergreen HOA Tree Pruning - \$500

Section 2: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 2nd day of August 2021, and filed with the Wilsonville City Recorder this date.

JULIE FITZGERALD, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

ATTACHMENT 2

CEP Project Nominations 2021 - Ice Storm Relief							
	Project Title	Eligible	Original Project Request	Notes	Scalable	CEC Recommendation	City Council Approval
1	Arbor Villebois Owners Association Storm Damage Clean Up	X	\$ 23,355.00	Recommended that they work with Natural Resources to ensure the habitat is maintained and provides fire prevention	x	\$20,800	
2	City of Wilsonville Stump Grinding for Street Trees	X	\$ 49,000.00	Community Wide	X	\$42,000	
3	Rivergreen HOA Tree Pruning	X	\$ 1,350.00	Appears to be the rear year of one property		\$500	
4	Lakeside Neighborhood of Village Green Owners Association Feb. 2021 Storm Damage repacement	X	\$ 500.00	WITHDRAWN JULY 2021 Updated - 2 stumps to be ground		WITHDRAWN	
5	Al Kader Shriners	X	\$ 6,600.00			\$2,200	
6	Friends of Trees - Community Tree Pruning Workshops	X	\$ 15,000.00	Community Wide	x	\$15,000	
Total			\$ 95,805.00	\$ -		\$80,500	

City Sponsored
 Non profit/ Community
 Partnership - City/community

AVAILABLE - \$80,000

Updated 7.19.21 ZM

PROJECT 1

MEMO



To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Mombert, Assistant to the City Manager

Date: July 9, 2021

RE: Project # 1 – Arbor Villebois Owners Association – Storm Damage Clean Up

Project Overview:

This project is intended to restore the community SROZ on Lausanne to the original condition with attractive mature trees. The trees are damaged and pose a safety risk to neighbors. There are over 300 homes in the Arbor Villebois HOA which is a part of the Villebois Neighborhood. The HOA has done clean up but has ongoing needs due to the storm. The storm clean up does not appear to be budgeted since they would need to reserve funding or a special assessment from homeowners.

Community Impacts/ Benefits and Support:

This would benefit community members in the Villebois neighborhood.

Staff Comments:

Staff is supportive of this project as long as the Arbor Villebois HOA works with Natural Resources Staff to ensure that the SROZ cleanup does not negatively impact the habitat or create a dire hazard.

Requested Amount:

\$23,355

Published on *Wilsonville Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [Public Project Nomination Form–Community Enhancement Program - Ice Storm Relief](#) > [Webform results](#) > Submission #1

Submission information

Form: [Public Project Nomination Form–Community Enhancement Program - Ice Storm Relief](#) ^[1]
Submitted by Visitor (not verified)
Thu, 05/20/2021 - 2:47pm
71.36.112.134

Applicant Information

Sponsor:
Arbor Villebois Owners Association

Tax ID#
20-3250022

Contact Person:
Mark McKelvey

Daytime Phone:
541-267-6199

Email Address:
acquaticacasa@hotmail.com

Address:
29507 SW Venezia Lane

City:
Wilsonville

State:
OR

Zip code:
97070

Ice Storm Relief Focus

- Stump grinding for street trees
- Tree pruning and maintenance to preserve trees
- SROZ hazard clean up

Type of Organization:
A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

Project Title:

Storm Damage Clean-Up**Amount Requested:**

\$ 63,352

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them
- Result in improvement in safety

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

Restore community to original condition with attractive trees.

How project meets 'Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them' (be clear & specific)

There is an SROZ area on Lausanne that needs attention and we have a proposal for the clean-up in that area.

How project meets 'Result in improvement in safety' (be clear & specific)

Damage to trees caused branches to dangle over streets and sidewalks presenting safety hazard to pedestrians. In one instance a tree caused property damage by breaking through a window.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

Some work was started during the storm and then emergency clean up continued in the weeks afterward. There is still additional outstanding work, some of which is scheduled for August and some additional that we have a proposal for but hasn't yet been scheduled.

Where would the project be located and who owns the property if applicable?

Located in the Villebois Neighborhood. Owned by Arbor Villebois Owners Association

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

Some of the work is on public city streets within the boundary of the HOA. They would give permission for access.

What impact might the project have on nearby homes and businesses?

Noise and/or parking constraints.

What kind of on-going maintenance needs and costs might be required by the project?

Once this work is complete we anticipate it will be resolved but the HOA plans to continue funding tree maintenance in their reserves.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

353 homeowners in Arbor Villebois would benefit. The surrounding Villebois neighbors would also benefit from an attractive and safe space to walk and drive.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[invoicereport_22.pdf](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Invoices for work done to date and proposals for other work that is being scheduled.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

The Association doesn't have other sources of funding except for reserve funds resulting in possible special assessment to the owners in the HOA.

Will the project be completed with the proposed funding or will future funding be necessary?

Should be complete with proposed funding.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

There are some proposals for work that hasn't yet been scheduled but is a result of the storm. That work is being scheduled for August. The invoices submitted are for work already completed.

Project Management**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

Some work is complete - general clean up and tree pruning, debris hauling.

There is still outstanding damage to be resolved, some scheduled for August, other work pending approval by Board and then will be scheduled.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

CMI manages homeowners associations and the Board, Tree and Landscaping Committees have been overseeing tree projects for several years.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

Yes, coordination with Arbor Villebois Owners Association

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

This would enhance the Villebois Community and create beautiful and safe spaces for its residents to enjoy, live in, walk through and so on. Arbor Villebois is always eager to partner with the City to be a good neighbor and is one of the largest and most mature HOAs in the Villebois neighborhood.

Project Certifications:

6/22/2021

Submission #1

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Mark McKelvey (AVOA) & Karina Haley (CMI)

Date Signed: Thu 5/20/21

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes**Source URL:** <https://www.ci.wilsonville.or.us/node/111521/submission/35291>**Links**

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/public-project-nomination-form%E2%80%93community-enhancement-program-ice-storm-relief>

[2] <http://www.ci.wilsonville.or.us/cep>

[3] https://www.ci.wilsonville.or.us/system/files/webform/invoicereport_22_0.pdf

TREE WORK PROPOSAL



ISA Certified Arborists on Staff
 8160 NE Mauzey Ct
 Hillsboro OR 97124
 503-545-0991 Direct
 503-645-2242 Office
 Oregon CCB#164737 WA License #NORTHTS958LT
 www.nwtreespecialists.com



CLIENT:	Name CMI – ARBOR VILLEBOIS	BILL TO:
	Street 12028 SW LAUSANNE	
	City/Zip WILSONVILLE	
	Contact KARINA HALEY	
	Phone	
	E-Mail karinah@communitymtg.com	
	Date Tuesday, April 6, 2021	

We propose to provide materials, labor and the equipment necessary to perform the following work. Tree work will be performed to ANSI A300 industry specifications to meet Class #1 standards. Permit or crane costs incurred by Northwest Tree Specialists will be billed to customer unless noted below. We promise to **ALWAYS** include prices for all anticipated costs related to work requested. **Our goal is transparency; no hidden fees.** Due to the nature of our business, scheduled dates are subject to change. Quotes are valid for 90-days. Tree work is "low impact" not "no impact." NWTS is NOT RESPONSIBLE for damage to low-voltage or irrigation lines that are not visible and not clearly marked during stump grinding.

Species / Diameter / Location	Clean	Thin	Raise	Reduce	Building Clear	Other	Project Goal:
Monte Carl							
Linden x6 10 " DBH Alley					x	x	Broken Limbs \$ 480.00
Lausanne							
Beech x4 12 " DBH On Street	x					x	Broken Limbs \$ 320.00
Zelkova x15 12 " DBH On Street	x					x	Broken Limbs \$ 1,200.00
Oak 12 " DBH Park at Glenoble and Lausanne	x					x	Broken Limbs \$ 80.00
Oak 10 " DBH Courtyard by 12035	x					x	Broken Limbs \$ 80.00
Maple 10 " DBH Courtyard by 12035	x					x	Broken Limbs \$ 80.00
Spruce 10 " DBH Courtyard by 12035	x					x	Broken Limbs \$ 80.00
Zelkova							\$ 80.00
Millano							
Maple " DBH On Street	x					x	Broken Limbs \$ 150.00
Lausanne & Glenoble Park							
Zelkova "DBH Park	x					x	Broken Limbs \$ 80.00
Glenoble							
Sweetgum 14 " DBH Glenoble 11738	x					x	Broken Limbs \$ 275.00
Oak 22 " DBH Glenoble 11669	x					x	Broken Limbs \$ 800.00
Alder 14 " DBH Glenoble 11669	x					x	Broken Limbs \$ 300.00
Linden x17 " DBH On Street	x					x	Broken Limbs \$ 1,360.00
Villaboies							
Zelkova x28 12 " DBH Street Tree	x					x	Broken Limbs \$ 2,240.00
Cherry x3 10 " DBH Street Tree	x					x	Broken Limbs \$ 210.00
Normandy/ St. Tropez							
Linden x22 12 " DBH St. Tropez & Normandy	x					x	Broken Limbs \$ 1,760.00
Palermo							
Oak x12 " DBH On Street	x					x	Broken Limbs \$ 1,320.00
Willow M " DBH Greenbelt by 11818	x					x	Broken Limbs \$ 110.00
Willow M " DBH Greenbelt by 11818	x					x	Broken Limbs \$ 110.00

Maple	8 " DBH	Greenbelt by	11818	x						Broken Limbs	\$ 80.00
Park on Charlotte											
Oak	36 "DBH	At Park		x						Broken Limbs	\$ 1,200.00
Oak	36 "DBH	At Park		x						Broken Limbs	\$ 1,200.00
Oak	36 "DBH	At Park		x						Broken Limbs	\$ 1,200.00
Sweetgum x5	24 "DBH	At Park		x						Broken Limbs	\$ 2,750.00
Costa Circle											
Willow	M " DBH	Park at turnaround		x						Broken Limbs	\$ 125.00
Willow	M " DBH	Park at turnaround		x						Broken Limbs	\$ 125.00
Fir	12 " DBH	Park at turnaround		x						Broken Limbs	\$ 110.00
Plum	12 " DBH	Side of	28671	x						Broken Limbs	\$ 80.00
Plum	12 " DBH	Side of	28677	x						Broken Limbs	\$ 80.00
Plum	14 " DBH	Side of	28677	x						Broken Limbs	\$ 80.00
Tulip	14 " DBH	Street at	28695	x						Broken Limbs	\$ 80.00
Tulip	14 " DBH	Street at	28695	x						Broken Limbs	\$ 80.00
Tulip	12 " DBH	Street at	28701	x						Broken Limbs	\$ 110.00
Tulip	12 " DBH	Street at	28741	x						Broken Limbs	\$ 110.00
Maple	18 " DBH	Side of	28769	x						Broken Limbs	\$ 375.00
Bergen Ln.											
Maple	12 " DBH	On Street		x						Broken Limbs	\$ 80.00
Maple	12 " DBH	On Street		x						Broken Limbs	\$ 80.00
Cedar	18 " DBH	At Park		x						Broken Limbs	\$ 150.00
Cedar	22 " DBH	At Park		x						Broken Limbs	\$ 150.00
Cedar	22 " DBH	At Park		x						Broken Limbs	\$ 150.00
Alder	16 " DBH	At Park		x						Broken Limbs	\$ 150.00
Redbud	12 " DBH	At Park		x						Broken Limbs	\$ 110.00
Orleans											
Alders x6	12 " DBH	On Street		x						Broken Limbs	\$ 660.00
Locust	" DBH	On Street		x						Broken Limbs	\$ 110.00
Barber St.											
Zelkova x7	"DBH	Street Tree		x						Broken Limbs	\$ 560.00
REMOVALS											
Tree Stump	8 "DBH	11818 Palermo Greenway								Remove to ground level	\$ 65.00
										Haul wood	not needed
										Grind Stump below grade	\$ 80.00
Zelkova	10 "DBH	11841 Palermo Greenway								Remove to ground level	\$ 240.00
										Haul wood	not needed
										Grind Stump below grade	\$ 80.00
Maple	10 "DBH	Lausanne / Grenoble common area								Remove to ground level	\$ 240.00
										Haul wood	\$ 50.00
										Grind Stump below grade	\$ 80.00
Zelkova	12 "DBH	11977 Lausanne								Remove to ground level	\$ 240.00
										Haul wood	\$ 50.00
										Grind Stump below grade	\$ 80.00
Zelkova	12 "DBH	29542 Villaboix								Remove to ground level	\$ 240.00
										Haul wood	\$ 50.00
										Grind Stump below grade	\$ 80.00
Pear	12 "DBH	29160 Costa Alley								Remove to ground level	\$ 275.00
										Haul wood	\$ 50.00
										Grind Stump below grade	\$ 80.00
Pear	10 "DBH	29150 Bergen								Remove to ground level	\$ 195.00
										Haul wood	not needed

the work is performed.

Clean-up: Clean-up shall include removing brush, and clippings, and raking or blowing of the entire area affected by the specified work, unless noted otherwise on this proposal. Wood rounds from tree removals will remain on site in 14" - 16" rounds unless otherwise indicated. Debris from stump grinding will stay on site unless specified in this proposal.

Work impact disclosure: Tree work is considered low-impact; not no-impact. Equipment needed, tree size and location/access should be considered. Northwest Tree Specialists will attempt to minimize all disturbances to the customers landscape (nearby shrubs, pavers, turf etc.), however, repairs from unavoidable disturbances are not included or covered in this contract.

Crane Conditions: If it is determined that a crane will be used for completion of work, crane costs will be billed in addition to the cost of the tree work and paid by the customer unless otherwise noted in this proposal. Northwest Tree Specialists is not responsible for any damages caused to property by crane.

Terms of Payment: Entire balance is due to Northwest Tree Specialists upon completion of work unless otherwise noted. Payments past 30-days due will be subject to interest of 18% per annum. If it becomes necessary to gain payment, customer agrees to pay all collection costs incurred by Northwest Tree Specialists including attorney fees and costs, regardless of whether or not legal action is taken. Any additional work agreed upon will constitute additional charges. There will be a \$25.00 fee charged for all checks returned to our office for non-sufficient funds.

Tenant Notification: It is the ultimate responsibility of the authorizing party (customer or customers agent) to handle any legally required notification to tenants of scheduled work dates. Northwest Tree Specialists will include tenants, when requested, in schedule date notifications as a customer service gesture but will not accept legal responsibility for such notifications.

Notice of right to a lien: A lien may be claimed for all materials, equipment, labor and services furnished after this date. Even if you or your mortgage lender has made full payment to the contractor who ordered these materials or services (when applicable), your property may still be subject to a lien unless the supplier providing this notice is paid. THIS IS NOT A LIEN. It is a notice given to you for your protection in compliance with the construction lien laws of the State of Oregon. This notice has been given to you by Northwest Tree Specialists, 8160 NE Mauzey Ct, Hillsboro OR 97124. CCB#164737. Acceptance of this proposal indicates only that you have received it. Your authorization of this work does not give this provider any additional rights to place a lien on your property.

PROJECT 2



MEMO

To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Mombert, Assistant to the City Manager

Date: July 9, 2021

RE: Project #2 – City of Wilsonville Stump Grinding for Street Trees

Project Overview:

This project is intended to provide stump grinding assistance to community members as this can be an expensive barrier to replanting street trees. The project would include an application process, allowing community members to request the service in order to replant their street tree. Based on the contractor's estimate it is projected that it will cost about \$350 per stump and with the proposed budget 140 residents would be directly impacted.

Community Impacts/ Benefits and Support:

This would benefit community members needing to grind a stump in order to replace their street tree.

Staff Comments:

N/A

Requested Amount:

\$49,000

Published on *Wilsonville Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [Public Project Nomination Form–Community Enhancement Program - Ice Storm Relief](#) > [Webform results](#) > Submission #3

Submission information

Form: [Public Project Nomination Form–Community Enhancement Program - Ice Storm Relief](#) ^[1]
Submitted by Visitor (not verified)
Tue, 05/25/2021 - 1:59pm
143.244.98.165

Applicant Information

Sponsor:
City of Wilsonville

Tax ID#

Contact Person:
Dustin Schull

Daytime Phone:
5035701544

Email Address:
dschull@ci.wilsonville.or.us

Address:
29600 SW Park Place

City:
Wilsonville

State:
OR

Zip code:
97070

Ice Storm Relief Focus
Stump grinding for street trees

Type of Organization:
A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title:
Street Tree Stump Grinding

Amount Requested:

\$ 49,000

Mark all of the goals below which your project meets and explain how in the boxes below:
Improve the appearance or environmental quality of the community

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

The grinding of stumps from trees that were damaged in the ice storm is a key step in the replanting of new street trees. Street tree replacement is required by city code and stump grinding has been identified as a cost barrier to the tree replacement process. The replacement trees that can be installed after stump grinding will improve the appearance, environmental quality and livability of the community.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

The city street tree stump grinding project will help citizens across the community by grinding the stumps left behind after the ice storm cleanup. The City will hire a contractor to grind approximate 140 street tree stumps around the city to make it easier for residents to replant street trees which had to be removed due to the storm. The City will develop an application process for Community members to participate. They will submit a request to have a street tree stump ground in order to replant a new street tree. Upon team review and approval of the work, a contractor team will go to the identified locations and fully grind the stumps so a new tree can be replanted in the same location as the current stump. A Wilsonville team member will follow up on the work to ensure it is completed to the expectation of the contract that will be in place. The opportunity for the community to have stump grinding completed will help ensure the revitalization of Wilsonville's urban forest is successful. The project date will be July 1st, or once funds are awarded, through December 31st, 2021.

Where would the project be located and who owns the property if applicable?

The project will take place across the city (within city limits) and will help residents replant privately owned street trees.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

Documentation to perform the work and access the property will be submitted by each community applicant when they apply to have the work completed

What impact might the project have on nearby homes and businesses?

This project will positively impact nearby homes and business as it will help to restore the urban forest canopy in many areas where it has been significantly damaged and destroyed.

What kind of on-going maintenance needs and costs might be required by the project?

None

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

Each stump will cost approximately \$350 to remove and a contracted team could grind up to 6 stumps per day for a daily cost of \$2,100. Therefore, the project could directly impact up to 140 citizens. This will also increase the livability of other residents since it will be easier for the resident to replace their street tree, part of the urban forest, once the tree trunk is ground.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[stump_grinding.xlsx](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Cost estimates are based on contractor discussions and previous experience.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

No. The city does not have funds budgeted to provide this service to the community.

Will the project be completed with the proposed funding or will future funding be necessary?

No future funding will be requested.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

The timing of available funds works well with the project. The project will start July 1st, or once funds are awarded, and run until funds have been utilized.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

This project will be focused on the grinding of stumps that remain after the ice storm. The stump grinding process has been identified as a key item that inhibits many community members from replanting trees. Once the funds are awarded to this project, city staff will launch an application process. Residents in need of street tree stump grinding will be able to apply for this program. After the requests are reviewed, staff will work with the contractor to make a plan to grind the identified street tree stumps. The intent is to complete the project before the December 4 Friends of Trees (FOT) planting event. The FOT event was scheduled to help replace trees that were removed during the February Ice Storm.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

The City of Wilsonville has managed many CEP projects in the past, most recently projects include the Pollinator Garden at Murase Plaza and the Nature Play installation at Memorial Park. The Parks Maintenance team has a background in executing similar contracts and is familiar with ensuring tree work and stump grinding is completed correctly.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

The coordination with private citizens will take place after the funding is secured. This will occur during an outreach process to ensure the funds provide the community with assistance where it is most needed.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

Street trees are primarily on public right of way but are the responsibility of the adjacent property owner. The application for stump grinding will include a private property permission and access document for all applications. This will ensure that access to street trees on private property will be allowed. Whether on private property, that is adjacent to the sidewalk, or on public right of way stump grinding will allow for tree replant which is a critical step in restoring our beneficial urban canopy.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Dustin Schull

Date Signed: Tue 5/25/21

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.ci.wilsonville.or.us/node/111521/submission/35571>

Links

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/public-project-nomination-form%E2%80%93community-enhancement-program-ice-storm-relief>

[2] <http://www.ci.wilsonville.or.us/cep>

[3] https://www.ci.wilsonville.or.us/system/files/webform/stump_grinding.xlsx

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services	\$ 49,000.00			
Supplies				
Capital				
Materials				
Other (please explain)				
Total	\$ 49,000.00	0	0	0

Total Estimated Cost \$ **49,000.00**

% of Total Budget provided by

Sponsor \$

PROJECT 3

MEMO



To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Mombert, Assistant to the City Manager

Date: July 9, 2021

RE: Project #3 – Rivergreen HOA

Project Overview:

This project will provide a tree pruning service for a tree located on McKenzie Court. The current tree is a safety issue to surrounding neighbors.

Community Impacts/ Benefits and Support:

This would benefit the homeowner and adjacent properties

Staff Comments:

Staff would like more information regarding the community benefit and location of the tree.

Requested Amount:

\$1,350

Published on *Wilsonville Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [Public Project Nomination Form–Community Enhancement Program - Ice Storm Relief](#) > [Webform results](#) > Submission #4

Submission information

Form: [Public Project Nomination Form–Community Enhancement Program - Ice Storm Relief](#) ^[1]
Submitted by Visitor (not verified)
Sat, 06/19/2021 - 12:22pm
24.21.183.169

Applicant Information

Sponsor:
Rivergreen HOA

Tax ID#
Will Provide

Contact Person:
Paul Fields

Daytime Phone:
503-708-5420

Email Address:
pfields@pointb.com

Address:
32015 SW WILLAMETTE WAY E

City:
WILSONVILLE

State:
OR

Zip code:
97070

Ice Storm Relief Focus
Tree pruning and maintenance to preserve trees

Type of Organization:
A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

Project Title:
Tree pruning

Amount Requested:

6/22/2021

Submission #4

\$ TBD - need to get quotes from vendors approved by the city of Wilsonville

Mark all of the goals below which your project meets and explain how in the boxes below:
Result in improvement in safety

How project meets 'Result in improvement in safety' (be clear & specific)
Current situation is unsafe to adjacent homeowners

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

Need funds to hire a tree service to trim / prune just 3 branches, which are beyond the capability of the existing homeowner or neighbors to accomplish.

Where would the project be located and who owns the property if applicable?

11270 McKenzie Ct. Wilsonville OR 97070

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

Private property - homeowner is supportive of the project and will provide written permission.

What impact might the project have on nearby homes and businesses?

Safety improvement

What kind of on-going maintenance needs and costs might be required by the project?

None

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

Residents of three properties ~8 people

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[project_budget_worksheet.xlsx](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Need a list of approved tree pruning vendors to reach out to

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

N/A

Will the project be completed with the proposed funding or will future funding be necessary?

Completed with proposed funding

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

ASAP

Project Management**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

Need a tree service to trim three broken / bent branches affected by the ice storm. Not a big project but beyond the capability of homeowner and other affected property owners to do themselves.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

Application submitted by HOA president with sufficient experience.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

No

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

Safety to homeowner and adjacent property residents. Permission has been granted by homeowner and will be provided in writing.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Paul Tucker Fields

Date Signed: Sat 6/19/21

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.ci.wilsonville.or.us/node/111521/submission/37841>

Links

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/public-project-nomination-form%E2%80%93community-enhancement-program-ice-storm-relief>

6/22/2021

Submission #4

[2] <http://www.ci.wilsonville.or.us/cep>

[3] https://www.ci.wilsonville.or.us/system/files/webform/project_budget_worksheet.xlsx

Joe Grab Tree Service Inc

10185 SW Concho Court
 Tualatin, OR 97062
 CCB 219065

Paul Fields

32015 Willamette Way East
 Wilsonville, Oregon 97070

Quote #6282

Sent on 06/25/2021
 Phone 503-319-2119
 Email primarylm@yahoo.com

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
Tree Trimming	Trim all broken out of 3 Birch trees and remove far left lead hanging/extending over yard (Dan Finch's yard).	1	\$1,350.00	\$1,350.00
Client Message	<p>Payment due upon completion. Tree work and stump grinding are two separate jobs. Tree work portion is due upon completion that day, stump grinding portion is due upon completion of stump grinding that separate day.</p> <p>Homeowner responsible for any HOA ordinances and tree permits if required. Joe Grab Tree Service not responsible for any damage to low voltage lighting or irrigation. All prices above are for cash/check payments, add 3.5% to total for card processing fee. CCB 219065</p>	1	\$0.00	\$0.00

Total **\$1,350.00**

This quote is valid for the next 30 days, after which values may be subject to change.

PROJECT 4 WITHDRAWN

Project 5

MEMO



To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Mombert, Assistant to the City Manager

Date: July 9, 2021

RE: Project #5 – Al Kader Shriners

Project Overview:

This project will provide a tree pruning service for a large Oak Tree on the Al Kader Shriner property on Parkway Avenue. There are multiple limbs that could create a safety hazard. There are also small trees that are unattractive and pose a fire risk to neighboring businesses.

Community Impacts/ Benefits and Support:

This would benefit the Al Kader Shriner property, visitors and surrounding properties.

Staff Comments:

Staff would like more information regarding the location of the tree.

Requested Amount:

\$6,600

Published on *Wilsonville Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [Public Project Nomination Form–Community Enhancement Program - Ice Storm Relief](#) > [Webform results](#) > Submission #6

Submission information

Form: [Public Project Nomination Form–Community Enhancement Program - Ice Storm Relief](#) ^[1]
Submitted by Visitor (not verified)
Thu, 06/24/2021 - 7:33am
66.222.120.103

Applicant Information

Sponsor:
Al Kader Shriners

Tax ID#

Contact Person:
Terry Griffith

Daytime Phone:
503-910-2162

Email Address:
potentate@bendbroadband.com

Address:
25100 SW Parkway

City:
Wilsonville

State:
Oregon

Zip code:
97070

Ice Storm Relief Focus
Tree pruning and maintenance to preserve trees

Type of Organization:
A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

Project Title:

Amount Requested:
\$ 6600

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code
- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them
- Result in improvement in safety

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

Our property is located across the street from several businesses including the Mercedes dealership, with a great deal of daily traffic. The corner area is overgrown and after the recent ice storm has numerous small trees that were damaged and are not only unsightly but will be a high fire danger as things begin to dry out.

How project meets 'Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code' (be clear & specific)

This property is owned by Al Kader Shrine a non-profit and by cleaning up this area, will greatly upgrade our facility.

How project meets 'Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them' (be clear & specific)

N/A

How project meets 'Result in improvement in safety' (be clear & specific)

The large oak tree has several widow makers (complete or partial broken limbs) that eventually will fall, creating a huge hazard for anyone below. These limbs need to be removed as soon as possible and other potential limbs trimmed.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

All the work proposed is as the result of the ice storm in February and due to the nature of the widow makers, would be started as soon as the funds are allocated and completed within three days after beginning.

Where would the project be located and who owns the property if applicable?

The location is 25100 SW Parkway Ave in Wilsonville, which is owned by the Al Kader Shrine. I am the President of Al Kader Shriners.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

N/A

What impact might the project have on nearby homes and businesses?

The impact would be very beneficial for local businesses and traffic that pass the area.

What kind of on-going maintenance needs and costs might be required by the project?

The only ongoing costs would be keeping the grass down around the swale area, which is manageable.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

with the daily traffic that constantly travels past this area, it is estimated that approximately 500 vehicles each day and these people would benefit from this project.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:
[est-2021-8.pdf](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Quote from a business

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

The Shrine will add additional funding to complete the project and to continue to maintain the area.

Will the project be completed with the proposed funding or will future funding be necessary?

It should be completed with the funding requested, unless additional issues are discovered during the project.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

This project will be commenced as soon as the funding is determined, especially in light of the danger with the oak tree.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

Please refer to the quote defining the work. This will be no more than a three day project and will begin immediately.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

This is a work project and will not require additional expertise, except for the contractor.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

No

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

Aa President of the Al Kader Shriners I give permission to complete this project.

Project Certifications:

6/28/2021

Submission #6

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Terry Griffith

Date Signed: Thu 6/24/21

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes**Source URL:** <https://www.ci.wilsonville.or.us/node/111521/submission/38111>**Links**

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/public-project-nomination-form%E2%80%93community-enhancement-program-ice-storm-relief>

[2] <http://www.ci.wilsonville.or.us/cep>

[3] <https://www.ci.wilsonville.or.us/system/files/webform/est-2021-8.pdf>

Project 6

MEMO



To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Mombert, Assistant to the City Manager

Date: July 9, 2021

RE: Project #6 – Friends of Trees

Project Overview:

This project will provide tree pruning to remove broken limbs and address structural concerns to improve tree form for approximately 100 trees. The project will include an educational component to help residents better understand proper pruning techniques. This is intended to preserve damage trees and prevent future damage from ice or windstorms. The locations will be determined based on need after consulting with the City.

Community Impacts/ Benefits and Support:

This would impact the geographical area where the tree pruning takes place. It will also benefit all community members who chose to participate.

Staff Comments:

Staff noted that it is a good value and appreciated the educational component of the project.

Requested Amount:

\$15,000

Published on *Wilsonville Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [Public Project Nomination Form–Community Enhancement Program - Ice Storm Relief](#) > [Webform results](#) > Submission #7

Submission information

Form: [Public Project Nomination Form–Community Enhancement Program - Ice Storm Relief](#) ^[1]
Submitted by Visitor (not verified)
Thu, 06/24/2021 - 4:34pm
24.22.39.32

Applicant Information

Sponsor:
Friends of Trees

Tax ID#
93-0999999

Contact Person:
Erica Timm

Daytime Phone:
503-310-8108

Email Address:
ericat@friendsoftrees.org

Address:
3117 NE Martin Luther King Jr Blvd

City:
Portland

State:
OR

Zip code:
97212

Ice Storm Relief Focus
Tree pruning and maintenance to preserve trees

Type of Organization:
A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

Project Title:
Friends of Trees - Community Tree Pruning Workshops

Amount Requested:

\$ 15,000

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- Increase reuse and recycling opportunities
- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them
- Result in improvement to, or an increase in, recreational areas and programs
- Result in improvement in safety
- Benefit youth, seniors, low income persons and/or underserved populations

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

This project will improve both the appearance and the environmental quality of the community. FOT will focus on removal of damaged or broken tree limbs, particularly those damaged by the recent ice storms. Proactive removal of these branches will prevent future litter on city streets and sidewalks, as well as protect the tree from further damage. And, provide safe walking and biking paths in the community and enhance the appearance of a property being cared for.

Furthermore, FOT will address structural concerns and improve tree form, which will result in a healthier and more storm resilient mature tree. This will improve stormwater retention, increase shade and its associated cooling effects, improve air quality, enhance neighborhood aesthetics, improve wildlife habitat, reduce traffic speeds and mitigate the impacts of climate change.

How project meets 'Increase reuse and recycling opportunities' (be clear & specific)

The pruned branches will avoid the landfill by being professionally composted for reuse as mulch and/or other wood products.

How project meets 'Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them' (be clear & specific)

While we wouldn't be working in such zones, healthy trees can provide wildlife "green zones" between such natural areas. Urban forests are important habitat components of cities. Additionally, street and other urban trees raise awareness of the benefits and importance of larger forests and natural areas.

How project meets 'Result in improvement to, or an increase in, recreational areas and programs' (be clear & specific)

Friends of Trees will invite residents to engage with their neighbors and their communities in a new way -- by providing a means for community members to develop valuable knowledge and pruning techniques and to connect with their neighbors to share those skills. And by protecting and caring for the trees in the public right-of-way, residents will help restore and maintain a safe space on every street for pedestrians to commute, play, and exercise.

Additionally, it's possible some of the trees identified for this project may be in or adjacent to city parks, and we could utilize pruning as an educational opportunity around stewardship of these areas.

How project meets 'Result in improvement in safety' (be clear & specific)

By proactively providing proper pruning services and education to residents, FOT will reduce or prevent future damage from ice and wind storms, or from improper pruning cuts from residents. In addition to pruning for tree health and structure, FOT will prune trees for street and sidewalk visibility for vehicles and street signage, and improving access for parked cars, cyclists and pedestrians.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

Workshop attendees will learn how to identify trees, how to identify common structural issues in trees, and how to address those issues with proper pruning techniques. They will also have the opportunity to prune multiple trees alongside FOT's certified arborists, who will be able to provide feedback to better hone their pruning techniques. By providing this free pruning service to residents through these workshops, Friends of Trees staff and attendees will reduce the future cost of tree maintenance and make the benefits of trees more available to residents of all incomes and physical abilities.

Workshops will be free, and FOT will work with the City of Wilsonville to identify the best geographic areas based on need. Both geographic location, and community outreach, focusing on low-income and racially diverse communities.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

Friends of Trees (FOT) will host two young tree structural pruning workshops to teach pruning skills to community members and empower them to properly care for their own trees. The workshops will focus on the importance of young tree pruning with regard to the health of the urban tree canopy and how, through structural pruning, one can mitigate storm damage and improve tree resilience. Topics covered may include identification of pruning needs; proper pruning cuts; the reasons for and benefits of pruning (clearance, structure, form, dead and broken branches); addressing storm damage; tool selection, usage and safety; city code that governs tree pruning; pruning for storm resiliency; and how to best address trees that have been damaged by storm. Preventative pruning while a tree is young will help to prevent costly maintenance down the road and also set trees up for a stronger and healthier structure to better withstand future storms. This is important work in continuing to build a healthy urban tree canopy in Wilsonville.

The workshops will consist of two components: a learning demonstration where FOT will offer informational discussion on the topics listed above and a field-based portion, where workshop attendees will have the opportunity to test out their newly acquired skills alongside FOT staff and trained, veteran FOT volunteers. During the field portion, attendees will be split into small groups and each group will be assigned their own instructor. The instructors will lead and advise each group in pruning a small number of trees (7-12) in the nearby neighborhood. Attendees will have the opportunity to make pruning cuts using a variety of tools, talk through the process of pruning from start to finish, ask clarifying questions, and connect with their neighbors as they explore a new skill together. Our goal is that attendees leave the workshop feeling confident and empowered to apply these skills when pruning their own trees, and sharing the information within their own community.

FOT will aim to prune up to 100 trees alongside community members at each workshop, with priority given to correcting trees that incurred damage during the recent storms. The trees pruned may be on city property or in the right-of-way in a nearby neighborhood. FOT will work with the City to select neighborhoods that have been heavily impacted by the recent ice storms and will include young trees that need structural or corrective pruning. We hope to target areas where residents may not have the financial resources to hire professional arborist services, as we understand that tree maintenance costs are one of the greatest barriers to a healthy and equitably distributed urban tree canopy.

Once workshop locations are selected, FOT will then canvas the chosen neighborhoods to identify about 100 young trees eligible for pruning. Qualifying trees will have a diameter at breast height (DBH) of about 6" or less (or up to about 8 years in the ground), and will meet at least one of these criteria: storm damage, broken or dead branches, poor branching structure, and/or

disruption of sidewalk or street travel. FOT will hang a tag on the trees and record the address and species. If the tree is in the right-of-way in front of someone's property, FOT will leave behind educational information for the adjacent resident to alert them of the free pruning offer, as well as extend an invitation to participate in the upcoming workshop. We will also include information on how to opt out of the pruning if they choose.

Funds will be used to cover the staff time needed to perform the work above, included, but not limited to workshop planning, community outreach and event implementation. FOT will host two workshops that may begin as early as Fall 2021 and conclude by June 30th, 2022. Outreach for workshops will take place in the months leading up to the workshop and may start as early as Summer 2021.

Where would the project be located and who owns the property if applicable?

The project would take place within the public rights-of-way and/or on city owned/managed property.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

No work will happen on private land; all pruning work will occur on public right-of-way and/or city property.

What impact might the project have on nearby homes and businesses?

Through this project, FOT will identify about 200 young trees with storm damage, broken or dead branches, poor branching structure, and/or branches that impede pedestrian/vehicle travel and prune them to improve structure and form. Addressing storm damaged trees will immediately address structural issues with trees impacted by the storm and set them up for recovery, while also offering educational information about proper pruning to those impacted property owners. Structural pruning will not only restore and maintain a safe space for pedestrians to commute, play, and exercise, but it will also improve a tree's storm resiliency in the future. Furthermore, by addressing structural concerns when a tree is young, we will mitigate the need for expensive tree maintenance down the road and alleviate that cost burden on the adjacent residents.

FOT will also engage community members in the process of pruning, providing residents with the tools and resources they need to care for their own trees. Our workshop model will create a platform for neighbors to work together and foster a sense of community stewardship for the urban forest. Following a storm that heavily impacts trees, fear and a sense of urgency to prune or remove trees can fester. Providing the opportunity for residents to learn about pruning and how it affects a tree's growth and long-term health, and how improper pruning can negatively impact a tree's structure and stability, and lead to loss, can empower people to make educated decisions about the trees on and adjacent to their property, and avoid hasty removal and pruning decisions that could have long-term negative impacts.

Lastly, structural pruning contributes to the health and longevity of the collective urban forest. As we well know, a healthy urban tree canopy is a valuable resource to communities for a multitude of reasons, some of the most notable being: stormwater retention, shade and its associated cooling effects, improved air quality, enhanced neighborhood aesthetics, improved wildlife habitat, reduced traffic speeds and mitigating the impacts of climate change. By setting these trees up for success when they are young and educating community members about the importance of tree maintenance, we are ensuring that the urban forest will continue to thrive and provide countless environmental and health benefits to the entire Wilsonville community.

What kind of on-going maintenance needs and costs might be required by the project?

There will be no need for ongoing maintenance costs following the completion of the project.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

At each workshop, FOT aims to identify 100 publicly owned trees to prune, and engage 75-100 Wilsonville residents per workshop through educational materials and/or in-person training. We estimate that each workshop will positively impact 75 properties and residents, assuming each property has 1-2 street trees. Additionally, residents of neighboring properties will receive the environmental and health benefits associated with having healthy trees present in the neighborhood.

We anticipate that some residents will opt out of the pruning opportunity due to a preference in pruning their own trees, hiring an arborist, or not being ready to prune said trees. However, even for those who opt out, we will still share tree pruning and care resources that will help benefit a healthier future urban forest and resident understanding of how and why to take those steps.

The more people who understand the importance of proper pruning techniques as well as the role of proper pruning in maintaining a healthy urban forest, the broader community will benefit if this project is funded.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep ^[2]

Upload Budget:

[fot_project_budget_worksheet_.xlsx](#) ^[3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

FOT has hosted over 50 young tree pruning events, trainings and educational workshops over the last 8 years. The costs included here are estimated based on the time and materials needed to conduct past educational workshops and young tree structural pruning events in other municipalities within the Portland metro region. The billable rate is the standard rate used for FOT staff working on this type of project, and the materials cost covers educational handouts, promotional materials and outreach and tools needed to conduct the workshops.

This project can be scaled up to more than two workshops, or down to one workshop, at the interest of the Metro Grant Committee and City of Wilsonville, and with the funding available. Partial funding could also support this project moving forward.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

There is currently no funding for community pruning workshops, or pruning events to proactively prune young trees for structure to help prevent future ice, storm and vehicular damage in the City of Wilsonville. FOT has confirmed funding for tree planting and community engagement work in the City of Wilsonville to help the City and impacted residents to replace trees lost due to the Winter 2021 snow and ice storm.

Will the project be completed with the proposed funding or will future funding be necessary?

Yes, the project will be completed with the proposed funding. Future funding will not be necessary to complete this project. Although, if successful, we may embark upon offering additional workshops in other neighborhoods, which could require additional funding.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

Yes, this project is compatible with that timing. Upon receipt of grant funds, FOT will begin the planning and outreach process with the goal of hosting the workshops in Fall of 2021 and/or Spring/early Summer 2022.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

2-3 months prior to each scheduled workshop date:

- FOT will recruit workshop participants through mailings, city media outlets, posters, and outreach to HOA's. Interested participants will be asked to pre-register for the event.
- FOT will coordinate with the City to identify an appropriate neighborhood in which to host the workshop. FOT will prioritize neighborhoods that have been heavily impacted by the recent ice storms and have young trees in great need of structural or corrective pruning.
- FOT will identify and reserve an appropriate location within the selected neighborhood to host the workshop. The selected meeting location will have restroom access or the ability to order a portable restroom for the event. Depending on city and state COVID-19 regulations at the time, the meeting site may either be indoors or outdoors.
- FOT will develop a lesson plan and visual materials for the teaching demonstration portion of the workshop. Curriculum will include identification of pruning needs, proper pruning cuts, the reasons for and benefits of pruning (clearance, structure, form, dead and broken branches); tool selection, usage and safety; city code that governs tree pruning; pruning for storm resiliency; and how to best address trees that have been damaged by storm.
- The FOT Volunteer and Outreach team will recruit trained volunteers to guide small groups of participants during the pruning field portion of the workshop.

2-3 weeks prior to each scheduled workshop date:

- FOT will canvas the chosen neighborhood to identify 100 young trees eligible for pruning. Qualifying trees will have a diameter at breast height (DBH) of 6" or less, and will have either been impacted by the storm, have broken or dead branches, poor branching structure, and/or impede sidewalk or street travel.
- FOT will hang a tag on selected trees and record the address and species. If the tree is in the right-of-way adjacent to a home, FOT will leave behind educational information for the adjacent resident to alert them of the free pruning offer, as well as extend an invitation to participate in the upcoming workshop. We will also include information on how to opt out of the pruning if they choose. All addresses and trees will be recorded into a spreadsheet and divided into small groups to distribute amongst pruning teams on event day.
- FOT will connect with pre-registered participants and confirm volunteers to share additional information regarding workshop logistics and set event expectations.

On the day of each scheduled workshop:

- FOT staff will organize the event space, refreshments, and logistics for the workshop in accordance with all state and local COVID-19 safety recommendations.
- FOT will provide all necessary tools, materials, and leadership for a successful and enjoyable workshop.
- FOT will coordinate with the City to determine timing for the workshop. We anticipate that each workshop will be a ½ day event.

Post event:

- FOT staff will review and record all pruning data collected by staff and volunteers in the field to

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Submission #7

keep record of pruning addresses, tree locations, species and work performed on each tree.
- FOT staff will follow up with volunteers and participants with appreciation and additional information, as needed.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

Friends of Trees has partnered with the cities of Portland, Vancouver, Gresham, Oregon City, and Eugene to host multiple trainings and workshops to teach structural pruning for young street trees to promote long-term health for the trees, prevent future storm damage, and to provide clearance for pedestrians and vehicles. Our staff has experience in teaching proper pruning cuts, identifying how and why to prune a tree (clearance, structure, problematic branches, dead and dying branches and more), tool safety and proper usage, and any City code that governs pruning trees in the ROW or on one's private property. Through these partnerships, our trained community members have pruned over 8,000 young street trees in the region to set them up as healthy, long-term assets to the community. Through our young tree pruning program, over 175 individuals have been trained on proper pruning and are active volunteer leaders with FOT.

Friends of Trees has successfully worked on several projects funded through Metro Enhancement Grants including community tree care, planting, and education events throughout the metro area. Most recently, FOT was awarded a grant to conduct young tree pruning in the Oregon City to proactively address clearance and structural pruning, and in North Portland to work alongside and mentor youth in pruning young trees. We are thrilled for the potential opportunity to work with Wilsonville as we deepen our partnership and provide additional resources to residents throughout the city.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

Friends of Trees will coordinate with the City of Wilsonville to promote all workshops to the City's volunteer base and the public. FOT will request permission from the City to use a public park with restroom access as a staging location for the workshops. Friends of Trees will coordinate with the City to pre-select any trees that will be pruned during the workshop, and if needed, obtain permission to prune trees from adjacent property owners. FOT has talked with the City of Wilsonville's planning department about this project and the work outlined compliments the replanting effort we are embarking upon together.

We do not foresee any necessary coordination with any organization other than the City of Wilsonville at this time.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

No work will happen on private land; all pruning work will occur on public right of way and/or City property.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Erica Timm

Date Signed: Wed 6/23/21

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Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.ci.wilsonville.or.us/node/111521/submission/38161>

Links

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/public-project-nomination-form%E2%80%93community-enhancement-program-ice-storm-relief>

[2] <http://www.ci.wilsonville.or.us/cep>

[3] https://www.ci.wilsonville.or.us/system/files/webform/fot_project_budget_worksheet_.xlsx

Project Budget				
	CEP	Friends of Trees	In-kind Matching Support	Matching Funds (cash)
Personal Services Includes, but not limited to: outreach, site/tree identification, notification of pruning, content planning, development of education materials, implementation, participant communication	\$7,500.00		\$2,176.00	\$2,700.00
Supplies Pruning tools and associated maintenance/repair	\$0.00	\$300.00		
Materials Outreach and educational materials	\$0.00	\$200.00		
Other Volunteer/participant refreshments			\$200.00	
	\$0.00			
Total	\$7,500.00	\$500.00	\$2,376.00	\$2,700.00

Total Estimated Cost **\$13,076.00**

\$ of Total Budget provided by FOT/match **\$5,576.00**

% of Total Budget provided by FOT/match **43%**

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, July 19, 2021. Mayor Fitzgerald called the meeting to order at 7:15 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville - Excused

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Beth Wolf, Systems Analyst
Zoe Mombert, Assistant to the City Manager
Dan Pauly, Planning Manager
Andy Stone, IT Director
Keith Katko, Assistant Finance Director
Delora Kerber, Public Works Director

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Excused

MAYOR'S BUSINESS

A. Upcoming Meetings

The Mayor provided a report to the City Council of happenings since the last Council Meeting.

The Mayor reminded Council took off the July 4, 2021 holiday week. She also reminded the next Council Meeting would be August 2, 2021.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

The Mayor informed last week, she and Councilor Linville attended and testified before the Oregon Aviation Board regarding the pending Aurora State Airport Master Plan process. She further explained the Oregon Aviation Board had met prior to that meeting in executive session to consider the results of the Court of Appeals ruling in favor of the City and how to proceed on the new Aurora State Airport Master Plan. The Board then decided to hold an hour-long executive session within about two weeks of their July 15, 2021, board meeting to determine their next steps with regard to the decision by the Court of Appeals.

The Mayor stated updating the Aurora State Airport Master Plan to comply with Oregon public-process and land-use law has been a key City objective for the past 10 years. The Mayor shared she was glad to see that the Aviation Department intends to update the plan. In addition, to their July 17, 2021 meeting, the Aviation Board awarded a nearly \$1 million contract to update the Aurora State Airport Master Plan.

The Mayor explained the City continues to seek a balanced representation of community interests, local homeowners associations, community planning organizations and conservation and nonprofit public interest organizations. The Mayor explained she formally requested more of a balanced representation in writing over 30 days ago, and had yet to receive a reply. As, the Aviation board did not change the makeup of the Participant Advisory Committee (PAC) to the Master Planning Process. Instead, the Board decided they would form a different Citizens Advisory Panel, which by statute has no power or jurisdiction. The Mayor disclosed due to a lack of confidence in the Board's ability to conduct a Master Planning Process with fair and robust community involvement, the Mayor along with Mayor Asher of Aurora asked for federal intervention by the funders.

The Mayor mentioned she spoke at the Clackamas County Business Alliance Mayoral Summit and Westside Economic Alliance Mayors Forum. She also recalled the following meetings she attended since the last City Council Meeting:

- Washington County Mayors monthly meeting hosted by Hillsboro Mayor Steve Callaway
- Washington County Coordinating Committee
 - Voted on updates to the Washington County Coordinating Committee (WCCC) Bylaws to make them more current.
 - Voted to send a letter for Joint Policy Advisory Committee on Transportation (JPACT) and Metro raising issues of concern regarding incorporating the Regional Mobility Policy Update into the 2018 Regional Transportation Plan.
 - The Clackamas County Coordinating Committee Metro Subcommittee also discussed this issue.
 - Heard presentations by ODOT on the Washington County projects included in the new pending 2024-2027 Statewide Transportation Improvement Program (STIP).
- Clackamas County Coordinating Committee Metro Subcommittee
 - Review of Metropolitan Transportation Improvement Program Amendments for funding phase one construction of the I-205/Abernathy Bridge and seismic improvement project and Hwy 217 projects.
 - Discussion of draft Regional Congestion Pricing Study.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

The Mayor announced she would be speaking at the 68th Anniversary of the Korean War Armistice Commemoration Ceremony set for Saturday, July 24, 2021 at 10:00 a.m. at the Korean War Memorial in Town Center Park.

COMMUNICATIONS

A. PGE Storm Recap

PGE Government Affairs Manager Troy Gagliano introduced the PGE team which included Tiffany Delgado, Key Customer Manager; Larry Bekkedahl, Senior Vice President of Advanced Energy Delivery; and Bill Messner, Director of Wildfire Mitigation & Resiliency.

The PGE team shared a PowerPoint, which provided an overview of its emergency response review of the February 2021 ice storm. The team also explained plans to mitigate the impact of future wildfires, ice storms and other emergencies. The PowerPoint has been made a part of the record.

Council invited PGE to return to a future meeting to discuss the City's vulnerability and ways to improve specifically in the Charbonneau neighborhood.

B. National Parks & Recreation Month

Jeanna Troha, Assistant City Manager displayed a video promoting the Parks and Recreation Department in honor of National Parks & Recreation month. The video was created by staff member Roger Moeller and includes the entire Parks and Recreation Department.

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.

Barbara Lucas, Wilsonville resident, shared her concerns about global warming and fire concerns specifically at Canyon Creek Apartments.

Frank Westfall, Wilsonville resident, requested the assistance of the City in obtaining a bus to take a group of local seniors on a trip to the beach.

Staff explained the federal government prohibits the use of transit vehicles for charter. However, staff would follow up with Mr. Westfall to discuss possible options to assist his group.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COUNCILOR COMMENTS

A. Council President Akervall

Spoke about the following events she attended and/or plans to attend:

- Mayor's Summit
- Washington County Coordinating Committee
- Citizens Academy Social
- Willamette Intake Facilities Board Meeting
- Parks and Recreation Rubber Duck Giveaway at Town Center Park
- Parks and Recreation/Library self-guided StoryWalk

B. Councilor Lehan

Councilor Lehan informed the audience of the Jesse Boone Headstone Dedication, which took place at the Butteville Pioneer Cemetery on June 26, 2021.

Ms. Lehan shared she feels fortunate there was no loss of life in Wilsonville during the recent heat wave. Especially, since in the heat the elderly tend to get into trouble faster. As the elderly do not recognize they are failing in hot weather compared to cooler temperatures, which make them uncomfortable.

Ms. Lehan requested that besides the ice storm, the topic of heat be discussed as well during further emergency planning.

City Manager Cosgrove informed a special two-page Boones Ferry Messenger edition on emergency management, response, and recovery would be released September 2021. He added that the special edition would include information on emergencies involving heat, ice and other foreseeable future emergencies.

C. Councilor West

Councilor West spoke about the Wilsonville-Metro Community Enhancement Committee meeting he attended along with Councilor Linville.

Mr. West appreciated City Councilors for being reactive to potential emergencies. He recalled Council made the policy decision to ban fireworks in hopes to mitigate possible fire damages after hearing citizen's concerns.

Lastly, Councilor West announced his family had a new puppy named Bailey.

D. Councilor Linville - Excused

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

CONSENT AGENDA

Ms. Jacobson read the titles of the Consent Agenda items into the record.

A. Resolution No. 2907

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement With The City Of Sherwood To Share Costs Of The Willamette River Water Treatment Plant Expansion Project (Capital Improvement Project # 1144).

B. Resolution No. 2908

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With PFM Financial Advisors, LLC For Financial Advisor Services.

C. Resolution No. 2913

A Resolution Of The City Of Wilsonville Authorizing The Sole Source Procurement Renewal Of A Three-Year Service Agreement With Metereaders LLC.

D. Resolution No. 2915

A Resolution And Order Amending Resolution No. 2899 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.

E. Minutes of the June 21, 2021 City Council Meeting.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Excused

NEW BUSINESS

Ms. Jacobson read the title of Resolution Nos. 2909 and 2910 into the record.

Keith Katko, Assistant Finance Director provided a brief summary of the staff report.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A. Resolution No. 2909

A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District.

Motion: Councilor Lehan moved to approve Resolution No. 2909. Councilor West seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Excused

B. Resolution No. 2910

A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The West Side Plan District.

Motion: Councilor West moved to approve Resolution No. 2910. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Excused

Ms. Jacobson read the title of Resolution Nos. 2911 and 2912 into the record.

Dan Pauly, Planning Manager provided the staff reports.

C. Resolution No. 2911

A Resolution Of The City Of Wilsonville Supporting A 2021-23 Planning Assistance Direct Grant Application To The Oregon Department Of Land Conservation And Development For The 2023 Wilsonville Housing Needs Analysis.

Motion: Councilor Lehan moved to approve Resolution No. 2911. Councilor Akervall seconded the motion.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Excused

D. Resolution No. 2912

A Resolution Of The City Of Wilsonville Supporting A 2021-23 Planning Assistance Direct Grant Application To The Oregon Department Of Land Conservation And Development For Additional Funding Of Housing Affordability Components Of The Frog Pond East And South Master Plan.

Motion: Councilor West moved to approve Resolution No. 2912. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Excused

CONTINUING BUSINESS

A. None.

PUBLIC HEARING

A. None.

CITY MANAGER’S BUSINESS

No Report.

LEGAL BUSINESS

No Report.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

ADJOURN

Mayor Fitzgerald adjourned the meeting at 8:29 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Julie Fitzgerald, Mayor

DRAFT



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 2, 2021		Subject: Resolution No. 2916 Authorizing the use of a Progressive Design Build (PDB) Alternative Contracting Method for the Boeckman Road Corridor Project (Capital Improvement Projects 4212, 4206, 4205, & 2102) Staff Member: Dominique Huffman, PE, Civil Engineer and Nancy Kraushaar, PE, Civil Engineer Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: August 2, 2021 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd 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 Comments: N/A	
Staff Recommendation: Staff recommends Council adopt Resolution No. 2916.			
Recommended Language for Motion: I move to approve Resolution No. 2916.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Goal 1. Increase mobility for all in Wilsonville		<input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Plan Project UU-01 & Frog Pond Master Plan	
		<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

A City of Wilsonville resolution authorizing the use of the Progressive Design Build (PDB) procurement and contracting method in accordance with ORS 279C.330 and ORS 279C.335 for the Boeckman Dip Bridge and Road projects (Boeckman Road Corridor Project).

EXECUTIVE SUMMARY:

The Boeckman Dip Bridge project (CIP 4212) will make needed safety improvements to Boeckman Road by correcting a vertical curve deficiency and upgrading the steep, narrow, rural roadway to an urban standard with safe bicycle and pedestrian facilities that connect residential neighborhoods, jobs, schools, and commercial land uses.

Three other projects along this section of the Boeckman Road corridor are interconnected with the bridge project and will be most successfully integrated with it if one team designs and constructs all four projects. It will be most effective to design the four projects together to assure proper coordination and fewer disruptions to design and construction. These are needed and planned improvements included in the Frog Pond Master Plan and associated Capital Improvement Plans; Canyon Creek/Boeckman Traffic Signal (CIP 4206), Boeckman Road Street Improvements (CIP 4205), and Boeckman Road Sanitary Sewer (CIP 2012).

Completing this work as three or four separate projects makes it difficult to coordinate design details and efficiently phase construction. Using the traditional Design, Bid, Build project delivery is seen as cumbersome, adds higher risk with potentially separate design teams for the elements of each project that need to be interconnected, and ignores the advantages of what an alternative delivery method can bring to the projects. Combining these projects into one overarching Boeckman Road Corridor Project will increase the efficiency and flexibility of project delivery.

To deliver this complex and environmentally sensitive project within a desirable timeframe, it is essential that the City staff, design team, and contractor have multi-disciplinary experience, are allowed to collaborate, and can be innovative in their approach to planning and constructing the needed improvements. These characteristics are not typically associated with the traditional design and construct method based on low-bid style of contracting. For this reason, an alternative contracting method is recommended for this project, referred to as Progressive Design Build (PDB).

PDB is recommended due to the complexity of the bridge and creek work, the staging complexities of the interrelated projects, and the need to complete these projects within the same timeframe. PDB is advantageous for this project as:

- It allows the City to select a contractor based on qualifications, ensuring a collaborative working relationship with the design team and demonstration of specific experience in the successful completion of similarly complex projects.
- The contractor can be involved early and use their expertise to identify potential cost and schedule savings and how to increase overall project productivity. There is opportunity to utilize the contractor's expertise to tailor the scheduling and phasing of construction to best meet the needs of stakeholders and the public.
- The contractor can help identify project risks and develop plans to help mitigate those risks.
- There will be efficiencies in staging the sections of similar work together, reducing staging impacts such as lane closures and reducing overall construction time in the corridor.
- There will be a reduction in project uncertainty with having the contractor involved during design which translates into cost savings to the City in the form of reduced contingency.
- Staff recommends that along with the PDB contract, the City utilize an Owner's Representative to assist the City by making available their specialized expertise and experience with PDB contracting and various other elements of the projects.

Under ORS 279C.335(2), the Local Contract Review Board may provide an exemption from competitive bidding requirements, as long as the alternative contracting process is unlikely to encourage favoritism or diminish competition and that it will likely result in substantial cost savings and other substantial benefits to the agency. Detailed findings for the exemption from competitive bidding is provided in **Exhibit A to Resolution 2916**.

Progressive Design Build procurement is becoming a more common method of contracting large, complex projects such as the Boeckman Road Corridor Project, where contractor expertise and coordination is expected to be invaluable during design and being nimble on project staging and task sequencing is expected to be a significant advantage. The Willamette Water Supply Program (WWSP) has employed an alternative contracting method on the Raw Water Facility project with successful results and the City is currently using an alternative contracting method on the Water Treatment Plant Expansion project.

Expected Next Steps:

If the PDB process is authorized and an Owner's Representative (Owner's Rep) will be selected through a Request for Proposals process, the City and Owner's Rep will next solicit competitive qualified proposals for the Progressive Design Build team. After reviewing and negotiating a contract for the PDB team, staff will bring the contract to the City Council to consider for approval. The PDB team would consist of a Construction Contractor (with whom the City would enter the PDB contract) and engineering consultant(s) to provide the multiple disciplinary design and construction expertise required for the overall project.

Once selected and under contract, the PDB team will work with Staff and the Owner's Rep to initiate design followed by plan review, permitting, potential right-of-way acquisitions and ultimate construction readiness. Individual contract amendments will be presented to Council as construction "packages" become ready and after a Guaranteed Maximum Price (GMP) has been negotiated for each. The number and size of these construction packages will be determined as design with the PDB team progresses. Staff will regularly update Council on project progress.

EXPECTED RESULTS:

The Boeckman Road Corridor Project will provide up-to-date transportation infrastructure, safe and accessible connections that will benefit the existing and planned community, and sewer capacity to accommodate buildout of the Frog Pond neighborhoods.

Using a PDB contracting method is expected to facilitate better coordination and collaboration between the design engineer, construction contractor, Owner's Rep and City staff to identify and address constructability concerns and constraints early in the design process. This improved coordination will yield cost savings by minimizing change orders during construction and by optimizing construction sequencing through enhanced collaboration with all parties involved in completion of the project.

TIMELINE:

A request for proposals (RFP) for an Owner's Representative will be issued in August 2021 and a consultant selected in early fall. Another RFP for engineering and construction services through a Progressive Design Build contract will be issued in the winter of 2021/2022. Staff expects 30% design for the bridge and other portions of the Boeckman Road Corridor Project to be complete by

the summer of 2022. Once this critical milestone is achieved, required environmental permitting and right-of-way acquisition can begin and a construction schedule can be established. All design would likely be completed in the summer of 2023, with corridor construction completed by the end of 2024.

CURRENT YEAR BUDGET IMPACTS:

Authorization of Progressive Design Build procurement and contracting method does not impact the current year budget.

The approved FY 2021/2022 budget includes funds for Owner’s Representative, PDB Contract, project design, construction and overhead associated with the following projects, fund source, and fund amount.

Boeckman Dip Bridge (CIP#4212)	Year 2000 Urban Renewal	\$3,450,000
Boeckman Road Improvements (CIP #4205)	Street SDC	\$1,310,925
Canyon Creek/Boeckman Signal (CIP # 4206)	Street SDC	\$312,125
Boeckman Road Sanitary Sewer (CIP # 2102)	Sewer SDC	\$215,650

FINANCIAL REVIEW / COMMENT:

Reviewed by: KAK Date: 7/21/2021

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 7/26/2021

Legal reviewed this item for statutory compliance only but was not asked to provide any analysis of whether or not use of this alternative contracting methodology is well suited for this project.

COMMUNITY INVOLVEMENT PROCESS:

Notice of Public Hearing was published in the Daily Journal of Commerce and findings were made available to the public on July 19, 2021.

A robust community notification and project update process will be defined and incorporated into the work scope as part of further project design work. To date, preliminary public outreach occurred as part of the Year 2000 Urban Renewal Plan amendment, Frog Pond master planning and subsequent land use reviews, and as part of the Transportation System Plan adoption. In addition, staff has provided project updates to the City Council where they have considered staff recommendations for the project and have approved using a bridge to mitigate the dip safety issues and allowing full road closure with a detour to for the safest and quickest duration bridge construction.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Using a Progressive Design Build contracting method will allow the City to complete needed infrastructure improvements to timely accommodate planned development, utilize contractor expertise during design, provide adaptable construction sequencing, and minimize impacts to the community.

ALTERNATIVES:

A traditional design-bid-build contracting method could be utilized, but the timeline for construction would be longer and the potential risk of added costs and additional closures during construction would be increased.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2916
 - A. Findings for an Exemption from Competitive Bidding – Boeckman Road Corridor Project (CIP 4212, 4206, 4205, 2102)

RESOLUTION NO. 2916

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE USE OF A PROGRESSIVE DESIGN BUILD (PDB) ALTERNATIVE CONTRACTING METHOD FOR THE BOECKMAN ROAD CORRIDOR PROJECT (CAPITAL IMPROVEMENT PROJECTS 4212, 4206, 4205, 2102).

WHEREAS, the City has planned and budgeted for the completion of four Capital Improvement Projects known as #4212, the Boeckman Dip Bridge project; #4206, the Canyon Creek/Boeckman Traffic Signal project; #4205, the Boeckman Road Street Improvements project; and #2102, the Boeckman Road Sanitary Sewer project. Combined, they are known as the Boeckman Road Corridor Project (the Project); and

WHEREAS, the City has made findings in accordance with ORS 279C.335(2) and attached hereto as **Exhibit A** and incorporated herein that support an exemption from competitive bidding requirements and the use of PDB as an alternative contracting process to complete the Project; and

WHEREAS, the City has advertised a Public Notice on July 19, 2021 in the Daily Journal of Commerce announcing its intention to utilize the PDB alternate contracting process to complete the Project.

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

1. The City of Wilsonville City Council acting as the Local Contract Review Board:
 - a. Adopts the attached **Exhibit A** findings exempting the Project from competitive bidding requirements, and
 - b. Authorizes use of the PDB alternate contracting process to complete the Project.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 2nd day of August 2021, and filed with the Wilsonville City Recorder this date.

JULIE FITZGERALD, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

- A. Findings for an Exemption from Competitive Bidding – Boeckman Road Corridor Project (CIP's 4212, 4206, 4205, 2102)

EXHIBIT A

Findings for an Exemption from Competitive Bidding for the Boeckman Road Corridor Project (including CIPs 4212, 4206, 4205, and 2102) and Use an Alternative Project Delivery Method - Progressive Design Build, City of Wilsonville, Oregon

General

Oregon Revised Statute (ORS) 279C.300 requires competitive bidding of public improvement contracts unless specifically excepted or exempted as provided under 279C.335. Under ORS 279C.335(2), a local contract review board may exempt certain public improvement contracts or classes of contracts from traditional competitive bidding by showing that an alternative contracting process is unlikely to encourage favoritism or diminish competition, and that it will likely result in substantial cost savings and other substantial benefits to contracting agency or the public.

For the reasons set forth more fully below, it is recommended that a Progressive Design Build (PDB) team be selected by utilizing the competitive proposal process in accordance with ORS 279C.400 for a specific contract to build the Boeckman Dip and Road Projects. The Progressive Design Build proposal process is advantageous for this project as:

- It allows for the contractor to be involved early in the design process, providing an opportunity for identification of cost and schedule savings, identification of solutions that best address the complexities of the Project (i.e. how to most efficiently and effectively sequence the projects, and how to design and alter the roadway alignment while reducing environmental impacts and road closure times) and helping to identify project risks and develop plans to help mitigate those risks.
- It allows for the opportunity to utilize the contractor's expertise to tailor the scheduling and phasing of construction to best meet the needs of stakeholders and the public.
- It allows City of Wilsonville (City) to select a contractor with the specific experience that shows how they have successfully completing similarly complex projects.

In accordance with ORS 279C.330, ORS 279C.335, and Resolution No. 2916 of the Wilsonville City Council in its capacity as the Local Contract Review Board, the following are findings which justify an exemption from the competitive bidding requirement.

Background

The Boeckman Dip Bridge project is identified as a high priority urban upgrade, Project UU-01, in the 2013 Transportation System Development Plan (Amended November 16, 2020). The bridge project will make needed safety improvements to Boeckman Road by correcting a vertical curve deficiency and upgrading the steep, narrow, rural roadway to an urban standard. The bridge project is intended to be designed and constructed jointly with the Canyon Creek/Boeckman Traffic Signal project (CIP # 4206), the Boeckman Road Street Improvements – Frog Pond project (CIP #4205), and the Boeckman Road Sanitary Sewer Improvements – Frog Pond (CIP #2102).

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These improvements will be combined into one project for efficiency in design and construction. When completed, the projects will provide up to date transportation infrastructure, safe and accessible connections for all transportation modes that will benefit the existing and future Wilsonville community, a Safe Route to School for Meridian Creek Middle School and a future primary school, and sanitary sewer capacity to accommodate the build out of Frog Pond.

Findings

Pursuant to ORS 279C.335(2), the following Findings justify an exemption from ORS 279C.335(1) and OAR 137-049-0130.

- 1. *The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts. (ORS 279C.335(2)(a))***

The Progressive Design Build team will be selected through a competitive proposal process. No reduction of competition is expected since the proposed process is open to the same contractors that would have participated in the traditional design-bid-build process, and there are multiple contractors both locally and across the state with the ability to compete for this contract. Uniform evaluation criteria will be used in the selection of contractors.

Favoritism will not play a role in the selection of the Progressive Design Build team. Selection will be conducted through an open and advertised request for proposal (RFP) process. All qualified firms will be invited to submit proposals. The City will publish a legal notice in the Daily Journal of Commerce in order to provide Project information to all interested entities. Proposers will be evaluated based on clearly stated criteria. A team will perform the evaluation in an effort to minimize the effects of any individual bias. All qualified firms will be able to participate in an open, competitive selection process.

- 2. *Substantial cost savings and other benefits (ORS 279C.335(2)(b)).***

Using a Progressive Design Build contracting method is expected to result in substantial cost savings and other substantial benefits as described below:

- a) *How many persons are available to bid;***

A publicly-advertised competitive proposal process will be utilized to select the Progressive Design Build team. The use of this contracting method does not prevent any contractor that otherwise would have proposed had the City procured the project using the traditional design-bid-build method. Thus, all qualified contractors are able to compete for selection to complete the project.

The Water Treatment Plant Expansion project recently opted to utilize an alternative delivery approach for upgrading our existing WTP. This project is currently advertising for contractors and anticipates at least three qualified contractors will submit competitive proposals. Additionally, the Willamette Water Supply Program recently utilized alternative delivery for the construction of a new WTP and associated transmission lines. Five

EXHIBIT A

qualified contractors submitted proposals in response to the solicitation for CMGC services for the first phase of WTP construction. A similar level of interest from qualified Progressive Design Build teams is anticipated for the Boeckman Dip Project.

b) The construction budget and projected operating costs for the completed public improvement;

The construction budget and operating costs will not be adjusted due to the alternate procurement method, but there are many, less tangible, cost savings that are likely to be realized by using the Progressive Design Build method. Some of these less-tangible savings include a project team that works more cohesively, resulting in shorter design and construction timelines. Also, early involvement of a contractor through a Progressive Design Build contract should result in reduced change orders, disputes and claims during construction and will provide for the opportunity to identify value engineering and construction sequencing ideas commensurate with the contractor's means and methods that can result in construction cost savings. The contractor's involvement during design also reduces the number of unknowns discovered during construction due to the contractor's familiarity with existing conditions and design details.

c) Public benefits that may result from granting the exemption;

One of the main advantages to the public of the Progressive Design Build contracting method is the project's schedule. Once design is complete, the City and the PDB team can negotiate a guaranteed maximum price (GMP) for the project, eliminating the time consuming construction bid phase required by the traditional procurement approach, enabling the City to move quickly from design to construction. Once the PDB team has an approved design and GMP, construction of the project and/or procurement of long-lead time equipment can begin. Schedule savings can also be found by the PDB team's ability to advance certain phases of the project to maximize contractor's ability to synchronize work. Schedule savings can also result in a reduction of contractor general conditions costs, mobilization costs, as well as benefit the City in having infrastructure available for earlier use.

Other substantial benefits to the public include the City's ability to select a team based on their qualifications as they relate to the particular challenges of this project. Bridge construction in general is complex, combined with unique environmental, hydrologic, and staging challenges in the project area, there is potential for design and construction delays that if not managed well could increase the road closure duration and overall impact to Boeckman Road users. Selection of an experienced, cooperative, and solutions-oriented Progressive Design Build team with the demonstrated ability to coordinate and execute construction of these projects in a safe, proficient, and expedient manner will greatly benefit the public.

d) Whether value engineering techniques may decrease the cost of the public improvement;

The PDB contracting method gives the contractor an increased opportunity to engage in value engineering, which increases the likelihood of cost savings to the City. The PDB

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contracting method brings the contractor on board early in the design process and allows the contractor to voice their comments, concerns, and suggestions on the design. This allows the designer to more fully understand constructability and sequencing issues early on.

In contrast, the traditional method of contracting only allows for the contractor to see the contract documents once they are issued at the construction bidding phase. At this point, not only is there is little incentive for the contractor to engage in value engineering efforts, but the design has already progressed past the point of incorporating many of the suggestions that the contractor would have offered.

In addition to potential direct cost savings to the public, indirect cost savings may be realized through a reduced duration of impact to the public through efficient design construction phasing tailored for this specific project.

e) The cost and availability of specialized expertise that is necessary for the public improvement;

The PDB contracting method is not expected to increase the cost or decrease the availability of specialized expertise necessary for the public improvement. Design availability and cost of design services are not anticipated to be impacted since the method for contracting these services is not significantly different from those found in the traditional design-bid-build contracting method. Construction availability and cost are also not anticipated to be impacted because a competitive process is required for all subcontracted work, unless otherwise justified by the General Conditions of the contract. This results in costs and materials availability that are comparable to those found in the traditional design-bid-build contracting method. Additionally, this project is anticipated to garner significant interest from many firms throughout the region, resulting in a competitive environment similar to the traditional project delivery and contracting method.

f) Any likely increases in public safety;

No adverse effects to public safety are anticipated as a result of pursuing the PDB contracting method. The contractor will be following the same industry construction standards and City Public Works standards and will be using the same best practices as with the traditional contracting method.

The PDB procurement method allows the City to use historical safety performance on similar projects as a PDB team selection criteria. It also permits the City to work closely with the contractor to ensure that the design and work sequences include appropriate safety measures, that the contractor understands the City's safety concerns and that the contractor will take appropriate steps to address them.

The PDB method promotes better collaboration with the contractor during design resulting in increased public and City staff safety through increased vetting of construction

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means and methods.

g) Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;

The PDB contracting method differs from the traditional design-bid-build method in that the construction contractor is involved in the design process, typically very early. The contractor's involvement in design allows the contractor to better understand the design details, existing conditions, and construction sequencing requirements and allows them to input their knowledge of risks based on their past experience. This knowledge reduces the risk of change orders, claims, and the exceedance of the project schedule. The contractor can participate in risk workshops and identify potential risks which can be evaluated for severity and probability and in which design efforts may reduce the potential impacts or, in some cases, eliminate the risk altogether.

Once the design for the project has reached a pre-determined milestone, a GMP is then provided to the City which the City has reviewed, negotiated, and to which the City agrees. The PDB will use this price to complete the construction of particular phases of the projects. This method of obtaining negotiated construction costs is anticipated to minimize the number of change orders on a project and as a result minimize cost overruns; furthermore, the reduction in project uncertainty with having the contractor involved during design translates into cost savings to the City in the form of reduced contingency.

h) Whether granting the exemption will affect the sources of funding for the public improvement;

Funding for the Project will primarily be through the Year 2000 Urban Renewal funds with the remaining funds coming from a combination of the Clackamas Vehicle Registration Fee, Willamette Water Supply Program Right-of-Way Lease, Road Operating Fund (Gas Tax Revenue), Fee-In-Lieu Transportation Fund, Frog Pond Supplemental Fee, and the Street and Sewer System Development Charge Funds. The City does not anticipate these funding sources pose restrictions to the proposed PDB contracting method.

i) Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;

Using the PDB method, benefit-cost decisions can be made using real-time construction costs to keep the project within budget. Materials, equipment and sub-trade work can be procured early to eliminate price uncertainty and lessen the impact of price escalation during the construction period. In addition, under PDB the City has the flexibility to award early construction work packages (e.g. phasing a subproject early, procurement of long-lead time material, etc.) prior to overall project design completion; furthermore, having the contractor on board during design through the PDB method allows the City to adjust the project budget during design when true pricing is understood, so the project budget reflects the true cost of the design.

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The PDB method provides flexibility to reduce the impact of market conditions, specifically through schedule acceleration. This savings in time lessens the impact of the price increases occurring in the current market conditions. For these reasons, granting an exemption to competitive bidding will better enable the City to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement.

j) Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;

The Boeckman Dip project will be challenging due to the technical complexity and the scale of the bridge and road improvements in the environmentally sensitive Boeckman Creek area. The integration of the road, signal, and sewer projects adds complexity, but having a PDB team's coordination between all the work enables the City to more efficiently complete all four projects and not deliver them piece meal. This complicated work will require ongoing coordination with City staff, the Owner's Representative, the design engineer, and the construction contractor. The PDB selection process allows the City to consider the proposer's experience and expertise in this type of work, sensitivity to safety, legal, and operational issues, as well as the general qualifications of its project manager, and support team.

k) Whether the public improvement involves new construction or renovates or remodels an existing structure;

These public improvements involve new construction, reconstruction, and renovation. The bridge project renovates and reconstructs Boeckman Road by replacing substandard roadway infrastructure making needed safety improvements by correcting a vertical curve deficiency and upgrading the steep, narrow, rural roadway to an urban standard to serve all modes. The other projects add needed pedestrian and bicycle facilities, signalize a non-signalized intersection to meet level of service standards, and construct a new sanitary sewer line to accommodate Frog Pond buildout. Using a PDB method, the construction contractor is part of the project team early on and is involved in field investigation and design coordination, thereby reducing the risk of discovering unknown conditions while renovating existing and constructing new infrastructure.

l) Whether public improvement will be occupied or unoccupied during construction;

It will be essential to complete construction with the smallest possible interruption to the transportation network. There will be a period of time when the roadway will be closed due to construction of the bridge. This closure is inevitable and would be required regardless of the procurement method. The PDB method however, will allow the contractor to plan project phasing and timing of the improvements and associated shutdowns to allow streamlined construction with the intent of reducing closure durations.

m) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions;

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Phasing of the project has not yet been determined and is a primary area of optimization to be gained by utilizing the PDB method and the resulting contractor/designer/owner teamwork. The utilization of the PDB contracting method will allow critical path improvements to be identified and phased in packages accordingly to maximize productivity in project delivery and reduce overall impact to the corridor.

- n) **Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.**

The City will include previous PDB experience among the qualifications to be competitively evaluated in selecting the owner's representative, design engineer and the construction contractor.

3. **Additional Findings**

OAR 137-049-0630(3)(b) permits other findings, in addition to those listed above, to be considered with regard to the expected benefits and drawbacks of particular Alternative Contracting Methods. The following discussion of benefits and drawbacks of this contracting method may be a duplication of those found above, but they are the main elements to consider for the PDB contracting method, so additional dialogue is warranted.

a) **Advantages**

More cohesive project team.

With the PDB contracting method the contractor and designer can work as a team to get the projects designed and built that would otherwise be handled separately with likely multiple design teams and construction contractors for the City to coordinate. Having one cohesive project team results in fewer design-related change orders, reduces the number of potential claims created by the project, boosts quality assurance, and provides overall adaptability and flexibility to optimize project phasing for the greatest benefit to the public.

Shortest delivery schedule.

Not only does the PDB contracting method eliminate the necessity of a construction bid phase, the contractor may also begin the construction of the project prior to the design reaching 100 percent or complete "ready" sub-project "packages" to move the schedule along more efficiently. Both of these factors can greatly expedite the completion of the project; furthermore, the PDB method allows for the project phasing to be optimized by being well matched to the PDB construction team's experience and specific means, methods and capacities; this can allow reduced overall construction duration for the improvements so they are available to the public in the shortest amount of time.

Owner can reject guaranteed maximum price without significant project delays. Should a

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GMP not be agreeable to the owner, an off-ramp is built in to this contracting method. This off-ramp has two options, the first of which is to finish the design to 100 percent and competitively bid the project. The second option is to terminate the first contract and attempt to negotiate with another PDB.

b) Drawbacks

Limited opportunities to make changes to the project's scope once guaranteed maximum price has been established.

Costs could be high for changes that are made to the project after the guaranteed maximum price has been established. This is not dissimilar from changes made after a project has been bid for the traditional contracting method, the difference is that the contracting agency has a larger timeframe to establish their initial decisions using the traditional methods.

Public outreach can be limited.

Public outreach and public comment needs to be sought at the beginning of the project, scope alterations after the guaranteed maximum price has been established is not recommended - as noted above. However, with PDB, the contractor can be involved in public outreach, can establish a relationship with stakeholder, and provide additional insight into potential project impacts.

Summary

Using a competitive proposal PDB contracting method to select a contractor who has experience with these types of projects provides many benefits. The use of this process will not diminish competition or result in favoritism and is expected to result in overall cost savings to the City. Most important, completion of the project in a timely manner reduces impacts to the City and ensures quality, safety, and reliability both during and after construction.