



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> November 18, 2024		<b>Subject: Resolution No. 3180</b> Approving a Funding Plan Forecast for the Stafford Road Improvements - Phase I (Capital Improvement Project No. 1158, 2111, and 4219)	
		<b>Staff Member:</b> Keith Katko, Finance Director and Zach Weigel, PE, City Engineer	
		<b>Department:</b> Finance and Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): 2023 Transportation System Plan Projects UU-06, BW-23, and SI-13. 2014 Wastewater Collection System Master Plan Project CIP-34 2012 Water Distribution System Master Plan Project 362	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A City of Wilsonville resolution approving a funding plan forecast for the Stafford Road Improvements – Phase I Project (Capital Improvement Project (CIP) No. 1158, 2111, and 4219).

**EXECUTIVE SUMMARY:**

The Frog Pond West (FPW) Master Plan, adopted by City Council in 2017, identified public infrastructure necessary to serve the planned residential development within the Frog Pond West neighborhood. The FPW Master Plan includes transportation, water, wastewater, and storm drainage improvements to Stafford Road, along the eastern boundary of the neighborhood. In 2022, City Council adopted the Frog Pond East & South (FPE/S) Master Plan, planning for additional residential and neighborhood commercial development east of FPW. With Stafford Road serving as the boundary between Frog Pond West and East, the public infrastructure requirements were updated as part of FPE/S Master Plan to address the needs of both Frog Pond neighborhoods.

As part of recent subdivision land use applications, traffic studies indicate that the intersection of Frog Pond Lane and Stafford Road (an arterial roadway) will fall below the City's operational standard of Level of Service D with any additional residential development approval within the Frog Pond West neighborhood. Additional traffic analysis indicates that improvements to the Frog Pond Lane/Stafford Road intersection consistent with the Wilsonville Transportation System Plan will then cause the Brisband Street/Stafford Road intersection to fall below Level of Service D. Wilsonville Municipal Code Section 4.140.09.J.2 states that a planned development permit may be granted by the Development Review Board only if it is found that the development location, design, and uses are such that traffic generated by the development at the most probable used intersection(s) can be accommodated safely and without congestion in excess of Level of Service D on existing or planned arterial and collector streets for which funding has been approved or committed and that are scheduled for completion within two years of occupancy of the development.

In order to allow development in Frog Pond West to proceed and continue to generate revenue to fund needed infrastructure improvements identified in the Frog Pond Master Plans, City Council authorized a supplemental budget amendment on October 7, 2024, adding the Stafford Road Improvements – Phase I Project to the Fiscal Year 2024-25 (FY25) budget. The Stafford Road Improvements – Phase I Project (Project) represents the first phase of improvements on Stafford Road, providing necessary infrastructure to serve both Frog Pond West and East and address the anticipated Level of Service deficiencies at the Frog Pond Lane and Brisband Street intersections with Stafford Road. This phase of work includes:

- Stafford Road Improvements (Frog Pond Ln. – Brisband St.): Add pedestrian, bike, and transit facilities on the west side of Stafford Rd.
- Frog Pond Ln./Stafford Rd. intersection turn lane restrictions.
- Brisband St./Stafford Rd. intersection single-lane roundabout.
- 12-inch diameter waterline extension Stafford Rd. (Frog Pond Ln. – Boeckman Rd.)
- 12-inch diameter sewer pipeline extension Stafford Rd. (Frog Pond Ln. – Boeckman Rd.)

While the FY25 budget adjustment approves funding for the planned arterial street intersection improvement project required by the development code, further action by City Council is necessary to schedule the intersection improvements for completion within two years of occupancy of the development. Adoption of **Resolution No. 3180** approves a funding plan forecast for the Stafford Road Improvements Phase I Project, completing the Project within two years of occupancy of approved development within Frog Pond West. The funding plan forecast is as follows:

<b>CIP No.</b>		<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>Total</b>
1158	Water Line	\$105,000.11	\$193,935.59	\$199,753.66	\$498,689.36
2111	Sewer Line	\$105,999.92	\$198,093.84	\$204,036.66	\$508,130.41
4219	Roadway	\$1,000,000.00	\$1,802,500.00	\$1,856,575.00	\$4,659,075.00
<b>Total</b>		<b>\$1,211,000.02</b>	<b>\$2,194,529.43</b>	<b>\$2,260,365.32</b>	<b>\$5,665,894.77</b>

<b>Funding Source</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>Total</b>
Water SDC	\$20,412.02	\$37,701.08	\$38,832.11	\$96,945.21
Sewer SDC	\$10,091.19	\$18,858.53	\$19,424.29	\$48,374.02
Transportation SDC	\$681,331.23	\$1,228,099.55	\$1,264,942.54	\$3,174,373.32
Frog Pond Fee	\$499,165.57	\$909,870.27	\$937,166.38	\$2,346,202.22
<b>Total</b>	<b>\$1,211,000.02</b>	<b>\$2,194,529.43</b>	<b>\$2,260,365.32</b>	<b>\$5,665,894.77</b>

Approval of this funding plan forecast in no way limits how the project is funded and only reflects a potential source of funding to ensure the project is constructed within the allotted timeframe based on the current estimated cost of the Project. The Project will be included in the proposed Fiscal Year 2025-26 Five-Year Capital Improvement Program during the next budget cycle where additional funding sources may be evaluated and authorized as part of the budget adoption. In addition, approval of this funding plan forecast in no way limits the City’s ability to seek reimbursement for the Project costs that may be attributable to future development within Frog Pond East and South.

**EXPECTED RESULTS:**

Approval of the Project funding plan forecast will allow residential development within Frog Pond West to meet required land use requirements by approving funding and scheduling for completion the planned arterial street intersections within two years of occupancy. Continued residential development in Frog Pond West is necessary to meet the City’s identified housing needs and generation of revenue to fund needed infrastructure improvements. In addition, the

funding plan forecast will allow high priority transportation improvements on Stafford Road to proceed, reducing vehicle speeds, enhancing neighborhood access, and improving safety through addition of sidewalk and bike facilities and intersection enhancements, a frequent request by the adjacent Stafford Meadows neighborhood.

**TIMELINE:**

Solicitation for an engineering consultant to begin Project design work will occur in January 2025 with design beginning in the second quarter of 2025. Project construction is anticipated to be completed by the end of 2027. The earliest anticipated occupancy of residential development within Frog Pond West which is projected to not meet Level of Service performance standards at the Frog Pond Lane/Stafford Road intersection is in 2027, well within the required two-year occupancy requirement.

**CURRENT YEAR BUDGET IMPACTS:**

The amended FY25 budget includes funding for engineering design and overhead for the Project, including Frog Pond Infrastructure Fee (FPF) and System Development Charges (SDC) funding sources, as summarized below.

<b>CIP No.</b>	<b>Project Name</b>	<b>Funding Source</b>	<b>Amended FY25 Budget</b>
1158	Stafford Water	FPF & Water SDC	\$105,000
2111	Stafford Sewer	FPF & Sewer SDC	\$106,000
4219	Stafford Road	FPF & Transportation SDC	\$1,000,000

**COMMUNITY INVOLVEMENT PROCESS:**

The Stafford Road Improvements were identified as high priority infrastructure projects through the Frog Pond West Master Plan and Frog Pond East & South Master Plan processes, as well as the last major updates to the Wilsonville Transportation System Plan, Water Distribution System Plan, and Wastewater Collection System Master Plan, which included an extensive community involvement process. As part of the Project, additional public engagement will occur to incorporate community input into the design and construction of the needed infrastructure improvements on Stafford Road.

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

Approval of the Project funding plan forecast will allow residential development within Frog Pond West to continue, providing Wilsonville with needed housing and generating revenue to fund needed infrastructure projects. In addition, infrastructure improvements to Stafford Road can begin, improving safety and access for residents in Frog Pond West.

**ALTERNATIVES:**

City Council could decide either to delay or not approve the Stafford Road Improvements Phase I funding plan forecast. This action is not recommended, as development within Frog Pond West would not be able to meet land use requirements and a development moratorium would likely need to be implemented, resulting in delay in housing production and a decline in revenue necessary to pay for needed public infrastructure.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENT:**

1. Resolution No. 3180