



CITY COUNCIL AGENDA

October 20, 2025 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

YouTube: <https://youtube.com/c/cityofwilsonvilleor>

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

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with the City Recorder:

CityRecorder@wilsonvilleoregon.gov

Individuals may submit comments online at: <https://www.wilsonvilleoregon.gov/SpeakerCard>

via email to the address above, or may mail written comments to:

City Recorder – Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

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.

REVIEW OF AGENDA AND ITEMS ON CONSENT [5:00 PM]

COUNCILORS' CONCERNS [5:05 PM]

PRE-COUNCIL WORK SESSION [5:10 PM]

- A. [Housing Statutory Compliance \(Rybold\) \[30 min\]](#)
- B. [Park Projects Update \(Ammerman\) \[30 min\]](#)
- C. [2025 Solid Waste Rate Review & 2026 Rate Schedule \(Davidson\) \[40 min\]](#)

ADJOURN [6:50 PM]

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, October 20, 2025 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on October 7, 2025. 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.

CALL TO ORDER [7:00 PM]

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

MAYOR'S BUSINESS [7:05 PM]

4. Upcoming Meetings (Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>)

COMMUNICATIONS [7:10 PM]

5. [Republic Services 2024 Annual Report on Solid Waste Management \(Cindy Rogers/Travis Comfort\) \[15 min\]](#)

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:25 PM]

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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 citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [7:35 PM]

6. Council President Berry
7. Councilor Cunningham
8. Councilor Shevlin

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [7:50 PM]

9. [Minutes of the September 15, 2025; September 25, 2025; and October 6, 2025 City Council Meetings. \(City Recorder\)](#)
10. [Resolution No. 3221](#)
[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Master Goods And Services Contracts For On-Call Arborist Services. \(Guile-Hinman\)](#)
11. [Resolution No. 3222](#)

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into A First Amendment To Development Agreement With Venture Properties, Inc. Regarding Funding The Construction Of The Boeckman Creek Trailhead Park In The Frog Pond Terrace Subdivision. \(Guile-Hinman\)](#)

NEW BUSINESS [7:55 PM]

CONTINUING BUSINESS [7:55 PM]

12. [City Council Vacancy](#)

PUBLIC HEARING [8:10 PM]

CITY MANAGER'S BUSINESS [8:10 PM]

LEGAL BUSINESS [8:15 PM]

ADJOURN [8:20 PM]

INFORMATIONAL ITEMS – No Council Action Necessary

[City Manager Reports](#)

[Quarterly Update - Council Work Plan 2025-2027](#)

EXECUTIVE SESSION [8:30 PM]

1. ORS 192.660(2)(e) Real Property Transactions

To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

2. ORS 192.660(2)(h) Legal Counsel/Litigation

To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ADJOURN [9:00 PM]

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Kimberly Veliz, City Recorder at cityrecorder@wilsonvilleoregon.gov or 503-570-1506 or assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication. Habrá intérpretes disponibles para aquellas personas que no hablan Inglés, previo acuerdo. Comuníquese al 503-570-1506



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: October 20, 2025		Subject: Housing Statutory Compliance	
		Staff Members: Kimberly Rybold, AICP, Senior Planner	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
☐ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☐ Resolution ☒ Information or Direction ☐ Information Only ☐ Council Direction ☐ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable	
		Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
☐ Council Goals/Priorities:	☒ Adopted Master Plan(s): Housing Production Strategy	☐ Not Applicable	

ISSUE BEFORE COUNCIL:

Staff will introduce the Housing Statutory Compliance project and seek City Council input on the information needed to provide direction on implementation options.

EXECUTIVE SUMMARY:

In June 2025, City Council adopted the Housing Production Strategy (HPS), a document required for the City's continued compliance with Statewide Planning Goal 10 (Housing). The HPS includes seven actions the city will pursue over the next six years to help address Wilsonville's unmet housing needs. Among these is Action C, Evaluate Use of Administrative Review Processes for Residential Development, which would update the City's land use review process for residential development to process most land use applications administratively via the Class II review process (Attachment 1). The HPS commits the City to undertake this action by the end of 2029.

In an effort to promote the development of a variety of housing types throughout the state, the Oregon Legislature passed two bills in the 2025 Session affecting Wilsonville's Development Code standards and review process for residential development. Senate Bill (SB) 974 requires cities and counties to issue decisions without a public hearing on certain residential development applications, including Wilsonville's most common residential land use applications. This statutory requirement overlaps with HPS Action C. SB 974 also contains provisions that do not directly impact the City's Development Code, including temporary limitations on application of design standards for certain residential land use applications and new review procedures for some public works permits. Planning staff will coordinate with the Engineering Division and Legal Department to determine compliance approaches for these statutory requirements.

Additionally, the Oregon Legislature passed House Bill (HB) 2138, requiring cities to update land use regulations related to middle housing allowances and related standards. As there is significant overlap between these statutory requirements and HPS Action C, the City will undertake these Development Code amendments under a single effort, the Housing Statutory Compliance Project. The project is divided into two parts based on timing related to statutory deadlines:

- **Part 1:** This part of the project will address process related components of SB 974. These requirements become operative on July 1, 2026, requiring hearings ready Development Code amendments by early spring 2026. The project will integrate HPS Action C, which calls for the City to implement an administrative review process for residential development.
- **Part 2:** This part of the project will focus on modifications to the City's middle housing definitions, middle housing land division process, and other related Development Code amendments consistent with HB 2138. Some requirements of this bill are already in effect, with others becoming operative on January 1, 2027.

This work session will focus on Part 1 of the Housing Statutory Compliance project. Staff will provide City Council with background information on the City's current land use review process for new residential development and highlight upcoming work that will guide the City's decisions about land use review process updates.

Current Land Use Review Process

Development permit applications in Wilsonville generally fall under one of three review processes:

- **Class I Administrative Review** – Applications are processed as ministerial decisions made by the Planning Director without public hearing or public notice and are not subject to appeal or call-up. These decisions do not involve discretion on the part of the Planning Director and include applications that verify compliance with prior development approvals.
- **Class II Administrative Review** – Applications are processed as administrative decisions by the Planning Director, with public notice, subject to appeal or call-up by the Development Review Board (DRB). These decisions may involve limited discretion on the part of the Planning Director but generally involve application of clear and objective development standards. This process is used for minor modifications to previously approved development plans.
- **Class III Quasi-Judicial Review** – Applications are processed as quasi-judicial decisions by the DRB, with public notice and a public hearing, subject to appeal or call-up by City Council. This is the City's current land use review process for applications associated with new development, including residential land use applications. State law requires the use of clear and objective standards for residential development; however, applicants may choose to request discretionary waivers to certain development standards subject to DRB review and approval. Final decisions on applications for annexation, Comprehensive Plan Map amendments, or Zone Map amendments are made by City Council.

While most land use applications for new development are reviewed and approved by the DRB as described above, the City has precedent for establishing an administrative review process for land use applications meeting clear and objective standards in the Coffee Creek Industrial Design Overlay District. Adopted in 2018, this process allows the City to review most development applications associated with development through the Class II administrative review process, with review and approval for annexation and zone map amendment applications heard by City Council without prior DRB review. This process was adopted with the intention of providing a faster, more predictable review process for applications meeting clear and objective standards while still allowing an opportunity for public input. The City could implement HPS Action C in a similar manner, provided that the requirements contained within SB 974 are met.

To understand the potential impact of shifting from DRB review of residential land use applications to a Class II process, staff evaluated the 67 DRB applications received from 2020 to present, excluding withdrawn applications. Of these, 16 applications (approximately 24 percent) were for new residential development projects, with all but two including an action requiring City Council approval. Just as the overall volume of development applications varies from year to year based on market factors, the percentage of residential applications varied from a low of 12.5 percent to a high of 37.5 percent of DRB applications in a single year. While this yearly variation will continue based upon development readiness of areas such as Frog Pond East and South,

processing of residential land use applications via a Class II process would reduce the overall volume of applications reviewed by the DRB.

Next Steps

3J Consulting will lead the project team in preparing a Code Assessment Memo to help the City determine how to best implement HPS Action C while meeting the requirements of SB 974. This memo will identify statutorily required amendments to the Development Code resulting from SB 974, and where additional amendments would best implement HPS Action C while maintaining a clear and transparent land use review process. As there are still questions about the extent and applicability of SB 974, this work will be informed by a forthcoming guidance document published by the Oregon Housing Accountability and Production Office (HAPO) along with input from the City's Legal Department. The memo, which will be presented to Planning Commission and City Council in December, will serve as a guide for the City's policy choices prior to drafting Development Code amendments in early 2026.

Discussion Questions

- Acknowledging that some process modifications are required by SB 974, what type of community input will best assist you in making policy decisions about updates to the residential land use review process?
- Based on the anticipated reduction in land use applications that would be reviewed by the DRB, are there any modifications to the current board structure that you want the project team to consider?
- Are there other questions or information that the project team should consider in preparation of the Code Assessment Memo?

EXPECTED RESULTS:

Council input on project outreach and information to include in the project's Code Assessment Memo.

TIMELINE:

HAPO expects to publish advisory guidance on SB 974 in mid-October. The project team will present this information, along with the Code Assessment Memo, to Planning Commission and City Council at work sessions in December. Completion of Part 1 of the Housing Statutory Compliance Project must occur by July 1, 2026, with a Planning Commission public hearing on the Development Code amendments scheduled in April 2026.

CURRENT YEAR BUDGET IMPACTS:

Planning's Professional Services budget will cover project expenditures occurring prior to execution of a grant agreement with DLCDC. The majority of the project costs will be covered by a DLCDC grant throughout fiscal year (FY) 2025-26 and FY 2026-27.

COMMUNITY INVOLVEMENT PROCESS:

Public work sessions will be held by the Planning Commission and City Council in addition to public hearings. Public outreach is planned for early 2026 to inform the community and gather feedback on the Development Code amendments.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Implementation of HPS Action C will enable the City to develop a clear and predictable development review process for residential development that continues to allow for and respond to public input while avoiding the confusion of City Code that is superseded by conflicting state statute.

ALTERNATIVES:

Failure to complete the mandated updates by the statutorily required deadlines will expose the City to legal risk if affected residential land use applications are not processed consistent with state law.

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. Housing Production Strategy Excerpt – Action C

- Hold public hearings with the Planning Commission and City Council to implement approaches.

Funding or Revenue Implications: Most costs can be covered using existing staff resources, though consulting services will require additional funds.

C. Evaluate Use of Administrative Review Processes for Residential Development

Rationale: Streamlining the administrative review process for development processes that use clear and objective development standards can make the development process faster and increase certainty in the process.

Description: In most cases, new subdivisions and multifamily residential developments are approved through a public hearing process, even when applications meet clear and objective standards of the Development Code. Processing these applications administratively, and taking public comment in writing rather than at a public hearing (with appeal rights retained), would reduce the overall review time and the potential for additional regulatory delay. To maximize effectiveness, the City will consider adding an administrative review process for adjustments to certain clear and objective standards.

Anticipated Impacts

Income Level Served: All incomes

Population: All residents

Tenure: Renters and owners

Impact on Housing: Small

Magnitude of Units Produced or Preserved: Will not directly result in new production of housing but will ease the development process.

City Role: Lead The City would analyze current review processes, identify opportunities for streamlining, and draft Development Code amendments to reflect updated administrative review processes.

Staffing: Existing staff

Partners: Stakeholders in Wilsonville, providing input on the development review process for housing.

Implementation Steps:

- Develop draft edits to the Development Code to allow administrative review processes for residential development.
- Collaborate with stakeholders and the Planning Commission to review proposed changes, including public notification methods (e.g., site postings), to ensure continued opportunities for public input on development.
- Hold public hearings with the Planning Commission and City Council to adopt Development Code amendments to allow for administrative review processes.

Funding or Revenue Implications: This is primarily a development review process change that can be implemented by existing staff.





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: October 20, 2025		Subject: Park Projects Update	
		Staff Member: Kris Ammerman, Parks and Recreation Director	
		Department: Parks and Recreation Department	
Action Required		Advisory Board/Commission Recommendation	
☐ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☐ Resolution ☐ Information or Direction ☒ Information Only ☐ Council Direction ☐ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable	
		Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
☒ Council Goals/Priorities: 2025-2027 Council Goal: Maintain existing park maintenance levels of service through expansion	☒ Adopted Master Plan(s): 2018 Park Master Plan Frog Pond Master Plan Villebois Development Agreements	☐ Not Applicable	

ISSUE BEFORE COUNCIL:

Staff will present a summary of the needs for service to both maintain current level of park service and plan for growth in the parks system created by new residential development in the city.

EXECUTIVE SUMMARY:

In response to the 2025-2027 Council Goal: Maintain existing park maintenance levels of service through expansion, the Parks and Recreation department is providing information to the City Council before discussing possible solutions. The Parks and Recreation department provided a presentation to City Council focused on future staffing needs earlier this fall. At the October 20, City Council work session, the Parks and Recreation department will provide information about current service levels, expanding parks resources and anticipated maintenance required to continue to operate parks at the current service levels.

Park Acreage Growth: Approximately 26 acres of parks, trails, and natural areas will be added to Wilsonville's Park system over the next three (3) years. These parks are added based on previous community planning processes and development agreements.

Ongoing Maintenance and Replacement Projects: Wilsonville's Parks system currently includes 19 parks, totaling 293 acres. The City's current infrastructure is aging and requires costly maintenance and, in many instances, full replacement. The following list highlights some needed projects to replace aging park infrastructure:

- Picnic shelters-The City has 19 picnic shelters within the park system, most of which are constructed of wood, some near the end of their useful life.
- Playgrounds – There are 20 playgrounds in the City's inventory that require maintenance and repairs and will eventually reach the end of their useful life and need replaced.
- Site furnishings – park picnic tables, benches, and trash receptacles must be made of durable material in order to hold up to the elements and public use. For this reason, they are costly to replace once they reach the end of their useful life.
- Sports courts such as basketball, tennis and pickleball courts require maintenance, upkeep, and eventual replacement.
- Park restrooms are an important piece of support infrastructure that requires maintenance, repairs, and eventual replacement.
- Parking lots are an important piece of support infrastructure that require maintenance, repair, and eventual replacement.
- Trails and pathways need continual maintenance including replacement of asphalt.
- Irrigation systems -Many of our parks have antiquated irrigation systems that require costly maintenance, repair and eventual replacement.
- Water Features – The City has three (3) interactive water features, two of which are recirculating, complete with holding tanks, and a complicated system of valves, pumps and controls. All require costly maintenance, repairs and eventual replacement.

EXPECTED RESULTS:

Staff will provide information to the City Council about existing and future park projects expected over the next few years.

TIMELINE:

The Parks and Recreation Department will provide recommendations to continue the current parks services levels for new and existing parks facilities.

CURRENT YEAR BUDGET IMPACTS:

N/A

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Achieve current Council Goal of maintaining existing levels of service with expected parks expansion.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

N/A



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: October 20, 2025		Subject: 2025 Solid Waste Rate Review and 2026 Rate Schedule	
		Staff Member: Stephanie Davidson, Assistant City Attorney	
		Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
☐ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☐ Resolution ☐ Information or Direction ☐ Information Only ☒ Council Direction ☐ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable	
		Comments: City Council work session to review the 2025 Solid Waste Collection Rate Report and provide feedback to Bell & Associates.	
Staff Recommendation: NA			
Recommended Language for Motion: NA			
Project / Issue Relates To:			
☐ Council Goals/Priorities:	☐ Adopted Master Plan(s):	☒ Not Applicable	

ISSUE BEFORE COUNCIL:

City Council must increase rates payable by City residents for service provided by Republic Services for solid waste collection and disposal (referred to as “*Solid Waste Collection Rates*” in this Staff Report). To determine the extent of any such rate increase, City Council must decide whether to grant Republic Services’ request for an extraordinary rate increase.

EXECUTIVE SUMMARY:

The City’s consultant, Bell & Associates, estimates that Republic Services will have a rate of return of 5.9% for calendar year 2025. Pursuant to the terms of the Franchise Agreement, City Council should raise Solid Waste Collection Rates – however, City Council must determine how it wants to approach this rate increase. City Council can either raise Solid Waste Collection Rates by 3.30% for all customer classes and categories; or it can accept Republic Services’ extraordinary rate increase request and provide for higher or variable increases in Solid Waste Collection Rates. City staff recommends that City Council pursue the latter option (which is referred to as “*Option no. 2*,” below), for the reasons outlined on pages 3-4 of this Staff Report.

Context and Background: The Franchise Agreement and the Rate Report

Republic Services and the City operate under the terms of the Solid Waste Management Ordinance (Ordinance No. 883), which was effective as of January 1, 2024 (referred to as the “*Franchise Agreement*” in this Staff Report). The Franchise Agreement was a restatement of original franchise agreement, which was enacted by Ordinance No. 814 in 2019. The Franchise Agreement addresses how and when Solid Waste Collection Rates may be raised.

The “*Rate Report*” is a report produced by Bell & Associates (CPAs) for the City pursuant to Article VIII of the Franchise Agreement, and is attached as Attachment A. The Rate Report is based on data reported by Republic Services regarding its operations during calendar year 2024, and projects (i.e., estimates) Republic Services’ performance during calendar year 2025. City Council must use the Rate Report to make decisions about what, if any, changes to Solid Waste Collection Rates are warranted for calendar year 2026.

Key Terms Defined in the Franchise Agreement

The term “Operating Margin” (and thus the terms “Gross Revenues” and “Allowable Expenses”) is important to understanding the Franchise Agreement’s prescribed mechanism for adjusting Solid Waste Collection Rates. All three of these definitions are with respect to Republic Services’s provision of solid waste collection and disposal services only within the City. Here is where each term appears in the Franchise Agreement, and a summary of the meaning of each term:

- *Operating Margin* (Article IV, Section 20 on pg. 7). In short, Gross Revenue minus Allowable Expenses.
- *Gross Revenues* (Article IV, Section 17 on pg. 6). This term refers to Republic Services’s gross income, on an accrual basis, including fees for service (i.e., rates) paid to Republic Services by its customers.
- *Allowable Expenses* (Article IV, Section 2 on pp. 2-4). This term refers to expenses incurred by Republic Services in the performance that are deemed allowed to be reimbursed by Republic Services’s customers. This definition includes an enumerated list of expenses that are “Allowable Expenses,” and this list includes labor costs (including the cost of benefits), fuel costs, administrative and management costs, and the costs of collection (e.g., tipping fees, Metro fees, and excise taxes).

Determination of Solid Waste Collection Rates for Calendar Year 2026

Under the terms of the Franchise Agreement, City Council may proceed in one of two ways:

- (1) Option no. 1: If City Council strictly applies the terms of the Franchise Agreement, Solid Waste Collection Rates should increase by 3.30%.
- (2) Option no. 2: If City Council grants Republic Services' extraordinary rate increase request, City Council should answer the questions asked on page 4 of the Rate Report. Bell & Associates can then develop a proposed rate sheet for calendar year 2026.

Option no. 1: Provide the Prescribed Rate Increase

The Rate Report estimates Republic Services' return (for service provided within the City) of 5.9% for calendar year 2025. Article VIII of the Franchise Agreement provides that if the Operating Margin (i.e., what the Rate Report refers to as a "return") is less than 8%, then an increase of 125% of the increase in consumer price index (CPI) will be applied to Solid Waste Collection Rates. As outlined on page 3 of the Rate Report, this would result in a 3.30% increase to Solid Waste Collection Rates. This proposed rate change is shown in Attachment C of the Rate Report.

Option no. 2: Grant Republic Services' Extraordinary Rate Increase Request

Republic Services has submitted the extraordinary rate increase request attached to this staff report as Attachment B. If City Council grants this request, it may implement an increase in Solid Waste Collection Rates that is greater than 3.30%, and may even adopt variable rates across different customer classes and categories.

Article VIII, Section 3 of the Franchise Agreement provides as follows:

"In the event an extraordinary or unanticipated event, including a change in law, a change in disposal site, an adjustment to the disposal rate by Metro, or a mandate from a government entity to provide a new type of Service, causes an increase greater than two percent (2%) in [Republic Services]'s annual cost for Allowable Expenses, and is projected to decrease [Republic Services]'s Operating Margin below eight percent (8%) of Gross Revenues, then [Republic Services] may submit a written request to the City Manager or designee for an Extraordinary Rate Increase. The written request must include [Republic Services]'s calculations, and supporting documentation, of the impact of the change. Any requested Extraordinary Rate Increase must be approved by Council through a resolution. [Republic Services]'s request for approval of an Extraordinary Rate Increase shall not be unreasonably withheld or delayed so long as [Republic Services]'s request meets the requirements of this Section 3. This Section is not to be construed as to require the City to accept that [Republic Services]'s calculations are correct or to allow an Extraordinary Rate Increase if the City finds that [Republic Services]'s request does not meet the requirements of this Section. The City may undertake any review of [Republic Services]'s books, records, and accounts necessary to evaluate the validity of [Republic Services]'s request for an Extraordinary Rate Increase."

Based on this language, City Council should grant Republic Services' request if the following elements are satisfied:

1. There is an extraordinary or unanticipated event that:
 - a. Causes an increase greater than 2% in Republic Services' annual cost for Allowable Expenses, and
 - b. Is projected to decrease Republic Services' Operating Margin below 8% of Gross Revenues.

City Council should decide if it deems the factors highlighted in Republic Services' letter to be "extraordinary or unanticipated events." It is important to note that the phrase "including a change in law, a change in disposal site, an adjustment to the disposal rate by Metro, or a mandate from a government entity to provide a new type of Service" is not an exclusive list that defines the bounds of what may be considered "an extraordinary or unanticipated event;" it is possible for City Council to consider something that is not explicitly included in this list "an extraordinary or unanticipated event" based on the phrasing in this section.

The factors highlighted in Republic Services' request appear to satisfy part 1(a), above because they are labor costs (the cost of benefits), fuel costs, administrative and management costs, and the costs of collection (e.g., tipping fees, Metro fees, and excise taxes (see parts b, c, d, and h of the definition of "Allowable Expenses" in the Franchise Agreement)). The analysis provided on page 4 of the Rate Report supports a conclusion that part 1(b), above, is also satisfied.

City Staff is not currently in a position to provide a proposed rate sheet, under this scenario, for City Council to evaluate; if City Council wants to grant Republic Services' extraordinary rate increase request, City Staff and Bell & Associates request that City Council answer the questions posed on page 4 of the Rate Report so that City Staff can present a rate sheet for City Council to consider.

City Staff's Recommendation

The Franchise Agreement explicitly provides that the City's goal is to provide Republic Services with an Operating Margin of 10%, and within a range of 8% to 12%. Option no. 1 (increasing Solid Waste Collection Rates by a flat, across-the-board 3.30%) is insufficient to meet this goal. According to the Rate Report, this approach is "highly unlikely" to increase Republic Services' Operating Margin to above 8% for calendar year 2026. This is outlined on page 4 of the Rate Report. City Staff recommends that City Council elect to use Option no. 2 (grant the extraordinary rate increase request, provide direction, and allow City Staff and Bell & Associates to develop a proposed rate sheet based on that direction).

The Franchise Agreement's Prescribed Rate Review Process Should be Evaluated in the Future

One goal that City staff had when the original Franchise Agreement was drafted was to ensure that City residents did not have to bear inconsistent and large increases in Solid Waste Collection Rates (e.g., no increases some years, and large increases other years). Rather, the intent was to

provide for relatively steady and manageable increases in these rates. However, the rate review process has encountered inconsistencies since its implementation. For example, during the 2020 rate review, no rate increase was provided, even though the calculation pursuant to the Franchise Agreement would warrant an increase. During the 2021 process, rates were decreased due to an Operating Margin exceeding 12%, but then no increase was provided during the 2022 process, when the Operating Margin warranted a rate increase under the Franchise Agreement. In 2023, Council approved an extraordinary rate increase with variable increases applied across different classes. In 2024, Council approved rate increases with certain variable rates to incentivize less waste creation. In summary, the standard rate increase calculation has never been utilized in the manner written in the Franchise Agreement. Therefore, there has been a lack of symmetry between changes in Republic Services' Operating Margin and the CPI. City staff recommends that the City re-examines the prescribed mechanism for changes to Solid Waste Collection Rates.

The City has now conducted six rate reviews since the City's adoption of the original Franchise Agreement in 2019:

Year	Resolution No.	Summary of Result
2019	2775	No change to rates. In addition, 50% reduction of a temporary recycling surcharge and introduction of new recycling services.
2020	2865	No change to rates.
2021	2931	Rates were reduced for all customer classes (residential rates decreased an average of 4.7%, commercial rates decreased an average of 7.6%, and industrial rates decreased an average of 10.1%). In addition, temporary recycling surcharge was eliminated.
2022	3004	No change to rates.
2023	2091; 3124	Extraordinary rate increase approved. Residential rates increased an average of 9.2% (8.8% to 9.5%, depending on size of the cart), commercial rates increased an average of 7.5% (6.7% to 8.0%, depending on size of the container), and industrial rates increased an average of 5.0%). Subsequently, City Council adoption of Resolution No. 3124 corrected a scrivener's error.
2024	3162	Rates increased for all customer classes. In order to incentivize the creation of less waste, rates for customers with smaller carts did not increase, and rates for larger carts saw larger increases than what would have been a flat 2.6% across-the-board increase.

This history illustrates that the Franchise Agreement is not operating as it was intended to.

EXPECTED RESULTS:

Adoption of a new rate schedule will modify Solid Waste Collection Rates effective January 1, 2026.

TIMELINE:

- October 20, 2025: City Council reviews current draft of the Rate Report.

If City Council proceeds using Option no. 1:

- November 17, 2025: City Council adopts Resolution No. 3162, which would include the rate schedule included as Attachment C of the Rate Report (this would result in the adoption of a flat, across-the-board 3.30% rate increase). This rate increase would be effective as of January 1, 2026.

If City Council proceeds using Option no. 2:

- November 17, 2025: City Council holds one additional work session to review proposed rate schedules, which would be prepared by Bell & Associates using the feedback and direction provided by City Council today.
- December 1, 2025: City Council adopts Resolution No. 3162, which would include the rate schedule selected by City Council. This rate increase would be effective as of January 1, 2026.

CURRENT YEAR BUDGET IMPACTS:

The Rate Report projects the City's Franchise Fee revenue to be \$441,097 for calendar year 2025. Raising Solid Waste Collection Rates for calendar year 2026 will have the effect of increasing the Franchise Fees paid to the City during that year.

COMMUNITY INVOLVEMENT PROCESS:

The community has not been involved in this rate review process. This work session is the first time during 2025 that solid waste rates have been considered by City Council.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

An increase in Solid Waste Collection Rates is necessary under the terms of the Franchise Agreement, but it may cause financial strain for some residents.

ALTERNATIVES:

The alternatives are the two options that have been presented.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

Attachment A: 2025 Solid Waste Collection Rate Report, October 2025

Attachment B: Extraordinary Rate Increase Request, received by City staff on September 29, 2025



City of Wilsonville



2025 Solid Waste Collection Rate Report

Bell & Associates / October 2025

City of Wilsonville

2025 Solid Waste Collection Rate Report

Bell & Associates / October 2025

Table of Contents

Background of Solid Waste Review.....	1
Annual Cost Report	1
Adjusted Report for 2024.....	1
Projected Results for 2025	2
Projected 2025 Expenses.....	2
Rate Adjustment.....	3
Attachment A – Adjusted 2024 Results	5
Attachment B – Projected 2025 Results	6
Attachment C – Rate Sheet Comparison of Current Rates and Proposed New Rates.....	7

Chris Bell, CPA
 Bell & Associates
 1628 NW 33rd Way
 Camas, WA 98607
 360-210-4344
Chris@Bellassociatesinc.com

Background of Solid Waste Review

The City of Wilsonville (City) contracted with Bell & Associates, a consulting firm with expertise in solid waste collection operations, to provide the City with solid waste and recycling consulting services. Republic Services (Republic) submitted the annual Detailed Cost Report (DCR) to its franchised jurisdictions, including Wilsonville.

Annual Cost Report

Waste and recycling collection within Wilsonville is accomplished under an exclusive franchise agreement between Republic and the City. The DCR is designed to help the City determine the adequacy of collection rates payable by City residents to Republic. The DCR provides line-item costs and revenues associated with providing services within the City. The DCR's format enables the calculation of service costs for each line of business (cart, container, and drop box). Cart collection is primarily for residential customers, whereas business customers are serviced with a container. Reported results were analyzed by Bell & Associates, and the following tasks were completed:

- Analyze reported route collection hours to the reported customer counts for each line of business.
- Using a predictive test of revenue for each line of business, ensure the reported revenues are reasonable for the number of reported customers.
- By thoroughly reviewing the reported direct cost line items, determine if the expense is reasonable in relation to the customer and operational data entered from the detailed cost report.
- Utilize a predictive test of disposal to determine if the reported disposal expense is reasonable.
- Using the reported administrative line items, determine if the expense is reasonable compared to the operational data entered from the detailed cost report.
- Review the costs between Wilsonville and Republic's other franchised collection operations to determine reasonable allocations.
- Compare reported revenues and expenses to results from previous years' review.

Adjustments were made to the data submitted by Republic, based on the application of the tasks above, which reduced the reported costs and increased the profitability of services provided to Wilsonville customers.

Adjusted Report for 2024

Table 1 details the return for each collection service provided within the Wilsonville franchise collection system.

Table 1: Adjusted 2024 Wilsonville Results

Description	Roll Cart	Container	Drop Box	Composite
Revenues	\$2,402,347	\$3,062,487	\$3,101,054	\$8,565,888
Allowable Costs for Rates	\$2,291,000	\$2,571,477	\$3,047,652	\$7,910,129
Franchise Income	\$111,347	\$491,010	\$53,402	\$655,759
Margin (Income / Revenue)	4.6%	16.0%	1.7%	7.7%

Projected Results for 2025

Specific line item expenses from the adjusted 2024 report were escalated to project the results for 2025-26 using assumptions based on the February 2025 rate increase, increased disposal, labor agreement between Republic and the union drivers, administrative wages, health insurance, and estimated inflation. Table 2 summarizes the assumptions.

The assumptions used for the 2025 projection include:

- Two unions represent Republic drivers. The Teamsters represent Keller Drop Box, the union operating in Wilsonville. Keller's contract was renewed in 2024. Hourly wages increased from \$31.54 in December 2024 to \$32.84 in December 2025.
- Union Health insurance will increase by 8%.
- The disposal fees and taxes assessed by Metro increased by \$8.45 per ton on July 1, 2025. The total increase for disposal is calculated at 5.5% for 2025.
- CPI Inflation increased by 2.60% during the first six months of 2025. Management and administrative labor costs are projected to grow at the inflation rate.
- The sunset of the federal tax credits for natural gas expired on December 31, 2024. The increase in fuel for 2025 is 39.9%.

Expense	Change
Union Driver Wages	4.10%
Health Insurance	8.00%
Waste Disposal	8.53%
CPI Inflation	2.24%
Fuel	39.3%

Projected 2025 Expenses

The estimated increases noted above were applied to the 2024 expenses and summarized in Table 3 for all operations. Table 4 on the next page summarizes the impact of the increased costs.

Table 3: Projected 2025 Financial Performance for Wilsonville

Revenue / Expense Description	Adjusted	Projected	\$ ▲	% ▲
Collection Revenue	\$8,565,888	\$8,910,034	\$344,146	4.02%
SW and Yard Debris Disposal	\$3,620,201	\$3,893,946	\$273,745	7.56%
Recycling Processing	\$167,115	\$167,115	\$-	0.00%
Labor Expenses	\$1,943,942	\$2,033,209	\$89,267	4.59%
Truck, Fuel, and Repair	\$831,063	\$890,348	\$59,285	7.13%
Equipment and Containers	\$137,825	\$148,390	\$10,565	7.67%
Franchise Fees	\$409,451	\$441,097	\$31,646	7.73%
Other Direct Expense	\$185,079	\$186,293	\$1,214	0.66%
Management & Administration	\$615,453	\$623,465	\$8,012	1.30%
Total	\$7,910,129	\$8,383,863	\$473,734	5.99%
Franchise Income	\$655,759	\$526,171	\$(129,588)	-19.76%
Margin	7.7%	5.9%		-1.8%

Table 4: Estimated 2025 Financial Results for Collection Services in Wilsonville

Description	Roll Cart	Container	Drop Box	Composite
Revenues	\$2,477,138	\$3,153,149	\$3,279,747	\$8,910,034
Allowable Costs for Rates	\$2,395,689	\$2,739,103	\$3,249,071	\$8,383,863
Franchise Income	\$81,449	\$414,046	\$30,676	\$526,171
Return on Revenues	3.3%	13.1%	0.9%	5.9%

Rate Adjustment

The results of collection operations for the current year are estimated to generate a return of 5.9% (Table 4) for the composite; therefore, a rate adjustment is necessary to increase the return. The Wilsonville Solid Waste Management Ordinance No. 883, Article VIII, Section 2, states:

2. It is the goal of Council to provide Franchisee with a target Operating Margin of ten percent (10%) of Gross Revenues, but no less than eight percent (8%) and no greater than twelve percent (12%). Except as provided in Section 3 of this Article [regarding Extraordinary Rate Increase], the Service Rate will be adjusted annually under the following circumstances:

d. If the expected Operating Margin in the next calendar year is less than eight percent (8%) of Gross Revenues and Franchisee is not entitled to an Extraordinary Rate Increase provided in Section 5 below, Service Rates will be adjusted to reflect one hundred twenty-five percent (125%) of the percentage increase, if any, in the CPI. For clarity, the table below illustrates the percent of the CPI increase, if any, that will be applied to the Service Rates depending on the **projected** Operating Margin:

Operating Margin	Percent of CPI Increase, If Any
12% or greater	No adjustment
10% up to, but not including, 12%	75% of CPI increase
8% up to, but not including, 10%	100% of CPI increase
Less than 8%	125% of CPI increase

The CPI¹ increased from June 2024 to June 2025 by 2.64%. When adjusted by 125%, the amount increases to 3.30%. Attachment C shows proposed rates for service with a 3.30% increase applied to all service categories and cart sizes, in accordance with Article VIII, Section 2.d of the franchise agreement.

¹ CPI index: CPI-Urban Wage Earners and Clerical Workers (Current Series), All Items in West – Size Class A

Additional Consideration

The stated goal of the Council, as articulated in the franchise agreement, is to provide Republic with a target Operating Margin of ten percent (10%) of Gross Revenues. In order to meet this target, Republic's projected revenue for 2025 must increase by approximately \$516,000 (i.e., by more than \$227,000). Applying an even increase of 3.30% as described above, not including drop box disposal², would generate approximately \$227,000 of revenue, but this revenue won't be realized until 2026. Collection expenses for 2026 weren't estimated for this year's rate review. It is highly unlikely that a January 1, 2026, 3.3% CPI rate adjustment will increase the overall return in 2026 above 8%.

Republic may decide to submit a request for an extraordinary rate increase under Article VIII, Section 3 of the Franchise Agreement, which reads as follows:

In the event an extraordinary or unanticipated event, including a change in law, a change in disposal site, an adjustment to the disposal rate by Metro, or a mandate from a government entity to provide a new type of Service, causes an increase greater than two percent (2%) in Franchisee's annual cost for Allowable Expenses, and is projected to decrease Franchisee's Operating Margin below eight percent (8%) of Gross Revenues, then Franchisee may submit a written request to the City Manager or designee for an Extraordinary Rate Increase.

If Republic submits a request for an extraordinary rate increase, and if the Council wants to consider that request, this DCR can be amended to provide information to inform a conversation regarding an appropriate rate increase. If Council is interested in this information, Bell & Associates should be directed regarding the following questions:

1. Is Council interested in adjusting rates differently by category (i.e., providing a relatively larger rate increase for roll cart and drop box service, given the projected rates of return of 3.3% and 0.9% for those categories, versus the increase for container service, given the projected rate of return of 13.1%)?
2. Is Council interested in adjusting rates differently by cart size? In past years, Council has been interested in incentivizing the creation of less waste by implementing smaller rate increases for smaller cart and container sizes.
3. Alternatively, is Council only interested in adjusting rates across all three categories and all cart sizes by the same percentage

² Disposal for drop box disposal is a separate charge that is the actual cost for the disposal of the material collected and is directly passed through and paid by the customer. The disposal amount varies by weight and material type and is unknown until the contents of the box are weighed; therefore, this amount varies each time the service is provided to the customer.

Attachment A – Adjusted 2024 Results

Adjusted
Return on Revenues
City of Wilsonville January 1 to December 31, 2024

	Residential Service						Commercial Service					Grand Totals	
	Solid Waste		Recycling		Yard Debris		Solid Waste		Recycling		Drop Box		
Collection & Service Revenues	2,359,936						3,018,222				3,101,054		8,565,888
Direct Costs of Operations	1,053,083	Monthly \$ per Can/Cart	556,377	Monthly \$ per Can/Cart	463,904	Monthly \$ per Can/Cart	1,695,071	Monthly \$ per Yard	628,705	Monthly \$ per Yard	2,897,536	\$ per pull	7,294,676
Disposal Expense	513,909	7.13	86,517	1.20	220,543	3.22	992,441	6.29	80,598	0.51	1,893,308	320.03	3,787,316
Labor Expense	278,364	3.86	305,961	4.25	156,951	2.29	353,610	2.24	348,175	2.21	500,881	84.67	1,943,942
Truck Expense	108,540	1.51	121,067	1.68	61,456	0.90	155,199	0.98	151,313	0.96	233,488	39.47	831,063
Equipment Expense	14,518	0.20	16,036	0.22	13,180	0.19	25,440	0.16	19,080	0.12	49,571	8.38	137,825
Franchise Fees	111,263	1.54	0	-	0	-	138,085	0.88	0	-	160,103	27.06	409,451
Other Direct Expense	26,489	0.37	26,796	0.37	11,774	0.17	30,296	0.19	29,539	0.19	60,185	10.17	185,079
Indirect Costs of Operations	218,077						248,323				150,444		616,844
Management Expense	16,585	0.23	9.1%				14,630	0.09	8.1%		10,149	1.72	41,364
Administrative Expense	79,407	1.10					70,046	0.44			48,627	8.22	198,080
Other Overhead Expenses	122,085	1.69		\$ 789.00			163,647	1.04			91,668	15.49	377,400
Total Cost	2,291,441						2,572,099				3,047,980		7,911,520
Less Unallowable Costs	441	(0.01)					622				328		1,391
Allowable Costs	2,291,000						2,571,477				3,047,652		7,910,129
Franchise Income	111,347						491,010				53,402		655,759
Carts / Yards / Drop Box Pulls	6,006		5,706		157,768		123,916		5,916				
Revenues	2,402,347	% of revenue		3,062,487		% of revenue		3,101,054					8,565,888
Direct Costs of Operations	2,073,364	86%	2,323,776		76%		2,897,536						7,294,676
Indirect Costs of Operations	218,077	9%	248,323		8%		150,444						616,844
Total Cost	2,291,441		2,572,099				3,047,980						7,911,520
Less Unallowable Costs	441	0%	622		0%		328						1,391
Allowable Costs	2,291,000		2,571,477				3,047,652						7,910,129
Franchise Income	111,347		491,010				53,402						655,759
Return on revenues	4.63%		16.03%		1.72%		7.66%						

Attachment B – Projected 2025 Results

Projected 2025 Results
Return on Revenues
City of Wilsonville

	Residential Service			Commercial Service			Drop Box		Grand Totals
	Solid Waste	Recycling	Yard Debris	Solid Waste	Recycling				
	% ▲ from prior year	% ▲ from prior year	% ▲ from prior year	% ▲ from prior year	% ▲ from prior year		% ▲ from prior year		
Collection & Service Revenues	2,434,038	26,565	16,535	3,108,165	44,984		3,279,396		8,909,683
Direct Costs of Operations	1,123,030	573,956	477,863	1,828,575	659,679		3,096,627		7,759,730
Disposal / Processing Expense	557,643	86,517	225,483	1,076,898	80,598		2,033,271		4,060,410
Labor Expense	290,952	320,010	164,193	370,229	364,451		523,374		2,033,209
Truck Expense	111,472	124,336	63,115	169,918	165,663		255,844		890,348
Equipment Expense	14,560	16,083	13,204	25,596	19,204		59,743		148,390
Franchise Fees	121,702	0	0	155,408	0		163,970		441,080
Other Direct Expense	26,701	27,010	11,868	30,526	29,763		60,425		186,293
Indirect Costs of Operations	221,179			251,273			152,404		624,856
Management Expense	16,957			14,958			10,376		42,291
Administrative Expense	81,406			71,809			49,850		203,065
Other Overhead Expenses	122,816			164,506			92,178		379,500
Less Unallowable Costs	441			622			328		1,391
Revenues	2,477,138			3,153,149			3,279,396		8,909,683
	% ▲ from prior year			% ▲ from prior year					
Direct Costs of Operations	2,174,849	4.9%		2,488,254	7.1%		3,096,627		7,759,730
Indirect Costs of Operations	221,179	1.4%		251,273	1.2%		152,404		624,856
Total Cost	2,396,028	4.6%		2,739,527	6.5%		3,249,031		8,384,586
Less Unallowable Costs	441			622			328		1,391
Allowable Costs	2,395,587			2,738,905			3,248,703		8,383,195
Franchise Income	81,551			414,244			30,693		526,488
Projected Return on Revenues	3.29%			13.14%			0.94%		5.91%
2024 Return on Revenues	4.63%			16.03%			1.72%		7.66%

Attachment C – Rate Sheet Comparison of Current Rates and Proposed New Rates

ROLL CART SERVICE RATES

Residential Single-Family Dwellings and Condominium Communities

Residential Single-Family Dwelling Garbage Cart

Includes 65 gallon recycling cart, 18 gallon glass recycling bin, and 65 gallon yard debris/organics cart service	2025 Rate	Rate %
20 gallon	\$23.20	\$23.97
35 gallon	\$30.56	\$31.57
65 gallon	\$39.75	\$41.06

Charbonneau Garbage Cart

Charbonneau District only is yard debris/organics exempt due to privately-paid district-wide landscaping debris removal service	2025 Rate	Rate %
Includes optional 65 gallon recycling cart and 18 gallon glass recycling bin service		3.30%
20 gallon	\$20.21	\$20.88
35 gallon	\$23.95	\$24.74
65 gallon	\$33.67	\$34.78
Add Optional 65 gallon yard debris/organics cart service	\$8.52	\$8.80

Condominium Garbage Cart

Includes 65 gallon recycling cart, 18 gallon glass recycling bin, and 65 gallon yard debris/organics cart service	2025 Rate	Rate %
20 gallon	\$23.20	\$23.97
35 gallon cart	\$30.56	\$31.57
65 gallon cart	\$39.75	\$41.06

Recycle+ Opt-In Additional Recycling Collection Service

	2025 Rate	Rate %
Base Charge * (billed monthly)	\$2.50	\$2.58
Curbside Collection placed within 3 feet of street (each time/occurrence)	\$9.25	\$9.56
Non-Curbside Collection* placed 5-150 feet from street (each time/occurrence)	\$11.70	\$12.09
Non-Curbside Collection * placed over 150 feet from street (each time/occurrence)	\$13.00	\$13.43

* Non-Curbside Collection Receptacle is placed in mutually agreed-upon location, such as the door step next to the garage, on the front porch by door, etc.

Alternative and Special Collection Services

	2025 Rate	Rate %
On Call (per each pick-up/service)	\$12.87	\$13.29
Recycling Only (monthly fee; 1-month minimum service)	\$11.53	\$11.91
Yard Debris/Organics Only (monthly fee; 1 month minimum service)	\$8.52	\$8.80
Recycling & Yard Debris/Organics Only (monthly fee; 1-month minimum service)	\$17.58	\$18.16

Additional / Extra Service

	2025 Rate	Rate %
Lost or damaged garbage cart (new replacement cart)	\$72.53	\$74.92
Lost or damaged yard debris cart (new replacement cart)	\$76.01	\$78.52
Lost or damaged recycling cart (new replacement cart)	\$76.01	\$78.52
Lost or damaged recycling bin (new replacement cart)	\$12.32	\$12.73
Return-trip fee outside of normally scheduled route	\$24.30	\$25.10
All occasional extras (extra box/bag/can per extra item per service/occasion)	\$6.72	\$6.94
Over-full can/cart charge (per can/cart per service/occasion)	\$6.72	\$6.94
Yard debris/organics contaminated with garbage (per can/cart per service/occasion)	\$14.55	\$15.03
Gate opening/roll-out container (monthly)	\$18.13	\$18.73
Special container (medical waste; per month fee)	\$18.13	\$18.73

Temporary Clean-Up Container

	2025 Rate	Rate %
3 Yards Maximum Volume for 4 Days of Use		3.30%
Delivery & Removal of Container	\$133.32	\$137.72
Extra Dump	\$95.94	\$99.11
Daily Container Rental Charge Past 4 Days (per day fee)	\$6.49	\$6.70

Commercial Container Services – Rate per Month
2025 Schedule

Container Size	Rate - 1 stop per week	Rate - 2 stops per	Rate - 3 stops per	Rate - 4 stops per	Rate - 5 stops per	Rate - 6 stops per
1 yard	\$ 116.26	\$ 226.31	\$ 327.28			
1.5 yard	\$ 152.63	\$ 291.44	\$ 428.59			
2 yard	\$ 196.96	\$ 376.60	\$ 555.86	\$ 745.54	\$ 933.45	\$ 1,124.52
3 yard	\$ 267.89	\$ 517.73	\$ 769.01	\$ 1,040.53	\$ 1,309.61	\$ 1,578.15
4 yard	\$ 347.36	\$ 680.05	\$ 1,011.90	\$ 1,370.93	\$ 1,726.64	\$ 2,081.59
5 yard	\$ 421.73	\$ 817.88	\$ 1,225.35	\$ 1,661.07	\$ 2,093.16	\$ 2,523.64
6 yard	\$ 482.51	\$ 941.33	\$ 1,419.45	\$ 1,925.53	\$ 2,426.82	\$ 2,927.24
8 yard	\$ 635.55	\$ 1,241.67	\$ 1,873.81	\$ 2,545.12	\$ 3,209.44	\$ 3,872.38

2026 CPI Schedule

Rate % 3.30%	Rate - 1 stop per week	Rate - 2 stops per week	Rate - 3 stops per week	Rate - 4 stops per week	Rate - 5 stops per week	Rate - 6 stops per week
1 yard	\$ 120.10	\$ 233.78	\$ 338.08			
1.5 yard	\$ 157.67	\$ 301.06	\$ 442.74			
2 yard	\$ 203.46	\$ 389.03	\$ 574.21	\$ 770.15	\$ 964.26	\$ 1,161.63
3 yard	\$ 276.73	\$ 534.81	\$ 794.39	\$ 1,074.87	\$ 1,352.83	\$ 1,630.23
4 yard	\$ 358.83	\$ 702.49	\$ 1,045.29	\$ 1,416.17	\$ 1,783.62	\$ 2,150.29
5 yard	\$ 435.65	\$ 844.87	\$ 1,265.78	\$ 1,715.89	\$ 2,162.23	\$ 2,606.92
6 yard	\$ 498.43	\$ 972.39	\$ 1,466.30	\$ 1,989.07	\$ 2,506.91	\$ 3,023.84
8 yard	\$ 656.52	\$ 1,282.64	\$ 1,935.65	\$ 2,629.11	\$ 3,315.35	\$ 4,000.17

Extra Container Pickup

Container Size	2025 Rate	Rate % 3.30%
1 yard	\$38.37	\$39.64
1.5 yard	\$50.37	\$52.03
2 yard	\$65.00	\$67.15
3 yard	\$88.40	\$91.32
4 yard	\$114.63	\$118.41
5 yard	\$139.17	\$143.76
6 yard	\$159.23	\$164.48
8 yard	\$209.73	\$216.65

MF/Com Cart Service

Size	2025 Rate	Rate % 3.30%
35 gallon cart	\$23.15	\$23.91
65 gallon cart	\$35.80	\$36.98
90 gallon cart	\$44.90	\$46.38

**Additional Recycling Services –
Drop Box and Commercial**

Apt Units	2025 Rate	Rate % 3.30%
1-99	\$146.18	\$151.00
100-199	\$2.56	\$2.64
200-299	\$2.02	\$2.09
300-399	\$1.77	\$1.83
400+	\$1.73	\$1.79

**Miscellaneous Service Rates –
Hourly Hauling Rate**

Service	2025 Rate	Rate % 3.30%
1 truck + 1 driver	\$111.15	\$114.82
1 truck + 1 driver	\$140.37	\$145.00

Drop Box / Compactor Rates Haul Rates

Container Size	2025 Rate	Rate % 3.30%
10-29 yard drop box	\$131.00	\$135.32
30 yard drop box	\$147.00	\$151.85
40 yard drop box	\$166.00	\$171.48
10-19 yard compactor	\$131.00	\$135.32
20-29 yard compactor	\$147.00	\$151.85
30-39 yard compactor	\$204.00	\$210.73
40+ yard compactor	\$271.00	\$279.94

Additional Drop Box Fees

Service

Drop Box Delivery Fee	\$59.50	\$61.46
Fee for less than 1 haul per	\$22.00	\$22.73
Round-trip box (per haul)	\$39.50	\$40.80

Drop Box Rental Fees

Drop Box Size	Rate	
10 yard - After 48 hours	\$9.50	\$9.81
20 yard - After 48 hours	\$9.50	\$9.81
30 yard - After 48 hours	\$10.45	\$10.79
40 yard - After 48 hours	\$12.50	\$12.91
10 yard - Monthly	\$89.00	\$91.94
20 yard - Monthly	\$89.00	\$91.94
30 yard - Monthly	\$94.00	\$97.10
40 yard - Monthly	\$99.00	\$102.27

Type of Service	2025 Rate	Rate % 3.30%
Hauler will charge the reasonable cost of collection and disposal; charge to be related to a similar schedule fee where possible.		
Appliances:		
Large appliances that contain Freon (accessible at curb)	\$52.60	\$54.34
Large appliances without Freon (accessible at curb, Freon removal certificate required for pick up)	\$30.20	\$31.20
Bathtub / Sink / Toilet:		
Fiberglass tub/shower	\$46.75	\$48.29
Sinks without cabinet	\$17.55	\$18.13
Toilet	\$23.40	\$24.17
Carpets:		
Rug	\$17.55	\$18.13
E-Waste (Electronic Devices) Removal:		
TV under 25", PC monitor, laptop	\$17.55	\$18.13
TV over 25"	\$35.10	\$36.26
TV console, TV projector, copiers	\$46.75	\$48.29
Furniture:		
Hide-a-bed	\$46.75	\$48.29
Small furniture – recliner chair, office chair, crib, coffee table, patio table, cabinets, etc.	\$23.40	\$24.17
Large furniture – full sized couch, dining table, dresser, etc.	\$35.10	\$36.26
Mattresses:		
Twin mattress/box spring (set)	\$23.40	\$24.17
Double/queen mattress/box spring (set)	\$35.10	\$36.26
King mattress/box spring (set)	\$41.00	\$42.35
Miscellaneous / Other:		
Basketball hoop	\$46.75	\$48.29
Bicycle	\$17.55	\$18.13
Christmas tree	\$11.20	\$11.57
Entertainment center	\$58.20	\$60.12
Hot tub cover	\$58.20	\$60.12
Hot water heater	\$46.75	\$48.29
Treadmill, door, furnace, barbeque, satellite dish, lawnmower	\$29.25	\$30.22
Waterbed bag	\$17.55	\$18.13
Windows (per window)	\$17.55	\$18.13
Tires:		
Tires with rims – Passenger or light truck	\$23.40	\$24.17
Tires without rims – Passenger or light truck	\$17.55	\$18.13
Tires – Heavy equipment, semi, etc. charged per ton at current disposal facility gate rate	Gate Rate	
Return Trip Fee:	\$23.40	\$24.17
Minimum Charge:	\$17.55	\$18.13
Special Services Not Listed:	Cost of Collection/Disposal	



Sustainability in Action

9/29/2025

City of Wilsonville
Bryan Cosgrove, City Manager
29799 Town Center Loop E.
Wilsonville, OR 97070

RE: Republic Services Request for Extraordinary Rate Increase

Per Ordinance No. 883, Article VIII, Section 3, Republic Services requests Council approval of an extraordinary rate increase, above 125% of CPI. The request is based on but not limited to the below key factors, which are supported by the report produced by city contracted consultant, Chris Bell, Bell & Associates, dated September 2025.

Key factors for the extraordinary rate increase request:

1. Union Driver Wages – Two unions represent our drivers. The Teamsters represent Keller Drop Box, the union operating in Wilsonville. Keller’s contract was renewed in 2024. Hourly wages increased by 4.10%, from \$31.54 in December 2024 to \$32.84 in December 2025.
2. Union Health Insurance – The Teamsters health plan is projected to increase the company’s required contributions by 8%.
3. Disposal & Taxes – The Metro Regional Government controls the flow and cost of disposal within the Metro Region. On July 1, 2025, Metro increased the disposal fees & taxes by 5.5%, \$8.45 per ton. Metro has increased the cost of disposal from \$113.82 in 2021 to \$162.14 on July 1, 2025. Since 2021 Metro’s disposal fee increases have averaged 10.6% annually.
4. Consumer Price Index Inflation – During the first six months of 2025 CPI increased by 2.6%. Management and Administrative labor costs are projected to grow at the rate of inflation.
5. Fuel – The federal tax credits for Compressed Natural Gas, expired on December 31, 2024, causing a 39.3% increase in fuel for 2025.



Sustainability in Action

To summarize, per consultant's "2024 Solid Waste Collection Rate Report, Projected Results for 2025, Table 2: Line Item Inflation Assumption for 2025."

Republic Services is projecting an increase of 5.98% in allowable expenses in 2025. This will decrease the returns to 5.9%, as noted on Table 4: Estimated 2025 Financial Result for Collection Service in Wilsonville. This change will generate a return by Republic Services considerably lower than the franchise stated target operating margin of 10% and is above the 2% increase in allowable expenses needed for an extraordinary rate increase, as stated in the Franchise Agreement with the City. We request the council's approval for the extraordinary rate increase as presented by city appointed consultant Chris Bell, Bell & Associates.

Sincerely,
Cindy Rogers
Municipal Relationship Manager



Sustainability in Action

Item C.

City of Wilsonville

2024 Annual Report



Republic Services of Clackamas and Washington Counties



Services Available in Wilsonville	3
Customer Counts	4
Material Hauled	5
Material Destinations	8
Operational Efficiency	9
Customer Service Summary	11
Community Outreach	12
Recycling Depot	18
Wilsonville Clean-up Days	19
Leaf Drop Events	20
Commercial Waste Audits	21
Recycling Simplified	24
A Look at 2025	26

Services Available in Wilsonville

Residential Collection Service

- Weekly and On-Call curbside garbage cart service
- Weekly curbside recycling cart service
- Weekly curbside glass recycling service, which includes motor oil and batteries
- Weekly food waste and yard debris cart collection service
- Bulky Waste Pickup available upon request
- Drop-boxes available upon request
- Optional, Recycle+ service available for hard to recycle items.

Commercial/Industrial Collection Services:

- Standard or On-Call waste collection
- Multi-family trash, recycling, and food waste composting service
- Food Waste cart or container collection service
- Yard Debris cart collection service and drop-box options
- Compactor and Drop-box services available (Including construction debris)

Ridder Road Recycling Depot

- Open to Residents and Business Monday through Friday
- Recycle Cardboard, Household Electrics, Glass Bottles, Metal, and all Uniform Statewide Collection List Items (Curbside Recycling Items).

Other Services available for all customers:

- Holiday collection -all holidays, except Thanksgiving, Christmas and New Year's Day
- Seasonal service stops for customers gone more than four weeks
- Convenient payment via *My Republic*
- Christmas tree collection
- Annual Fall and Spring Clean Up (Bulky Waste drop-off) Days
- Annual Fall Leaf Drop-off Events



Customer Counts

Residential Customers

20-Gallon Can	736
35-Gallon Cart	2,875
65-Gallon Cart	2,095



Multifamily Customers

35-Gallon Cart	3
65-Gallon Cart	1
95-Gallon Cart	1
Front Load	52



Commercial Customers

35-Gallon Cart	5
65-Gallon Cart	17
95-Gallon Cart	64
Front Load	336

Chart note: Front Load customers includes all 1yard to 8yard container options.

Industrial Hauls

10-Yard Drop Boxes	782
20-Yard Drop Boxes	1,234
30-Yard Drop Boxes	2,183
+40-Yard Drop Boxes	1,913



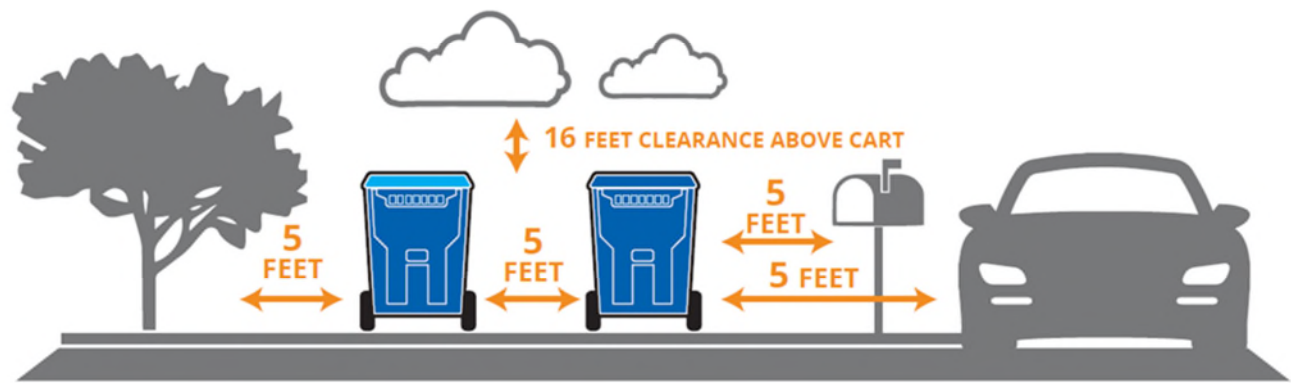
Residential Material Hauled

January through December 2024

Material	Destination	Q1	Q2	Q3	Q4	2024
Commingled Recycling	Willamette Resources Inc.	231	255	217	258	961
Glass	Willamette Resources Inc.	37	37	36	41	151
Garbage	Willamette Resources Inc.	1,023	1,064	1,086	1,109	4,281
Yard Debris with Food Waste	Willamette Resources Inc.	354	720	470	754	2,297
Totals:		1,644	2,077	1,808	2,162	7,690

Page Note: All materials are reported in tons. [There were no loads of Yard Debris with Food Waste rejected for contamination by the composting facility .](#)

Residential Container Placement Reminder



Proper placement improves operational efficiencies and decreases service hazards.

Commercial Material Hauled

January through December 2024

Material	Destination	Q1	Q2	Q3	Q4	2024
Cardboard	Willamette Resources Inc.	464	440	431	477	1,812
Commingle	Willamette Resources Inc.	28	33	36	34	131
Food Waste	Willamette Resources Inc.	30	27	27	32	117
Glass	Willamette Resources Inc.	17	17	18	17	69
Garbage	Willamette Resources Inc.	1,669	1,661	1,649	1,699	6,678
Totals:		2,208	2,180	2,160	2,259	8,807

Page Note: All materials are reported in tons. [There were no loads of Food Waste rejected for contamination by the composting facility .](#)



Drop Box & Compactor Material Hauled

January through December 2024

Material	Destination	Q1	Q2	Q3	Q4	2024
Cardboard	Willamette Resources Inc.	149	155	154	189	647
Commingle	Willamette Resources Inc.	24	5	19	17	65
Concrete	Brian Clopton	143	127	136	45	451
	S&H Logging	774	783	747	674	2,978
Dirt and Stone	S&H Logging	8	6	6	5	25
Dry Waste	Willamette Resources Inc.	1,932	2,107	1,897	1,840	7,776
Glass	Potters Glass	146	182	128	128	584
	Willamette Resources Inc.	129	134	188	180	631
Metal	Metro Metals	4	6	6	5	21
	Willamette Resources Inc.	43	26	19	22	110
Garbage	Coffin Butte	121	119	162	110	512
	Hillsboro (Rose City)	18	62	62	-	142
	ReWorld	8	9	4	15	36
	Willamette Resources Inc.	851	894	884	927	3,556
Sod	S&H Logging	6	6	14	14	40
Special Waste	Coffin Butte	99	98	126	84	407
Wood	Willamette Resources Inc.	201	138	136	132	607
Yard Debris	S&H Logging	6	-	3	10	19
	Willamette Resources Inc.	6	3	2	31	42
Totals:		4,668	4,860	4,693	4,428	18,649

Page Note: All materials are reported in tons.

Material Destinations

Name	Location	Quantity
Brian Clopton	Sherwood, Oregon	451
Coffin Butte Landfill	Corvallis, Oregon	919
Hillsboro (Rose City)	Hillsboro, Oregon	142
ReWorld	Brooks, Oregon	36
Metro Metal Northwest Inc.	Portland, Oregon	21
Potter's Industries	Canby, Oregon	584
S&H Recycling	Tualatin, Oregon	3,062
Willamette Resources Inc. (WRI)	Wilsonville, Oregon	29,932

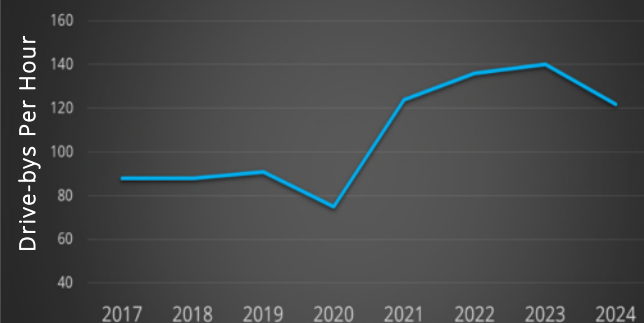
Table note: All material weights in this report are in tons.



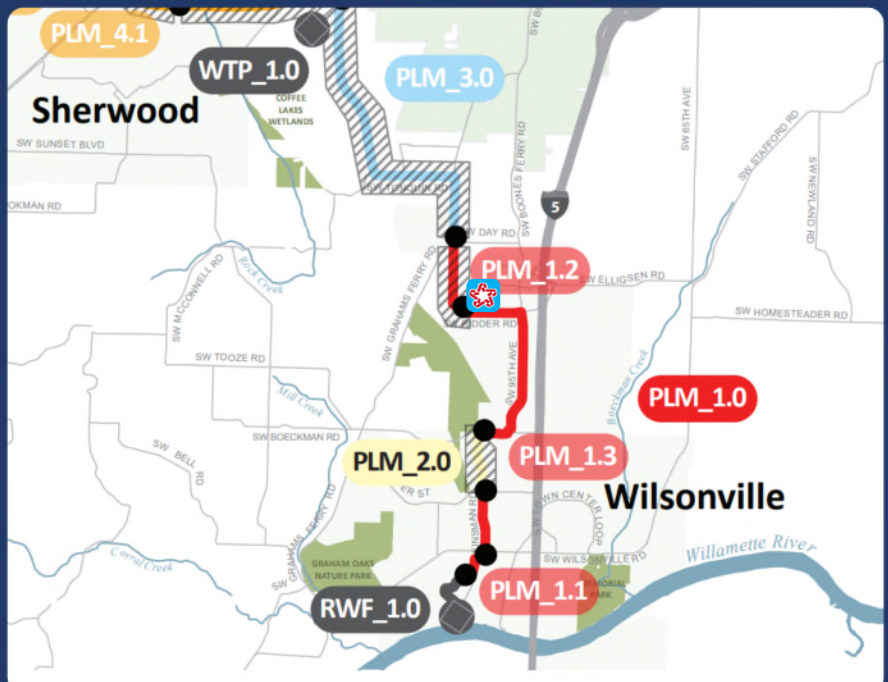
Operational Efficiency Tracker

Residential - Side-load Service

Residential efficiency is tracked by the drive-bys (lifts) per hour. Year over year, we saw an increase in performance from 2020 to 2023, primarily due to the decrease in road traffic during the pandemic and our rerouting activities. Each year, our Operations Team reviews the routes and use special software designed to build the most efficient routes possible. Since 2024, road construction in Wilsonville, including the Water Pipeline project, has impacted our operational efficiencies.

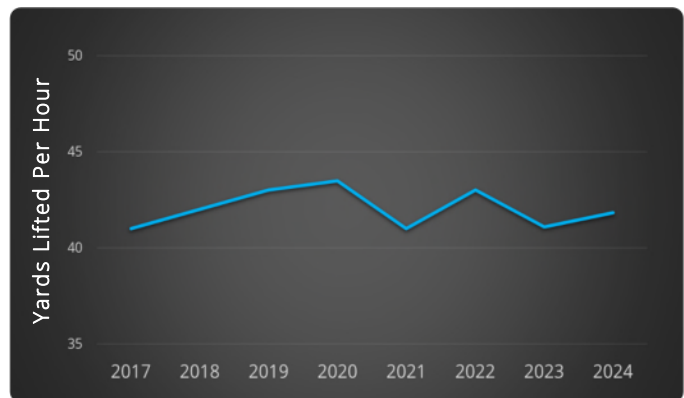


Water Pipeline & Road Construction



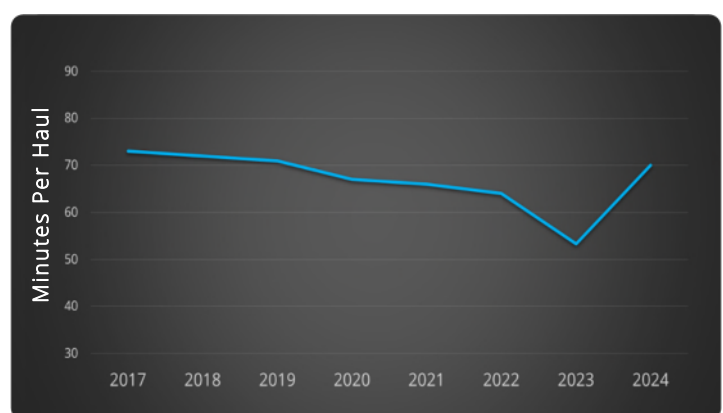
Commercial - Front-load Service

Commercial efficiency is tracked by the yards-lifted-per-hour we are able to haul. Year over year, we saw an increase in performance from 2017 to 2020, before the pandemic reduced the material being generated by commercial customers. There was a slight recovery in 2022, before Wilsonville saw a 7% decrease in commercial customers in 2023. 2024 saw an increase in the yards-lifted-per-hour.



Industrial - Drop Box and Compactor Service

Industrial efficiency is tracked by the time it takes to haul a drop box or compactor. The industry metric is minutes-per-haul. We have seen steady progress from 2017 to 2023. In 2023, a large-scale construction project near Willamette Resources Inc., our location, impacted our minutes-per-haul by driving it down. As with Residential and Commercial services, since 2024 the Water Pipeline project and road construction has impacted our Industrial hauls by increasing the time it takes to haul each drop-box or compactor.



Customer Service Summary

We are proud to report our customer service information (data listed below). Out of the 32 complaints, 30 were for missed pick-ups, and the remaining were for container swaps. In all cases, our Wilsonville operations staff reached out to the customers and the issues were resolved as soon as possible. In 2024, we did not see a pattern in these complaints, because these instances happened on different routes and with different drivers. Our Operations Manager works with supervisors and drivers to ensure a high level of customer service.

Customer Type	Number of Lifts	Reported Complaints	% of Total	Average per Month	Reported Complements
Residential	821,664	27	0.003%	2.25	7
Commercial	105,442	3	0.003%	0.25	1
Industrial	6,112	2	0.033%	0.17	-

2024 Wilsonville Complements

"Call to say that your drivers are wonderful!" -Linda

"Your driver Fred and the rest of the team are so awesome with our son! Wanted to give them a shout out!" -Amber

"Went to your depot on Ridder Road to drop off some cardboard and was met by Harrison! Who provided exceptional service assistance in unloading my cardboard. Harrison is an impressive employee to represent Republic Services" -Shawn

"Your drivers are very nice. Always been consistent and reliable!" -Susanna

"Harrison at your Ridder Road facility is great! Keep him!" -Riverwood Business Partners

Oregon's Opportunity to Recycle

State Statute requires cities over 4,000 in population to offer their residents the opportunity to recycle. This includes education and outreach requirements. Republic Services and Clackamas County make sure that Wilsonville stays in compliance and meets its requirements on time. Samples of the recycling guide from our e-mail blast and bill insert last year can be seen below. These also went out in the Boones Ferry Messenger. Clackamas County takes care of the City mandated reporting and recycling outreach requirements, in partnership with Republic Services.

2025 Wilsonville Recycling Guide

Recycling

ReciclaJe Rác Tái chế
Утиль 回收

Plastic bottles, plastic round containers, metal, paper, cardboard & cartons
6 oz or larger, empty & dry. No plastic lids. Flatten cardboard.

Food & Yard Waste

Alimentos y desperdicios de comida
Restes alimentaires et déchets végétaux
食料と庭のゴミ

Food scraps, coffee filters, small branches, plants & trimmings

Glass

Medan Gresam Rác Tái chế
In separate glass bin

Bottles & jars empty & dry, no lids

1. Top ends of all bottles must be flattened
2. Bag all bottles in a 1 gal. zip-seal bag
3. See top of glass in glass bin

Batteries

Pinas Katsapein Din 電池

Garbage includes to-go cups, polystyrene blocks and "peanuts", lids, enamel containers, plastic bags, packaging, wires and extension cords

Recycling Drop-Off Locations

Deposit Containers: Return for refund to BottleDrop Centers, retailers or grocery stores. bottledropcenters.com

Fred Meyer, Old Town Square Shop, Ctr 30300 SW Boones Ferry Rd., Wilsonville

Safeway, Town Center Shop, Ctr 8235 SW Wilsonville Rd., Wilsonville

Paints and Stains: Drop off for free at PaintCare locations. paintcare.org

Clark Lumber & True Value Hardware 11234 SW Tongue Rd., Sherwood

Habitat ReStore North Willamette Valley 411 S Redwood St., Canby

Plastic Bags and Wrap: Drop off for free at: Fred Meyer, Old Town Square Shop, Ctr 30300 SW Boones Ferry Rd., Wilsonville; Target, Argyle Square Shop, Ctr 25925 SW Heather Pl., Wilsonville; Safeway, Town Center Shop, Ctr 8235 SW Wilsonville Rd., Wilsonville

Computers/Monitors/TVs/Cell Phones/Electronics: Recycle computers, monitors, TVs, printers, keyboards and mice for free. recycleelectronics.org

Location	✓ No Charge	✓ Fees required for specific items	Additional Notes
Willamette Resources, Inc. (WRI) 12025 SW Fisher Rd., Wilsonville 503-570-6626	✓	✓	Household Appliances & Electronics, TVs & Monitors
K.B. Recycling 1600 SE 4th Ave., Canby 503-255-7903	✓	✓	Household Appliances & Electronics, TVs & Monitors
Metro South Transfer Station 2001 Washington St., Oregon City 503-234-3000 oregonmetro.gov	✓	✓	Household Appliances & Electronics, TVs & Monitors

Sharps (Needles, Lancets, Syringes): Check with your local pharmacy about joining a pharmacy container exchange program, or take to Metro South's Hazardous Waste Facility.

Prescription Medications Disposal: Drop off for free at: CVS Pharmacy in Target, Argyle Square Shop, Ctr 25925 SW Heather Pl.; Site Aid Pharmacy, Town Center Shop, Ctr 8235 Wilsonville Rd.

Motor Oil: Put in a labeled, 2 gal. or less, screw-top container and set next to your glass bin. Residential only.

Tips for Better Service:

- Place carts 2-3 feet apart and away from parked cars.
- hanging branches, etc.
- Villorete: carts must be placed at arterial roads, not in alleys
- Multi-family communities: do not block garbage enclosures

Wilsonville's Special Free Drop-Off Garbage Days:

- Bulky Waste Day (spring, fall)
- Leaf Collection (November)
- Paper Shredding (fall)

Contact Information

Republic Services

Your Garbage Company:
Republic Services
503-981-1278
RepublicServices.com

Clackamas County

Recycling Questions & Ideas:
Clackamas County Sustainability & Solid Waste
503-557-6363
clackamas.us/recycling

Online References, Regulations, Rate Schedule & Contact Form:
City of Wilsonville
503-682-1011
cl.wilsonville.or.us/recycling

Solid Waste Garbage and Recycling Info

REPUBLIC SERVICES - WILSONVILLE'S FRANCHISED COLLECTOR

CHOOSE CONTAINER SIZE

20 GALLON Roll Cart
35 GALLON Roll Cart
60 GALLON Roll Cart

60 POUNDS Weight
80 POUNDS Weight
100 POUNDS Weight

CHOOSE YOUR SERVICE LEVEL

WEEKLY Pick Up: One garbage container, plus additional containers each for recycling, glass/batteries, and organics/yard waste*.

MONTHLY Pick Up: One 35 gallon garbage container, plus one additional container each for recycling and glass. Garbage pick up is monthly, other collections are weekly.

ON-CALL Pick Up: One 35 gallon garbage container. Call for pick up.

* Organics such as yard waste and food scraps only in City of Wilsonville.

COLLECTION DAY REMINDERS

- Place containers within 3 feet of curb with 1 foot between them no more than 24 hours before collection; return from curb within 24 hours.
- Extra garbage? Set out an extra bag on your collection day for a small fee.
- Call Republic Services to pick up bulky items too large to fit in your garbage cart for an extra fee.

BEYOND THE CURB

- Buying good-condition, secondhand items saves money and avoids waste. Learn more at www.clackamas.us/recycling/ReduceReuseRecycle
- Many materials not accepted for curbside recycling can be recycled at drop-off sites.
- Toxic chemicals, fluorescent lights, computers, TVs, sharps, tires, and hazardous waste must be taken to drop-off sites that properly handle them – see other side for drop-off sites that take special items.

ELECTRONIC DEVICES WITH EMBEDDED BATTERIES

Many rechargeable devices such as electric razors, toys, e-bikes and cell phones have built-in batteries that require proper disposal; check with Metro at 503-234-3000 for a list of drop-off sites.

REV. 12/2004

Recycle+ Opt-in Program for Hard-to-Recycle Items

Conveniently recycle more items with this optional service available to residents of single-family homes through four-plexes. Republic Services is now testing to see how these programs can be implemented at multi-family community facilities.

Recycle+ is an on-call service with a monthly base fee and a pickup fee per collection at the curb; for an additional fee, customers may arrange pickup at an agreed upon location other than the curb.

Materials accepted in the Recycle+ collection service include:

- Stretchy plastic film/bags
 - Plastic bags - Produce bags - Dry cleaning bags
 - Plastic padded envelopes (no padded manila envelopes)
 - Plastic overwrap for paper towels, paper plates, napkins, etc.
- Clear plastic #1 clamshell containers
 - Egg cartons
 - Fruit containers
 - Bakery containers
 - Take-out containers
- Textiles
 - Bed linens
 - Clothing
 - Towels/rags
- Compact fluorescent light bulbs
 - Long fluorescent tubes used in commercial lighting are NOT accepted
 - Bulbs must be contained in a zip-sealed bag

Customers opting into Recycle+ receive a purple bin and bags prior to the first collection day. Contact Republic Services at least two business days before collection day to request pick up. Set the special bin at the curb by 6 a.m. on collection day. All bagged materials must fit inside the bin, with the lid on.

Customers with a lawful disability can request non-curbside pickup at no extra charge; contact Republic Services for more information.

The Recycle+ service includes special collections a few times each year of specific items for recycling or donation, such as silverware, kitchen utensils, cutting boards and more.

Items NOT accepted by Recycle+:

- Knives
- Dishes
- Small appliances
- Broken or rusty items



Community Outreach

Wilsonville Earth Day—May 10, 2025

Republic Services is a proud annual supporter of Wilsonville's Earth Day Celebration. We value all of our in-person community engagement events and are always looking for more to add to our calendar. These events give us and our customers an ideal opportunity for face-to-face interactions and provide them with information on changes in recycling, like the Recycling Modernization Act (RMA).



Community Outreach

Boeckman Creek Primary School—March 13, 2024

We welcome any invitations to speak to Wilsonville classrooms or to participate in touch-a-truck opportunities. Kids love seeing the truck and it gives us the chance to speak with them about safety, our #1 priority. While our trucks might draw their attention, we want to make sure they know to keep a safe distance and stay where the driver can see them. We teach them how to give the hand signal for the driver to honk the horn. This allows for maximum visibility and the child gets confirmation that the driver sees them when they hear the horn. Since school is back in session, we are working to get into more schools throughout the coming school year.



Community Outreach

Birthday Parades and Stops

Just as the kids love our trucks, our drivers are also happy to see the kids. Our drivers will often stop to meet kids that are out. Parents have expressed so much thanks for our drivers going the extra mile for their children. We have parents, grandparents, and even family friends that will reach out to us about one of our younger fans having a birthday. When it is possible, we organize a parade of our trucks servicing Wilsonville that day, and then their driver stops at the end so they can safely take a closer look and even get a photo.



Community Outreach

More Birthday Parades and Stops



Community Outreach - Giving Back

Toys for Tots Annual Toy Drive

For the past two years, we have partnered with the Marines and their Toys for Tots annual toy drive. Republic Services employs nine veterans in Wilsonville and it means a great deal to us to help out in this way. It was a veteran staff member that established this connection and we are so thankful!



Recycling Depot

Wilsonville Residents can drop-off the following materials, without charge, at our Ridder Road Recycling Depot.

-  Cardboard
-  Electronic Waste (e-Waste)
-  Glass Bottles
-  Metal
-  Metal Cans
-  Paper
-  Plastic Jugs
-  Plastic Tubs



Sustainability in Action



Located just off Interstate 5 at 10295 SW Ridder Road, Wilsonville, Oregon.

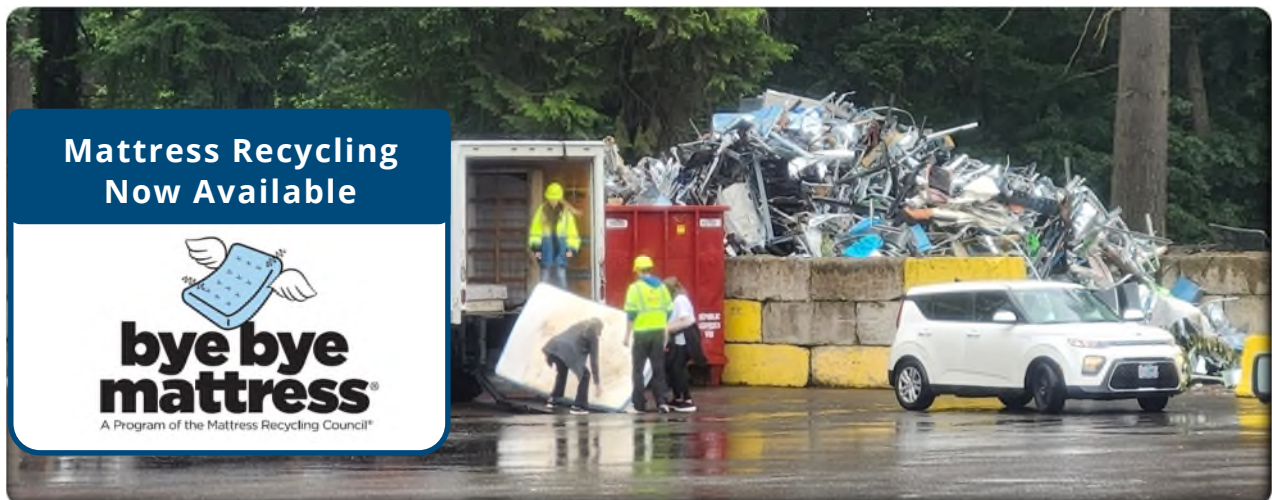


Wilsonville Clean-Up Days

(Self-haul Bulky Waste Drop-off Events)

Wilsonville residents typically have two opportunities each year to drop-off bulky waste items for free. These events give the City an opportunity to fundraise for local charities. Bulky waste are items too large to fit in roll-carts and excludes household trash. We have recently built a partnership with the Mattress Recycling Council and the mattresses dropped off on June 21st, 2025 were recycled. We hope that this will become a new component of Wilsonville's bi-annual Community Clean-Up Days.

Wilsonville Residents	5/11/2024	10/5/2024	6/21/2025
Number of Vehicles	427	323	463
Bulky Waste in Tons	50.3	40.5	55.3



Fall Leaf Clean-up Events

November 23rd, 2024

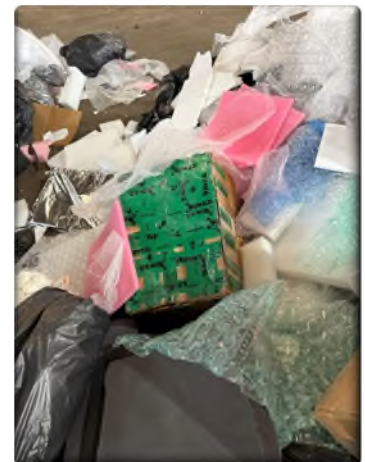
Each Fall, Wilsonville Residents get an annual opportunity to drop-off as many leaves as they would like. There are two site locations, one at City Hall, and the second in Charbonneau. On November 23rd, 2024, we collected 14.06 tons in four 30yard drop-boxes hauled from City Hall and we collected 4.3 tons in two 30yard drop-boxes hauled from Charbonneau. Both Republic Services and the City of Wilsonville hear great community feedback for providing this event to residents each year.



Commercial Waste Stream Audits

November 23rd, 2024

We work with many companies and multi-family sites in Wilsonville to audit their material streams. Just like the City of Wilsonville, our local business community is committed to sustainability. We provide detailed reports, breaking out the volume by material type, and provide recycling options. These are 100% confidential and only released directly to the customer. The pictures below, and on page 22, are an example from a recent waste audit for a large Wilsonville based company.



Commercial Customer Waste Stream Audits

Pictures Below: Weighing Customer's Material by Type



Multi-Family and Commercial Customer Site Visits

Waste Stream and Right Size Analysis



Customers request that we review their service levels to ensure that they have the right size container(s) and frequency. We also setup site visits to monitor and give customer feedback on contamination.



Recycling *Simplified*

Republic Services collaborated with professional educators to develop a free Pre-K through High School academic resource for educators. This project turned into *Recycling Simplified* (<https://recyclingsimplified.com/for-educators>). Available resources include lesson prep for teachers, grade level presentations and lesson plans, children's stories, activity worksheets, student certificates, and take home materials for parents. Visual examples below and on pages 18-20. All of this is provided to all Wilsonville Schools **free** of charge.

Accessible Value



Engaging activities for learning at home



Developed by teachers, vetted by parents



Empowers entire family to make a difference by recycling



Flexible and easy – complete any time, in any order



Easily access on any device



Printer optional

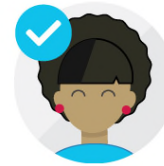




Carefully aligned to grade-level curriculum standards



Provided to you 100% free of charge



Written and vetted by real teachers



Lessons designed to fit within a typical class period



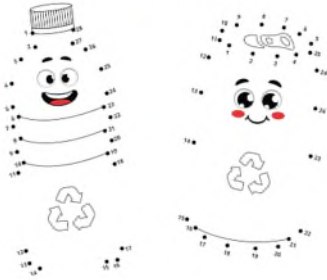
Lessons can be used individually or as a unit



Easy for teachers to implement, engaging for students

Connect the dots to complete these recyclables!

Once you're finished, these can be tossed in the recycling bin. Make sure all recyclables are empty, clean and dry!

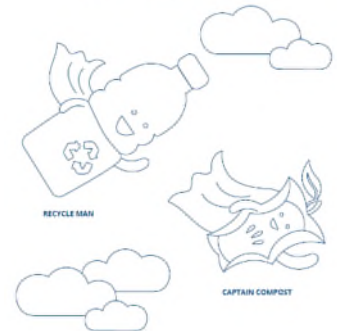


Caring for the Earth Takes Owl of Us

Visit [RecyclingSimplified.com](https://www.RecyclingSimplified.com) for more fun Earth Day activities.



Sustainability in Action!



Recycling *Simplified*



REPUBLIC
SERVICES

Visit [RepublicServices.com/EarthDay](https://www.RepublicServices.com/EarthDay) to learn more.

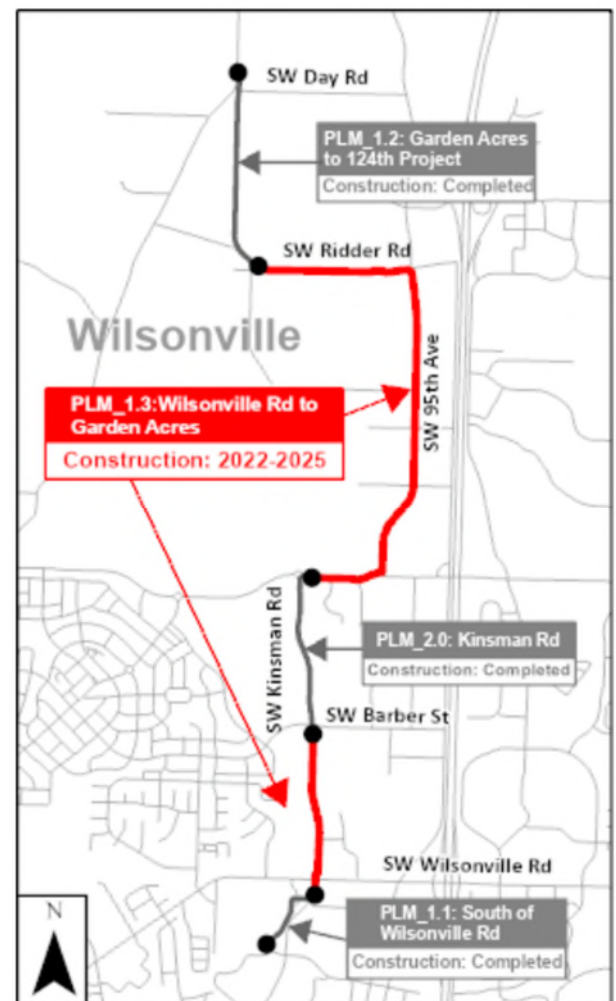


A look at 2025

We received our first electric truck in late 2024 and our second truck in August 2025. The electrification of garbage and recycling trucks compliments the city's proposed Climate Action Plan and the city's move toward zero emission vehicles. There are many advantages to going electric besides lower emissions. Electric trucks have more safety technology, including 360 degree camera and large windows that increase visibility

The Willamette Water Supply Program started impacting our operations in 2023. It has continued through 2025 and is projected go into 2026. Our operations team has been working very hard to make all of the necessary adjustments to minimize the impacts of the Willamette Water Supply Program.

Oregon's Recycling Modernization Act took effect on July 1st, 2025. This is a rolling implementation that will bring more recycling opportunities to the residents of Wilsonville. More updates to come.





Annual Report Assembled by
Travis Comfort, Municipal Contract Administrator

10295 SW Ridder Road
Wilsonville, Oregon 97070



Sustainability in Action



CITY COUNCIL MINUTES

September 15, 2025, at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, September 15, 2025. The Mayor called the meeting to order at 7:31 p.m., followed by the roll call and the Pledge of Allegiance.

PRESENT

Mayor O'Neil
 Council President Berry
 Councilor Dunwell
 Councilor Shevlin
 Councilor Cunningham

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
 Andrea Villagrana, Human Resource Manager
 Jeanna Troha, Assistant City Manager
 Kimberly Veliz, City Recorder
 Zach Weigel, City Engineer
 Zoe Mombert, Assistant to the City Manager

1. Motion to approve the following order of the agenda.

Motion: Moved to approve the following order of agenda.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Voting Yea:

Mayor O'Neil, Council President Berry, Councilor Dunwell, Councilor Shevlin, Councilor Cunningham

Vote: Motion carried 5-0.

MAYOR'S BUSINESS

1. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor delivered a tribute honoring Wayne Lowrie, longtime resident, business owner, and pillar of the Wilsonville community who had recently passed away.

The Mayor spoke about the political violence the nation had witnessed, specifically addressing the assassination of political activist Charlie Kirk, the assassination of former Minnesota House Speaker Melissa Hortman and her husband in June 2025, and other acts of political violence. The Mayor emphasized that political assassination was an attack on democracy itself and that violence against anyone was an attack on all citizens. The Mayor then apologized for comments made on social media by a member of the Development Review Board (DRB).

Due to the late start of the City Council meeting the Mayor shared he would not be listing all the meetings and events in which he had participated. Instead, he would submit his written report to be added to the record.

In closing the Mayor shared the next City Council meeting was scheduled for October 6, 2025.

COMMUNICATIONS

2. Rotary Peace City Initiative

Doctor LaJoie Bishop shared the Rotary's mission to have Peace monuments throughout the City of Wilsonville. Doctor LaJoie Bishop outlined plans to create a peace monument at Town Center Park and a peace zone at Boones Ferry Park. The Rotary was working with Parks and Recreation to identify suitable locations and aimed to raise funds independently to build the monument by World Peace Day on September 21, 2026. It was noted there were currently four peace poles in Wilsonville, with Wilsonville High School's students working to place peace poles at every school in Wilsonville.

Council members expressed support for the initiative and provided suggestions such as involving local artists.

3. Community Enhancement PSU/CCCF Art Behind the Walls (*Deb Arthur*)

Professor Deborah Smith Arthur from Portland State University presented on the Art Behind the Walls project funded by a Wilsonville Metro Community Enhancement Grant. The project facilitated an art class called "Artist as Citizen" for students at Coffee Creek Correctional Facility as part of PSU's Higher Education in Prison Program. The artwork created by incarcerated women was displayed at the Wilsonville Public Library, enhanced with augmented reality technology that allowed viewers to hear the artists' voices and see additional digital art elements when scanning the pieces with their phones.

The exhibit, titled "We're All Bound Up Together," used recycled materials including magazine cutouts from the artists' hometowns to create collages representing their individual stories and identities. Visitors to the exhibit were able to write responses to the art, which were then shared with the women at Coffee Creek, creating a meaningful connection between the artists and community members.

Council commented on the importance of recognizing Coffee Creek as part of Wilsonville's community and expressed how life-changing the PSU program was for the women. Council appreciated hearing how the grant money was used to directly benefit people in the community.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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 citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Doris Wehler provided public comment.

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

4. Council President Berry

The City Council President reported on the following:

- Diversity, Equity and Inclusion(DEI) Cultural Calendar:
 - Hispanic Heritage Month was recognized from September 15 through October 15, 2025. It was a time to celebrate the rich culture and contributions of Hispanic and Latino culture on the nation's history. People with ancestry from Spain, Portugal, Mexico, the Caribbean, and Central and South America celebrate their roots.
 - Rosh Hashanah was September 22 through 24, 2025. The Jewish New Year, it is the first of the Jewish High Holidays and a time for reflection, repentance, and renewal through special prayers and festive meals, which often include apples and honey to symbolize a sweet new year.
 - Yom Kippur, another Jewish High Holiday, is observed on October 1 and 2, 2025. The holiest day of the year in Judaism, it is a day of atonement to seek forgiveness for sins and deepen spiritual connections. It involved a 25-hour period of fasting, prayer, and focus on one's spirituality.
- Emergency Preparedness Fair
 - Saturday, September 20, 2025, from 10:00 a.m. to noon at the Stein-Boozier Barn in Memorial Park was the City's annual Emergency Preparedness Fair. Participants would hear from experts with the City and partner organizations, including learning the basics of being prepared for an emergency, including building a "go kit," how to get connected to emergency alerts, what to know about wildfire season, and more.

- Motivated by the wildfires, ice storm, heat dome, and COVID pandemic experienced in the past five years, the “Wilsonville Ready” campaign was a year-round effort to help residents and businesses become better equipped to endure the immediate aftermath of an emergency when power, water, food, medical aid, communications, and other basic services may be unavailable.
- Wilsonville Chamber of Commerce Spark meeting on September 10, 2025
- C4 Metro Subcommittee meeting on September 17, 2025
- Wilsonville-Metro Community Enhancement Committee meeting on September 19, 2025

5. Councilor Dunwell

In the interest of time Councilor Dunwell had no comments.

6. Councilor Cunningham

The Councilor reported that he had written a list of the meetings he attended which he would submit to be added to the record.

Councilor Cunningham then thanked the Mayor for his comments about the national political violence and spoke at length about the assassination of Charlie Kirk. He emphasized that Kirk was a husband, father, and devout Christian who never advocated for violence despite facing harsh rhetoric directed at him. Councilor Cunningham expressed concern about the impact of seeing the footage on children, including his own son who had heard about it at school before he could talk to him. He called on Wilsonville to be better by remembering shared values and condemning violence regardless of political differences, quoting Charlie Kirk's warning that "when people stop talking, really bad stuff starts."

7. Councilor Shevlin

Councilor Shevlin announced the following:

- Sunset to Summer Community Bike Ride
 - Sunset to Summer Community Bike Ride presented by SMART scheduled for Sunday, September 21, 2025, at Town Center Park at 5:30 p.m. for a 10-mile ride through Wilsonville’s neighborhood streets and pathways. Halfway through the ride there would be a stop to enjoy the sunset! The ride was family-friendly and open to bicyclists of all ages and abilities.
- First Friday Film
 - At the Wilsonville Public Library on Friday, October 3, 2025, they would be playing Karate Kid: Legends on the big screen.
 - Councilor Shevlin shared a personal story about actor Ralph Macchio, who stars in the Karate Kid film, making a phone call to a terminally ill young patient when she was working as a pediatric nurse in the 1980s.

- Paper Shredding Day
 - Residents were invited to drop off sensitive paper documents for secure, on-site shredding at the City’s annual Shred Day on Saturday, October 4, 2025, at City Hall. The City was partnering with Shred Northwest to provide this service to residents and small businesses at no charge. In lieu of a fee, the City was asking participants to consider making cash or check donations to Wilsonville Community Sharing to support the local non-profit food bank. Proof of residency was required, and participants are encouraged to come earlier in the day—the event would end when the shredding truck was filled.
- October Events
 - October 9, 2025, was the next lecture in the Diversity, Equity, and Inclusion Committee’s speaker series. The topic was “Supporting Transgender Family Members, Friends, and Neighbors” and would be a panel-style discussion.
 - October 18, 2025, was the Fall Harvest Festival at the Stein-Boozier Barn in Murase Plaza.
 - October 25, 2025, was Bulky Waste Day in partnership with Republic Services.

CONSENT AGENDA

There was none.

NEW BUSINESS

8. Executive Recruitment Firm Selection

Andrea Villagrana, Human Resource Manager presented the results of City Council evaluations of proposals from five executive recruitment firms to lead the search for a new city manager in anticipation of City Manager Bryan Cosgrove's retirement at the end of 2025. The Human Resource Manager noted that GMP Consultants and Raftelis emerged as the top two choices based on City Council scoring. It was also mentioned that Heather Ganz, who had previously worked with the City of Wilsonville when they hired City Manager Bryan Cosgrove, was now employed with Raftelis.

Council discussion ensued.

Motion: Moved to advance the professional services for the City of Wilsonville with the number 1, selected by the Council as GMP

Motion made by Councilor Berry, Seconded by Councilor Dunwell.

The Mayor reiterated his prior comments.

Voting Yea:

Council President Berry, Councilor Dunwell, Councilor Shevlin, Councilor Cunningham

Voting Nay:
Mayor O'Neil

Vote: Motion carried 4-1.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

The City Attorney read into the records the title of Resolution Nos. 3209 and 3210.

The Mayor provided the public hearing format for Resolution Nos. 3209 and 3210 and opened the public hearing on both at 8:48 p.m.

Zach Weigel, City Engineer along with consultants John Ghilarducci and Zech Hazel of the FCS Group presented the PowerPoint, which summarizes the staff report for both resolutions. PowerPoint has been made a part of the record.

The Mayor invited public testimony.

The following individual provided public comment:

- Issac Ambruso of the Home Builders Association (HBA) testified that while the HBA generally opposes SDC increases due to their impact on housing costs, they recognized the need for infrastructure to support housing development. He suggested future improvements to the process, including expanded stakeholder engagement, providing implementation schedules for increases rather than one-time large increases, and possibly changing the point of collection to occupancy rather than as an upfront cost.

The Mayor asked for further testimony. Seeing none the Mayor closed the public hearing on Resolution Nos. 3209 and 3210 at 9:05 p.m.

Councilor Dunwell commented that despite the difficulty of raising fees during a time of increased housing prices, she would support the resolutions because of the need to address infrastructure requirements and the city's plan to index future increases to prevent large jumps.

The Mayor then requested a motion on Resolution No. 3209.

9. Resolution No. 3209 (Legislative Non-Land Use Hearing)

A Resolution of the City of Wilsonville Adopting the Sewer System Development Charge Methodology Reports and Establishing the Charge Rates and Amending Resolution No. 1987.

Motion: Moved to approve Resolution No. 3209, A Resolution of the City of Wilsonville Adopting the Sewer System Development Charge Methodology Reports and Establishing the Charge Rates and Amending Resolution No. 1987.

Motion made by Councilor Berry, Seconded by Councilor Cunningham.

During discussion, Mayor O'Neil expressed concern about the broken funding method for cities since the property tax measure in the early 1990s and how it impacts affordable housing. Council President Berry and Councilor Cunningham both acknowledged the challenges of housing affordability but emphasized the necessity of maintaining infrastructure.

Voting Yea:

Mayor O'Neil, Councilor Berry, Councilor Cunningham, Councilor Dunwell, Councilor Shevlin

Vote: Motion carried 5-0.

The Mayor then requested a motion on Res. No 3210.

10. Resolution No. 3210 (Legislative Non-Land Use Hearing)

A Resolution of the City of Wilsonville Adopting the Stormwater System Development Charge Methodology Reports and Establishing the Charge Rates and Amending Resolution No. 2353.

Motion: Moved to approve Resolution No. 3210, A Resolution of the City of Wilsonville Adopting the Stormwater System Development Charge Methodology Reports and Establishing the Charge Rates and Amending Resolution No. 2353.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Voting Yea:

Mayor O'Neil, Councilor Berry, Councilor Cunningham, Councilor Dunwell, Councilor Shevlin

Vote: Motion carried 5-0.

CITY MANAGER'S BUSINESS

Jeanna Troha, Assistant City Manager, reminded me that the next City Council meeting will be a joint meeting with Planning Commission and the City Council.

The Mayor shared that he had received an email from Portland General Electric (PGE) indicating they would be placing larger plantings around the Memorial Substation in November 2025.

LEGAL BUSINESS

Amanda Guile-Hinman, City Attorney announced that she had received an Outstanding Group Achievement Award at the Oregon City Attorneys Association Conference. The award recognized the work of attorneys across Oregon who collaborated on addressing homelessness regulations following state changes mandating objectively reasonable time, place, and manner regulations for enforcing camping bans. The City Attorney credited the City Council and community for their work during that challenging time.

Councilor Dunwell congratulated the City Attorney on the well-deserved award and expressed pride in the City's approach to the homelessness regulations, noting that other cities had used Wilsonville's work as a model.

ADJOURN

The Mayor adjourned the meeting at 9:17 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Shawn O'Neil, Mayor



SPECIAL CITY COUNCIL MINUTES

September 25, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

A special meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 5:00 p.m. on Thursday, September 25, 2025. The Mayor called the meeting to order at 5:00 p.m., followed by the roll call and the Pledge of Allegiance.

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Jeanna Troha, Assistant City Manager
Bryan Cosgrove, City Manager
Zoe Mombert, Assistant to the City Manager

3. Motion to approve the following order of the agenda.

Motion: Moved to approve the following order of agenda.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Voting Yea:

Mayor O'Neil, Council President Berry, Councilor Shevlin, Councilor Cunningham

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

None.

COMMUNICATIONS

None.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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 citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

The following individuals provided public comments:

- Mary Rooney
- Susie Stevens

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

None.

CONSENT AGENDA

None.

NEW BUSINESS

1. City Council Vacancy

The Mayor explained included in the City Council packet was a memo outlining the historical approaches prior Councils have taken when filling a vacancy. The City of Wilsonville Charter gave the authority to appoint by majority, but it did not set out a single procedure.

Council expressed gratitude for former Councilor Dunwell's service to the City of Wilsonville.

Council and staff discussion ensued over the appointment process and application.

Motion: Moved to approve the edited version of the Mayor's proposal to the City Council regarding the appointment process.

Motion made by Councilor Berry.

The City Attorney clarified the edits were on item number one of the application period changing submitted to received by.

Councilor Cunningham suggested striking on the appointment application number nine from the memo.

To allow for further refinement and discussion Council President Berry withdrew her motion.

Motion: Council moved to approve the September 24, 2025, Mayor's proposal with the edit applications must be received by the City Recorder by Friday, October 10, 2025, at 5:00 p.m. and striking for the purposes of this motion, subsection nine appointment application.

Motion made by Councilor Berry, Seconded by Councilor Cunningham.

Voting Yea:
Mayor O'Neil, Council President Berry, Councilor Shevlin, Councilor Cunningham

Vote: Motion carried 4-0.

Further discussion ensued.

Motion: Council moved to approve the application as edited.

The City Attorney then listed the edits:

- There would be a new number three after number two so that applicants are not an employee of the City. Which would renumber all the items thereafter. The new number four was going to be read as has demonstrated commitment to the community through prior service period. Examples may include participation on City boards and commissions, government task force, or board of directors for a nonprofit organization or a graduate of the Wilsonville Civics Academy.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Voting Yea:
Mayor O'Neil, Council President Berry, Councilor Shevlin, Councilor Cunningham

Vote: Motion carried 4-0.

CONTINUING BUSINESS

None.

PUBLIC HEARING

None.

CITY MANAGER'S BUSINESS

None.

LEGAL BUSINESS

None.

ADJOURN

The Mayor adjourned the meeting at 5:52 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Shawn O'Neil, Mayor



CITY COUNCIL MINUTES

October 06, 2025, at 7:30 PM

Wilsonville City Hall & Remote Video Conferencing

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:30 p.m. on Monday, October 6, 2025. The Mayor called the meeting to order at 7:30 p.m., followed by the roll call and the Pledge of Allegiance.

PRESENT

Mayor O'Neil
Council President Berry
Councilor Shevlin
Councilor Cunningham

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Bryan Cosgrove, City Manager
Cindy Luxhoj, Associate Planner
Dan Pauly, Planning Manager
Dwight Brashear, Transit Director
Everett Wild, Government Affairs Manager
Jeanna Troha, Assistant City Manager
Kelsey Lewis, Grants & Programs Manager
Keith Katko, Finance Director
Kerry Rappold, Natural Resources Manager
Kimberly Veliz, City Recorder
Matt Lorenzen, Economic Development Manager
Miranda Bateschell, Planning Director
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

3. Motion to approve the following order of the agenda.

Motion: Moved to approve the following order of agenda.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Voting Yea:

Mayor O'Neil, Councilor Berry, Councilor Shevlin, Councilor Cunningham

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

Council Appointment

- On September 25, 2025, the City Council approved a process to consider and appoint someone to fill the vacant seat previously held by former Councilor Katie Dunwell.
- As part of that process, the City opened the application period Monday, September 29, 2025.
- The City Recorder must receive applications no later than 5:00 p.m. Friday, October 10, 2025.
- The Mayor noted that some individuals had tried to reach out to regarding the appointment process. However, to ensure fairness, transparency, and equal access to information for all applicants. The Mayor had not and would not be communicating with anybody who was a prospective applicant about the process or considering them until after the application period closed and the Council received all applications on October 13, 2025, as outlined in the Council procedure.

Recognizing Community Leaders

The Mayor informed the audience of the loss of community leaders Alan Kirk and Diane Imel:

- Alan Kirk
 - Alan Kirk served for 13 years on the Wilsonville City Council, including serving as Council President. He was active in Wilsonville city government at a formative time, working on the regional Water Treatment Plant and City Hall projects.
 - A Charbonneau resident, Alan cared deeply about the Wilsonville community and could always be found connecting with neighbors, representing the City at events, and listening to his constituents. A longtime member of the Wilsonville Rotary Club, he embodied a discrete and unassuming leadership style combined with generous philanthropy, including regularly volunteering with his wife at Rotary's annual Through a Child's Eyes event, a partnership with Coffee Creek Correctional Facility to support bonding between incarcerated mothers and their children. Alan's professional career was highlighted by a long tenure with OrePac Building Products as their Chief Financial Officer.

- Eugenia “Diane” Imel
 - Diane was also a Charbonneau resident and charter Diversity, Equity, and Inclusion (DEI) Committee member. Known as “Lady Di” to her friends and neighbors, she was a fierce advocate for people with disabilities. Diane, a wheelchair user for over fifty years, shaped the work of the DEI Committee and inspired the Committee to apply for a City Opportunity Grant to purchase Mobi-Mat access pads to improve accessibility at City events.
 - Before joining the DEI Committee, Diane Imel served on the Oregon Disabilities Commission (ODC). She was originally appointed in 1995 by Governor Barbara Roberts and served under Governor Dr. John Kitzhaber. During her tenure as a Commissioner, Diane hosted the weekly Oregon Disabilities Radio Show, which was an important platform for the disability community.
- The Mayor shared that DEI Committee Chair Karla Brashear stated, “Her work helped bring much-needed attention to ADA compliance and accessibility in Wilsonville, and her voice was instrumental in pushing for real, meaningful progress in so many critical areas. Her contributions have left a lasting mark, and her compassion and persistence will continue to inspire our work moving forward.”

Regional Events and Meetings

- The Mayor shared he would submit his written report of these events and meetings to be added to the record.

Oregon Tech Music Garden

- October 7, 2025, Oregon Tech hosted a music festival at their Wilsonville campus. Performers included Family Mystic and Oregon Tech’s CSET PM Band, there was additional free activities like inflatable mini golf, Skee-ball, axe throwing, and a kid’s craft area where you can build your own musical instruments.

DEI Speaker Series

- Diversity, Equity, and Inclusion Committee’s speaker series was on October 9, 2025, in Council Chambers. The topic was “Supporting Transgender Family Members, Friends, and Neighbors” and will be a panel-style discussion. Speakers offer insight for transgender community members and their families, share lived experiences, and discussed resources are available from NAMI Clackamas and Basic Rights Oregon for transgender people.

National Coming Out Day

- October 11, 2025, was National Coming Out Day, an annual awareness day for lesbian, gay, bisexual, transgender, queer, or questioning, intersex, asexual, and more (LGBTQIA+) people to celebrate coming out and seek support from friends, family, and other LGBTQ community members.

Learn About Hot Air Balloons at the Library

- Kids and their parents were invited to learn about the science and magic of hot air balloons from Chris, a local hot air balloon pilot with Portland Rose Balloons, on October 11, 2025, at the Library.

Harvest Festival

- On October 18, 2025, there was the Fall Harvest Festival at the Stein-Boozier Barn in Murase Plaza. The free, family-friendly fun included horse and carriage rides, face painting, craft vendors and food trucks, a costume parade, live music, and more.
- The Mayor thanked the 2025 Title Sponsor, Nichols Family Insurance Agency, for providing free pumpkins to attendees—grown right in Wilsonville at Frog Pond Farms. Additionally, Wilsonville Orthodontics were thanked for their sponsorship.

Bulky Waste Day

- The City of Wilsonville, in partnership with Republic Services, the City's franchised solid waste hauler, were offering Bulky Waste Day on October 25, 2025.
- The event provided Wilsonville residents with an opportunity to dispose of large or unusual items that cannot be picked up curbside. Examples include dishwashers, televisions, refrigerators, computers, monitors, stoves, dryers, water heaters, couches, mattresses, scrap metal, tables, and chairs.
- For seniors, people with a disability, or those who are unable to transport waste to Republic Services, the City was proud to partner with Wilsonville Rotary Club to offer pickup for a limited number of Wilsonville residents on a first-come, first-served basis.

Community Planning Month Proclamation

- In the Council packet under Informational Items was a proclamation declaring October to be Community Planning Month.
- Wilsonville has a deep history with community planning, which is emphasizing people in the planning process by working collaboratively with the public to create thriving spaces. The Frog Pond East and South Master Plan and the Vuela development that is currently under construction are recent examples of the way planners collaborate with residents, developers, business and environmental stakeholders, and political leaders to create inclusive, flourishing communities.
- Planning projects have shaped the City and residents' daily lives. Planning participated in the preservation of historic trees, the layout of neighborhoods, and the overarching vision of how the City grows over time. Early developments around Wilsonville contributed to the creation of Oregon's statewide land use system, which influences how the state looks today. Current City vision continues to place value on thoughtful planning that contributes to vibrant, supportive communities.
- Contributions by members of City Council, the Planning Commission, Development Review Board, City staff who are professional planners, and enthusiastic residents are key to Wilsonville's character.

City Council Meeting

- Next City Council meeting was scheduled for Monday, October 20, 2025.

COMMUNICATIONS

5. Community Enhancement Project Update: Book Bike

It was announced that this presentation would be rescheduled for a future date.

6. Building Tomorrow Today award from the Oregon Chapter of the American Planning Association for the Vuela Project.

Prior to the presentation Miranda Bateschell, Planning Director recognized a few of the many contributions of long-time Planning Manager Dan Pauly, who was concluding his 17-year employment with the City and moving out of state at the end of October 2025.

Kimberly Rybold, Senior Planner; Miranda Bateschell, Planning Director; and Kelsey Lewis, Grants & Programs Manager shared that the Oregon Chapter of the American Planning Association (OAPA) had awarded the City of Wilsonville its Building Tomorrow Today Award. This honor acknowledged the City's work to vision, plan, leverage partnerships, and construct Vuela, a 121-unit multi-family dwelling located at the Wilsonville Transit Center that is providing housing opportunity for residents making less than 80% of the Area Median Income (AMI).

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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 citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

The following individuals provide public comments:

- Adrienne Scritsmier
- Jennifer Constantine
- Susan Reep

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

1. Council President Berry

The Council President attended the League of Oregon Cities conference in Portland alongside Mayor O'Neil and Councilor Shevlin. The Council President shared the conference themes highlighted:

- AI (Artificial Intelligence)
- Cybersecurity

- Provided a cybersecurity example where a city faced a \$18 million breach that insurance did not cover.
- Discussed AI offering self-help resources on city websites as seen in smaller cities.

In closing, the Council President appreciated networking opportunities with officials, particularly with the City of Sherwood Mayor and Council President.

2. Councilor Cunningham

Councilor Cunningham reported on the following:

- Villebois Oktoberfest event, which included a ribbon-cutting ceremony with Chamber of Commerce on October 3, 2025.
- Expressed openness to meetings with potential applicants for the open City Council seat, focusing on qualifications and responsibilities.

Lastly, there was discussion in moving Councilor Cunningham from the alternative to the primary liaison for the Willamette Intake Facilities (WIF).

Motion: Moved to make Councilor Cunningham the primary liaison for Willamette Intake Facilities.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Voting Yea:

Mayor O'Neil, Councilor Berry, Councilor Shevlin

Abstaining:

Councilor Cunningham

Vote: Motion carried 3-0-1.

3. Councilor Shevlin

Councilor Shevlin also commented on attending the League of Oregon Cities (LOC) conference, particularly a three-hour workshop on fostering respectful relationships among council members. She noted that Wilsonville's City Council already practiced many of the recommended approaches. Regarding AI, Councilor Shevlin mentioned that several states have already implemented legislation providing guardrails around AI use, though Oregon has not yet passed such legislation.

In closing, the Mayor clarified that he would be meeting with applicants for the City Council position only after the application deadline closed on October 13, 2025, to ensure fairness to all applicants.

CONSENT AGENDA

The City Attorney read the titles of the Consent Agenda into the record.

4. **Resolution No. 3214**

A Resolution Of The City Of Wilsonville Authorizing An Intergovernmental Agreement With The City Of Wilsonville Urban Renewal Agency Pertaining To A Short Term Urban Renewal Debt For The Coffee Creek Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.

5. **Resolution No. 3216**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Northstar Electrical Contractors, Inc. To Construct Street Lighting Led Conversion – Phase 4 Project (CIP #4722).

6. Minutes of September 4, 2025, City Council Meeting.

Motion: Moved to approve the Consent Agenda.

Motion made by Councilor Berry, Seconded by Councilor Cunningham.

Voting Yea:

Mayor O’Neil, Councilor Berry, Councilor Shevlin, Councilor Cunningham

Vote: Motion carried 4-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

7. **Resolution No. 3211**

A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2025-26.

The City Attorney read the title of Resolution No. 3211 into the record.

The Mayor provided the public hearing format and opened the public hearing at 8:42 p.m.

Keith Katko, Finance Director, summarized the staff report. PowerPoint, displayed, has been made a part of the record.

The Mayor invited speakers, seeing none, he closed the public hearing at 8:46 p.m.

Motion: Moved to adopt Resolution No 3211.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Voting Yea:

Mayor O'Neil, Councilor Berry, Councilor Shevlin, Councilor Cunningham

Vote: Motion carried 4-0.

8. Resolution No. 3213

A Resolution Of The City Of Wilsonville Adopting The Natural Areas Management Plan.

The City Attorney read the title of Resolution No. 3213 into the record.

The Mayor provided the public hearing format and opened the public hearing at 8:49 p.m.

Kerry Rappold, Natural Resources Manager along with consultants from Ash Creek Forestry Lauren Smith and Cam Oster, summarized the staff report. PowerPoint displayed has been made a part of the record.

Council expressed appreciation for the inventory and potential funding sources. Councilor Shevlin emphasized the importance of wildfire risk reduction, noting that fires can impact any city as evidenced by events in Altadena, California and Phoenix, Oregon. Mayor O'Neil expressed concerns about Metro's follow-through on maintenance at Graham Oaks Nature Park.

The Mayor invited speakers, seeing none he closed the public hearing at 9:04 p.m.

Motion: Moved to adopt Resolution No 3213.

Motion made by Councilor Berry, Seconded by Councilor Cunningham.

Voting Yea:

Mayor O'Neil, Councilor Berry, Councilor Shevlin, Councilor Cunningham

Vote: Motion carried 4-0.

CITY MANAGER'S BUSINESS

Bryan Cosgrove, City Manager informed the Council that community focus groups were scheduled to take place October 23, 2025, and October 25, 2025, to gather input from randomly selected community members on the Town Center Plan and the use of Urban Renewal to fund local infrastructure. The City Manager said that other opportunities for input are still to be developed to gather feedback from a larger cross-section of the community.

LEGAL BUSINESS

There was none.

In closing, it was announced there would be a Special City Council meeting scheduled for October 9, 2025, to discuss the city manager recruitment strategy.

ADJOURN

The Mayor adjourned the meeting at 9:08 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Shawn O'Neil, Mayor



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: October 20, 2025		Subject: Resolution No. 3221 A Resolution of the City of Wilsonville Authorizing the City Manager to Execute Master Goods and Services Contracts for On-Call Arborist Services Staff Member: Amanda Guile-Hinman, City Attorney Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
☒ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☒ Resolution ☐ Information or Direction ☐ Information Only ☐ Council Direction ☒ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
☐ Council Goals/Priorities:	☐ Adopted Master Plan(s):	☒ Not Applicable	

ISSUE BEFORE COUNCIL:

Whether to approve a slate of consultants to provide on-call arborist on an as-needed basis.

EXECUTIVE SUMMARY:

Since 2015, the City of Wilsonville (“City”) periodically undertakes a formal, competitive procurement process to procure multi-year on-call services on an as-needed basis. The formal procurement process results in the City executing master goods and services contracts with a number of qualified professionals to provide arborist services on an as-needed basis through task orders under the contract(s).

On May 30, 2025, the City published a formal request for proposals for on-call arborist services. From the proposals submitted, the City selected three (3) contractors to perform, on an as needed basis.

To ensure that the on-call services are not utilized for larger capital projects, task order(s) for any one project cannot exceed a total aggregate cost of \$250,000, the limit of the City’s administrative authority to approve contracts. However, the payments issued pursuant to any particular master goods and services contract may exceed \$250,000 through several different projects, which necessitates Council’s authorization under the City’s local public contracting regulations.

The template master goods and services contract is attached as Exhibit A to Resolution No. 3221, and must be substantially similar to the contract that all selected contractors must execute with the City.

EXPECTED RESULTS:

Efficient procurement of goods and services of qualified entities on an as-needed basis through task orders under a master goods and services contract, while ensuring compliance with state and local public contracting regulations.

TIMELINE:

The master goods and services contracts will be effective for one fiscal year, through June 30, 2026, with the City’s option to renew twice, each for an additional one fiscal year, and thus, potentially expiring June 30, 2028.

CURRENT YEAR BUDGET IMPACTS:

N/A – any use of a master goods and services contract will be for a project approved through the budget process.

COMMUNITY INVOLVEMENT PROCESS:

City staff complied with Oregon public contracting requirements for advertising the request for proposals for on-call arborist services.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Having on-call contracts in place allows the City to efficiently and nimbly respond to project needs, saving staff time (project management/department and legal time) and costs associated with undertaking procurement processes for smaller projects.

ALTERNATIVES:

Undertake procurement processes for each individual project.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3221
 - A. Master Goods and Services Contract Template

RESOLUTION NO. 3221**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE MASTER GOODS AND SERVICES CONTRACTS FOR ON-CALL ARBORIST SERVICES.**

WHEREAS, since 2015, the City of Wilsonville ("City") periodically undertakes a formal, competitive procurement process to procure multi-year on-call services to provide services on an as-needed basis; and

WHEREAS, the City utilizes the resulting master goods and services contracts to efficiently procure services of qualified entities on an as-needed basis through task orders under the contract(s); and

WHEREAS, on May 30, 2025, the City published a formal request for proposals for on-call arborist services; and

WHEREAS, from the proposals submitted, the City selected three (3) contractors to perform, on an as-needed basis; and

WHEREAS, a project task order under a master goods and services contract cannot exceed \$250,000, the limit of the City's administrative authority to approve contracts.

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

Section 1. Findings. The above recitals and the staff report accompanying this Resolution constitute the findings of the City Council as if fully set forth herein.

Section 2. The City Council of the City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Master Goods and Services Contract with each of the following entities, which contract must be substantially similar to **Exhibit A** attached hereto:

- 1) AKS Engineering & Forestry, LLC
- 2) Laurelin Tree Consulting LLC
- 3) Morgan Holen & Associates, LLC.

Section 3. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20th day of October, 2025, and filed with the Wilsonville City Recorder this date.

Shawn O'Neil, Mayor

ATTEST:

Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Cunningham

Councilor Shevlin

EXHIBIT:

A. Master Good and Services Contract Template

Contract No. 25382-0

**CITY OF WILSONVILLE
MASTER GOODS AND SERVICES CONTRACT
ON-CALL ARBORIST SERVICES**

This On-Call Arborist Services Master Goods and Services Contract (“Contract”) is made and entered into on _____ (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and _____, a(n) _____ [corporation/LLC] (hereinafter referred to as “Contractor”).

RECITALS

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

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

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

WHEREAS, this Contract is a permissive cooperative procurement pursuant to ORS 279A.215 (i.e., other contracting agencies may establish contracts or price agreements under the terms, conditions, and prices of this contract).

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

AGREEMENT

Section 1. Scope of Work

The City is periodically in need of a variety of arborist services, some of which may be on short notice. Contractor agrees to be available and to perform periodic on-call services, as more particularly described in the general Scope of Work, attached hereto as **Exhibit A** and incorporated by reference herein (the “Services” or “Work”). Each time a Service is ordered, Contractor will be provided with an on-call Task Order to complete and sign, the form of which is attached hereto as **Exhibit B**. All Services contemplated under this Contract will be on projects directly funded by the City of Wilsonville and where no federal funds are involved. Each Task Order will be sequentially numbered and signed by both parties. No Services will begin until both parties have signed the Task Order.

Section 2. Term

The term of this Contract shall be from the Effective Date until June 30, 2026 (the “Term”). The Term may be extended, at the City’s option, for the periods July 1, 2026 to June 30, 2027, and July 1, 2027 to June 30, 2028. More than one Contractor will be awarded an on-call contract to perform Services needed and there is no guarantee of any minimum amount of work or compensation under this Contract.

Section 3. Rates/Services Scope

3.1. The maximum compensation amount (“Compensation Amount”) for On-Call Services for the Term and for each subsequent renewal is solely at the discretion of the City of Wilsonville. Each Task Order under this Contract may not exceed TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000). On-Call Services will be provided on a time and materials basis, in accordance with the Rate Schedule set forth on **Exhibit C**. If Contractor charges for travel time, the amount charged for travel time or any mileage charged for travel time shall only be paid as set forth on **Exhibit C**. Otherwise, the Rates on **Exhibit C** are all-inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits, and all other contributions and benefits, technology and/or software charges, licensing, trademark, and/or copyright costs, office expenses, and all other indirect and overhead charges, including, but not limited to, the Oregon Corporate Activity Tax (CAT). The Rate Schedule may be renegotiated no more than once per calendar year. If the City and Contractor cannot agree on the Rate Schedule for the next year, this Contract will terminate.

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

3.3. The Budgeted Amount is for all On-Call Services performed under this Contract and those contracts the City may have with other on-call Contractors, if any.

Section 4. Project Managers

The City’s Project Manager is Brie Galareaux. Contractor’s Project Manager is _____. Contractor shall only take direction from the Project Manager unless otherwise stated in the Task Order.

Section 5. Project Information

No information, news, or press releases related to the Scope of Work, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

Section 6. Duty to Inform

If, at any time during the performance of this Contract or any future phase of this Contract for which Contractor has been retained, Contractor becomes aware of actual or potential problems, faults, or defects in the Scope of Work, or any portion thereof; or of any nonconformance with federal, state, or local laws, rules, or regulations; or if Contractor has any objection to any decision or order made by the City with respect to such laws, rules, or regulations, Contractor must give prompt written notice thereof to the City's Project Manager. Any delay or failure on the part of the City to provide a written response to Contractor shall neither constitute agreement with nor acquiescence to Contractor's statement or claim, nor constitute a waiver of any of the City's rights.

Section 7. Subcontractors and Assignments

7.1. Except as identified as named subcontractors and for which Rate Schedules are provided in advance and approved by the City Project Manager for a specific Task Order, Contractor shall not subcontract with others for any of the Services prescribed herein, assign this Contract, or assign any of Contractor's rights acquired hereunder without obtaining prior written approval from the City, which approval may be granted or denied in the City's sole discretion. Any attempted assignment of this Contract without the written consent of the City will be void. Except as otherwise specifically agreed, all costs for work performed by others on behalf of Contractor are not subject to additional reimbursement by the City.

7.2. The City has the right to enter into other contracts for the project, to be coordinated with this Contract. Contractor must cooperate with the City and other firms, engineers or subcontractors on the project so that all portions of the project may be completed in the least possible time and within normal working hours.

Section 8. Contractor Is Independent Contractor

Except as otherwise mandated by state law, the performance of Services under this Contract is at Contractor's sole risk. All damages or loss to Services, equipment, or materials incurred during the performance of the Services shall be at Contractor's sole risk. Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 3** of this Contract. Contractor will be solely responsible for determining the manner and means of accomplishing the end result of Contractor's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Contractor's Services so such Services meet the requirements of the project. Contractor hereby

represents that no subcontractors will be used on the Services unless first preapproved, in writing, by the City.

Section 9. Contractor Responsibilities

9.1. Contractor must make prompt payment for any claims for labor, materials, or services furnished to Contractor by any person in connection with this Contract, as such claims become due. Contractor shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Contractor. If Contractor fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the person furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Contractor under this Contract. The City may also recover any such amounts directly from Contractor.

9.2. Contractor must comply with all applicable Oregon and federal wage and hour laws. Some Task Orders may be issued in conjunction with a public works project, subject to ORS 279C.800 to 279C.870, to which the Bureau of Labor and Industries (BOLI) prevailing wage requirements apply. In such cases where the Services being performed include labor (performed either by Contractor's own employees or any subcontractor) that is subject to payment of prevailing wages, Contractor must adhere to the requirements of ORS 279C.838 and 279C.840, when applicable. Information on Oregon BOLI wage requirements for this project, if applicable, are those published by the Oregon Bureau of Labor and Industries (BOLI), entitled "Prevailing Wage Rates for Public Works Contracts," effective January 5, 2025, and all subsequent amendments, and can currently be found at the following website address, which will be subject to update quarterly: <http://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx>. If and when applicable, Contractor and any subcontractor shall file a certificate of wage rate as required by ORS 279C.845. Contractor may be liable to covered workers for failure to pay the required prevailing wage, including fringe benefits, under ORS 279C.840(5). Contractor must include a contract provision in compliance with this paragraph in every subcontract. Contractor must make all required workers compensation and medical care payments on time. Contractor shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Contractor shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Contractor must pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees are Contractor's responsibility. Unless otherwise expressly set forth on **Exhibit C** as a reimbursable expense item, specific costs associated with items set forth in this subsection shall be deemed as fully and conclusively included in the rate upon which Contractor's Compensation Amount is based.

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

9.4. No person shall be discriminated against by Contractor or any subcontractor in the performance of this Contract on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this

provision will be grounds for cancellation, termination, or suspension of the Contract, in whole or in part, by the City. Contractor must comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Contract or to the implementation of the Services. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations, and executive orders to the extent they are applicable to the Contract or the implementation of the Services: (a) all applicable requirements of state civil rights and rehabilitation statutes, rules, and regulations; (b) Titles VI and VII of the Civil Rights Act of 1964, as amended; (c) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (d) the Americans with Disabilities Act of 1990, as amended, and ORS 659A.142; (e) Executive Order 11246, as amended; (f) the Health Insurance Portability and Accountability Act of 1996; (g) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (h) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (i) all regulations and administrative rules established pursuant to the foregoing laws; and (j) all other applicable requirements of federal civil rights and rehabilitation statutes, rules, and regulations.

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

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

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

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

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

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

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

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

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

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

9.12. Contractor will be liable for any fine imposed against Contractor, the City, or the Services as a result of a violation of any laws or permitting requirements by Contractor or any suppliers.

9.13. Contractor must maintain and provide proof of a statutory public works bond, when applicable, to be determined based on the Task Order.

9.14. Contractor will work cooperatively with other Contractors who may be working on the same project and other Contractors working on other on-call services for the City.

Section 10. Contract Requirements Applicable to All Task Orders

10.1. All Services must comply in every respect with City and State building code requirements, City of Wilsonville Public Works Standards, and all applicable Oregon laws.

10.2. Contractor must have and maintain all licenses as may be necessary or required for the performance of the Services.

10.3. If there are any questions regarding the Services to be done, it will be the responsibility of Contractor to contact the City's Project Manager and request clarification before proceeding.

10.4. In the event of accidental property damage, it will be Contractor's responsibility to return the property to its original condition, at no cost to the City.

Section 11. Indemnity

11.1. Indemnification. Contractor acknowledges responsibility for liability arising out of the performance of this Contract, and shall defend, indemnify, reimburse, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Contractor's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Contract; the negligent acts, omissions, errors, or willful or reckless misconduct of any subcontractor hired by Contractor; all costs incident to Contractor's hiring of assistants or employees; or from Contractor's failure to perform its responsibilities as set forth in this Contract. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other Services performed, prepared, or submitted by Contractor shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Contractor of its responsibility to perform in full conformity with the City's requirements, as set forth in this Contract, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Contractor's negligent performance of this Contract, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 11.2**. For those claims based on professional liability (as opposed to general liability or automobile liability), Contractor shall not be required to provide the City's defense but will be required to reimburse the City for the City's defense costs incurred in any litigation resulting from the negligent acts, omissions, errors, or willful or reckless misconduct by Contractor.

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

Section 12. Insurance

12.1. Insurance Requirements. Contractor must maintain insurance coverage acceptable to the City in full force and effect throughout the Term of this Contract. Such insurance shall cover all risks arising directly or indirectly out of Contractor's activities or Services hereunder. The amount of insurance carried is in no way a limitation on Contractor's liability hereunder. The policy or policies maintained by Contractor must provide at least the following minimum limits and coverages at all times during performance of this Contract:

12.1.1. Commercial General Liability Insurance. Contractor must obtain, at Contractor's expense, and keep in effect during the Term of this Contract, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Contract and shall

be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence; and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Contract. All of the foregoing coverages must be carried and maintained at all times during this Contract.

12.1.2. Professional Errors and Omissions Coverage. Contractor agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than **\$1,000,000** per claim. Contractor must maintain this insurance for damages that result from the errors, omissions, or negligent acts of Contractor. Such policy shall have a retroactive date effective before the commencement of any work by Contractor on the Services covered by this Contract, and coverage will remain in force for a period of at least three (3) years after termination of this Contract.

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

12.1.4. Workers Compensation Insurance. Contractor and all employers providing work, labor, or materials under this Contract that are subject employers under the Oregon Workers Compensation Law must comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Contractors who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

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

12.1.6. Additional Insured and Termination Endorsements. The City will be named as an additional insured with respect to Contractor's liabilities hereunder in insurance coverages. Additional Insured coverage under Contractor's Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-

Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: “The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers.” An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days’ written notification of any termination or major modification of the insurance policies required hereunder.

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

12.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Contractor is responsible for any deductible amounts payable under all policies of insurance. In the event a dispute arises between the City and Contractor for which Contractor has obtained insurance, the maximum amount that may be withheld by the City for all such claims shall be no more than the amount of the applicable insurance deductible. If insurance policies are “Claims Made” policies, Contractor will be required to maintain such policies in full force and effect throughout any warranty period.

Section 13. Early Termination; Default

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

13.2. This Contract may also be terminated if Contractor breaches this Contract and fails to immediately cure the breach within ten (10) days of receipt of written notice of the breach from the City.

13.3. If the City terminates this Contract in whole or in part, due to default or failure of Contractor to perform Services in accordance with the Contract, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Contractor shall be liable for all costs and damages incurred by the City as a result of the default by Contractor including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Contract. This Contract shall be in full force to the extent not terminated by written notice from the City to Contractor. In the event of a default, the City will provide Contractor with written notice of the default and a period of ten (10) days to cure the default. If Contractor notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, which agreed upon extension

must be in writing and signed by the parties prior to the expiration of the cure period. Unless a written, signed extension has been fully executed by the parties, if Contractor fails to cure prior to expiration of the cure period, the Contract is automatically terminated.

13.4. If the City terminates this Contract for its own convenience not due to any default by Contractor, payment of Contractor shall be prorated to, and include, the day of termination and shall be in full satisfaction of all claims by Contractor against the City under this Contract.

Section 14. Survival

Termination under **Section 13** shall not affect any right, obligation, or liability of Contractor or the City that accrued prior to such termination. In particular, Sections 9.12, 10.4, 11, 17, and 18 will survive the expiration of the Term or termination of this Contract under **Section 13**. Contractor shall surrender to the City items of work, or portions thereof, for which Contractor has received payment or the City has made payment.

Section 15. Suspension of Services

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Contractor. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within Contractor's control. Should the City suspend, delay, or interrupt the Services and the suspension is not within Contractor's control, then the City shall extend the time of completion by the length of the delay.

Section 16. Contract Modification

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

Section 17. Notices

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

To City:	City of Wilsonville Attn: Brie Galareaux 29799 SW Town Center Loop East Wilsonville, OR 97070
----------	--

To Contractor: _____

Attn: _____

Section 18. Miscellaneous Provisions

18.1. Integration. This Contract, including all exhibits attached hereto, along with each executed Task Order between the City and Contractor, is deemed to be the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. Further, the recitals to this Contract are incorporated into and shall constitute part of this Contract. In case of conflict among these or any other documents, the provisions of this Contract will control, and the terms most favorable to the City, within the City's sole discretion, will apply.

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

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

18.4. Adherence to Law. In the performance of this Contract, Contractor must adhere to all applicable federal, state, and local laws, including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements.

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

18.6. Jurisdiction. Jurisdiction and venue for any dispute will be in Clackamas County Circuit Court.

18.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Contract or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Contract, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONTRACTOR:

By: _____

Name: _____

As Its: _____

EIN/Tax I.D. No. _____

CITY:

CITY OF WILSONVILLE

By: _____

Name: _____

As Its: _____

APPROVED AS TO FORM:

By: _____

Name: _____

City of Wilsonville Legal Counsel

Exhibit A

MGSK-2025-XXX

GENERAL SCOPE OF WORK

Contractor has been selected as qualified to provide On-Call Arborist Services. The general Scope of Work for ***On Call Arborist Services for Contract MGSK-2025-XXX*** includes any combination of the activities described herein and applies only to services directed and contracted for by City of Wilsonville personnel and performed on applicable City of Wilsonville projects.

All Services shall be performed by persons qualified and experienced in the particular work task to be conducted and shall be performed by, or under the direction of, an appropriate licensed or certified professional in the State of Oregon.

All Services shall be performed and invoiced on a Time and Materials basis according to the Contract terms and the Rate Schedule attached as **Exhibit C**, unless modified, in writing, by a specific Task Order. The Contract and this general Scope of Work do not guarantee any particular level of work and do not preclude the City from separately contracting for the same or similar services with other contractors.

Task Order:

In general, detailed instructions for the specific Services to be provided by the Contractor will be documented by the City in the form of a sequentially numbered Task Order (see **Exhibit B**), which must be signed by both parties before the Services commence. The Task Order will be created through negotiations with the Contractor and will include a Task-specific schedule and a Task-specific Not-to-Exceed cost. Additions or deletions to a Task Order that are identified subsequent to execution of the Task Order will be processed as set forth in the Contract.

For all Services performed, the Contractor shall submit a hard copy written summary to the Project Manager, documenting the specific technical details of the activities conducted. Other hard copy and electronic deliverables, such as Technical Memoranda, computer output files, drawings, and/or other files shall be identified in individual Task Orders.

Exhibit B
MGSK-2025-XXX
TASK ORDER # _____
On-Call Arborist Services
(No Federal Funds)

DATE: _____

City Reference #: _____

This Task Order is executed pursuant to a Master Goods and Services Contract for **On-Call Arborist Services** ("Agreement"), by and between _____ (Contractor) and the City of Wilsonville (City), dated _____, 20____. All Terms and Conditions of the Contract shall remain in full force and effect during performance of this Task Order, except as otherwise specifically identified below:

(Describe any exception, if any, or indicate Not Applicable)

Scope of Work

Contractor shall perform all of the Tasks as attached hereto as Exhibit 1 on a Time and Materials Not-to-Exceed basis, according to Contractor's Rate Schedule attached to the Contract and the Task-Specific cost proposal, attached hereto. The Total Task Order Not-to-Exceed Price is \$_____. Per Oregon Public Contracting law, the value of services under this Task Order, plus any previous or continuing services for the same project, shall not exceed \$250,000.

Term

This Task Order commences on the date shown above, and must be completed on or before _____, 20____. All Services shall be completed by said date, unless extended by the parties, in writing.

Contractor**City of Wilsonville**_____
Signature_____
Signature_____
Printed Name and Title_____
Printed Name and Title

Exhibit C
MGSK-2025-XXX
RATE SCHEDULE

[Placeholder]



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: October 20, 2025		Subject: Resolution No. 3222 Authorizing the City Manager to Enter into a First Amendment to Development Agreement with Venture Properties, Inc. Regarding the Frog Pond Terrace Subdivision. Staff Member: Amanda Guile-Hinman, City Attorney Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
☒ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☒ Resolution ☐ Information or Direction ☐ Information Only ☐ Council Direction ☒ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
☐ Council Goals/Priorities:	☒ Adopted Master Plan(s): Frog Pond West Master Plan	☐ Not Applicable	

ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving a First Amendment to Development Agreement for refund of Parks System Development Charges (SDCs) by check in addition to issuing SDC credits on a per lot basis pursuant to Wilsonville Code 11.100(6)(b) for the construction of the Boeckman Creek Trailhead Park in the Frog Pond Terrace subdivision.

EXECUTIVE SUMMARY:

Frog Pond Terrace is a 19-lot subdivision in the Frog Pond West neighborhood, which has received Development Review Board approval of the subdivision on August 22, 2022 and Council approval for annexation in September 2022. The City's approval of the subdivision was conditioned on, among other conditions of approval, the developer's design and construction of the Boeckman Creek Trailhead Park.

Due to the small size of the residential development, the City could not require the improvements as a condition of development without financial contribution by the City. Requiring the Trailhead Park improvements as a condition without City financial contribution would be disproportionate to the impact generated by the development application. In simple terms, the dedication of land and cost of the Trailhead Park improvements was too great and beyond the ability of the City to require of the developer for such a small residential project and thus required the City to instead fund the improvements in partnership with our private development partner.

On January 18, 2024, the City Council adopted Resolution No. 3107 approving a Development Agreement between the City and Venture Properties, Inc. to provide, among other terms and conditions, payment by the City to Venture Properties through Parks System Development Charge (SDC) credits and refund check, for the acquisition and construction of the Trailhead Park.

The Trailhead Park has now been completed and accepted by the City, but not all Park SDC credits have been obtained by Venture Properties, and the City has not yet refunded any additional payment to Venture Properties. Therefore, staff recommends a partial repayment to Venture Properties, with final payment of any remaining refund after the final permit is issued for the Frog Pond Terrace subdivision, as reflected in the proposed First Amendment to Development Agreement attached as Exhibit A to the Resolution.

EXPECTED RESULTS:

Partial repayment of construction costs owed to Venture Properties for its construction of the Trailhead Park, with any remaining repayment issued after the final permit is issued for the Frog Pond Terrace subdivision.

TIMELINE:

Partial payment within 14 days of full execution of the First Amendment. Staff anticipates that remaining permits will be submitted later this calendar year and issued by June 30, 2026.

CURRENT YEAR BUDGET IMPACTS:

This reimbursement is included in the fiscal year 2025-26 Adopted Budget.

COMMUNITY INVOLVEMENT PROCESS:

The Frog Pond Terrace Subdivision went through a quasi-judicial land use process under Planning Files DB22-0003 – including a public hearing for an annexation and zone map amendment before the Council September 8 and September 19, 2022, and a public hearing before the Design Review Board Panel B August 22, 2022. The DRB approved the project on a unanimous vote.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

SDC credit and/or refunds, as allowed by City Code, provides for a public-private partnership to help build out City infrastructure needs in conjunction with private development projects in a timely and cost-efficient manner.

ALTERNATIVES:

Alternatively, the Council can direct staff to issue all credits prior to any refund to Venture Properties, Inc.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3222
 - A. First Amendment to Development Agreement between City of Wilsonville and Venture Properties, Inc.

RESOLUTION NO. 3222**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO ENTER INTO A FIRST AMENDMENT TO DEVELOPMENT AGREEMENT WITH VENTURE PROPERTIES, INC. REGARDING FUNDING THE CONSTRUCTION OF THE BOECKMAN CREEK TRAILHEAD PARK IN THE FROG POND TERRACE SUBDIVISION.**

WHEREAS, in August 2022, the City Development Review Board approved the development of a 19-lot subdivision in the Frog Pond West neighborhood referred to as “Frog Pond Terrace;” and

WHEREAS, the City’s approval of the subdivision was conditioned on, among other conditions of approval, the developer’s design and construction of the future Boeckman Creek Trailhead Park (the “Trailhead Park”); and

WHEREAS, due to the small size of the residential development, the City was not in a position to be able to require the Trailhead Park improvements as a condition of development without financial contribution by the City; and

WHEREAS, on January 18, 2024, the City Council adopted Resolution No. 3107 authorizing a Development Agreement wherein the City would contribute to the Trailhead Park project in the manner described in the Development Agreement; and

WHEREAS, the Trailhead Park has now been completed and accepted by the City, but not all Park SDC credits have been obtained by Venture Properties, and the City has not yet refunded any payment to Venture Properties.

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

Section 1. Findings. The City Council hereby adopts as its findings the above-recitals and the Staff Report accompanying the Resolution as if fully set forth herein.

Section 2. The City Council authorizes the City Manager to enter into a first amendment to the development agreement with Venture Properties, Inc. regarding funding the construction of the Boeckman Creek Trailhead Park in the Frog Pond Terrace subdivision, which first amendment to development agreement must be substantially similar to **Exhibit A** attached hereto.

Section 3. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20th day of October, 2025 and filed with the Wilsonville City Recorder this date.

SHAWN O'NEIL, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Cunningham

Councilor Shevlin

EXHIBIT:

A. First Amendment to Development Agreement

**FIRST AMENDMENT TO DEVELOPMENT AND ANNEXATION AGREEMENT
BETWEEN
VENTURE PROPERTIES, INC. AND
CITY OF WILSONVILLE, OREGON**

This First Amendment to Development and Annexation Agreement (“First Amendment”) is entered into by and between the **City of Wilsonville**, an Oregon municipal corporation (“City”), and **Venture Properties, Inc.**, an Oregon corporation (“Developer”). The effective date of this Agreement is the _____ day of _____ 2025 (“Effective Date”). The City and Developer may be referred to herein individually as a “Party” or collectively as the “Parties.”

RECITALS

- A. On or about June 10, 2024, the City and Developer entered into a Development and Annexation Agreement (“Agreement”) related to Developer’s Frog Pond Terrace Development (the “Development”). The Agreement contemplated Developer constructing the Boeckman Creek Trailhead Park (the “Park”) in exchange for payment of land acquisition totaling \$170,000 and reimbursement of Developer’s costs to improve the Park (“Improvement Costs”) through application of Parks System Development Charge (SDC) credits against building permits obtained for the Development and a refund of any additional costs beyond the Parks SDC credits.
- B. Developer has completed, and the City has inspected and accepted, the Park improvements. The Improvement Cost totaled \$644,262.96. The amount of Park SDC credits already applied to Developer’s building permits total \$98,280.00. Developer will receive additional Park SDC credits, but both Parties acknowledge that the Parks SDC credits remaining will be insufficient to fully compensate Developer for the Improvement Costs. The amount of remaining Park SDC credits will not be known until Developer submits, and the City accepts, the remaining building permits for the Development, and will not be applied until the City issues the permit(s) upon Developer’s request.
- C. Developer has requested that the City provide a refund to Developer for remaining Improvement Costs. This First Amendment seeks to (1) provide a partial refund of Improvement Costs to Developer; and (2) clarify payment of any remaining refund once building permits are issued and all Park SDC credits are applied to said building permits.

AGREEMENT

In consideration of the foregoing Recitals, and incorporating all of the above Recitals by reference in this First Amendment as if fully set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, all of the above-named Parties agree as follows:

I. PARTIAL REFUND PAYMENT

Not later than fourteen (14) days after full execution of this First Amendment, the City will issue a check to Developer in the amount of **Three Hundred Fifty-Five Thousand Dollars (\$355,000.00)** (“Partial

Refund"). This Partial Refund is acknowledged by the Parties as a paydown of the current balance of the Improvement Costs.

II. REMAINING REFUND

Subject to the conditions stated herein, the Parties hereby agree that the City will issue a final refund check of the remaining balance of the Improvement Cost not later than thirty (30) days after the final building permit is issued for the Frog Pond Terrace Development. For avoidance of doubt, after payment of the Partial Refund, the City will not issue another refund check to Developer for the Improvement Costs until all building permits have been issued for Frog Pond Terrace.

III. MISCELLANEOUS PROVISIONS

All other terms and conditions of the Agreement not otherwise modified by this First Amendment remain in full force and effect.

IN WITNESS WHEREOF, the Parties have hereunto set their hands as of the day and year first written above.

VENTURE PROPERTIES, INC,
an Oregon corporation

CITY OF WILSONVILLE,
a municipal corporation of Oregon

By: _____
Print Name: _____
As Its: _____

By: _____
Bryan Cosgrove
As Its: City Manager

APPROVED AS TO FORM:

Amanda Guile-Hinman, City Attorney

City Council Appointment Ranking Results

October 16, 2025

Mayor/ City Councilor's Name	First Candidate	Second Candidate	Third Candidate
Shawn M. O'Neil	Sam Scull	Nicole Hendrix	Adrienne Scritsmier
Caroline Berry	Sam Scull	Nicole Hendrix	Adrienne Scritsmier
Adam Cunningham	Rob Candrian	Kristi Corno	Nicole Hendrix
Anne Shevlin	Sam Scull	Alice Galloway	Adrienne Scritsmier

From: [City of Wilsonville Oregon](#)
To: [City Recorder](#)
Subject: Form submission from: City Council Appointment Application Form
Date: Friday, October 10, 2025 4:48:27 PM
Attachments: [resume avs.pdf](#)
[council application.pdf](#)

Submitted on Friday, October 10, 2025 - 4:47pm

Submitted values are:

First Name: Adrienne
 Middle Name:
 Last Name: Scritsmier
 Home Address: 29225 SW Costa Cir E
 City: Wilsonville
 State: OR
 Zip Code: 97070
 Is this address within the City? Yes
 I have lived in Wilsonville since: 2018
 Home Telephone No. (541)206-2016
 Work Telephone No.
 Cell/Mobile Telephone No. (541)206-2016
 E-Mail Address: adrienne.v.phillips@gmail.com
 Are you a registered Voter in the State of Oregon? Yes
 Present Occupation: Community Education Coordinator Clackamas Community College
 Please list five (5) Wilsonville residents who support you for this appointment, along with their contact information and their relationship to you.
 Orlando Ferrer- friend and colleague. Orlando teaches digital literacy through CCC Community Education. I recruited him to do this after meeting at a community event. (949)285-8414
 Jenelle Reid- Kitakata Sister City Board member - (714)724-2555
 Jason Jones- former Kitakata Sister City Board member-(971)227-2498
 Mary Rooney- Wilsonville Civics Academy classmate-(206)612-4356
 George Dunn- Wilsonville Civics Academy classmate- (503)319-3837
 What in your background, (educational, professional, volunteer) do you feel is most relevant to a City Council position?
 From an educational standpoint one of the most relevant things about my background is that I am a product of the West Linn-Wilsonville School District. Like many young people, my goal was to get out of my hometown as quickly as possible after I graduated High School, and I assumed I would never come back. The further into adulthood I got, the more I learned how valuable the education I got in Wilsonville was. This was even further solidified for me once my own child entered school. One of my primary reasons for moving back to Wilsonville was to give my son access to the same level of public education that I have benefited from because I grew up in Wilsonville. The pursuit of higher education took me to the Eugene area for many years where I attended Lane Community College, and eventually University of Oregon where I studied Sociology and Political Science. This was not a linear path; it took me many years and fighting through a variety of barriers to complete my bachelor's degree. I often worked full time and parented while also going to school. My fields of study have given me perspective not only on social and political theory but also helped me gain knowledge and

perspective about the world around me and those who live in it. Studying class, race, gender, and more specific topics like homelessness and social movements has built a solid foundation that allows me to see the world through the Sociological Imagination which helps me see the connection between individual and public issues.

In 2020 I was faced with losing my job due to pandemic related matters impacting all public sector jobs, but especially higher education. Luckily my job was saved due to relief funds, but I took this opportunity to really think about my career. I was still somewhat new to the field of higher education, but the thought of leaving it was a devastating one. This experience pushed me to enroll in school yet again, with the hope that skilling up would help me ensure that I could remain working in the field I had grown to love. In 2022 I completed my Master of Science in Education from Eastern Oregon University with a focus area of Trauma in Educational Communities. Throughout my graduate studies I had the opportunity to learn how trauma, and particularly Adverse Childhood Experiences, correlate to long term negative physical health outcomes. Studying trauma at a time when the entire world was experiencing collective trauma, and while other traumatic events such as the wildfires and severe ice storm of 2021 gave me new perspective into the world around me, as well as into the brain and body connection. Through my graduate research I learned more about trauma recovery, and one of the key components of being able to recover from traumatic life events such as homelessness, food insecurity, job loss, and addiction, is a sense of belonging in the community. Many regions in the U.S. are beginning to treat trauma as a public health crisis due to the direct correlation between Adverse Childhood Experiences and health outcomes such as stroke, heart attack, and addiction. Trauma can be considered a buzz word or make some folks uncomfortable, but what it comes down to is that everyone faces hard life events that make them who they are. By making sure everyone can feel a sense of belonging in Wilsonville, we can contribute to improved mental and physical health outcomes.

In 2024 I had the pleasure of representing Wilsonville on a trip to our Sister City, Kitakata, Japan. Upon returning from this trip I started to think more critically about what future community involvement might look like for me. At this time I enrolled in a graduate level micro-credential at Oregon State University in Public Policy Leadership. This coursework was incredibly interesting and helped put into perspective work I was already doing. I was able to skill up by learning more about public and private partnerships and about navigating bureaucratic systems. The micro-credential is one half of a certificate in Public Policy Leadership, and I hope to return at some point and complete the additional coursework in the certificate program.

In my current role as Community Education Coordinator at Clackamas Community College I have the privilege of partnering with public and non-profit entities across the county to bring educational opportunities to adult learners. It has been a wonderful experience to learn more about communities in Clackamas County, and work to meet the needs of the community through the programming we offer through our partnerships. Through this work I have increased my understanding of intergovernmental agreements, contracts, and my geographic awareness of how community needs vary across the county. I am proud to say the City of Wilsonville is one of CCC's Community Education partners. Currently I am enrolled in a certificate program through a professional organization to obtain a Certified Program Planner credential. This opportunity has provided the chance to learn more about how to serve adults with non-credit, enrichment-based learning options.

I also participate in professional activities that I did prior to taking on the role of Community

Education Coordinator such as serving on CCC's Diversity, Equity, and Inclusions Committee and the Events and Learning subcommittee. Over the last five years I have contributed significantly to CCC's Shared Governance redesign process. Shared Governance is a decision-making framework, often used in higher education settings, to allow everyone a seat at the table for collaborative decision making. During this redesign process I have been a group member, a group leader, and a coordinator of a variety of efforts towards the redesign. Currently I am a member of the CCC's Shared Governance Process Support Group which manages the handbook, communication, and support for the new council system that has been designed and implemented over the last five years. Many of my efforts in this work have been in learning more about how groups can communicate effectively, and how consensus can be reached, even when disagreements occur.

Prior to taking on my current role, I was the Student Services Coordinator at Clackamas Community College Wilsonville campus. During my time in this position, I was able to do some amazing things not just for the population of students that I served, but also for the Wilsonville community. These are projects that were beyond the scope of my job description, where I chose to do additional labor based on my personal values and desire to help the community. My work at CCC began in 2018, but in September of 2019 I began working full time. As a part-time employee I was already aware of the student population at the Wilsonville campus and what their needs were, so my first project in my full-time role was to work towards meeting student basic needs. Food insecurity among student populations is an issue that is becoming more widely understood, and my own food insecurity while I was a college student led me to start a free food pantry at the Wilsonville campus by converting a former closet into a space with refrigeration and freezer capabilities. The CCC Wilsonville campus free food pantry is open to all community members and was designed as an intentionally low barrier pantry. Guests are never asked more than two questions, how many people are in your household, and have you been here yet this month? I intentionally created a space where folks could feel free from having to explain their needs or retell their stories which might bring up trauma. The food for the pantry comes from a partnership with the Oregon Food Bank, and I have also been able to obtain generous grants from OFB to upgrade refrigeration. While I have passed pantry duties on to a colleague, being able to help fight food insecurity in my hometown is one of my favorite things that I have ever done personally or professionally. The pantry serves several hundred people a month, most of whom are community members, not students. Wilsonville is somewhat of a social services desert, and being able to fill gaps not met by other local organizations has been a highlight of the free pantry. The pantry was designed so that it could be managed from the existing front desk at the campus, which means that it can be open without additional staffing during all lobby hours.

For several years my professional efforts were focused on bringing GED testing to the Wilsonville campus. This included extensive research and implementation of new procedures, as well as designing a new physical space for testing that allowed for increased capacity. I got to be a part of the construction process, as well as working extensively with IT to overcome a variety of technical challenges that popped up along the way. I was able to learn new things by going through the process of becoming an approved GED testing site through the Higher Education Coordinating Committee. Once testing began, this closed a service areas gap in GED testing sites in northern Marion and southern Clackamas counties. The proximity to I-5 has made CCC Wilsonville campus a popular GED testing site, and many folks have been able to obtain their GED right here in town. Student success in any form is extremely motivating and rewarding in the work I do, and this project is one that has contributed to bettering the lives of many people.

While working at Clackamas Community College I have also had many learning

opportunities. One of the most impactful was in 2024 when I was selected by CCC's chapter of the American Association for Women in Community Colleges to attend the Oregon Institute for Leadership Development. This was a one-week intensive retreat focused on developing the next generation of leaders. In this small group setting I got to talk with women Community College Presidents from all over the state, ask questions, and hear their stories of how they became leaders. Throughout the week the attendees were asked to share long and short-term personal and professional goals. This is a vulnerable thing to say in this space, but I told my fellow attendees that one day I wanted to be a Wilsonville City Councilor.

Prior to working in higher education, I worked for a larger non-profit organization in Salem. In this role I worked to support a group of managers and their teams who provided support and services related to employment to adults with intellectual and developmental disabilities. This job widened my understanding around disability rights and taught me so much about why every single person in a community matters. During this time, I learned about human centered perspectives, I supported long range organizational planning and also had a tremendous amount of fun. Legislative advocacy is also a new skill that I learned at this time. I had the pleasure of taking adults served by the programming I worked with to meet with their elected officials to advocate for fair wages and no program budget cuts. Everyone deserves the opportunity to engage with their community, and this job opened my eyes to the many ways this can look. I was recovering from a mTBI during this time in my life, and this work and experience left me thinking every single day about how we are all more similar than we are different.

For ten years I also worked in high touch, retail customer service. This might not seem like it is relevant to the work of a City Councilor, but I disagree. It is through this work that I developed the customer service skills that I still use today. I also learned how to lead a team, earn buy in, and have thick skin when needed. The citizens of Wilsonville are the customers of the council, and my many years of customer service positions me well to be able to interact with and support them in a way that is professional and appropriate.

Since 2020 I have been a volunteer on Wilsonville's Kitakata Sister City Advisory Board, currently I am in my second term as board chair. I started hearing rumblings in early to mid-2020 that the Kitakata Sister City Association, a local 501c3, was struggling to stay afloat and volunteers were burned out from maintaining the sister city relationship on their own for many years, with no source of funding. As soon as I saw that the city was taking on relationship management through the creation of the Kitakata Sister City Advisory Board, I knew I had to apply. In 1996 as a fifth-grade student at Wilsonville Primary School I had the pleasure of visiting Kitakata. This is an experience that shaped my life and world view. To be able to volunteer my time and energy to ensure that students get to have the same experience I did for years to come, has been invaluable to me. I have taken many paid and unpaid days off from work in order to volunteer my time and effort to the Wilsonville community and the Kitakata Sister City Board. This has included creating a presentation and cultural craft and teaching it to five periods of seventh grade students at Wood Middle School in 2022, touring visitors from Kitakata around CCC Wilsonville campus, helping to host the Japanese Consul General in Wilsonville in the fall of 2024, and most importantly to me, returning to Kitakata with an adult delegation from the city in February of 2024. To be able to relive my childhood experience as an adult was one of the most impactful things I have ever experienced. I got to see my host family again after 28 years. Throughout the 37-year relationship between the two cities, hundreds of students from Kitakata have come to Wilsonville and vice versa. My dedication to this program and sustaining it for Wilsonville's future is best shown by the fact that this was a self-funded trip where I used my vacation time, was away from my family for over a week, and paid for my trip all in order to represent Wilsonville. This is the same type of dedication I would bring to my role as City Councilor.

Public service, to me, is about consistency and follow-through. I believe in showing up, doing the work, and staying accountable to the community. This is demonstrated through my dedication to a public sector career. This is also reflected in my meeting attendance and voting record. I make it a priority to be engaged and informed at every meeting I attend. I'm at a point in my life and career where I can be fully present for this role, and I've demonstrated that level of commitment in my current leadership positions.

Please describe the ways in which you would best serve the citizens of Wilsonville through public service on the City Council?

Wilsonville is my hometown, and coming back here with my family in 2018 was intentional, we chose to put down roots and invest in this community for the long term. As a working mother with a child still in our local schools, and I believe it's important for that perspective to be represented on the council. Parents who are actively engaged in our school system and community life see firsthand the challenges and opportunities that families experience here. I have also walked a nontraditional path as a survivor, a lifelong learner who returned to school multiple times as an adult, and a public servant committed to equity and access. Those experiences have shaped how I lead: with empathy, accountability, and a focus on removing barriers for others.

I also recognize that our council, like many governing bodies, benefits from diversity in age and lived experience. As one of the younger council members, I hope to bring both energy and perspective, and to serve as a role model for other women and mothers who care about their community but may not see themselves represented in local government. My goal is to demonstrate that public service is not only possible for working parents, but also essential because our voices reflect the realities of so many residents in Wilsonville.

I believe one of the most important roles of public service is to listen to and advocate for those whose voices are not always heard. Every community has residents who face barriers whether those are economic, social, or systemic. It is the responsibility of leaders to ensure their perspectives are included in decision-making. I see leadership as an opportunity to amplify those voices and make sure our policies serve the whole community, not just those already at the table.

My career and community involvement are rooted in public service, not personal promotion. I point this out, because while I attend community events and have maintained an awareness of the work of the council over the last five years, I may not be the more visible candidate for this position. I have spent my professional life serving the public in roles that require transparency, accountability, and trust and I bring those same ethics to this appointment. Trust and approachability through relationship building is extremely important to me. This position is about stewardship and strengthening existing systems to best serve the people of Wilsonville. I'm proud to have built a transparent professional record and a reputation for being a strong advocate and collaborator. Working within public systems in my day job allows me to understand the importance of clear boundaries, ethical decision-making, and earning the public's trust through consistent action.

What do you consider most important for Council to accomplish in the next two years, and how would you go about making those priorities happen?

As a young council one critical key to success over the next two years is in relationship building. Both with each other, and with constituents. To be effective leaders it is important that the whole council is able to work well together and strengthen the relationships among the group. Learning to solve problems as a unified group, even when opinions on issues may differ, is extremely important. Over the last nine or so months I have seen significant growth in the council's in ability to work together, communicate effectively with one another, and learn more about the strengths each councilor brings to the table. I want to help continue these efforts, and I believe I can bring a new perspective and energy that nicely compliments the

existing council members.

One of the most important responsibilities of a city council is to ensure that we not only hire and promote the hiring of strong leaders but also retain and support the talented staff who make our city exceptional. I bring substantial experience from public-sector hiring committees including serving on the selection committee for my college's first Chief Diversity, Equity, and Inclusion Officer. I have also completed training in bias reduction and equitable hiring practices. Having participated in numerous searches for public employees, I understand the importance of process integrity, transparency, and candidate fit for long-term success. With several key staff retirements this past year, maintaining job satisfaction and retention among Wilsonville's dedicated city staff is something I see as an important priority. As we are in the beginning of the recruitment process for a new City Manager, I can bring to the table an established skill set to hit the ground running regarding council duties in this hiring process.

I care deeply about ensuring that Wilsonville remains a safe and welcoming place for all, a place where people feel secure not only in their homes and neighborhoods, but also in being who they are. True safety means more than low crime rates; it means belonging, respect, and connection. As a community, we are strongest when every resident feels seen, valued, and supported. Public safety and security is something I see as a priority, and I am very excited about the addition of the mental health peer support specialist.

One of the most important roles of city leadership is to help navigate the natural polarization that can arise in any community. Part of that is ensuring residents have a clear understanding of what city government can and cannot influence. For example, while the city can address issues like blight in the town center, other concerns like business closures or the mix of restaurants are factors driven by market forces outside of city control. I see an opportunity to provide clarity through an educational campaign, using simple infographics and accessible materials, to help the community understand which issues the city can act on. I believe this kind of transparency and communication can reduce frustration, encourage constructive engagement, and build trust between residents and local government.

The Town Center Plan is also a priority, as we have all heard time and again from citizens of all viewpoints on this subject. In February of 2024 when I made my visit to Kitakata, the delegation was taken on a tour of a mixed-use space paid for by federal funding that was provided to municipalities after the Fukushima nuclear disaster as a way to help the communities recover and provide a space for community engagement. I have often thought back to this amazing facility, and how impactful it could be to have a similar space in Wilsonville. The facility was primarily an amazing indoor playground complete with a bouncy castle, and many other places for children to play. This was of course fun and provided vital space for children during the cold and rainy seasons, but there was so much more here. There were classroom spaces for infants and toddlers to be watched so their parents could get some brief reprieve, but also there were parenting classes and social services available. On the second floor of the building there were classrooms used for career technical education such as health sciences, and there were also spaces for elderly community members so that they could interact with children. Having a space for folks of all ages and needs to gather, that serves the community not just through social work but through fun and community building is something I view as integral to Wilsonville's future. In the past efforts at funding things like a community pool through bond measures have not been successful, yet time and again I have heard from community members that we need a place for children, a place for teens and young adults, and most recently at a community event I heard the need for a place for people to gather echoed yet again. While funding a facility like the one in Kitakata is likely not viable,

as we approach the Town Center plan I think it is important to both consider what types of spaces will be community based, and to think outside the box and creatively about what we can learn from other cities when it comes to public private partnerships that supports the needs our community is telling us about over and over. Of course, the answer is not as simple as following the path of our Sister City, but it is an example of creative thinking and how research to supplement the work that has already been done could be beneficial.

The current transit budget has been a challenging issue this year, and I see value in simple educational opportunities that allow citizens to understand where the funds for specific projects is coming from. While this information might be clear to those who regularly attend council meetings and work to stay informed, that is not the majority of citizens. Many people do not have the time or bandwidth to spend deciphering city budgets and funding streams. Information being more accessible to citizens is vital to increasing consensus and understanding, and it helps to solidify government transparency as a key value of the council. Explain what you believe makes Wilsonville special or unique in a positive way, and how you would propose to preserve, protect, and enhance those qualities.

As I have grown to know more about how our city functions, I have consistently heard two things. I have heard about the Wilsonville Way, and I have heard that Wilsonville punches above its weight. During my experience in Wilsonville Civics Academy one of the most interesting subjects we covered on several occasions was the incredible amount of lobbying that has been done to make Wilsonville what it is today. Many things I remember from my time growing up here, things that have shaped Wilsonville into what it is today, are the result of extensive lobbying. Learning the history of why Coffee Creek Correctional facility is located at its current site before going to visit in person was deeply engaging. I recall being a High School journalist for the school paper and covering stories about some of the local protest that went on during this time, including a citizen burying multiple school buses upright on his property. Coming back to these events as an adult, and hearing about the extensive work of the past mayors and council, and city lobbies gave me a new level of appreciation for the Wilsonville we all enjoy today.

The Wilsonville Way is not about lobbying though; it is about having a community where there is a place for everyone. I want to be a part of ensuring that this is the case for many years to come. I want my son to one day want to move back here the same way I did because once you have been out in the world, you begin to realize there just are not a lot of places like Wilsonville. The people, the natural beauty, the parks, these are just a few things that make Wilsonville a place I am thrilled to call home. There are many ways throughout this application that I have spoken to how this will be persevered over time, and how I will contribute. Hometown pride is an important aspect of our culture, and through serving the community in alignment with my own personal values of equity and inclusion, growth and learning, creativity and vision, integrity and fulfillment, as well as family and fulfillment, I hope to contribute to Wilsonville being an amazing place for generations to come.

Resume Upload (optional): [resume_avs.pdf](#)

Other Supporting Document (optional): [council_application.pdf](#)

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.

Signature: Adrienne V. Scritsmier

I Accept: Yes

Date Signed: Fri, 10/10/2025 - 1:47pm

The results of this submission may be viewed at:

<https://www.wilsonvilleoregon.gov/node/130393/submission/67040>

Resume

Adrienne Scritsmier

Wilsonville, Oregon · (541)206-2016 · Adrienne.v.phillips@gmail.com

Professional Summary

Visionary and equity-driven higher education leader with over a decade of experience advancing student success through inclusive programs, strategic partnerships, and transformational initiatives. Known for building strong cross-functional relationships and designing solutions that bridge institutional goals with community needs. Leads through relationship-building and a commitment to equity-driven institutional transformation, consistently earning team buy-in and supporting the needs of diverse stakeholders. Proven track record of leading inclusive projects, designing and implementing impactful student programs, and collaborating across departments and organizations to promote access, belonging, and student success.

Education

Master of Science in Education: Trauma-Informed Education

Eastern Oregon University, La Grande, OR — March 2022

- Research Project: 'The Implementation of Trauma Informed Practices in Higher Education Settings'
- Graduate Research Advisor: Dr. Amanda Villagómez

Bachelor of Arts in Sociology, Minor in Political Science

University of Oregon, Eugene, OR — August 2019

- Emphasis in social inequality, institutions, and identity formation.
- Completed an additional 16 credits in Anthropology.

Public Policy Leadership Microcredential

Oregon State University Ecampus — Completed 2025

- Gained tools for effectively navigating bureaucratic systems and driving change in public-serving institutions through inclusive leadership practices.

Honors and Awards

- Inductee, Phi Kappa Phi — 2022

For consistent 4.0 GPA throughout graduate school.

- Nominee, Richard “Coop” Cooper Award — 2021 & 2024

For exceptional service to Clackamas Community College.

Research Experience

Eastern Oregon University, La Grande, OR — 2022

“The Implementation of Trauma Informed Practices in Higher Education Settings”

- Random sample of 200 public colleges and universities in the U.S. to collect data on wraparound student supports.
- Mapped the path between wraparound supports, community engagement, and intersectional identities to look at an asset based approach to the implementation of trauma-informed practices in higher education settings.

Clackamas Community College, Oregon City, OR — 2020 to 2023

- Assisted with research and led various small teams to update elements of the college's Shared Governance redesign initiative.
- Currently leading a small team to define operational values and group norms for the college's Shared Governance Handbook.

Teaching Experience

Clackamas Community College, Oregon City, OR — Jan 2023–2024

- Taught Northstar Digital Literacy Curriculum in partnership with Community Education.
- Designed programming to meet community digital literacy needs.

Inza R. Wood Middle School, Wilsonville, OR — June 2022

- Guest speaker for 7th grade Social Studies classes.
- Designed and taught curriculum about Wilsonville's Sister City in Kitakata, Japan.
- Took a trauma-informed approach in teaching cultural appreciation vs. appropriation.

Clackamas Community College — 2022–2024

- Designed and taught trauma-informed practices staff training sessions to administrators, classified staff, and faculty across multiple departments.

Professional Training

- Oregon Institute for Leadership Development (OILD), AAWCC — July 2024
- ASSIST – Applied Suicide Intervention Skills Training — August 2022
- Mental Health First Aid — February 2019
- Grant Writing USA — October 2020

Professional Experience

Interim Community Education Coordinator

Clackamas Community College — Nov 2024–Present

- Manage non-credit community education classes across multiple campuses.
- Coordinate instructor hiring, onboarding, and evaluations.

- Schedule and support class development; manage budgets and enrollment in Colleague.
- Ensure FTE compliance and lead trainings for staff on enrollment procedures.
- Build relationships with community partners, including school districts, community centers, and parks and recreation districts.
- Oversee internal FTE data integration and reporting.
- Collaborate with the marketing team to design, proof, and finalize term class schedules for public distribution.
- Assist Director with long range planning and goal setting aligned with the college's continuous improvement cycle.

Student Services Coordinator – Wilsonville Campus

Clackamas Community College — Sept 2019–Nov 2024

- Oversaw enrollment, proctoring, and wraparound services.
- Coordinated registration and services for all CCC apprenticeship programs, including plumbing, low voltage electrician, wire, meter, line, and manufacturing.
- Launched and led:
 - Food Pantry (2019–Present) — 250+ served/month
 - Testing Center & GED Testing (2019–present)
 - Student Resource Center (2022–present)
 - Northstar Digital Literacy Programming (2023–present)
- Hosted Consulate General of Japan and Kitakata, Japan student exchange delegations.
- Supported staff and improved student experience across diverse systems.
- Assisted Director with long range planning and goal setting aligned with the college's continuous improvement cycle.
- Campus expert on internal systems and rules, often training new and existing staff on Colleague, Docuware, Qualtrics, and other internal programs.

Student Services Specialist (Part-Time)

Clackamas Community College — July 2018–Sept 2019

Testing and Records Specialist

Blue Mountain Community College — Jan 2018–July 2018

Administrative Assistant – Employment Services

Shangri-La of Oregon — Aug 2016–Oct 2017

Office Manager

Northwest School of Music — Sept 2015–Aug 2016

Freelance Makeup Artist

Estée Lauder — Mar 2015–June 2017

Counter Manager & Beauty Advisor

Estée Lauder at Macy's — July 2009–Feb 2015

Committee & Leadership Experience

Shared Governance Redesign – Process Support Group & Handbook Subgroup — 2020–Present

DEI Committee (CCC) – 2021–Present

- Events & Learning Subcommittee
- Former ACE Diversity Representative (2021–2024)
- Designed & taught trauma-informed practices staff training

Strategic Enrollment Management – Digital Literacy Workgroup — 2023–Present

Planning Committees – Summer & Fall Inservice Events — 2025

Community Connection Strategic Priority Workgroup — 2022–Present

Community Engagement

Chair, Kitakata Sister City Advisory Board

City of Wilsonville — 2020–Present

- Appointed by the Mayor to two consecutive three-year terms
- Served as Chair during 2024 and currently serving a second term as Board Chair

Wilsonville Citizens Academy Graduate

City of Wilsonville — August 2025

CCC Representative – Wilsonville Social Services Quarterly Gathering — 2023–Present

- Represent CCC at quarterly gatherings of social service providers from the city and county.
- Share and bring back resources to support students and program participants in the Wilsonville community.

Projects

Free Food Pantry at Wilsonville Campus | Founded 2019 – Ongoing

- Launched a free food pantry to serve students and the community.
- Partnered with Oregon Food Bank, serving an average of 250 individuals monthly.
- Increased visibility of the Wilsonville campus in the community.

Wilsonville Campus Testing Center Redesign | Completed 2020 – GED Testing Launched 2021

- Led redesign and space development for the new testing center.
- Collaborated with Pearson to launch GED testing, expanding access to underserved areas.
- Increased revenue and enhanced access to educational opportunities for local populations.

Wilsonville Campus Student Resource Center | Completed Fall 2022

- Created a safe, inclusive space for students to access resources and relax.
- Designed to meet the needs of students of all identities.

Northstar Digital Literacy Program | 2023–Present

- Designed and taught initial courses, created an enrollment system, and recruited and supported additional faculty to expand the program.
- Managed program logistics, including registration coordination and ongoing marketing updates for each term.
- Successfully introduced and supported the launch of Spanish-language sections to broaden community access.

FTE Collection Integration Project | 2022–2025

- Partnered with Events and Conference Services to integrate FTE tracking into 25Live for staff training courses.
- Streamlined the process, increasing revenue and improving data collection.
- Partnered with the LEAP office, College Safety, the Center for Teaching and Learning and HR to expand implementation.

30th Anniversary Celebration – CCC Wilsonville | Organized 2022

- Planned and coordinated the 30th anniversary celebration for Clackamas Community College's Wilsonville campus, fostering community and campus engagement.
- Designed a participatory group activity that resulted in a collaborative art piece, now on permanent display at the Wilsonville campus.

Technical Skills

- Student Systems: Ellucian Colleague (7+ years), Touchnet, 25Live, Docuware
- Reporting & Analysis: PowerBI (in progress), Qualtrics
- Productivity Tools: Microsoft Office Suite, Microsoft Teams, Planner, Zoom, Google Suite
- Testing & Assessment Systems: Pearson VUE, GED Testing Service, Accuplacer, NCRC, Oregon Department of Agriculture Testing
- Learning Platforms: Canvas, Blackboard, Moodle
- Reference Management: Zotero

Five (5) Wilsonville residents support this appointment

- Orlando Ferrer- friend and colleague. Orlando teaches digital literacy through CCC Community Education. I recruited him to do this after meeting at a community event. (949)285-8414
- Jenelle Reid- Kitakata Sister City Board member - (714)724-2555
- Jason Jones- former Kitakata Sister City Board member-(971)227-2498
- Mary Rooney- Wilsonville Civics Academy classmate-(206)612-4356
- George Dunn- Wilsonville Civics Academy classmate- (503)319-3837

To Whom It May Concern,

It is my pleasure to recommend Adrienne Scritsmier as a future city councilor for the City of Wilsonville. She definitely has the experience, knowledge, and passion needed to make a difference in her hometown.

I met Adrienne several years ago while volunteering for the Kitakata Sister City Committee, and I was always impressed by how she used her own experience as a student plus her current work as an educator to guide her decisions. She understands the importance of Wilsonville's connection with Japan, and she has continued to volunteer through the years to make our bridge stronger.

Although I switched gears and joined ACHC, I kept in touch with Adrienne and we frequently discuss ideas for our city's future. She has more drive in this direction than most, and I look forward to seeing in which direction Adrienne will help guide Wilsonville.

Sincerely, Jason Jones
Arts, Culture and Heritage Committee Chair
971.227.2498

Dear Mayor O'Neil and Councilors Berry, Shevlin, and Cunningham:

My name is Mary Rooney, and I am writing to extend my enthusiastic support for Adrienne Scritsmier for the city councilor appointment.

I met Adrienne Scritsmier through the Wilsonville Citizens Academy and grew to appreciate her as someone with the potential, commitment, and vision to lead here in Wilsonville. I am thrilled that Adrienne is seeking the city councilor appointment. She is thoughtful, intelligent, conscientious, and professional. Her work, academic, and lived experience make for a strong foundation from which she will serve constituents well.

Adrienne brings the perspective of someone who spent a large part of her childhood in Wilsonville and later returned as an adult with her family. Adrienne attended our local public schools, and her civic engagement in Wilsonville started early. As a child, she read the Wilsonville Spokesman, taking a thoughtful interest in the local politics and current events. She also represented Wilsonville as a 5th grade exchange student to our sister city, Kitikata, Japan. Coming full circle, Adrienne now serves as chair for the Kitikata Advisory Board and champions the sister-city exchange program between Wilsonville and Kitikata students.

Following graduation from Wilsonville High School, Adrienne sought degrees in sociology, political science, and a master's degree in education with a focus on Trauma Informed Practice. She also completed graduate level coursework on Public Policy Leadership. Her academic emphasis on Trauma Informed Practice is critical for someone seeking to represent a diverse populace. Adrienne understands the ways that stress from Adverse Childhood Events can lead to adverse health outcomes including mental health crises and addiction as well as joblessness and homelessness. This is vital for someone whose policy decisions will impact all residents, including those of vulnerable or marginalized groups. Adrienne has already demonstrated her commitment to our vulnerable residents through her work establishing a food pantry in Wilsonville.

Adrienne currently works as the Community Education Coordinator at Clackamas Community College. Through her own experience growing up in a single-parent household and later a student who faced financial impediments to higher education, Adrienne is acutely aware of barriers to social services faced by students and other members in the community. This knowledge prompted her work in opening a food pantry, in partnership with the Oregon Food Bank, on the Wilsonville campus to aid in countering food insecurity among community college students and Wilsonville residents.

Additionally, Adrienne has helped to bring GED testing to Wilsonville, expanding access and closing a service gap to the area. She also taught a digital literacy course through Clackamas

Community College, helping many older residents and English language learners overcome digital barriers to accessing much needed services. Adrienne is the type of person who looks for solutions to help others when she sees a population with unmet needs.

Adrienne Scritsmier is a compassionate visionary for Wilsonville and its residents, and I ask that you strongly consider her for the city councilor appointment. Thank you!

Sincerely,

Mary Rooney

What in your background, (educational, professional, volunteer) do you feel is most relevant to a City Council position?

From an educational standpoint one of the most relevant things about my background is that I am a product of the West Linn-Wilsonville School District. Like many young people, my goal was to get out of my hometown as quickly as possible after I graduated High School, and I assumed I would never come back. The further into adulthood I got, the more I learned how valuable the education I got in Wilsonville was. This was even further solidified for me once my own child entered school. One of my primary reasons for moving back to Wilsonville was to give my son access to the same level of public education that I have benefited from because I grew up in Wilsonville. The pursuit of higher education took me to the Eugene area for many years where I attended Lane Community College, and eventually University of Oregon where I studied Sociology and Political Science. This was not a linear path; it took me many years and fighting through a variety of barriers to complete my bachelor's degree. I often worked full time and parented while also going to school. My fields of study have given me perspective not only on social and political theory but also helped me gain knowledge and perspective about the world around me and those who live in it. Studying class, race, gender, and more specific topics like homelessness and social movements has built a solid foundation that allows me to see the world through the Sociological Imagination which helps me see the connection between individual and public issues.

In 2020 I was faced with losing my job due to pandemic related matters impacting all public sector jobs, but especially higher education. Luckily my job was saved due to relief funds, but I took this opportunity to really think about my career. I was still somewhat new to the field of higher education, but the thought of leaving it was a devastating one. This experience pushed me to enroll in school yet again, with the hope that skilling up would help me ensure that I could remain working in the field I had grown to love. In 2022 I completed my Master of Science in Education from Eastern Oregon University with a focus area of Trauma in Educational Communities. Throughout my graduate studies I had the opportunity to learn how trauma, and particularly Adverse Childhood Experiences, correlate to long term negative physical health outcomes. Studying trauma at a time when the entire world was experiencing collective trauma, and while other traumatic events such as the wildfires and severe ice storm of 2021 gave me new perspective into the world around me, as well as into the brain and body connection. Through my graduate research I learned more about trauma recovery, and one of the key components of being able to recover from traumatic life events such as homelessness, food insecurity, job loss, and addiction, is a sense of belonging in the community. Many regions in the U.S. are beginning to treat trauma as a public health crisis due to the direct correlation between Adverse Childhood Experiences and health outcomes such as stroke, heart attack, and addiction. Trauma can be

considered a buzz word or make some folks uncomfortable, but what it comes down to is that everyone faces hard life events that make them who they are. By making sure everyone can feel a sense of belonging in Wilsonville, we can contribute to improved mental and physical health outcomes.

In 2024 I had the pleasure of representing Wilsonville on a trip to our Sister City, Kitakata, Japan. Upon returning from this trip I started to think more critically about what future community involvement might look like for me. At this time I enrolled in a graduate level micro-credential at Oregon State University in Public Policy Leadership. This coursework was incredibly interesting and helped put into perspective work I was already doing. I was able to skill up by learning more about public and private partnerships and about navigating bureaucratic systems. The micro-credential is one half of a certificate in Public Policy Leadership, and I hope to return at some point and complete the additional coursework in the certificate program.

In my current role as Community Education Coordinator at Clackamas Community College I have the privilege of partnering with public and non-profit entities across the county to bring educational opportunities to adult learners. It has been a wonderful experience to learn more about communities in Clackamas County, and work to meet the needs of the community through the programming we offer through our partnerships. Through this work I have increased my understanding of intergovernmental agreements, contracts, and my geographic awareness of how community needs vary across the county. I am proud to say the City of Wilsonville is one of CCC's Community Education partners. Currently I am enrolled in a certificate program through a professional organization to obtain a Certified Program Planner credential. This opportunity has provided the chance to learn more about how to serve adults with non-credit, enrichment-based learning options.

I also participate in professional activities that I did prior to taking on the role of Community Education Coordinator such as serving on CCC's Diversity, Equity, and Inclusions Committee and the Events and Learning subcommittee. Over the last five years I have contributed significantly to CCC's Shared Governance redesign process. Shared Governance is a decision-making framework, often used in higher education settings, to allow everyone a seat at the table for collaborative decision making. During this redesign process I have been a group member, a group leader, and a coordinator of a variety of efforts towards the redesign. Currently I am a member of the CCC's Shared Governance Process Support Group which manages the handbook, communication, and support for the new council system that has been designed and implemented over the last five years. Many of my efforts in this work have been in learning more

about how groups can communicate effectively, and how consensus can be reached, even when disagreements occur.

Prior to taking on my current role, I was the Student Services Coordinator at Clackamas Community College Wilsonville campus. During my time in this position, I was able to do some amazing things not just for the population of students that I served, but also for the Wilsonville community. These are projects that were beyond the scope of my job description, where I chose to do additional labor based on my personal values and desire to help the community. My work at CCC began in 2018, but in September of 2019 I began working full time. As a part-time employee I was already aware of the student population at the Wilsonville campus and what their needs were, so my first project in my full-time role was to work towards meeting student basic needs. Food insecurity among student populations is an issue that is becoming more widely understood, and my own food insecurity while I was a college student led me to start a free food pantry at the Wilsonville campus by converting a former closet into a space with refrigeration and freezer capabilities. The CCC Wilsonville campus free food pantry is open to all community members and was designed as an intentionally low barrier pantry. Guests are never asked more than two questions, how many people are in your household, and have you been here yet this month? I intentionally created a space where folks could feel free from having to explain their needs or retell their stories which might bring up trauma. The food for the pantry comes from a partnership with the Oregon Food Bank, and I have also been able to obtain generous grants from OFB to upgrade refrigeration. While I have passed pantry duties on to a colleague, being able to help fight food insecurity in my hometown is one of my favorite things that I have ever done personally or professionally. The pantry serves several hundred people a month, most of whom are community members, not students. Wilsonville is somewhat of a social services desert, and being able to fill gaps not met by other local organizations has been a highlight of the free pantry. The pantry was designed so that it could be managed from the existing front desk at the campus, which means that it can be open without additional staffing during all lobby hours.

For several years my professional efforts were focused on bringing GED testing to the Wilsonville campus. This included extensive research and implementation of new procedures, as well as designing a new physical space for testing that allowed for increased capacity. I got to be a part of the construction process, as well as working extensively with IT to overcome a variety of technical challenges that popped up along the way. I was able to learn new things by going through the process of becoming an approved GED testing site through the Higher Education Coordinating Committee. Once testing began, this closed a service areas gap in GED testing sites in northern Marion and southern Clackamas counties. The proximity to I-5 has made CCC Wilsonville campus a popular GED testing site, and many folks have been able to obtain their GED right here in town. Student success in any form is extremely motivating and rewarding in the work I do, and this project is one that has contributed to bettering the lives of many people.

While working at Clackamas Community College I have also had many learning opportunities. One of the most impactful was in 2024 when I was selected by CCC's chapter of the American Association for Women in Community Colleges to attend the Oregon Institute for Leadership Development. This was a one-week intensive retreat focused on developing the next generation of leaders. In this small group setting I got to talk with women Community College Presidents from all over the state, ask questions, and hear their stories of how they became leaders. Throughout the week the attendees were asked to share long and short-term personal and professional goals. This is a vulnerable thing to say in this space, but I told my fellow attendees that one day I wanted to be a Wilsonville City Councilor.

Prior to working in higher education, I worked for a larger non-profit organization in Salem. In this role I worked to support a group of managers and their teams who provided support and services related to employment to adults with intellectual and developmental disabilities. This job widened my understanding around disability rights and taught me so much about why every single person in a community matters. During this time, I learned about human centered perspectives, I supported long range organizational planning and also had a tremendous amount of fun. Legislative advocacy is also a new skill that I learned at this time. I had the pleasure of taking adults served by the programming I worked with to meet with their elected officials to advocate for fair wages and no program budget cuts. Everyone deserves the opportunity to engage with their community, and this job opened my eyes to the many ways this can look. I was recovering from a mTBI during this time in my life, and this work and experience left me thinking every single day about how we are all more similar than we are different.

For ten years I also worked in high touch, retail customer service. This might not seem like it is relevant to the work of a City Councilor, but I disagree. It is through this work that I developed the customer service skills that I still use today. I also learned how to lead a team, earn buy in, and have thick skin when needed. The citizens of Wilsonville are the customers of the council, and my many years of customer service positions me well to be able to interact with and support them in a way that is professional and appropriate.

Since 2020 I have been a volunteer on Wilsonville's Kitakata Sister City Advisory Board, currently I am in my second term as board chair. I started hearing rumblings in early to mid-2020 that the Kitakata Sister City Association, a local 501c3, was struggling to stay afloat and volunteers were burned out from maintaining the sister city relationship on their own for many years, with no source of funding. As soon as I saw that the city was taking on relationship management through the creation of the Kitakata Sister City Advisory Board, I knew I had to apply. In 1996 as a fifth-grade student at Wilsonville Primary School I had the pleasure of visiting Kitakata. This is an experience that shaped my life and world view. To be able to volunteer my time and energy to ensure that students get to have the same experience I did for years to come, has been invaluable to me. I have taken many paid and unpaid days off from work in order to volunteer my time and effort to the Wilsonville community and the Kitakata Sister City Board. This has included creating a presentation and cultural craft and teaching it to five

periods of seventh grade students at Wood Middle School in 2022, touring visitors from Kitakata around CCC Wilsonville campus, helping to host the Japanese Consul General in Wilsonville in the fall of 2024, and most importantly to me, returning to Kitakata with an adult delegation from the city in February of 2024. To be able to relive my childhood experience as an adult was one of the most impactful things I have ever experienced. I got to see my host family again after 28 years. Throughout the 37-year relationship between the two cities, hundreds of students from Kitakata have come to Wilsonville and vice versa. My dedication to this program and sustaining it for Wilsonville's future is best shown by the fact that this was a self-funded trip where I used my vacation time, was away from my family for over a week, and paid for my trip all in order to represent Wilsonville. This is the same type of dedication I would bring to my role as City Councilor.

Public service, to me, is about consistency and follow-through. I believe in showing up, doing the work, and staying accountable to the community. This is demonstrated through my dedication to a public sector career. This is also reflected in my meeting attendance and voting record. I make it a priority to be engaged and informed at every meeting I attend. I'm at a point in my life and career where I can be fully present for this role, and I've demonstrated that level of commitment in my current leadership positions.

Please describe the ways in which you would best serve the citizens of Wilsonville through public service on the City Council?

Wilsonville is my hometown, and coming back here with my family in 2018 was intentional, we chose to put down roots and invest in this community for the long term. As a working mother with a child still in our local schools, and I believe it's important for that perspective to be represented on the council. Parents who are actively engaged in our school system and community life see firsthand the challenges and opportunities that families experience here. I have also walked a nontraditional path as a survivor, a lifelong learner who returned to school multiple times as an adult, and a public servant committed to equity and access. Those experiences have shaped how I lead: with empathy, accountability, and a focus on removing barriers for others.

I also recognize that our council, like many governing bodies, benefits from diversity in age and lived experience. As one of the younger council members, I hope to bring both energy and perspective, and to serve as a role model for other women and mothers who care about their community but may not see themselves represented in local government. My goal is to demonstrate that public service is not only possible for working parents, but also essential because our voices reflect the realities of so many residents in Wilsonville.

I believe one of the most important roles of public service is to listen to and advocate for those whose voices are not always heard. Every community has residents who face barriers whether

those are economic, social, or systemic. It is the responsibility of leaders to ensure their perspectives are included in decision-making. I see leadership as an opportunity to amplify those voices and make sure our policies serve the whole community, not just those already at the table.

My career and community involvement are rooted in public service, not personal promotion. I point this out, because while I attend community events and have maintained an awareness of the work of the council over the last five years, I may not be the more visible candidate for this position. I have spent my professional life serving the public in roles that require transparency, accountability, and trust and I bring those same ethics to this appointment. Trust and approachability through relationship building is extremely important to me. This position is about stewardship and strengthening existing systems to best serve the people of Wilsonville. I'm proud to have built a transparent professional record and a reputation for being a strong advocate and collaborator. Working within public systems in my day job allows me to understand the importance of clear boundaries, ethical decision-making, and earning the public's trust through consistent action.

What do you consider most important for Council to accomplish in the next two years, and how would you go about making those priorities happen?

As a young council one critical key to success over the next two years is in relationship building. Both with each other, and with constituents. To be effective leaders it is important that the whole council is able to work well together and strengthen the relationships among the group. Learning to solve problems as a unified group, even when opinions on issues may differ, is extremely important. Over the last nine or so months I have seen significant growth in the council's in ability to work together, communicate effectively with one another, and learn more about the strengths each councilor brings to the table. I want to help continue these efforts, and I believe I can bring a new perspective and energy that nicely compliments the existing council members.

One of the most important responsibilities of a city council is to ensure that we not only hire and promote the hiring of strong leaders but also retain and support the talented staff who make our city exceptional. I bring substantial experience from public-sector hiring committees including serving on the selection committee for my college's first Chief Diversity, Equity, and Inclusion Officer. I have also completed training in bias reduction and equitable hiring practices. Having participated in numerous searches for public employees, I understand the importance of process integrity, transparency, and candidate fit for long-term success. With several key staff retirements this past year, maintaining job satisfaction and retention among Wilsonville's dedicated city staff is something I see as an important priority. As we are in the beginning of the recruitment process for a new City Manager, I can bring to the table an established skill set to hit the ground running regarding council duties in this hiring process.

I care deeply about ensuring that Wilsonville remains a safe and welcoming place for all, a place where people feel secure not only in their homes and neighborhoods, but also in being who they are. True safety means more than low crime rates; it means belonging, respect, and connection. As a community, we are strongest when every resident feels seen, valued, and supported. Public safety and security is something I see as a priority, and I am very excited about the addition of the mental health peer support specialist.

One of the most important roles of city leadership is to help navigate the natural polarization that can arise in any community. Part of that is ensuring residents have a clear understanding of what city government can and cannot influence. For example, while the city can address issues like blight in the town center, other concerns like business closures or the mix of restaurants are factors driven by market forces outside of city control. I see an opportunity to provide clarity through an educational campaign, using simple infographics and accessible materials, to help the community understand which issues the city can act on. I believe this kind of transparency and communication can reduce frustration, encourage constructive engagement, and build trust between residents and local government.

The Town Center Plan is also a priority, as we have all heard time and again from citizens of all viewpoints on this subject. In February of 2024 when I made my visit to Kitakata, the delegation was taken on a tour of a mixed-use space paid for by federal funding that was provided to municipalities after the Fukushima nuclear disaster as a way to help the communities recover and provide a space for community engagement. I have often thought back to this amazing facility, and how impactful it could be to have a similar space in Wilsonville. The facility was primarily an amazing indoor playground complete with a bouncy castle, and many other places for children to play. This was of course fun and provided vital space for children during the cold and rainy seasons, but there was so much more here. There were classroom spaces for infants and toddlers to be watched so their parents could get some brief reprieve, but also there were parenting classes and social services available. On the second floor of the building there were classrooms used for career technical education such as health sciences, and there were also spaces for elderly community members so that they could interact with children. Having a space for folks of all ages and needs to gather, that serves the community not just through social work but through fun and community building is something I view as integral to Wilsonville's future. In the past efforts at funding things like a community pool through bond measures have not been successful, yet time and again I have heard from community members that we need a place for children, a place for teens and young adults, and most recently at a community event I heard the need for a place for people to gather echoed yet again. While funding a facility like the one in Kitakata is likely not viable, as we approach the Town Center

plan I think it is important to both consider what types of spaces will be community based, and to think outside the box and creatively about what we can learn from other cities when it comes to public private partnerships that support the needs our community is telling us about over and over. Of course, the answer is not as simple as following the path of our Sister City, but it is an example of creative thinking and how research to supplement the work that has already been done could be beneficial.

The current transit budget has been a challenging issue this year, and I see value in simple educational opportunities that allow citizens to understand where the funds for specific projects are coming from. While this information might be clear to those who regularly attend council meetings and work to stay informed, that is not the majority of citizens. Many people do not have the time or bandwidth to spend deciphering city budgets and funding streams. Information being more accessible to citizens is vital to increasing consensus and understanding, and it helps to solidify government transparency as a key value of the council.

Explain what you believe makes Wilsonville special or unique in a positive way, and how you would propose to preserve, protect, and enhance those qualities.

As I have grown to know more about how our city functions, I have consistently heard two things. I have heard about the Wilsonville Way, and I have heard that Wilsonville punches above its weight. During my experience in Wilsonville Civics Academy one of the most interesting subjects we covered on several occasions was the incredible amount of lobbying that has been done to make Wilsonville what it is today. Many things I remember from my time growing up here, things that have shaped Wilsonville into what it is today, are the result of extensive lobbying. Learning the history of why Coffee Creek Correctional facility is located at its current site before going to visit in person was deeply engaging. I recall being a High School journalist for the school paper and covering stories about some of the local protest that went on during this time, including a citizen burying multiple school buses upright on his property. Coming back to these events as an adult, and hearing about the extensive work of the past mayors and council, and city lobbies gave me a new level of appreciation for the Wilsonville we all enjoy today.

The Wilsonville Way is not about lobbying though; it is about having a community where there is a place for everyone. I want to be a part of ensuring that this is the case for many years to come. I want my son to one day want to move back here the same way I did because once you have been out in the world, you begin to realize there just are not a lot of places like Wilsonville. The people, the natural beauty, the parks, these are just a few things that make Wilsonville a place I am thrilled to call home. There are many ways throughout this application that I have spoken to how this will be persevered over time, and how I will contribute. Hometown pride is

an important aspect of our culture, and through serving the community in alignment with my own personal values of equity and inclusion, growth and learning, creativity and vision, integrity and fulfillment, as well as family and fulfillment, I hope to contribute to Wilsonville being an amazing place for generations to come.



Mayor's Supplemental Questionnaire
City Council Vacancy Appointment Process 2025
Required Prior to Meeting with the Mayor

Applicant Name: Adrienne V. Scritsmier

Thank you for your interest in serving on the Wilsonville City Council. Prior to your scheduled meeting with the Mayor, please email the completed questionnaire—including the date and your signature—to the City Recorder Kim Veliz (veliz@wilsonvilleoregon.gov) and Mayor O'Neil (oneil@wilsonvilleoregon.gov).

Your responses will help focus the conversation on your experience, perspective, and understanding of the responsibilities of this role. Please answer each question truthfully and thoughtfully. Your completed questionnaire will be shared with other Council members as part of the appointment process, and will be subject to public disclosure under Oregon Public Records Laws. If you need additional space to respond to any questions, you may attach extra pages.

To comply with Oregon Government Ethics and public meeting laws, applicants **may not discuss, seek assistance from, share their responses with, or distribute this questionnaire** to any current members of the Wilsonville City Council, other than the Mayor as part of this process.

Sharing questionnaire responses with Council members or seeking their input would likely constitute a prohibited communication and could disqualify the applicant from further consideration.

This completed and signed questionnaire must be submitted by 9:00 p.m. on the evening before your scheduled meeting with the Mayor.

Timely submission is essential to allow for adequate review and preparation. If the completed and signed questionnaire is not received by the deadline, the meeting will be canceled and the Mayor will be unable to consider the application further as part of the appointment process.

Mayor's Supplemental Questions

1. Describe your past involvement with the City of Wilsonville or other community organizations. Please include any service on City boards or commissions, task forces, nonprofit boards, or other civic leadership roles. Describe in detail how this experience has prepared you for service on City Council.

Mayor's Supplemental Questions

1. Describe your past involvement with the City of Wilsonville or other community organizations. Please include any service on City boards or commissions, task forces, nonprofit boards, or other civic leadership roles. Describe in detail how this experience has prepared you for service on City Council.

Since 2020 I have served the city on the Kitakata Sister City Advisory Board. I am currently in my second term as board Chair. During my time on this board, I have planned and facilitated several community events to increase awareness of the Sister City program, taught an entire day of seventh grade social studies lessons about Kitakata, and had the honor to represent Wilsonville as a delegate visiting Kitakata in February of 2024. I have taken many vacation days from my day job to dedicate to this program and furthering our board goals. This is something I have done because I am passionate about the Sister City relationship and ensuring that many students for years to come from both Wilsonville and Kitakata have the opportunities that I did as a young person in Wilsonville who got to visit our Sister City.

As board chair, I had the pleasure of signing the proclamation presented by Kitakata celebrating the 35th anniversary of the Sister City relationship. In my time on the Sister City board, I have engaged with many community members and many people from Kitakata, led board meetings in accordance with Oregon Public Meetings laws, helped ensure the board was making the best decisions possible with our budget, and had many teaching opportunities. While traveling to Kitakata in 2024 has been a highlight of this experience that allowed me a glimpse into representing the city on a broader level, there have been countless moments during my service that have prepared me for additional leadership roles within the city.

One of the most significant steps I took was in March of 2021, when I suggested that the KSCAB issue a public statement denouncing hate and hate crimes against AAPI people. This was at a time when Asian focused hate crimes were significant across the United States. I researched the statements issued by other cities and municipalities, and the KSCAB then adopted this statement which was posted on the City of Wilsonville website:

Statement of Solidarity with AAPI Communities

As Wilsonville's Kitakata Sister City Board, we promote understanding, friendship, and cooperation with sister cities and sister countries all over the world. As we mourn with our communities the deaths of eight shooting victims in Atlanta, six of Asian descent, and the ongoing rising violence against Asian Americans and Pacific Islanders (AAPI), we stand in solidarity with our AAPI community and condemn acts of violence, racism and hate.

The City of Wilsonville and Wilsonville Kitakata Sister City Board is committed to diversity, equity and inclusion and will continue to promote peace, respect and mutual understanding within our local communities and sister cities around the world. As global citizens, we must speak up for inclusive, supportive, and equitable communities and speak out against acts of hate, discrimination, and racism.

We believe in people to people relationships and working together every day to support and uplift the individuals and the diversity that make our communities beautiful.

In solidarity,

Wilsonville Kitakata Sister City Board

As a member of the Kitakata Sister City Advisory Board I have also had opportunities to work with the board and a consultant to form board goals which continue to inform our work. I had the pleasure of helping to host Mr. Yoshioka Yuzo who at the time was Consul General of Japan in Portland and sharing with him about the long-standing relationship between Wilsonville and Kitakata, as well as touring him around Clackamas Community College Wilsonville campus and sharing about the trades based educational opportunities that are provided there.

In my time on the KSCAB I have had the opportunity to work and collaborate with many city staff including countless parks and recreation staff, folks from the City Manager's office, and briefly with the City Attorney about the process required for the KSCAB to possibly become a standing committee, rather than an advisory board, and spent my own time and money to support this relationship. This speaks to my dedication to the Sister City relationship but also shows just a glimmer of how I will show up as a City Councilor - with unwavering dedication and respect for my hometown, and every individual who resides here.

I have also engaged with the community through participation in activities such as the Boards and Commissions retreat in 2022, and through participating in SMART transit planning sessions that were open to the community. It was through these sessions that I was able to represent student voices in advocating for increased transportation options that reach educational facilities outside of Wilsonville.

Another highlight of my community engagement has come through my day job. Since the food pantry that I started and previously managed for several years at CCC Wilsonville campus falls into the category of social services, I have had the opportunity to engage with social service providers from Wilsonville and Clackamas County. These are informal gatherings that are a time for those directly in service to community members to come together and discuss community needs. I have gotten to engage with Heart of the

City who got these gatherings started and often host them, Wilsonville Community Sharing, librarians, the McKinney-Vento Act liaison for the school district, social workers for the city and police department, folks providing mental health and recovery supports, and many others. It has been a very grassroots effort for all of these people to connect and discuss how we can continue supporting the needs of the community. I have learned something from each person who attends and have had the opportunity to share some of my own knowledge about our community's needs. This is one of the most organic things I have ever been a part of in Wilsonville, and it has been great to be able to share space with those working directly with the community.

2. Have you ever previously applied for appointment to, or run for, elected office in Wilsonville? If so, please describe the position, the year, and what you learned from that experience.

I have never applied for an appointment to, nor run for, elected office in Wilsonville.

3. Serving on City Council involves a significant time commitment and responsibility. Please explain how you plan to manage the workload, your willingness to serve through the remainder of this term, and whether you intend to run for the position in the November 2026 election.

My interest in serving my community through further civic involvement has been growing for some time, particularly in the last two or so years. During this time, I have spent time increasing my knowledge and skillset through academic and community-based activities, but I have also made changes in my personal life to better support taking on an additional role. In November of 2024, I began transitioning to a different role at my place of employment, which provides me with increased flexibility. I engage differently with the community and have more flexibility than I have in the past when I often worked later into the evening to support students. I have a hybrid work schedule, working from home most Mondays and Fridays. From mid-June to Labor Day weekend each year I only work four days a week. As a public employee I have a variety of time off throughout the year that I can use to fill in gaps if there are times that I need to be away from work. Over the last few years, I have probably taken close to two weeks of vacation time in order to support work of the KSCAB, this shows my willingness and dedication to use my personal time off for service to others. While I think it is important for perspective on the council that a working mother of a school age child is represented, I am also at a time in my life when I have less obligations to my family as my child is older. I would not have considered applying for this position if I was not willing to run in the November 2026 election, as this has been explicitly stated as important to the Mayor and Council. I have great respect for the amount of time and energy required of city staff to onboard a new councilor and am dedicated to running in the election cycle that will follow this appointment.

4. The City Council adopted its 2025-27 Council Goals earlier this year. Please discuss your understanding of the Goals, your understanding of the role the Goals play in the Council's work, and any particular priorities you have toward accomplishing the Council goals.

My understanding of the City Council goals adopted for 2025-2027 is that these are the agreed upon goals set by council which will drive the work done for the remainder of this time. I understand that the council set these goals collectively through a collaborative process facilitated by a consultant. I believe this is the same consultant used by the KSCAB for goal setting, though on a different scale. As a councilor appointed mid-term, and who did not have input into the goal setting process, I think it is very important that the person appointed into this position shows an outward willingness to support the work of the existing goals. Prior to reading the goals, my top areas of concern as an incoming councilor would have been the Town Center Plan, and maintaining a balanced city budget, along with making sure all citizens of Wilsonville feel a sense of belonging.

After reviewing the goals, I was pleased to see that they are aligned with many of my own ideas or connected to ways I have supported the community. Oftentimes when I observe misunderstandings or disagreements that citizens voice towards the city, my impression is not that anyone is incorrect, it is that there is a level of misunderstanding. I would like to see the city do a bit more work to provide more equitable opportunities for community engagement, and community-based education. Not every citizen has the time or energy to devote to understanding what the city can and cannot do, how bureaucratic systems work, how to navigate those systems, and how to self-advocate. Instead, we often see anger and frustration. While I understand and respect why people have these feelings, I think more can be done to present information in a thoughtful and more easily accessible manner, so that we see increased community engagement and understanding. I believe these ideas are in line with goal 4 ‘Communications and Engagement’. The strategy under this goal of developing systems for measuring success with outreach for various policies, also feels particularly important to me.

Goal 1, Financial Health, is vital to the sustainability of Wilsonville. Increased revenue is an interesting topic and one part of the solution, but I hesitate towards any increased revenue ideas that will be directed towards all or most residents. There are many vulnerable populations in Wilsonville, and I believe it is my duty to make sure those voices are represented in the conversations about increasing revenue, especially if increased revenue will have the effect of increasing costs for those who might not be able to afford it. While there was nothing mentioned in the board goals about increasing costs that would impact a large portion of our population, this is still something that I am committed to raising awareness of as we move into a period where increasingly sensitive budget conversations will need to happen. No one wants to reduce service levels, or increase fees, and that is clear from the thoughtful way this goal was written. I appreciate that currently this goal is only in the information gathering and analysis phase, and whether I am appointed or not, I look forward to hearing the results of this analysis in the future. When talking about budget it is impossible to ignore the impact of staffing costs, particularly as PERS costs for public employers continue to increase significantly. This is a very real,

everyday concern in my day job, and something I am very aware of. There may be a time when additional conversations around this are needed, and I commit to thinking creatively, and presenting information so that it does not instill unneeded fear or concern among city staff. There are ways to have hard conversations in a sensitive and trauma aware way, and this is one place that I believe my leadership skills can truly shine. There are also many different options to explore the generation of additional revenue, and cost savings related to existing practices.

Goal 2, Public Safety, feels important to me as many of the topics mentioned in this goal are directly related to citizen concerns. I appreciate the idea of a reward system for reporting graffiti, as there has too frequently been racist graffiti in Villebois where I live. This feels like a direct solution to an ongoing problem which allows the council and staff to be responsive in a timely manner to citizen concerns. The pilot program for the peer support mental health worker is also something I am excited to see in relation to public safety. Increased mental health supports can help resolve challenges before they rise to the need of involving law enforcement. I believe the community has seen amazing results from having a social worker at the Community Center, and through the work of the Wilsonville based social worker employed by the Clackamas County Sheriff's department. Continued efforts at early intervention, and trauma awareness, will benefit Wilsonville for many years to come.

Goal 3 speaks to me as an important part of Wilsonville's identity. Our parks are amazing, and I know people who come from all over the County to enjoy them. Wilsonville is known for these amazing and well-maintained outdoor spaces and ensuring that we continue to have these beautiful spaces kept up to the standards we have all grown accustomed to, which is important to our city's identity.

One of the most interesting things I found mentioned in the adopted goals for 2025-2027 was the mention of the 'silver tsunami' and how the increase of aging populations will impact Wilsonville. I was particularly struck by the mentions of concern regarding elderly citizens being targets of crime, or easily taken advantage of, in part due to quickly changing technology. I immediately thought of the work I have done to bring digital literacy courses to the community when I saw these remarks in the planning document and started to think about how these efforts could be expanded. In the past I have taught free digital literacy skills classes in the community and have continued to expand this programming in the county. We now offer both basic computer skills in English and Spanish, and an internet basics course which includes material about how to stay staff online. When I was teaching these courses, many of my students were of higher average age and felt left behind by advances in technology. This is an issue not only of potential social isolation for our elderly population, but also of public safety. I am actively working already to think about how I can continue supporting the needs of this population through

my day job - and I have several ideas about easy ways the city could continue their support of this population in a way that supports inclusion and understanding.

The Town Center Plan is also a driver of work that the City Council will be doing for the next few years. I believe this work is very important to creating the Wilsonville we all want to see, one that is thriving and inviting. Community engagement and buy-in is essential as this project moves forward. Growing up just off of Town Center Loop and then working with a view of Town Center Loop for many years gives me perspective and history that I can pull from to help support the community through this project.

If appointed into the position of City Councilor, I commit to upholding the Team Agreement listed on page 18 of the planning document, which values transparency, professionalism, collaboration, clarity, preparation, and following communication protocols.

5. What motivates you to seek this appointment at this particular time? How do you see your role in advancing the City's adopted goals?

I am motivated to seek appointment at this particular time because I believe this is an especially challenging time politically everywhere in the US. I believe Wilsonville is better than that though, and I want to help set an example for other cities, regions, and states. Working together with those who have different approaches and opinions is not easy, but it is necessary. A team is only as strong as its weakest link, and I do not want to see our council have any weak links. Teams also thrive and can have the most impact when each person brings their own unique view and skillset. There are councilors who are far more well versed in planning and development than I am, there are councilors who are more familiar with legal obligations of the city than I am, but I bring something different. I bring a positive, asset-based approach, awareness of trauma informed practices and how this supports citizens of all identities and life experiences, and energy and willingness to work diligently to bridge any and all gaps within the existing council.

As a potential councilor entering into a setting where goals have already been adopted by the group, I see my role in advancing these goals as one of learning, listening, and adapting. I do not believe it is the place of the individual appointed into this position to do any work that is counterproductive to the goals that have already been set. There are ways to support the existing goals while still asking thoughtful questions and having an approach that allows the voice of the people to be represented through the work of the council. As a City Councilor, I would view myself as a voice of the community, with the goal of furthering the voices who feel that they are not being heard. I think there are ways that I can support that effort, even among populations of constituents that I may not agree with. It is the job of a City Councilor to listen, reflect, and follow up with thoughtful inquiry, but also to raise the voices of those who feel marginalized and like they do not have a voice. My approach as a councilor is to be someone that anyone and everyone in

Wilsonville feels comfortable reaching out to. My message to the residents of Wilsonville is this: I see you, I hear you, I am like you, this is my home too. I want to help build consensus and understanding in our community, not increase division. We all belong here, and we are all here because we like it. I never imagined I would move back to my hometown, but the more I experienced the world, the more I realized how amazing the Wilsonville Way is. Just as I want students for years to come to experience what I did as an exchange student to our sister city, I want residents of Wilsonville for years to come to love where they live and feel that they belong here.

6. How do you approach forming positions on complex policy issues? Describe how you balance your own views with input from staff, community members, and fellow Councilors.

I view the primary goal of a councilor as one of listening. A vast amount of information is shared by city staff, community members, and fellow councilors. It would be my job to approach this information respectfully and with active engagement. I strongly believe in relying on subject matter experts to inform my decision making. The City of Wilsonville has a highly skilled, knowledgeable, and educated staff. The city has excellent staff retention, and it is important to keep this in place by ensuring that staff continue wanting to work in and for Wilsonville. My background in social services and community-based work makes me an expert on how to support those in need, it does not make me an expert at city planning for example. I will certainly grow into my role and gain knowledge, but I will never be the subject matter expert that someone who has dedicated their entire career to planning, or transit, or water treatment is. I have a deep desire to listen, learn from the experts, while still asking critical questions to ensure that not only myself and my fellow councilors, but also the citizens of Wilsonville have the best understanding possible about how things work, and why certain decisions were made.

Complex policy issues are not a light matter. No amount of academic study or inquiry can fully prepare anyone for high level decision making that impacts a constituency. This is hard work, and I know it will not be easy. My education has prepared me some, my work in the public sector has prepared me some, my own lived experience navigating complex systems has prepared me some - but I will not be able to stand on these alone. Being dedicated to taking the time to make thoughtful decisions backed by research, information provided by staff, fellow council members, the community, and my own moral compass is what I can offer. Collaborative decision making is something I have researched in great detail through my day job, and I can also bring these skills in the hopes of being a thread that brings the current council even closer together, and allows for decision making that supports the needs of the people we represent.

7. Share an example of a time when you had to support a policy decision you did not personally agree with. How did you handle it?

There have often been times in my professional career that I did not support a policy or decision. There are times that this has required hard conversations, times that this has required keeping my personal opinions to myself so that I remain respectful and professional, and times that I have used these opportunities to learn and ask questions. As a City Councilor there are times when it is not appropriate, or in the best interest of the citizens, to share personal opinions. Asking questions and trying to learn more about the decision that was made, why it was made, and exploring my own feelings and beliefs is my civic duty, especially in situations where I might not support a policy decision. Sometimes this has resulted in changing my opinion, and sometimes this has resulted in holding tightly to my own morals. Policy decisions are often made through collaborative efforts, votes, or consensus. Once a policy is in place through these methods, I believe it is the job of elected or appointed officials to act with respect and not voice their personal opinion. Exceptions to this would be policies that are inequitable or potentially cause harm, and these are decisions that my morals and integrity will not allow me to stay quiet about.

8. Wilsonville is home to residents from diverse neighborhoods, backgrounds, ages, and experiences. A core value of our community is fostering a sense of belonging—making sure everyone feels valued, welcomed, and heard.

a. Describe what “belonging” means to you in the context of Wilsonville. Share any relevant personal or professional experiences that have shaped your perspective on building an inclusive community.

Belonging means that we all feel safe, welcomed, and at home in beautiful Wilsonville. That we can all show up with our full identity, each and every day, without fear. Research shows that a sense of belonging is one of the top ways that those who have experienced trauma can recover. Toxic stress and trauma are significant indicators of negative health outcomes in adults, as shown by the famous study by Feliti et al. in 1996 on Adverse Childhood Experiences. In some cities and states, trauma and ACEs are being treated as a public health crisis. In doing so, risk factors for outcomes like heart disease, stroke, and addiction are decreasing. By doing something as simple as fostering an environment where everyone feels that they belong, we can actually change physical health outcomes. Trauma recovery through belonging can also help fight challenges such as job loss, homelessness, and addiction. Wilsonville is a place for everyone. Through my research in Trauma Informed Practices and study of concepts of intersectionality, I believe I am a wonderful role model and subject matter expert when it comes to helping to build an inclusive community. By recognizing that we are each unique people, shaped by different lived experiences, we can continue to build Wilsonville into an inclusive community where everyone knows they belong. When we feel safe and at home, we can each show up as our full authentic selves - and this is the kind of place I want to live. This is a place for us all, no matter what side of town you live in, what type of dwelling, or how long you have lived here. Over a couple of stints, and many years, I have had the

opportunity to live in Charbonneau, the Courtside neighborhood, closer to Town Center, and now in Villebois. I have felt a sense of belonging in each of these neighborhoods, and I am committed to doing everything in my power to help all Wilsonville residents feel that they belong, no matter who they are or where they live.

- b. How will you support and foster the City's Diversity, Equity, and Inclusion programming if appointed to Council?

The way that I will support and foster the City's Diversity, Equity, and Inclusion programming is the same way that I have supported and fostered this work as a citizen. Through welcoming people of all identities, through participating in ongoing learning opportunities so that I can ensure I am aware of and supporting fluctuating community needs, and through participating in events that help raise awareness and build community for those who call Wilsonville home. I have a long-term commitment to DEI work in my professional life, including serving on the hiring committee for my employers first ever Chief Diversity, Equity, and Inclusion Officer. I am also an advocate for disability rights from both professional and lived experiences. This is a part of DEI work that can sometimes be forgotten. I vow to raise the voices of those who feel they are not seen or heard, of those who do not see themselves reflected in the council, and of those who feel silenced.

- c. How will you support and foster Arts, Culture, and Heritage Commission initiatives, if appointed to Council?

I will support and foster Arts, Culture, and Heritage Commission initiatives by engaging in events and opportunities provided by this council, and through spreading a message about the long, rich history of art in our community. Wilsonville has some of the top arts educators in the state. I benefited greatly from this as a young person. I would not be the person I am today if it were not for the art education I received at Wilsonville High School, and I know thousands of students from 1996 on, feel the same way. The community has benefited from murals and community-based art installations through the work of the Arts, Culture, and Heritage Commission, and I want to see this work continue for years to come. As a younger city, Wilsonville has the opportunity to further solidify its outward identity as a place for art and artists. We can continue defining our community culture through this valuable work.

9. In your view, what role should City Council play in ensuring that all voices are included and considered in decision-making?

The role the City Council plays in ensuring that all voices are heard is an important one. I believe it is the job of the council to create an environment where people feel welcomed and interested in engaging with their elected or appointed officials. As a City Councilor one of my personal values will be one of approachability. If we are not creating opportunities for the community to access their elected officials, and feel welcomed to do

so, we will never increase community engagement or meet the needs of the community. Often, people just want to feel seen, heard, and respected. I believe it is the role of a City Councilor to be a bridge between the community and city staff. If appointed, it would be my job to say, "I don't know, but I will find out." Community engagement can often be challenging, folks tire of filling out surveys, or do not have time or energy to attend meetings. I view ensuring that all voices are included and considered in decision-making as part of Goal 4 of the adopted Council Goals. Added outreach and meeting the community where they are so that they have access to information, tools, and people that can help meet their needs, including having their voices heard, are all ways that we can do more to make sure everyone's voice is being heard, and considered in decision making.

10. Briefly describe your familiarity Oregon's government ethics laws, including financial disclosure requirements.

Oregon's government ethics laws are admittedly new to me, aside from serial meeting, quorum rules, and other public meetings laws that apply to the KSCAB. I have completed the training required to be in compliance with ORS 192. I have also done my due diligence in researching and learning about the financial disclosure requirements and have no concerns about those requirements. As a public employee, and as a former employee of a non-profit, I am accustomed to state regulation and oversight that impacts the work I do. This includes OARs, and ORSs, as well as rules put forth by the Higher Education Coordinating Committee. I am intentional in my profession being one that serves the public, personal gain and profit is not why I do what I do. There are no concerns in my household regarding the financial disclosure requirements now or moving forward. I have learned a few new things to be aware of regarding financial disclosure if I am appointed into this position, however they have minimal to no impact on anything that I would need to do differently. I view myself as a public servant, and financial gain through public position of authority does not align with my values.

11. How would you handle a situation where your personal views differ from adopted Council goals or legal obligations?

This question is asking two very distinct things, so I will answer each portion independently of one another. There is very likely to be times throughout my potential appointment and hopefully following term that my personal views will differ from the adopted council goals. I do not believe it is the job of a councilor to express their personal beliefs; it is the job of a councilor to be the voice of the people. I commit to doing my best to represent Wilsonville citizens and their beliefs and values, before my own. Legal obligations are more rigid and not following them is non-negotiable. The risk of not following legal obligations, whether I agree with them or not, is too high for me personally, and not a liability I would ever intentionally inflict upon the city. I hold myself to high

standards as a rule follower and will maintain those standards while representing the City of Wilsonville.

12. You may use this space to provide any other information you would like the Mayor to

It is my hope that one thing the Mayor and Council will consider during the selection process is voting record. Not how someone has voted, but whether or not the applicants have taken the time to vote in most elections during their time living in Wilsonville. Voting is a key form of civic engagement, and personally, as a citizen, I do not want to be represented by someone who has not engaged locally in this way. If Wilsonville matters enough to someone that they are asking to be appointed into a position of authority, my expectation is that they have been utilizing their right to vote in local elections.

October 8, 2025

10. Briefly describe your familiarity Oregon's government ethics laws, including financial disclosure requirements.

11. How would you handle a situation where your personal views differ from adopted Council goals or legal obligations?

12. You may use this space to provide any other information you would like the Mayor to consider.

Declaration and Signature

I declare under penalty of perjury under the laws of the State of Oregon that the information I have provided in this questionnaire is true and correct to the best of my knowledge.

Signature: Adrienne V. Scritsmore Date: 10/14/25

Applicant's name: Adrienne Scritsmier

1. What criteria would you use in your decision-making process as a member of the City Council?

I do not believe that one singular set of criteria can be applied to every decision a City Councilor needs to make. Using the same criteria to make decisions on large scale budget or planning topics for example, requires more critical thinking, exploration, listening, and information gathering. Decisions that do not have as much impact on the community or citizens may not require as many criteria or as much time for decision making. I am committed to making the most balanced, and fair decisions that I can if appointed into this position through listening to needs and concerns of the citizens of Wilsonville, learning from subject matter experts, engaging actively with material provided to the council, asking questions even when they may be hard or uncomfortable, and balancing all of these to do my best to reach a decision that best supports Wilsonville and its people. The more a councilor knows about a given decision and its impact on the community, the better decision maker they can be. I am committed to engaging in as much learning as possible, so that I can be the best decision maker possible.

2. Given the City Manager's comments in the FY 2025-2026 Budget introduction, how would you work to make the general fund more resilient?

From reading the 2025-2026 Council goals, my takeaway regarding budget is that we are in an information gathering and analysis time period currently. In the City Manager's comments in the FY 2025-2026 Budget introduction, it is clearly outlined that personnel costs are nearly half of the city's operating budget. One way that I would work to make the general fund more resilient is by examining ways to keep personnel costs at the current baseline. This is a challenge with rising costs, particularly around PERS. I believe with some creative thinking there may be some cost savings that can be found in existing personnel costs that would not result in service reductions, reducing FTE, or increasing workloads for existing staff. The challenges around retirement costs are not going to go away anytime soon, public employees work hard to earn their retirement, and I feel that they are well deserved, but this will remain a budgetary challenge for the foreseeable future and is an issue that I believe needs some focus so that ongoing budget resiliency can be achieved.

There was a significant proposed budget reduction in the category of supplies from the 2024-2025 FY budget to the 2025-2026 FY budget. While this came from a specific one-year cost savings related to the water treatment plant, these are the types of reductions or cost savings

I would like to explore further if appointed into this position. I would like to see savings that have minimal impact on the citizens of Wilsonville, and on staff, but add to our solvency. With the 2025-2026 FY budget reflecting a 20.8% reduction from the previous fiscal year, it shows that significant efforts have been made to present a balanced and realistic budget that continues to meet the needs of those served by the City of Wilsonville, its residents, those who work here, or those who might just be passing through. The current council goals align with exploring options for additional revenue, which I believe is also an important step in maintaining balanced budgets for years to come. In a time of economic uncertainty, and shifting government funding, it will take some creative thinking and collaborative problem solving in order to continue along the path we are already on, but the current council and staff seem ready and willing to work together to find budget solutions that work to continue keeping Wilsonville the way we know and love.

3. The city will receive a \$6.45 million lease payment in FYE 2027. If you could spend that money on anything, what would it be and why?

In an ideal scenario, where I could do anything with this money, I would love to see it dedicated to creating a community space as part of the Town Center plan. A place where people of all ages can gather. As a young person growing up in Wilsonville, I remember my peers and I often felt like there was nothing for us to do here in our leisure time, this is a complaint I still frequently hear from parents and young people in the community. I think the vibrancy and engagement of the Town Center Plan will be dependent on if there is a reason for folks to show up there who do not live on or near Town Center Loop. Creating a physical space for people to gather and feel a sense of belonging is something that I see as very valuable to the community in the future. Of course we have the Community Center, but they have more historically served a specific population of the community, and the Community Center is a space designed primarily to meet the needs of that population. This is vital for community support, but I want to see more. I want to see a space thoughtfully designed for people of all ages, and that has spaces and activities that can be more specifically targeted to children and teens, while also including adults.

This idea is only a dream for a few reasons. First, this amount of money is not enough to complete the type of project I am thinking of. Second, in a time of changing budget needs, this would not be a financially viable or responsible project to be funded with these specific funds. A realistic and more appropriate use of these funds would be to ensure we are maintaining the City of Wilsonville budget so that service level reductions do not become necessary, and to provide some stabilization to the budget in general. I would also advocate for a portion of these funds to be used to continue supporting social services work in Wilsonville. Whether this looks like additional support for existing service providers like Wilsonville Community Sharing or adding an additional position for Peer Support Mental Health staff, it is important to me that at least a

portion of these funds help support the needs of community members. I feel strongly that there should be some benefit to the broader community also. Something fun that everyone can enjoy. I do not view these funds as extra, I view them as sustaining, but that doesn't mean that at least a small portion cannot be used for something fun, perhaps in a local park, that can provide enjoyment for the community for years to come. Gathering community input on what to do with a small portion of these funds that are set aside for something more fun is also something I am open to.

City Council Appointment Application Form for Alice Galloway – October 1, 2025

First Name: Alice

Middle Name: Gene

Last Name: Galloway Neely (I go by Alice Galloway)

Home Address: 31125 SW Edgewater Place

City: Wilsonville

State: Oregon

Zip Code: 97070

Is this address within the City?

Yes

I have lived in Wilsonville since: November 2020

Home Telephone No. 503-320-5740

Work Telephone No. NA

Cell/Mobile Telephone No. 503-320-5740

E-Mail Address: gallowaynw@gmail.com

Are you a registered Voter in the State of Oregon?

Yes

Present Occupation: Retired

1. Please list five (5) Wilsonville residents who support you for this appointment, along with their contact information and their relationship to you.

- Cathi McLain, President, Charbonneau Arts Association (CAA),
cathi@mclainco.com, 503-702-0216. I work with Cathi on CAA's Music and Arts Festivals, and I volunteer with her on the Charbonneau Women's Golf Association Board.

- Patrick Donaldson, Wilsonville Chamber of Commerce and Charbonneau EPPS Committee pfdforbes@aol.com, 503-460-0595. Patrick and I worked together on the Wilsonville Music Festival at Charbonneau “Blues for Schools” (fund raising and logistics).
- Michelle Watts, ZEST Director at SpringRidge, michelle.watts@SRG-LLC.com, 503-694-0303. Michelle is a member of the Charbonneau Communications Committee (I am chair) and she worked with me on the Wilsonville Music Festival at Charbonneau “Blues for Schools.”
- Mary Closson, Carpenter Media, maryclosson@youroregonnews.com, 503-320-9757. Mary worked with me on the advertising plan for the Wilsonville Music Festival at Charbonneau and on the Music Stage Program promotion (I am chair). She helps with the Wilsonville Arts Festival at Charbonneau.
- Gary Newbore, past President of Charbonneau Board of Directors, garynewbore@yahoo.com, 503-533-8823. Gary and I presented transportation proposals to Oregon’s interim legislative committee studying the state’s transportation budget. He works with me on various Charbonneau events and activities, such as partners’ bridge and the music festival.

2. **What in your background, (educational, professional, volunteer) do you feel is most relevant to a City Council position?** I hold a Master of Public Administration from Portland State University (1996) and a Communications degree from West Virginia University (1971). My career spans radio/TV news, film/television

production, and nonprofit/government fundraising and program development. I've volunteered on city boards and commissions in Tualatin, Redmond, and Wilsonville, as well as nonprofit boards in Portland and Wilsonville. I served on Panel B of the Development Review Board and currently serve on Panel A. I launched nonprofits in Riyadh, Saudi Arabia (American Community Services), and Oregon (Start Making a Reader Today – SMART Program, Wraparound Oregon for complex-need youth, and The Family Foster Care Network). I started the first Communications Program for Oregon's child welfare agency. I raised considerable federal funds for urban Alaska Natives/American Indians, public school students (Tigard/Tualatin School District) and foster children/youth. These experiences have equipped me with the skills needed for City Council. (See attached bio for further details.)

3. Please describe the ways in which you would best serve the citizens of

Wilsonville through public service on the City Council. I would evaluate

decisions based on available facts, collect information and ask questions, consider multiple perspectives, consult others for insight, and identify innovative ideas that could solve complicated problems. The ways I would best serve Wilsonville are: (1) participate in thoughtful decision-making; (2) listen to resident voice; (3) take stands on issues important to Wilsonville residents; and (4) be a reasonable and reliable member of City Council.

4. What do you consider most important for Council to accomplish in the next two years, and how would you go about making those priorities happen? Financial

health and fiscal accountability: Anticipate federal and state financial impacts,

inform the public about local finances, and prioritize needs when budgeting.

Communication and engagement: Tailor communication strategies to each audience, boost social media outreach, increase public presentations, and invite community input. Expand on-the-ground mental health resources: Learn from other communities, collaborate with providers and relevant organizations, raise awareness, and support professionals working with law enforcement, schools, and nonprofits.

5. **Explain what you believe makes Wilsonville special or unique in a positive way, and how you would propose to preserve, protect, and enhance those qualities.** The link between Wilsonville and Charbonneau is important to me, and I hope to strengthen it. I launched the Wilsonville Music Festival at Charbonneau with a Wilsonville Community Cultural Events and Program grant, which showcased what collaboration between the City and Charbonneau can achieve. Similarly, the Wilsonville/Charbonneau Pathways Project involves both the Charbonneau Communications Committee (I am chair) and Civic Affairs Committee in its planning. Programs like the Wilsonville Civics Academy and the Kitakata Sister City Program add to Wilsonville's appeal. I encourage residents to get involved in city programs or committees. I value Wilsonville's proposed Town Center for its integration of services, transit, retail, and housing, and want to help make this vision a reality.
6. **Resume Upload (optional):** I uploaded a brief bio.

Note: I will be out of country from October 6th to October 21st. I can be reached by email.

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.

Signature: \$ }uin#7 `}}E> `%#Bmm}%#

I Accept:

Yes

Date Signed: October 1, 2025

Alice Galloway possesses an extensive background in social services and communications. In her capacity as an independent consultant, she established a state agency, developed programs from inception, and conducted service needs assessments for children and crime victims throughout Oregon. Her strategic plan for the state's special needs adoption program garnered national recognition for its positive outcomes. As executive director of the Oregon Children's Foundation, Alice led the launch of an early literacy initiative, successfully mobilizing businesses, community leaders, and schools to create Start Making a Reader Today (SMART) statewide. The SMART initiative received the 2014 Library of Congress Literacy Award.

Alice excels at assessing service needs, building community partnerships, and running effective programs. She established the first state child welfare Communications Department to educate the public about Child Protective Services and train staff in media outreach regarding at-risk families. She introduced Neighborhood Foster Care in collaboration with the Casey Family Program and was instrumental in developing Wraparound Oregon, a five-year effort aimed at transforming government services for children and youth facing complex mental health challenges. Before relocating to Oregon, she founded the first nonprofit organization in Riyadh, Saudi Arabia under the auspices of the U.S. State Department and served as Director of Development for the Los Angeles World Affairs Council, where she maintained close working relationships with an influential corporate Board of Directors.

Her communication and resource development skills are notable, having secured substantial funding for wide-ranging state and local initiatives dedicated to improving outcomes for Oregon's children and families, urban Native American populations, public schools, and military veterans.

Alice is the recipient of the 1988 Excellence in Achievement Award from the State Management Association and graduated with honors from Portland State University, earning a Master of Public Administration degree in 1996.

Pertinent Volunteer Experience:

- Leadership Tualatin (2002)
- Tualatin Urban Renewal Committee (12 years, concluded in 2007)
- Redmond Downtown Urban Renewal Advisory Committee (2009-2013)
- Wilsonville Civics Academy (2022)
- Wilsonville Development Review Board (Panels A & B; two terms, current)
- Board Member, Youth Villages of Oregon (2021–2023)
- Board Member, Charbonneau Country Club HOA (current)
- Board Member, Charbonneau Arts Association (current)
- Chair, Music Stage Program; coordinated inaugural Wilsonville Music Festival at Charbonneau "Blues for Schools." (2025)



**Mayor's Supplemental Questionnaire
City Council Vacancy Appointment Process 2025
Required Prior to Meeting with the Mayor**

Applicant Name: Alice Galloway

Thank you for your interest in serving on the Wilsonville City Council. Prior to your scheduled meeting with the Mayor, please email the completed questionnaire—including the date and your signature—to the City Recorder Kim Veliz (veliz@wilsonvilleoregon.gov) and Mayor O'Neil (oneil@wilsonvilleoregon.gov).

Your responses will help focus the conversation on your experience, perspective, and understanding of the responsibilities of this role. Please answer each question truthfully and thoughtfully. Your completed questionnaire will be shared with other Council members as part of the appointment process, and will be subject to public disclosure under Oregon Public Records Laws. If you need additional space to respond to any questions, you may attach extra pages.

To comply with Oregon Government Ethics and public meeting laws, applicants **may not discuss, seek assistance from, share their responses with, or distribute this questionnaire** to any current members of the Wilsonville City Council, other than the Mayor as part of this process.

Sharing questionnaire responses with Council members or seeking their input would likely constitute a prohibited communication and could disqualify the applicant from further consideration.

This completed and signed questionnaire must be submitted by 9:00 p.m. on the evening before your scheduled meeting with the Mayor.

Timely submission is essential to allow for adequate review and preparation. If the completed and signed questionnaire is not received by the deadline, the meeting will be canceled and the Mayor will be unable to consider the application further as part of the appointment process.

Mayor's Supplemental Questions

1. Describe your past involvement with the City of Wilsonville or other community organizations. Please include any service on City boards or commissions, task forces, nonprofit boards, or other civic leadership roles. Describe in detail how this experience has prepared you for service on City Council.

Panel A and Panel B Development Review Board (current). Civics Academy. Redmond and Tualatin Urban Renewal Advisory Committees. Tualatin Leadership Academy. Board of Oregon Youth Villages. Director, Charbonneau Country Chair of CCC Communications Committee.

CITY OF WILSONVILLE • OFFICE OF THE MAYOR

Phone 971-409-1861
Fax 503-682-1015

29799 SW Town Center Loop East
Wilsonville, OR 97070

www.wilsonvilleoregon.gov
mayor@wilsonvilleoregon.gov

October 8, 2025

Be accountable to the public and constituents. I have a better understanding of how decisions are made, budget
Restraints, and policy guidelines.

2. Have you ever previously applied for appointment to, or run for, elected office in Wilsonville? If so, please describe the position, the year, and what you learned from that experience.

No.

3. Serving on City Council involves a significant time commitment and responsibility. Please explain how you plan to manage the workload, your willingness to serve through the remainder of this term, and whether you intend to run for the position in the November 2026 election.

I am retired and know how to allocate my time judiciously. I am very good at follow through and getting things
Done efficiently.

I am committed to serving in this position for the remainder of the term. I want to do my best for the year that I
Have and will consider what to do at the end of the year.

4. The City Council adopted its 2025-27 Council Goals earlier this year. Please discuss your understanding of the Goals, your understanding of the role the Goals play in the Council's work, and any particular priorities you have toward accomplishing the Council goals.

I have reviewed the Council's goals and understand how the goals guide the work of the Council through
It's decision making and actions. I am particularly interested in communications as it relates to public input around
Town Center decision making and how the Council and the City can improve communication internally and externally
I am also interested in the pilot project for a mental health professional. Budget and fiscal management also important

5. What motivates you to seek this appointment at this particular time? How do you see your role in advancing the City's adopted goals?

I am ready and willing to provide leadership. My professional and volunteer experience have prepared me to
Take on the responsibilities of City Council. My skills in program startup, resource development, and communication

6. How do you approach forming positions on complex policy issues? Describe how you balance your own views with input from staff, community members, and fellow Councilors.

I value the research and staff input on every issue that comes before whatever body that is considering the policy.
I listen carefully to all sides of a problem as well as considering my own experience and knowledge base before
Making informed decisions. As a City Council member, I would do what is best for the people of Wilsonville.

October 8, 2025

7. Share an example of a time when you had to support a policy decision you did not personally agree with. How did you handle it?

As a board member of Charbonneau's HOA, I campaign enthusiastically for transparency and frequent communication. Occasionally, I am out voted when it comes to providing more ways to communicate more often. I accept the vote of

8. Wilsonville is home to residents from diverse neighborhoods, backgrounds, ages, and experiences. A core value of our community is fostering a sense of belonging—making sure everyone feels valued, welcomed, and heard.

- a. Describe what “belonging” means to you in the context of Wilsonville. Share any relevant personal or professional experiences that have shaped your perspective on building an inclusive community.

Being part of a city where everyone can feel they belong is essential to community health and well being. Especially now when divisive politics pressure us to isolate and cut ourselves off from our neighbors.

When I lived and worked in Saudi Arabia, I saw first hand what cultural discrimination can do to keep you from thriving. As a non-Arab female, I learned very quickly how to adjust to a completely alien culture. My job was to start a

- b. How will you support and foster the City's Diversity, Equity, and Inclusion programming if appointed to Council?

Support continued funding for DEI activities. Actively recruit community members as volunteers and speakers. Attend DEI events.

- c. How will you support and foster Arts, Culture, and Heritage Commission initiatives, if appointed to Council?

I coordinated the Wilsonville Music Festival at Charbonneau “Blues for Schools” in August. Festival proceeds go to Wilsonville and Canby High Schools. I am on the Board of the Charbonneau Arts Association and support the Arts Fair. Both of these events are partially supported by the Commission. If possible, I would like to help with grant review process. I have extensive background in nonprofit grant making and resource development.

9. In your view, what role should City Council play in ensuring that all voices are included and considered in decision-making?

This should be a priority. Communication is key. Developing multiple ways for residents and other stakeholders to be heard should be a goal of the Council.

October 8, 2025

10. Briefly describe your familiarity Oregon's government ethics laws, including financial disclosure requirements.

As a DRB member, I received training and materials on Oregon's ethics laws. We also had opportunities to ask

Questions and discuss case reviews.

11. How would you handle a situation where your personal views differ from adopted Council goals or legal obligations?

I would adhere to Council goals and understand the legal obligations important to Council business.

12. You may use this space to provide any other information you would like the Mayor to consider.

I think my education and work/volunteer experience prove that I am an excellent choice. I can hit the ground running.

Declaration and Signature

I declare under penalty of perjury under the laws of the State of Oregon that the information I have provided in this questionnaire is true and correct to the best of my knowledge.

Signature: Ph. J. J. J. J.

Date: 10/10/25

Subject: FW: Additional information for City Council application

Applicant's name: Alice Galloway

1. What criteria would you use in your decision-making process as a member of the City

Gathering the facts. Talking to the experts and listening to the people who are closely associated with the issue. Reviewing precedent. Determining cost and value. Weighing all of the data with what is best for the residents of Wilsonville.

2.

Given the City Manager's comments in the FY 2025-2026 Budget introduction, how would you work to make the General Fund more resilient?

Prioritize essential public services. Nurture a more robust economic and employment base. Partner whenever possible with the private sector and explore ways to create solutions that are collaborative. Keep quality of life in the forefront of decision making.

3.

The city will receive a \$6.45 million lease payment in FYE 2027. If you could spend that what would be your priorities?

Housing, employment and essential public services that enhance our quality of life.

Alice Galloway , October 16 at 11:53 am Portland time.

From: [City of Wilsonville Oregon](#)
To: [City Recorder](#)
Subject: Form submission from: City Council Appointment Application Form
Date: Wednesday, October 8, 2025 9:16:27 PM

Submitted on Wednesday, October 8, 2025 - 9:15pm

Submitted values are:

First Name: Kristi
 Middle Name: Diane
 Last Name: Corno
 Home Address: 11629 SW Collina Ln.
 City: Wilsonville
 State: Oregon
 Zip Code: 97070
 Is this address within the City? Yes
 I have lived in Wilsonville since: 2020
 Home Telephone No. 503.997.9015
 Work Telephone No. 503.350.1156
 Cell/Mobile Telephone No. 503.997.9015
 E-Mail Address: kcornogmail.com
 Are you a registered Voter in the State of Oregon? Yes
 Present Occupation: Sales Business Manager
 Please list five (5) Wilsonville residents who support you for this appointment, along with their contact information and their relationship to you.
 1. Leigh Crosby, Executive Director at Wilsonville Community Sharing/Food Bank | 503.984.3503 | leigh@wilsonvillecommunitysharing.org | 27375 SW Marigold-Terrace

I started volunteering at Wilsonville Community Sharing in January 2025. Leigh is an absolute joy to work with.

2. Mike Tatlock, Lead Pastor of Grace Chapel | 503.570.2988 | tatlock@gracechapelonline.org | 29030 SW Villebois Dr. S

Mike and I met in 2014. I produced a parenting conference that took place at Grace Chapel during my time at Solid Rock. In 2019 I attended Grace Chapel before switching to Athey Creek. Most recently, Mike and I worked together on a vigil in remembrance of Charlie Kirk that took place in Town Center Park.

3. Jennie Hill, Owner of J. Hill Property Group | 503.708.1409 | jennie@jhilpropertygroup.com | 29545 SW Coffee Lake Dr.

Jennie and I know each other due to the many various community events her company sponsors in Villebois. Jennie is beloved by many and a faithful staple in our neighborhood as is her entire team.

4. Neil Cernitz, Treasurer of Royal Crescent at Villebois Homeowners Association |

503.756.8033 | ncernitz@hotmail.com | 11749 SW Valencia Ln.

Neil and I have been neighbors since 2020. Last year, I recruited him to join our HOA board as our Treasurer. I couldn't be more grateful to serve alongside him as we brainstorm ways of improving quality of life within our neighborhood.

5. Julie Desmond, Program Assistant – Marketing at Oregon Institute of Technology (Wilsonville campus) | 575.420.2201 | julie.desmond@oit.edu | 28593 SW Ash Meadows Blvd. #18

I've known and have been playing volleyball with Julie since 2016. Since 2020 we've been attending the same church, Athey Creek. Julie has grown to become one of my dearest friends.

6. John Meyers, retiree residing in Charbonneau | 503.866.2200 | johndianemeyers@gmail.com | 7809 SW Village Greens Circle

John and I met in 2010 as he volunteered at the church where I was employed, Solid Rock. John has always championed whatever endeavor I embark upon – having his faithful support has always been a blessing.

7. Tom Hyde, Nurse at Coffee Creek Correctional Facility | 971.338.3507 | hyde971@gmail.com | 11655 SW Collina Ln.

I met Tom when I was elected President of the Royal Crescent at Villebois Homeowners Association in 2021. Tom was the sitting Secretary. Shortly after I joined the board, the Treasurer moved out of our HOA. Tom faith-fully served with me until I recruited Neil to join the two of us in 2024.

What in your background, (educational, professional, volunteer) do you feel is most relevant to a City Council position?

Over the past 24 years, I've held leadership roles in nonprofits and athletics, including small group leader, facilitator, coach, and director. These experiences have shaped my ability to lead with empathy, strategy, and collaboration.

My bachelor's degree in communications sharpened my ability to apply the ABCs of communication—accuracy, brevity, and clarity—which are essential in public service.

Professionally, I work for a video surveillance technology company that frequently partners with government entities. This gives me insight into public sector priorities, particularly public safety and operational efficiency.

As a volunteer with Wilsonville Community Sharing/Food Bank, I stay closely connected to the needs of our com-munity. I'm committed to shaping policies that uplift and protect vulnerable populations.

My role as Chairman of the Board for the Royal Crescent at Villebois HOA has given me firsthand experience in gov-ernance, compliance, and community standards.

I also serve as a CASA (Court Appointed Special Advocate) for Clackamas County, advocating for children in state care. This role has deepened my understanding of the legal system and the importance of prioritizing the needs of vulnerable youth.

Finally, I was appointed to the Parks & Recreation Advisory Board in May 2025 and recently completed the state's Public Meeting Laws training, further preparing me for Council responsibilities.

Please describe the ways in which you would best serve the citizens of Wilsonville through public service on the City Council?

I care deeply about the peace, welfare, and prosperity of Wilsonville. I value responsible stewardship of finances, resources, and people's time and property.

I'm passionate about walkability and outdoor access, which I believe are essential to physical and mental well-being. Safe, accessible public spaces help combat isolation and support community health.

My volunteer work at Wilsonville Community Sharing has given me a nuanced understanding of our city's socio-economic diversity. I've lived near mental health homes in Villebois and have built meaningful relationships with individuals from varied backgrounds. I also recognize the role Coffee Creek plays in our community, with neighbors who work there and contribute to our city's fabric.

If appointed, I would champion initiatives that unite our diverse population—building coalitions that prioritize collaboration over division.

What do you consider most important for Council to accomplish in the next two years, and how would you go about making those priorities happen?

I'm ready to support the Council's 2025–2027 Public Safety goal, including evaluating the rental inspection program. I admire Councilor Dunwell's advocacy for families in substandard housing and will continue her efforts by reviewing the program's scope and potential. My HOA leadership experience gives me insight into rental oversight and livability standards.

Mental health remains a top priority. I'm encouraged by the city's investment in a full-time resource and look forward to supporting partnerships with Clackamas County, especially as they develop a new mental health facility. I would work to ensure Wilsonville has access to these services.

I share our mayor's concern about the Boone Bridge's seismic vulnerability and would actively lobby national contacts to accelerate progress on this critical infrastructure.

With unfunded mandates from Salem, I support the Council's Financial Health goal and will contribute ideas for cost-saving measures and alternative revenue streams.

Lastly, Town Center development remains a key opportunity. I believe a community-supported plan can enhance business friendliness and create a vibrant hub for residents.

Explain what you believe makes Wilsonville special or unique in a positive way, and how you would propose to preserve, protect, and enhance those qualities.

Wilsonville's identity as the City of Trees is a source of pride, and I would work to preserve and promote this legacy. Our location along the Willamette River is a unique asset, and I'd recommend cost-effective ways to enhance public access, especially at Boones Ferry Park. Parks & Recreation has included this in their master plan, and I believe it should be prioritized.

Resume Upload (optional):

Other Supporting Document (optional):

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.

Signature: Kristi Corno

I Accept: Yes

Date Signed: Wed, 10/08/2025 - 9:07pm

The results of this submission may be viewed at:

<https://www.wilsonvilleoregon.gov/node/130393/submission/67020>



**Mayor's Supplemental Questionnaire
City Council Vacancy Appointment Process 2025
Required Prior to Meeting with the Mayor**

Applicant Name: [Kristi Corno](#)

Thank you for your interest in serving on the Wilsonville City Council. Prior to your scheduled meeting with the Mayor, please email the completed questionnaire—including the date and your signature—to the City Recorder Kim Veliz (veliz@wilsonvilleoregon.gov) and Mayor O'Neil (oneil@wilsonvilleoregon.gov).

Your responses will help focus the conversation on your experience, perspective, and understanding of the responsibilities of this role. Please answer each question truthfully and thoughtfully. Your completed questionnaire will be shared with other Council members as part of the appointment process, and will be subject to public disclosure under Oregon Public Records Laws. If you need additional space to respond to any questions, you may attach extra pages.

To comply with Oregon Government Ethics and public meeting laws, applicants **may not discuss, seek assistance from, share their responses with, or distribute this questionnaire** to any current members of the Wilsonville City Council, other than the Mayor as part of this process.

Sharing questionnaire responses with Council members or seeking their input would likely constitute a prohibited communication and could disqualify the applicant from further consideration.

This completed and signed questionnaire must be submitted by 9:00 p.m. on the evening before your scheduled meeting with the Mayor.

Timely submission is essential to allow for adequate review and preparation. If the completed and signed questionnaire is not received by the deadline, the meeting will be canceled and the Mayor will be unable to consider the application further as part of the appointment process.

Mayor's Supplemental Questions

1. Describe your past involvement with the City of Wilsonville or other community organizations. Please include any service on City boards or commissions, task forces, nonprofit boards, or other civic leadership roles. Describe in detail how this experience has prepared you for service on City Council.

[Over the past 24-years, my leadership roles in nonprofits and athletics have strengthened my ability to bring people together around shared goals. These experiences taught me how to lead with empathy, think strategically, and foster collaboration among diverse groups - skills that are](#)

essential in representing residents, balancing differing perspectives, and guiding city priorities.

My bachelor's degree in communications equipped me with the foundational "ABCs" of communication: accuracy, brevity, and clarity. These principles are invaluable in public service, where listening carefully, articulating ideas clearly, and ensuring transparency are vital to building public trust and making informed decisions.

Professionally, I work for a video surveillance technology company that partners regularly with government entities. This experience provides me with practical insight into how the public sector operates—particularly in the areas of public safety, infrastructure, and operational efficiency. I understand the importance of balancing innovation with accountability, and of using technology to enhance community well-being while maintaining privacy and fiscal responsibility.

As a volunteer with Wilsonville Community Sharing/Food Bank, I remain closely connected to the real, day-to-day needs of residents. This hands-on experience reinforces my commitment to shaping policies that uplift vulnerable populations and ensure equitable access to essential services.

Serving as Chairman of the Board for the Royal Crescent at Villebois Homeowners Association has given me direct experience in governance, compliance, and community standards. I've learned how to manage budgets responsibly, interpret regulations, and navigate differing viewpoints to reach fair, sustainable outcomes—skills directly transferable to City Council decision-making.

Finally, my work as a Court Appointed Special Advocate (CASA) for Clackamas County has given me a profound understanding of the legal system and the challenges faced by children in state care. This role has strengthened my ability to advocate effectively, remain objective under pressure, and prioritize the needs of those who often have no voice in the system.

Together, these experiences have prepared me to serve on the City Council with empathy, integrity, and a practical understanding of both governance and community needs. I bring a balanced perspective that blends professional insight, volunteer service, and lived experience—qualities that will help me represent our city thoughtfully and effectively.

CITY OF WILSONVILLE • OFFICE OF THE MAYOR

Phone 971-409-1861 29799 SW Town Center Loop East www.wilsonvilleoregon.gov Fax 503-682-1015 Wilsonville, OR 97070 mayor@wilsonvilleoregon.gov

City of Wilsonville Page 2 RE: Mayor's Supplemental Questionnaire

City Council Vacancy Appointment Process 2025 October 8, 2025

2. Have you ever previously applied for appointment to, or run for, elected office in Wilsonville? If so, please describe the position, the year, and what you learned from that experience.

No

3. Serving on City Council involves a significant time commitment and responsibility. Please explain how you plan to manage the workload, your willingness to serve through the remainder of this term, and whether you intend to run for the position in the November 2026 election.

I currently balance a full-time job and roughly 25+ volunteer hours a month. I would replace some current volunteer roles with City Council responsibilities. I plan on running for reelection next year.

4. The City Council adopted its 2025-27 Council Goals earlier this year. Please discuss your understanding of the Goals, your understanding of the role the Goals play in the Council's work, and any particular priorities you have toward accomplishing the Council goals.

I addressed this in my initial application, but I've included it here for readership ease.

I'm ready to support the Council's 2025–2027 Public Safety goal, including evaluating the rental inspection program. I admire Councilor Dunwell's advocacy for families in substandard housing and will continue her efforts by reviewing the program's scope and potential. My HOA leadership experience gives me insight into rental oversight and livability standards.

Mental health remains a top priority. I'm encouraged by the city's investment in a full-time resource and look forward to supporting partnerships with Clackamas County, especially as they develop a new mental health facility. I would work to ensure Wilsonville has access to these services.

I share our mayor's concern about the Boone Bridge's seismic vulnerability and would actively lobby national contacts to accelerate progress on this critical infrastructure.

With unfunded mandates from Salem, I support the Council's Financial Health goal and will contribute ideas for cost-saving measures and alternative revenue streams.

Item 12.

Lastly, Town Center development remains a key opportunity. I believe a community-supported plan can enhance business friendliness and create a vibrant hub for residents.

5. What motivates you to seek this appointment at this particular time? How do you see your role in advancing the City's adopted goals?

I want to see Wilsonville be a beacon of light across Oregon. A city known for the Wilsonville Way - a place where diverse people with diverse opinions live in harmony with one another - able to discuss, agree to disagree, commit and move forward towards a better future.

6. How do you approach forming positions on complex policy issues? Describe how you balance your own views with input from staff, community members, and fellow Councilors.

When approaching complex policy issues, I start by seeking to understand the full picture before forming a position. I believe good policy begins with good listening—listening to staff who bring technical expertise, to community members who are directly affected, and to fellow Councilors who offer diverse perspectives. My goal is always to make decisions that serve the long-term interests of the community as a whole, not just a single viewpoint.

I approach each issue with curiosity and humility, asking questions to clarify assumptions and uncover unintended consequences. Balancing my own views with input from others means being guided by values rather than ego. While holding onto my personal beliefs, I allow evidence and dialogue to shape my decision-making. I believe leadership requires the courage to take a position once the facts and feedback have been considered.

Ultimately, I aim to build consensus whenever possible, while remaining transparent about the reasoning behind my decisions. My experience in collaborative leadership—whether as a board chair, coach, leader, or volunteer—has taught me that people may not always agree with every outcome, but they respect a process that is fair, thoughtful, and inclusive.

7. Share an example of a time when you had to support a policy decision you did not personally agree with. How did you handle it?

In leadership, there are times when consensus requires setting aside personal preferences for the good of the group. A couple examples come from my present time as Chairman of the Board for our HOA. Our governing documents state two policies that the board has decided to not enforce. They are 1.) Homeowners are required to park in their garages and 2.) Garages are not to remain open. Personally, I place a high value on rule following, peace, and neighborhood aesthetics and felt we should enforce the rules to free up parking on the city streets and shield our neighbors from each other's clutter. However, after living here and getting to know the community, I discovered cultivating neighborly relationships via back ally BBQs, children running in and out of the units via the garage, and allowing families the freedom to use their garage as they see fit, I learned I could let go of my rule-following tendency for the sake of relationships and community building.

Although I still don't agree with this non-enforcement, I support the board's decision because it reflects the will of the community. This experience continually reminds me that leadership isn't about always getting your way—it's about listening, weighing evidence, respecting the process, and upholding decisions made in the community's best interest.

8. Wilsonville is home to residents from diverse neighborhoods, backgrounds, ages, and experiences. A core value of our community is fostering a sense of belonging—making sure everyone feels valued, welcomed, and heard.

a. Describe what “belonging” means to you in the context of Wilsonville. Share any relevant personal or professional experiences that have shaped your perspective on building an inclusive community.

To me, “belonging” in Wilsonville means that every resident feels seen, valued, and connected—that this city isn't just a place where people live, but a community where they are welcomed, included, and have a voice in shaping its future. Belonging goes beyond inclusion; it's about creating spaces where people of all ages, backgrounds, and circumstances can contribute

and feel that their presence truly matters.

My perspective on building an inclusive community has been shaped through years of service and leadership. As a volunteer with Wilsonville Community Sharing/Food Bank, I've seen how small acts of support can make a big difference for families facing hardship. Serving as a CASA has deepened my understanding of what it means to advocate for those who often go unheard, especially vulnerable children. And in my role as HOA Board Chair, I've learned how thoughtful policy and open dialogue can foster connection, fairness, and shared responsibility.

These experiences have reinforced my belief that belonging is built through listening, empathy, and action—ensuring that every resident feels they are part of the story we're writing together as a community.

b. How will you support and foster the City's Diversity, Equity, and Inclusion programming if appointed to Council?

Unlike the Mayor, DEI is not my North Star. However, Wilsonville is a diverse community and despite our differences we should always strive towards inclusivity. The equity I'd champion is where everyone, no matter their background, is held to the same laws, standards, and rules within a civil society. There shouldn't be any prejudice of any kind. I want to see Wilsonville become a place where people of all backgrounds can learn to live in harmony with one another, experience joy together, and feel safe.

c. How will you support and foster Arts, Culture, and Heritage Commission initiatives, if appointed to Council?

Fostering Arts, Culture, and Heritage Commission initiatives comes second to the core mission of local government. I admire the role the arts have played throughout history, but I see the community playing a larger role in fostering these initiatives and would champion much community engagement to meet local government's objectives.

9. In your view, what role should City Council play in ensuring that all voices are included and considered in decision-making?

In my view, the City Council has a central role in ensuring that all voices are included and considered in decision-making. Representation is the foundation of good governance, and that means actively creating opportunities for all residents—especially those who may not traditionally engage in public processes—to be heard.

As a Councilor, I believe in meeting people where they are: through community listening sessions, partnerships with local organizations, accessible public meetings, and clear, transparent communication. Inclusion isn't just about hearing input; it's about making sure that feedback meaningfully informs policy.

The Council also has a responsibility to model respectful dialogue and collaboration, ensuring that every viewpoint is considered with fairness and empathy. This requires listening not only to the loudest voices, but also to those who may feel overlooked.

Ultimately, the goal is to make decisions that reflect the community's diverse needs and values. By fostering trust, encouraging participation, and ensuring transparency in our processes, City Council can strengthen both the quality of our decisions and the community's confidence in them.

City of Wilsonville Page 4 RE: Mayor's Supplemental Questionnaire

City Council Vacancy Appointment Process 2025 October 8, 2025

10. Briefly describe your familiarity with Oregon's government ethics laws, including financial disclosure requirements.

Oregon's government ethics laws are designed to promote transparency, fairness, and public trust in government. They're primarily outlined in Oregon Revised Statutes (ORS) Chapter 244 and administered by the Oregon Government Ethics Commission (OGEC).

Conflict of Interest – Public officials must avoid participating in decisions that could financially benefit themselves, their relatives, or associated businesses. They are required to declare actual or potential conflicts of interest on the record before taking action.

Use of Office – Officials may not use their position for personal gain or to benefit others inappropriately. This includes using public resources, influence, or confidential information for private advantage.

Gifts and Favors – There are strict limits on gifts that public officials can receive from

individuals or entities with a legislative or administrative interest in their decisions. Generally, the limit is \$50 per year, per source.

Confidential Information – Officials cannot disclose or use confidential information gained through their official position for personal benefit.

Nepotism and Employment – The law restricts public officials from hiring, supervising, or influencing employment decisions involving relatives.

Financial Disclosure – Certain public officials must file annual statements of economic interest (SEI) to disclose income sources, business relationships, and other financial ties that could present conflicts.

Enforcement – The Oregon Government Ethics Commission investigates complaints, issues advisory opinions, and can impose civil penalties for violations.

11. How would you handle a situation where your personal views differ from adopted Council goals or legal obligations?

If my personal views differed from adopted Council goals or legal obligations, I would approach the situation with respect for the role and the process. As a Councilor, my primary duty is to serve the public interest and uphold the laws and policies that govern our city—even when they don't fully align with my personal opinions.

In that situation, I would first take time to understand the rationale behind the Council's goals or the legal framework in question. I'd seek input from staff, legal counsel, and community members to ensure I have a clear and accurate understanding of both the intent and the implications.

If my personal view still differed, I would remain professional and transparent about my reasoning, while honoring the collective decision of the Council once it's made. I believe it's possible to express dissent respectfully without disrupting unity or progress. My focus would be on constructive dialogue, finding common ground, and ensuring that my actions always reflect integrity, accountability, and respect for our constitutional republic and democratic processes.

12. You may use this space to provide any other information you would like the Mayor to consider.

Given the inevitable budget shortfalls heading Wilsonville's direction, the local government should scale back on non-core mission initiatives. A tight focus on the Council's four 2025-2027 goals are in order. I've noticed the community pairing back on initiating community events. If the local government scaled back on planning events, I believe community members would step up and fill in the gaps!

Finally, Oregon is ranked 48th in business friendliness. Wilsonville plays a role in contributing to this poor ranking. I'd advocate for policies that reflect that Wilsonville is open for business!

Declaration and Signature

I declare under penalty of perjury under the laws of the State of Oregon that the information I have provided in this questionnaire is true and correct to the best of my knowledge.

Signature: Kristi Corno _____ Date: 10/13/2025 _____



Dear Applicant,

Thank you for your interest in the City Council appointment process. I understand that you have already received a questionnaire from the Office of the Mayor. I would like to solicit your response to a few more questions. I appreciate you taking the time to thoughtfully answer the following questions.

Please provide your response to the Wilsonville City Recorder, Kim Veliz, at veliz@wilsonvilleoregon.gov and me at cunningham@wilsonvilleoregon.gov by Wednesday, October 15th at 9:00 pm so that the responses can be included in the City Council agenda packet for the October 20th meeting.

I appreciate your time completing this additional questionnaire and apologize for the extra "homework" but I think these questions ensure that important aspects of each candidate are addressed. I am open to meetings with each applicant and will try to be as flexible as possible in scheduling those. I prefer in-person meetings but can make remote meetings over the phone or Zoom work if necessary. If you would like, feel free to email me at the above listed email address to schedule a time to meet.

Thanks,
Adam Cunningham
Wilsonville City Councilor

Questions from Councilor Cunningham

Applicant's name: [Kristi Corno](#)

1. What criteria would you use in your decision-making process as a member of the City Council?

[I would weigh my opinion against our City Council mission statement, community impact and input, fiscal responsibility, and alignment to Council 2025-2027 goals.](#)

2. Given the City Manager's comments in the FY 2025-2026 Budget introduction, how would you work to make the general fund more resilient?

[It was prudent of our City Manager to highlight that projected expenses are outpacing revenues, which will steadily deplete our general funds. When Council adopted its 2025–2027 goals, I was encouraged to see Financial Health prioritized. However, six months in, I've yet to see meaningful action toward identifying efficiencies.](#)

[While our City Manager has presented valuable ideas, I do not support raising taxes. Instead, I advocate for reducing non-essential programs, optimizing operations, adjusting service levels, and exploring alternative revenue sources.](#)

[One example is the city's increasing role as an events agency. When the city hosts and funds numerous events we're using valuable taxpayer dollars for non-core services. I believe this also discourages grassroots community engagement, where residents may feel less compelled to organize their own. I would advocate for scaling back on city-sponsored events and redirecting those resources toward core services and strategic priorities.](#)

3. The city will receive a \$6.45 million lease payment in FYE 2027. If you could spend that money on anything, what would it be and why?

[My first instinct would be to strengthen our rainy-day reserve because of the projected depletion of the general budget mentioned above. However, I suppose this could be an opportunity to engage the community in the process by way of a town hall meeting.](#)

From: [City of Wilsonville Oregon](#)
To: [City Recorder](#)
Subject: Form submission from: City Council Appointment Application Form
Date: Friday, October 10, 2025 1:53:36 PM

Submitted on Friday, October 10, 2025 - 1:53pm

Submitted values are:

First Name: Nicole
 Middle Name:
 Last Name: Hendrix
 Home Address: 6623 SW Stratford Ct
 City: Wilsonville
 State: Oregon
 Zip Code: 97070
 Is this address within the City? Yes
 I have lived in Wilsonville since: 2017
 Home Telephone No. 5033105703
 Work Telephone No.
 Cell/Mobile Telephone No.
 E-Mail Address: nicolehendrix@comcast.net
 Are you a registered Voter in the State of Oregon? Yes
 Present Occupation: Interim Communications Manager, City of Tigard
 Please list five (5) Wilsonville residents who support you for this appointment, along with their contact information and their relationship to you.
 Katie Eicher, Wilsonville Community Sharing Board, katie@wilsonvillediamond.com
 Jennifer Willard, Wilsonville Planning Commission, willardjenniferlee@gmail.com
 Leslie Zook, Neighbor, leslie.g81@gmail.com
 Will Traylor, Coworker that lives in Wilsonville, wtraylor@me.com
 Tiffany Bolstad-Cox, Wilsonville Community Sharing Board, tiffanybolstadcox@gmail.com
 What in your background, (educational, professional, volunteer) do you feel is most relevant to a City Council position?
 My experience as a community volunteer, work in public service, and education in science and public policy collectively have prepared me to contribute successfully to the Wilsonville City Council.

Professionally, I serve as the Assistant to the City Manager and Interim Communications Manager for the City of Tigard, which provides a strong foundation and understanding of municipal operations, public policy, and community engagement. In this role, I've led council onboarding, developed legislative agendas, responsible for policy implementation, and coordinated communications to build trust with residents. Working directly with community members to help inform policy and operations is my favorite part. My motivation for choosing a career in public service comes from a deep care for building systems that support people, ensuring everyone can live happy and healthy lives.

My work experience has also prepared me for the workload and commitment of a councilor. I understand the commitment goes beyond participating in a City Council meeting, and to be truly successful, it takes a deeper commitment by participating as a liaison on boards and committees, being present in the community by attending events and supporting organizations,

making informed decisions by reviewing meeting materials and doing research, listening to community and having that inform the decisions that come before council. All these efforts combined can easily be a full time job- and I'm ready to give it my all.

I currently volunteer as Chair of the Planning Commission, and prior to that on the Development Review Board, where I get to work with an amazing group of Wilsonville residents to help inform land use decisions. This experience has taught me how to balance goals and consider decisions that have long-lasting impacts to community. I'm energized by the commitment and interest of my fellow volunteers and those who take the time to come give public testimony. Although I take our work and my responsibility seriously, I also believe it's important to be authentic and not take yourself too seriously. As Chair, my goal has been to keep the meeting approachable so that people feel comfortable to speak their minds. Ultimately, the best way to make informed decisions is by ensuring people are heard and respected, whether we agree or not.

Since 2021 I have also served as a board member for Wilsonville Community Sharing, our local food bank. Through this opportunity, I've learned how to prioritize what's most important with limited resources. I've also seen firsthand how truly amazing our community is- from donation drives at the schools, support from businesses, and organized drives in neighborhoods- our community shows up and supports each other- and that, is the Wilsonville Way.

Ultimately, my passion lies in public service. As odd as it may sound, I love reviewing meeting packets and learning how things work. I'm energized by being curious about others and talking collaboratively through possibilities to find solutions. I thrive when building community, supporting others, and helping local government deliver outcomes that improve quality of life. It would be an honor to combine my passion and experience to help provide stability to our community in completing the remainder of Councilor Dunwell's term. Please describe the ways in which you would best serve the citizens of Wilsonville through public service on the City Council?

I believe I am uniquely positioned to successfully serve the Wilsonville community in this one-year appointment because my volunteer and professional expertise, paired with my enthusiasm and curiosity, allows me to dive right in and focus on the work the needs to get done. In my professional experience helping onboard city councilors, I've observed it often takes a year, or more, to get grounded given the expansive nature of the work, the level of commitment, understanding of government laws, charter, policy, terminology/processes, etc. I'm positioned well to maintain stability and continuity for the community where others may have to navigate an adjustment period that could last for the entire length of this term.

I would best serve the community by listening with curiosity and empathy, using data and facts to make informed decisions, ensuring community voices are reflected in city policies, and staying focused on accomplishing our goals. I'm ready to get work done and open to different perspectives and ways to make that happen. I believe an engaged and informed community is essential to a thriving city, and I want to help create a space where we can navigate complex topics with openness, respect, and trust recognizing that we are better when we bring our authentic selves and different perspectives to the table.

Through my experience in government affairs I engage with legislators, advocate for community priorities, and navigate complex policy and funding issues. I've also built regional partnerships and relationships with companies such as CFM Advocates which could serve as

valuable connections for Wilsonville in accessing external resources and advocacy networks.

I believe my journey as a resident in Wilsonville, first as a renter and then a homeowner, also represents those young individuals and families who want to make Wilsonville a forever home. I also believe affordability of housing is a major concern and we need to do all we can to make that less of a barrier. I would love to bring representation to the Council for the northeast side of Wilsonville, I reside just across the Frog Pond development, in the Landover neighborhood.

I hope that my enthusiasm for this work and conversations with community encourages more people to be involved and engage with Council. I want to share what I've learned as a Councilor to help more people feel ready to take that next step, whether that's joining a board or running for office. Wilsonville has so many amazing people, and we're stronger when more voices are represented. My experience as the Recruitment & Selection Chair for the NW Women's Leadership Academy, which supports women working toward executive leadership roles in local government, has deepened my commitment and understanding of how to building pathways for inclusive leadership that I can bring in my role as a Wilsonville City Councilor.

What do you consider most important for Council to accomplish in the next two years, and how would you go about making those priorities happen?

Given that this appointment is for one year and we are approaching the second year of the council's 2025-27 goals, my focus would be on four key areas all of which augment existing priorities.

1. Ensure we finish the work committed to in the council goals. I would move the goals forward by making sure policy decisions before the council align with the objectives of the goals, factoring in how decisions we make can move us closer to achieving our goals. I believe education around the goals themselves could help build more champions for the work being done and that by prioritizing communications and engagement we can making informed decisions and achieve our goals.
2. Maintain stability and progress as we transition and grow. It's important that through City Council transition and key leadership position changes that we keep the work moving forward. Having continuity and ensuring we follow-through on the goals we set out to do keeps us efficient and spending taxpayer dollars wisely. I would go about this by ensuring we have a successful City Manager recruitment process. I think having a person who can hit the ground running to fill this 1-year council term also accomplishes that goal.
3. Have effective communication and continue building connection to community. One of the most critical things we can do as councilors is to have effective communication and build relationships in our community. Clear communication is vital to holding public trust and in building consensus to successfully reach our goals. This can be done by being present and available at events, easy to reach and available to community members with questions or wanting to share thoughts, and being factual and concise about projects as many people don't have time to review system or master plans to know what is going on, the more we can make information quick and easy to access, the better! I also think being curious can lead to building relationships and good dialogue by being interested in other perspectives.
4. Responsible fiscal stewardship and attention to economic development – With experience in budget development, I would help ensure the city explores sustainable budgeting and funding solutions. The legislative session is a key opportunity to work closely with our representatives to advocate for projects that need funding. We also need to monitor and coordinate with other cities to push back on unfunded state mandates. I also want to focus on ways to support local

businesses, because losing businesses impacts community morale, vibrancy, and stability. I would want to hear from our business community and tourism committee to understand what they need to thrive in Wilsonville.

Explain what you believe makes Wilsonville special or unique in a positive way, and how you would propose to preserve, protect, and enhance those qualities.

Wilsonville is incredibly special because we have been able to balance so much growth in a short amount of time while maintaining a strong quality of life and identity. Few communities can boast the same combination of high-quality of life while remaining one of Oregon's fastest-growing cities.

There are many attributes that make our quality of life special. To name a few:

- Our award-winning parks and water features allow us to enjoy movement and connection to people and the natural environment. They also help us honor our veterans through places like the Korean War Memorial.
- We have a transportation system that our community members rank highly on the National Community Survey, outperforming benchmarks across the U.S. This transit system is one part in working toward solving one of the top identified issues from community, which is traffic.
- Our thoughtful planning and development has allowed Wilsonville to build a strong sense of community identity. This can be seen through neighborhood parks and plazas that are home to the farmers market, special events, and activities that bring us together.

I could go on about our water quality and systems, schools, businesses, but most importantly, what makes us unique are the people who live, work, and play here- we share commonalities in wanting to be able to support our families without financial stress, good health, and desire for authentic connection. These shared values have and will continue to help guide city leaders in creating this special place we call home.

It feels like a dream to be able to wake up and see a hot air balloon at sunrise from my backyard, grab a delicious pastry and coffee with family and friends at Lux Sucre, watch the Wilsonville Walkers go by, attend the Farmers Market, and go to a concert at Town Center Park all in one day without even having to leave the city. It's incredibly special and I appreciate that our location and thoughtful planning help make that a reality.

My goal as a councilor would be to help safeguard these attributes that makes Wilsonville special, while planning thoughtfully for our future. To preserve these qualities, the city must continue prioritizing fiscal stability and sustainable growth, while also exploring innovative funding solutions to keep us moving forward. We also need to create accessible and clear communication, listen, and balance the needs of the community when it comes to the work being done.

Thank you for taking the time to read my application and get to know a little more about my love for Wilsonville and enthusiasm for public service. Thank you also for your service to the community, for representing us well, and helping make Wilsonville an incredible place to call home.

*Sorry to end on a logistical note but I didn't have anywhere else to include- I will be out of state in a different time zone from October 24 through November 4. The current council appointment timeline lists November 3rd as a potential discussion date. It would be an honor to get that far in the process and if I did, I want to let you know that I wouldn't be able to attend that meeting and ask for your consideration in hosting the discussion on a different

meeting date.

Resume Upload (optional):

Other Supporting Document (optional):

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.

Signature: Nicole Hendrix

I Accept: Yes

Date Signed: Fri, 10/10/2025 - 1:41pm

The results of this submission may be viewed at:

<https://www.wilsonvilleoregon.gov/node/130393/submission/67036>

Mayor's Supplemental Questions – Nicole Hendrix

1. Describe your past involvement with the City of Wilsonville or other community organizations. Please include any service on City boards or commissions, task forces, nonprofit boards, or other civic leadership roles. Describe in detail how this experience has prepared you for service on City Council.

As the current Chair of the Planning Commission, I've learned how to balance goals and consider decisions that have long-lasting impact on our community. I'm energized by the commitment and interest of my fellow volunteers on the commission and those who take the time to come give public testimony.

As Chair, my goal has been to keep the meeting approachable so that people feel comfortable speaking their minds. Although I take our work and my responsibility on the Planning Commission seriously, I also believe it's important to be authentic and not take myself too seriously. Ultimately, the best way to make informed decisions is by ensuring people are heard and respected, which is easier to accomplish when people are comfortable.

Prior to Planning Commission I served on the Development Review Board making decisions on design review applications. Navigating this process helped me realize that many community members who want to testify against items that come before the DRB don't realize our decision is solely based on clear and objective standards, leaving participants frustrated and feeling like they aren't being heard. That experience has made me wonder if there are more efficient and less frustrating ways for the public that process can be handled.

Since 2021 I have served as a board member for Wilsonville Community Sharing. Through this opportunity, I've learned how to prioritize what's most important with limited resources. I've also seen firsthand how truly amazing our community is- from donation drives at the schools, support from businesses, and organized drives in neighborhoods- our community shows up and supports each other.

I've also attended programs at the Library like the Space Talks, volunteered at Wilsonville WERK days, and been to events like Music in the Park, Farmers Markets, and Arts Festival. I love participating in the programming that Wilsonville has to offer and getting to meet more people in the community.

2. Have you ever previously applied for appointment to, or run for, elected office in Wilsonville? If so, please describe the position, the year, and what you learned from that experience.

This is my first time applying for or running for office in Wilsonville.

In talking with community members, developing my application and these supplemental questions, and preparing for my meeting with the Mayor, this process has only reinforced my excitement and commitment to serving the community. One thing I will take away from this experience is to not be shy about pursuing what interests you and the importance of speaking your mind.

3. Serving on City Council involves a significant time commitment and responsibility.

Please explain how you plan to manage the workload, your willingness to serve through the remainder of this term, and whether you intend to run for the position in the November 2026 election.

I'm aware that this commitment can easily be a full-time job. Serving as Councilor would be my number one priority and I have the support of my family to do so. I have flexible work hours that allow me to meet weekday commitments. I will be available on weekends to attend events, manage correspondence, and meetings.

As mentioned in my application, I'm passionate about building a pipeline of civic leaders in Wilsonville and I believe this experience would allow me to help others pursue this longer term. At this point in time, I do not intend to run for the position in November of 2026. I recognize that one of the evaluation considerations mentions having intent to run for the position, I'm not completely opposed to the idea however that it is not my motivation for applying for this appointment. My focus is on stability for the community, and I think my experience uniquely qualifies me to support in this way.

4. The City Council adopted its 2025-27 Council Goals earlier this year. Please discuss your understanding of the Goals, your understanding of the role the Goals play in the Council's work, and any particular priorities you have toward accomplishing the Council goals.

I'm very familiar with the 2025-27 goals on financial health, public safety, parks, and communications/engagement.

As Council, our role is to focus on policy and set the goals, priorities, and provide direction. We must make decisions that align with the goals, ask questions that we hear from community, and work collaboratively with one another and staff to get it done.

My priorities are focused on communications and engagement and financial health. In my current role as Interim Communications Manager and experience working on successful bond measures, we need a reset on communications around the Town Center Plan and I would love to be more part of that process. I also have participated in several local government budget cycles, from development to decision making, and have seen strategies for cost savings and efficiencies to put less strain on the General Fund, so I'm excited to bring that experience for the upcoming fiscal year.

This appointed term will end before the next goal setting process but I'm also aware of how the council goal setting process works and have worked with SSW consulting. I've also completed the SDI assessment- which if you have completed and are curious- I'm a red-green and my top strengths are analytical, sociable, and adaptable. I would love to hear where you landed in your motivations and strengths too!

5. What motivates you to seek this appointment at this particular time? How do you see your role in advancing the City's adopted goals?

My primary motivation for seeking this appointment is because I love this community, I enjoy public service, and I believe my volunteer and professional experience uniquely positions me to provide stability to the community. Where other candidates may have to navigate a long adjustment/onboarding period that could last the entire length of this term, I could hit the ground running and dive right in to keep things moving. I think stability is extremely important at these points of transition to keep public trust and be efficient with taxpayer dollars. I want to give back to the community and feel that this is a great opportunity to do so.

6. How do you approach forming positions on complex policy issues? Describe how you balance your own views with input from staff, community members, and fellow Councilors.

For forming positions on complex policy issues I do my own research, I'm curious and ask questions, listen to what people are saying, and identify what decisions will help move forward the identified goals while balancing the needs of the community. I personally like to make lists of what information I'm hearing and learning by the audience type (i.e. staff, community, council, my own views, etc.) and find areas of common ground or avoid items that are outliers.

It's also very important to be intentional about how discussions around complex topics are approached. Facilitation and setting up the discussion for clear dialogue is critical. Equally important is not rushing through decisions if you feel you don't have all the information or facts needed to come to a decision.

7. Share an example of a time when you had to support a policy decision you did not personally agree with. How did you handle it?

There have been a handful of times where I've had to present an idea that was not a decision I agreed with. In these situations, I start by communicating my position and rationale so that the decision maker has the information and my perspective to inform their decision.

If the concept moves forward that doesn't align with my opinion, then I seek to understand why. If I can understand where someone is coming from, that helps me process and work with the concept, even if I don't agree with it.

I also approach it from a mindset that it's OK to try something, even if it doesn't align with how I think it should be, and it doesn't mean it will always be that way. Things change over time and we are adaptable so if certain decisions aren't working, we try something else.

8. Wilsonville is home to residents from diverse neighborhoods, backgrounds, ages, and experiences. A core value of our community is fostering a sense of belonging—making sure everyone feels valued, welcomed, and heard.

a. Describe what “belonging” means to you in the context of Wilsonville. Share any relevant personal or professional experiences that have shaped your perspective on building an inclusive community.

Belonging is feeling and knowing you are accepted by the people around you for exactly who you are. Professionally, I have served on an Equity Advisory Committee where I hosted events for Women's History Month and developed proclamations for various heritage months. I am currently implementing an equitable engagement strategy that has shown me how important building relationships are in the journey to building connections with underserved communities. I have organized and volunteered at events like Juneteenth and Pride celebrations that show me how important it is to have a place for people in the community to feel supported and celebrated.

b. How will you support and foster the City's Diversity, Equity, and Inclusion programming if appointed to Council?

I would support and foster DEI programming first by modeling behavior and creating a space where everyone feels they belong. With policy decisions that come before council I would use an equity lens to factor in who is being impacted, are the involved in the decision, and how to mitigate or avoid negative impacts to underserved communities. I would support our city DEI committee through

attending events like the DEI listening sessions and considering any recommendations that may come to Council.

c. How will you support and foster Arts, Culture, and Heritage Commission initiatives, if appointed to Council?

Incorporating art and culture into the work we do is important for helping to build a place where people belong. I have attended wonderful programming by the Wilsonville Arts and Culture Council in the past and showing up at arts and cultural events is a great opportunity to meet people from different backgrounds and learn about other cultures. Supporting our Library and organizations that promote this work is another way to foster support of the arts. I personally have organized community art projects, partnering with businesses to have the community create murals for the business.

9. In your view, what role should City Council play in ensuring that all voices are included and considered in decision-making?

I believe one of Council's most important responsibilities is to ensure that community opinions are factored into decision making. The Council represents community voice and so it's important to communicate what you are hearing and determine how those opinions factors into policy decisions.

It's also important to consider that many people do not have the time or ability to participate. We have to ask who isn't at the table and how are we ensuring that we have representation. Finding ways to meet people where they are and having key points to share of potential impacts to them can help with participation.

10. Briefly describe your familiarity Oregon's government ethics laws, including financial disclosure requirements.

I'm very familiar with Oregon government ethic laws as that's a crucial part of my profession. I've read and referenced, taken training on, and follow Public Meetings Law, Public Records Law, Ethics and Conflicts of Interests, and familiar with City Charters and ground rules. I file Statements of Economic Interest forms each year as a Planning Commissioner and know the rules around financial disclosures. I'm extremely mindful of serial communications and other rules that people tend to forget. If I'm not sure of something I will reference materials or check with an attorney before taking action.

11. How would you handle a situation where your personal views differ from adopted Council goals or legal obligations?

It's important to communicate what your views are so others know where you are coming from and this allows for opportunity to find common ground. That being said, much of that discussion should occur during the development of the council goals so that once they are adopted, the entire council is supportive of the goals. It's important to have a united council on goals so that the city can focus on implementing rather than pivoting because there isn't clear policy direction. That can lead to frustration, ineffective government, and concerned and confused constituents.

If I were in a situation where my views differed from Council Goals, especially coming in halfway through adopted goal implementation, I would focus on areas of the adopted goals that I do align with, rather than trying to stop the work of goals I don't support. I would recognize that there would be future opportunities to develop goals and ensure my contributions help move the work forward, not back.

For any differing views on legal obligations, I would follow any legal obligations to not be exposed to any liability and to do the right thing.

12. You may use this space to provide any other information you would like the Mayor to consider.

Thank you so much for taking the time to read my responses and my application. I'm looking forward to talking more!

I included on my application and will mention here as well: I will be out of state in a different time zone from October 24 through November 4. The current council appointment timeline lists November 3rd as a potential date to invite candidates to the meeting. It would be an honor to get that far in the process and if I did, I want to let you know that I wouldn't be able to attend that meeting and ask for your consideration in hosting the discussion on a different meeting date.

Declaration and Signature

I declare under penalty of perjury under the laws of the State of Oregon that the information I have provided in this questionnaire is true and correct to the best of my knowledge.

Signature: *Nicole Hendrix*

Date: 10/12/25

1. What criteria would you use in your decision-making process as a member of the City Council?

My decision-making criteria would prioritize what impact it has on our community, who this is impacting specifically, and what they think. It is our responsibility to bring community voices to the table so those perspectives should be the key factor in decision-making. Having said that, often people will not have the same opinion on what we should do, so using the additional criteria below would help with decision making.

I would consider how the decision impacts the budget, whether it's a sustainable financial decision and what impact it has on the general fund.

I would consider the risks involved and whether the benefits outweigh the potential costs. This includes considering legal implications, environmental impacts, in addition to the financial component I mentioned above.

Additionally, I would review how the decision advances the commitments made by Council. Are we following through on what we said we were going to do, and if not, what is the justification.

2. Given the City Manager's comments in the FY2025-2026 Budget introductions, how would you work to make the general fund more resilient?

I would seek to understand current budgeting practices and suggest if there are certain approaches, such as zero-based budgeting, that can be used to ensure careful consideration as to what is budgeted.

I would find alternative ways to fund departments that are currently supported by the general fund to ease reliance on the general fund. For example, looking for existing grants or different city funds to pay for capital projects so that those large costs don't strain the general fund.

To make a fund more resilient, it's important to explore creative revenue sources and partnerships to keep up with increasing costs. By diversifying revenue sources, we are less reliant on the one fund that is dependent on property tax. Increasing fees or adding additional tax should be the absolute last resort. We also we need to find solutions to the implications of Measure 50 setting a path almost 30 years ago for cities not to be able to keep up with increasing costs, forcing cuts or reliance on additional local fees or bonds and levies.

If we are unable to find solutions, then we must have conversations around current service levels not being sustainable.

3. The city will receive \$6.45 million lease payment in FY2027. If you could spend that money on anything, what would it be and why?

First, I would want to consult community and have listening sessions on how they believe the funds should be spent. I would also reference past information and data on where the community believes we need to improve, such as traffic congestion or housing affordability.

Ideally, I would prioritize spending on something that can't be funded through other means or on something where we can leverage these funds for matching opportunities at the state or federal level. I want to use the funding on something less programmatic in nature to limit the potential of long-term costs that would continue after spending the funds.

If I had to name something specific, the I-5 Boone Bridge auxiliary lane project would be something to explore. I would prefer to see the funding go to a visible impact that many people can experience and that project would help to address traffic concerns in the community.

From: [City of Wilsonville Oregon](#)
To: [City Recorder](#)
Subject: Form submission from: City Council Appointment Application Form
Date: Tuesday, September 30, 2025 8:54:14 PM
Attachments: [resume.docx](#)

Submitted on Tuesday, September 30, 2025 - 8:53pm

Submitted values are:

First Name: Patrick
 Middle Name:
 Last Name: Thom
 Home Address: 29380 SW Teton Way
 City: Wilsonville
 State: OR
 Zip Code: 97070
 Is this address within the City? Yes
 I have lived in Wilsonville since: December 2020
 Home Telephone No. 971-322-8884
 Work Telephone No.
 Cell/Mobile Telephone No.
 E-Mail Address: thompe.or@gmail.com
 Are you a registered Voter in the State of Oregon? Yes
 Present Occupation: Permanency Caseworker - State of Oregon Department of Human Services
 Child Welfare
 Please list five (5) Wilsonville residents who support you for this appointment, along with their contact information and their relationship to you.
 Steve Ryan - Neighbor - 503-789-5332
 Carmen Ryan - Neighbor - 503-939-9447
 Staci Larson - Mother-in-law - 503-931-1407
 Jenny Benson - Future Sister-in-law - 971-610-8498
 Chris Field - Neighbor - 503-819-2008
 What in your background, (educational, professional, volunteer) do you feel is most relevant to a City Council position?
 Educationally, I have a Bachelor's of Arts in Sociology, concentrated in Crime and Justice, as well as minors in Political Science and Psychology. This educational focus has allowed me to understand and work professionally with youth and families in varying degrees of life circumstances. Professionally, as it relates to my education, I have worked for the State of Oregon since 2016, first in Juvenile Corrections working with delinquent youth to overcome their criminal pasts and earn skills to provide back to society, and currently in my work as a Permanency Caseworker for Child Welfare, working with families to overcome the issues and concerns that brought their children into care, and provide numerous services to those children so that they could continue to thrive with their families, if it were safe to do so.

On a volunteer basis, I participated in numerous volunteer projects through Scouting, where I earned my Rank of Eagle, as well as through my fraternity in College, participating in our own Philanthropy through B+, but also participating in the philanthropies of the other Fraternities and Sororities across Oregon State University. I am also an actively growing member of the local Grace Chapel, and continue to look for opportunities through their organization's

partnerships for volunteer opportunities to assist our local community and neighboring cities. Please describe the ways in which you would best serve the citizens of Wilsonville through public service on the City Council?

As a younger member, I would be able to best serve and connect with the ever-growing young families and couples that continue to move into our growing city, advocating for continued efforts to maintain the safety of the city for our residents and visitors, whether that be pushing for having streets and sidewalks fixed to be made safe to travel on, activities and parks for residents and families to participate in, and ways to expand our cities desire to bring people together through art, community, love and nature.

What do you consider most important for Council to accomplish in the next two years, and how would you go about making those priorities happen?

I believe it is most important that the council accomplish improving Community Development, which coincides with many of the departmental needs for the community. It is noted that there is a growing population of elders, as well as an increase in families moving into the city, where the importance of developing the community more to benefit both groups. I would utilize my knowledge and skills from both my educational and professional backgrounds, as well as the connections to community members I have, to advocate on the benefits this continued development has on a community, and research options through State or Federal grants or community volunteers to provide for this city.

Explain what you believe makes Wilsonville special or unique in a positive way, and how you would propose to preserve, protect, and enhance those qualities.

Wilsonville has a unique, tri-communal city make-up of Urban, Suburban and Rural areas that add to the city's culture. Even within these spaces, the city has maintained a desire to showcase the natural beauty of Wilsonville, and of the State. I would propose continued efforts of maintaining natural settings and protect the nature areas and parks that are already being utilized by residents and visitors alike by ensuring that current policies and practices are up to date, and seek to find ways that the city can embrace more of the natural beauty that surrounds our community and integrate it into more green, natural spaces to enjoy within the central areas of our community, to bring a sense of peace and beauty into some of the areas of the city that need uplifting.

Resume Upload (optional): [resume.docx](#)

Other Supporting Document (optional):

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.

Signature: Patrick Thom

I Accept: Yes

Date Signed: Tue, 09/30/2025 - 8:51pm

The results of this submission may be viewed at:

<https://www.wilsonvilleoregon.gov/node/130393/submission/66923>

Patrick Thom

thompe.or@gmail.com | 971.322.8884
29380 SW Teton Way, Wilsonville, OR 97070

RESUME OBJECTIVE

Emerging program management professional with 8+ years of experience in **child welfare and juvenile justice**. Background in **case planning, supervision, and policy implementation** with a focus on **violence prevention and community partnerships development**. Adept at **coordinating cross-agency efforts** to promote public safety and family stability.

SKILLS

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Understanding of State and Federal Guidelines • Cross-Agency Collaboration • Community Partnership Development • Policy Implementation & Compliance | <ul style="list-style-type: none"> • Organizational Skills • Dependable • Attention to detail | <ul style="list-style-type: none"> • Violence Prevention & De-escalation Strategies • Crisis Intervention |
|--|--|---|

EXPERIENCE

Social Service Specialist I – Permanency Caseworker ODHS Child Welfare

Alberta Branch Child Welfare | May 2022 – Present

- **Collaborate on case planning** for **10+ families and 13+ children/teenagers**, coordinating with **courts, law enforcement and service providers** to ensure **child safety and permanency**.
- **Facilitated cross-agency communication and collaboration with legal professionals and community partners** to address family challenges and ensure access to needed services.
- **Streamlined documentation, reporting processes and meetings** to ensure compliance with **Federal and State deadlines** and laws.
- **Provided mentorship and guidance to new staff**, communicating **procedures, State/Federal guidelines, and agency policy** to strengthen understanding and compliance.

Group Life Coordinator II

Maclaren Youth Correctional Facility | September 2016 – April 2022

- **Facilitated conflict resolution** between youth and young adults, promoting **non-violent solutions** and maintaining a safe environment
- Applied **de-escalation strategies** to reduce tension and prevent escalation to physical altercations.
- Promoted **positive behavior and rehabilitation**, helping youth build interpersonal and coping skills.
- **Collaborated with educational, vocational, and therapeutic staff** to support youth in their transition back to the community.
- **Trained and mentored new staff** on facility policies, safety procedures, and best practices in behavior management.

Independent Contractor (Casino Gaming Dealer)

David Efaw Productions – Lake Oswego, OR | June 2009 - Current

- Provide Vegas-style entertainment and instruction of Casino Table Games for a variety of clientele.
- Collaborate with the venue lead and head client on event management including layout, event timing and special requests.
- Lead and supervise Casino Game Dealers for events, ensuring the games are being played fairly, but are still enjoyed by the guests; Coordinate with head client for any changes during the event.

EDUCATION

Bachelor of Arts

Oregon State University | Corvallis, Oregon | December 2015

- Major course work study in Sociology, with a focus on Crime and Justice
- Minor course work study in Psychology and Political Science

General Education Credits Study Abroad

Semester at Sea | Varied

- Studied abroad in multiple countries surrounding Europe, the Mediterranean, South and Central America and Africa
- **Participated in numerous events and community projects** within different cultures, **growing and learning about the differences and similarities between needs, outreach, and struggles faced in our communities.**
- **Gained insightful knowledge of culture, society, religion, law and history** through international study and coursework.

LEADERSHIP & COMMUNITY INVOLVEMENT

- Earned rank of **Eagle Scout** in the Boy Scouts of America, June 2010
- Held multiple leadership positions within troop including **Patrol Leader, Senior Patrol Leader** and **Junior Assistant Scoutmaster**; selected as **Senior Patrol Leader for my troop at the Boy Scouts of America 100th National Jamboree**, leading 35+ other scouts and Adult Leaders at a national event.
- Completed **National & Advanced Youth Leadership Training**; later served as a **youth trainer** in Advanced Leadership Training, mentoring new leaders.
- Co-founded and re-chartered the **Kappa Delta Rho Fraternity** at Oregon State University, providing organizational leadership, member development and community outreach opportunities.



**Mayor's Supplemental Questionnaire
City Council Vacancy Appointment Process 2025
Required Prior to Meeting with the Mayor**

Applicant Name: Patrick Thom

Thank you for your interest in serving on the Wilsonville City Council. Prior to your scheduled meeting with the Mayor, please email the completed questionnaire—including the date and your signature—to the City Recorder Kim Veliz (veliz@wilsonvilleoregon.gov) and Mayor O'Neil (oneil@wilsonvilleoregon.gov).

Your responses will help focus the conversation on your experience, perspective, and understanding of the responsibilities of this role. Please answer each question truthfully and thoughtfully. Your completed questionnaire will be shared with other Council members as part of the appointment process, and will be subject to public disclosure under Oregon Public Records Laws. If you need additional space to respond to any questions, you may attach extra pages.

To comply with Oregon Government Ethics and public meeting laws, applicants **may not discuss, seek assistance from, share their responses with, or distribute this questionnaire** to any current members of the Wilsonville City Council, other than the Mayor as part of this process.

Sharing questionnaire responses with Council members or seeking their input would likely constitute a prohibited communication and could disqualify the applicant from further consideration.

This completed and signed questionnaire must be submitted by 9:00 p.m. on the evening before your scheduled meeting with the Mayor.

Timely submission is essential to allow for adequate review and preparation. If the completed and signed questionnaire is not received by the deadline, the meeting will be canceled and the Mayor will be unable to consider the application further as part of the appointment process.

Mayor's Supplemental Questions

1. Describe your past involvement with the City of Wilsonville or other community organizations. Please include any service on City boards or commissions, task forces, nonprofit boards, or other civic leadership roles. Describe in detail how this experience has prepared you for service on City Council.

I have not been a part any boards, commissions or task forces within City of Wilsonville. Growing up, I was

CITY OF WILSONVILLE • OFFICE OF THE MAYOR

Phone 971-409-1861
Fax 503-682-1015

29799 SW Town Center Loop East
Wilsonville, OR 97070

www.wilsonvilleoregon.gov
mayor@wilsonvilleoregon.gov

October 8, 2025

a member of Boy Scouts of America, earning the rank of Eagle. My time is scouting prepared me for Leadership, Community Service, and working conjointly to better community for all.

2. Have you ever previously applied for appointment to, or run for, elected office in Wilsonville? If so, please describe the position, the year, and what you learned from that experience.

I have not previously applied or ran for elected office in Wilsonville

3. Serving on City Council involves a significant time commitment and responsibility. Please explain how you plan to manage the workload, your willingness to serve through the remainder of this term, and whether you intend to run for the position in the November 2026 election.

I plan to Calendar meeting times and time for projects or work, making sure to not let duties fall behind. I am prepared to serve the remainder of the term, and already planned to run for a seat in the 2026 election.

4. The City Council adopted its 2025-27 Council Goals earlier this year. Please discuss your understanding of the Goals, your understanding of the role the Goals play in the Council's work, and any particular priorities you have toward accomplishing the Council goals.

My understanding of the goals is that the city seeks financial health for its residents, as well as maintaining their safety. The city also wants to communicate its growth plan to residents + be transparent. The goals play into the Council's work, as they are the voice + Liaison for residents. My priority is to continue being that voice for the residents

5. What motivates you to seek this appointment at this particular time? How do you see your role in advancing the City's adopted goals?

I already planned to run in the 2026 elections, so when the opportunity arose, I took it. I believe my role in advancing the city's goals is one of a new perspective, considering the current goals + progressing them in the best way possible, to benefit the ever growing community.

6. How do you approach forming positions on complex policy issues? Describe how you balance your own views with input from staff, community members, and fellow Councilors.

I form positions on complex policy issues by listening to all points, looking at the short and long-term pros + cons, and gain

October 8, 2025

insight from experts on the subject, community members that would be affected by the policy, and discussion points from fellow Councilors.

7. Share an example of a time when you had to support a policy decision you did not personally agree with. How did you handle it?

While working with the Oregon Youth Authority, we were presented with policy changes that did not work in the environment we were in. We discussed the issues with the policy decision and ultimately proceeded with the change as written, until a new policy decision was brought forth.

8. Wilsonville is home to residents from diverse neighborhoods, backgrounds, ages, and experiences. A core value of our community is fostering a sense of belonging—making sure everyone feels valued, welcomed, and heard.

a. Describe what “belonging” means to you in the context of Wilsonville. Share any relevant personal or professional experiences that have shaped your perspective on building an inclusive community.

Belonging, in the context of Wilsonville, includes allowing a voice to be heard, ideas pronounced and being invited to participate in the city. It's a feeling that who you are is respected in Wilsonville. I've seen this belonging in Ramadan being finished in Greece and the festival Diwali being celebrated while studying abroad.

b. How will you support and foster the City's Diversity, Equity, and Inclusion programming if appointed to Council?

I will seek to take all residents' needs + differences into account. I will voice concern if a program, policy, or activity is missing a key piece to make whatever change as inclusive + equitable as possible. I will strive to learn more about the different diversities in Wilsonville.

c. How will you support and foster Arts, Culture, and Heritage Commission initiatives, if appointed to Council?

Arts, Culture + Heritage are paramount in what makes Wilsonville unique. I will support any program as able, through attendance, volunteer work, or even simply going and learning from our residents who wish to share what they care most about.

9. In your view, what role should City Council play in ensuring that all voices are included and considered in decision-making?

I believe that City Council should have the voices of residents heard in anyway possible, in-person, by mail or email, or by phone, especially if a decision is going to affect numerous people.

October 8, 2025

10. Briefly describe your familiarity Oregon's government ethics laws, including financial disclosure requirements.

My understanding of the ethic's laws, including financial disclosure, is that any one that holds a public job, office or appointed seat may have their finances disclosed so as to ensure there are no unethical practices occurring, and that they are not in their position for nefarious reasons.

11. How would you handle a situation where your personal views differ from adopted Council goals or legal obligations?

I would reflect on my different views and seek to understand more of the goal or obligation so as to put my biases aside. I would also voice my differing view to seek knowledge as to how the goal was achieved and if all considerations were made.

12. You may use this space to provide any other information you would like the Mayor to consider.

Nothing to add at this time

Declaration and Signature

I declare under penalty of perjury under the laws of the State of Oregon that the information I have provided in this questionnaire is true and correct to the best of my knowledge.

Signature: Patricia Mrom

Date: 10/13/2025



Dear Applicant,

Thank you for your interest in the City Council appointment process. I understand that you have already received a questionnaire from the Office of the Mayor. I would like to solicit your response to a few more questions. I appreciate you taking the time to thoughtfully answer the following questions.

Please provide your response to the Wilsonville City Recorder, Kim Veliz, at veliz@wilsonvilleoregon.gov and me at cunningham@wilsonvilleoregon.gov by Wednesday, October 15th at 9:00 pm so that the responses can be included in the City Council agenda packet for the October 20th meeting.

I appreciate your time completing this additional questionnaire and apologize for the extra “homework” but I think these questions ensure that important aspects of each candidate are addressed. I am open to meetings with each applicant and will try to be as flexible as possible in scheduling those. I prefer in-person meetings but can make remote meetings over the phone or Zoom work if necessary. If you would like, feel free to email me at the above listed email address to schedule a time to meet.

Thanks,
Adam Cunningham
Wilsonville City Councilor

Questions from Councilor Cunningham

Applicant's name: Patrick Thom

1. What criteria would you use in your decision-making process as a member of the City Council?

The criteria I would use in my decision-making process would be parallel to how I go about making other big decisions: I would read into the topic or item that is being discussed, taking into account pros and cons of why the topic is good or bad, will do well or not for the community or the group that it would aim to effect, and then listen in to those who have a stronger knowledge or professional insight if possible. From there, if available, I would gain insight from points that others had of the topic or item, to garner any similar mindsets, or receive other points of view I hadn't thought of while looking into whether it would be something to vote for or against.

2. Given the City Manager's comments in the FY 2025-2026 Budget introduction, how would you work to make the general fund more resilient?

I would want to look at reasons as to why the development of growth in the city has been declining, as well as ways to reprioritize projects and what other options for grants or community assistance in providing the high quality we wish to provide for the residents and visitors of Wilsonville. Even in the current economic climate and uncertainty of where money from State and Federal grants or funding may or may not come, there must be community connections that can be explored to assist in strengthening the general fund by allowing it to grow without a need to pull more from it.

3. The city will receive a \$6.45 million lease payment in FYE 2027. If you could spend that money on anything, what would it be and why?

I would spend that money at looking to build through existing infrastructure a performing arts center and gallery for the city, and/or a pool and rec center that can be built within current vacant structures and could build into the existing urban growth plan of the city center. Both would provide not only space for community growth, but would also allow the residents and visitors to enjoy classes, performances, games and artwork put on by their community members. It would also be another stream of revenue for the city to expand on current programs offered, but also would create more work and space for community learning, expanding on current offerings of classes to more life skills, including cooking, public speaking, performance, or lifeguarding, for example.

From: [City of Wilsonville Oregon](#)
To: [City Recorder](#)
Subject: Form submission from: City Council Appointment Application Form
Date: Monday, September 29, 2025 11:59:41 AM
Attachments: [rob_candrian_resume_2025.pdf](#)

Submitted on Monday, September 29, 2025 - 11:58am

Submitted values are:

First Name: Robert
 Middle Name: Michael
 Last Name: Candrian
 Home Address: 26779 SW Colvin Ln
 City: Wilsonville
 State: OR
 Zip Code: 97070
 Is this address within the City? Yes
 I have lived in Wilsonville since: July 2018
 Home Telephone No. 971-388-1008
 Work Telephone No.
 Cell/Mobile Telephone No.
 E-Mail Address: robcandrian@gmail.com
 Are you a registered Voter in the State of Oregon? Yes
 Present Occupation: Senior Manager, Corporate Security - AMD
 Please list five (5) Wilsonville residents who support you for this appointment, along with their contact information and their relationship to you.
 Lorena Candrian - 971-400-5400 (spouse)
 Sara Reschke - 541-521-5343 (neighbor and Wilsonville High School teacher)
 Jeff Richmond - 503-871-7739 (neighbor and collaborator on local issues)
 Andrew Karr - 503-756-2719 (neighbor and member of Planning Commission)
 Cherie Burton - 503-290-9599 (neighbor and member of local church community)
 What in your background, (educational, professional, volunteer) do you feel is most relevant to a City Council position?
 My familiarity and understanding of the challenges and opportunities facing Wilsonville, based upon my time serving on the Development Review Board, where I have served since 2023 as both the Chair and Vice Chair and because of my 2024 campaign for mayor, where I was the bronze medalist! Since moving to Wilsonville in 2018, I have been an active volunteer in the community including organizing and participating in local service projects, at my kids local schools and with their local sports teams. I am a 2019 graduate of the Wilsonville Citizen's Academy. I'm also deeply involved in my local church community. I have a law degree and a good understanding of policy. Finally, I have previously served my country as an officer of the CIA.
 Please describe the ways in which you would best serve the citizens of Wilsonville through public service on the City Council?
 Hopefully this doesn't come as a surprise to anyone reading this, but I would bring a staunch non-partisan mindset to this non-partisan position! Through my service on the DRB and my mayoral campaign, I have demonstrated my commitment to advocating for what is best for the people of Wilsonville, not a particular political party or ideology. Based upon public and private feedback on my mayoral campaign and my work on the DRB, I believe I have

established a reputation in the community as someone who is genuinely interested in working to make Wilsonville a better place for all residents, regardless of their political affiliation. I would bring that same mindset and dedication to the City Council.

What do you consider most important for Council to accomplish in the next two years, and how would you go about making those priorities happen?

Defusing the partisan distrust that is playing out on a national-level and increasingly infecting our community on local issues - even though most local issues should be nonpartisan. I would do this by continuing to be a non-partisan voice for our community - in continuation of what I have been doing over the past 7 years I have lived here and the 3 years I have been formally involved in city government. I think it is imperative to make progress on revitalizing our downtown area by identifying realistic solutions and compromises on the Town Center plan. I would look for ways to bridge the various interests to find a way to move forward on a plan that balances competing interests while protecting the city's finances. This will require some compromises, but they are necessary if we don't want to see Fry's sit vacant and underutilized for another 6 years.

Explain what you believe makes Wilsonville special or unique in a positive way, and how you would propose to preserve, protect, and enhance those qualities.

Wilsonville is attractive to families, individuals, and businesses because we are a diverse community with some of the best schools in the state, great parks, and a geographic location that balances proximity to the city, while maintaining a small-town suburban feel. How do we continue that tradition while addressing the challenges and opportunities we are facing because of the growth our attractiveness has created? I think we do that by building trust with the community by working to advocate for our residents in a nonpartisan manner.

Resume Upload (optional): [rob_candrian_resume_2025.pdf](#)

Other Supporting Document (optional):

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.

Signature: Robert Candrian

I Accept: Yes

Date Signed: Mon, 09/29/2025 - 7:25am

The results of this submission may be viewed at:

<https://www.wilsonvilleoregon.gov/node/130393/submission/66911>

Robert Candrian

26779 SW Colvin Ln, Wilsonville, OR 97070 · 971-388-1008
 robcandrian@gmail.com · linkedin.com/in/robcandrian/

Professional Experience:

Summary: Strategic security leader with over 19 years of experience, including 12 with the CIA, collecting intelligence and investigating threats to minimize risk to physical and cyber assets. Additional private-sector experience leading large, diverse teams on security and data protection projects.

AMD

Head of Threat Management

2025-present

Senior Manager, Insider Threat

2022-2025

Acting Manager, Cyber Operations

2024-2025

- Led the creation and strategic implementation of AMD Corporate Security's Threat Management team covering counterintelligence, geo-political threats, and government security relationships including the management of our FSO and classified project programs.
- Established AMD's formal InfoSec Insider Threat program, focused on preventing and mitigating risk to company data and intellectual property while balancing privacy and confidentiality issues. Led a geographically diverse team, monitoring 24/7 data security alerts.
- Drafted, coordinated, and implemented company-wide policies with disparate stakeholders to secure data and intellectual property from internal and external threats, including those from nation/state actors while ensuring compliance with varying global privacy regulations;
- Managed investigations related to data loss, including root cause analysis and efforts to recover intellectual property. Directed efforts to automate identification and analysis of high-risk use cases.
- Filled leadership void during management underlap for the InfoSec Cyber Operations team encompassing CSIRT, SOC, Threat Intelligence, and Detection Engineering groups.

Wells Fargo

Insider Threat Manager

2022

- Led the Insider Threat Incident Management team's efforts to proactively identify potential insider threat and counterintelligence risks and implement internal controls designed to prevent data loss.
- Helped draft and implement controls to ensure strict compliance with strenuous financial regulations related to process workflows, escalation procedures, and change management.
- Coordinated post-incident responses with other business units and external government entities to protect company interests and manage investigations into data theft and compliance issues.

The Vanir Group, LLC

Co-founder

2019-2022

- Co-founded a bespoke open source intelligence consulting firm providing discreet advice and insights to private companies performing initial due diligence into possible investments and acquisitions.

Highway Specialties LLC

President

2021

Vice President: Business Development and Legal Affairs

2018-2020

- Provided strategic guidance and operational leadership for a civil infrastructure business with annual revenue of over \$10 million and a workforce of 40+ covering offices in multiple geographic locations.
- Led seller's side due diligence process during acquisition by private equity firm.

Central Intelligence Agency (CIA)

Collection Management Officer

2006-2018

- Led cross-functional teams tasked to collect strategic and tactical intelligence on evolving global security threats; provided policy makers with accurate, timely, and well-sourced information on high-level issues addressing counterintelligence and cyber security; managed intelligence collection on regional security and foreign policy issues in Europe, the Middle East, Asia, and the Pacific.
- Managed relationships with foreign law enforcement, military, and intelligence agencies to share information related to potential counterterrorism, counterintelligence, and cyber threats.

- Recognized and awarded for outstanding quality and quantity of written intelligence reporting.

Item 12.

Specific CIA assignments included the following:

Pacific Rim

2016-2018

- Directed cooperation and interaction between U.S. and foreign officials on counterintelligence and regional security issues in East Asia and the South Pacific.
- Drafted security assessments and coordinated with local law enforcement for high-level visits by senior U.S. officials to the Pacific region. Responsible for ensuring compliance with stringent security requirements during said visits.

Washington D.C.

2014-2016

- First-line supervisor for a team monitoring and collecting information on counterintelligence, cyber security, and regional security issues in East Asia.
- Lynchpin between analytic and operational components, providing guidance and direction to fill critical foreign policy and national security intelligence gaps. Briefed critical security information to senior U.S. policy makers and officials. Recognized for outstanding reporting, which affected U.S. national security policy.

Middle East

2012-2014

- Managed collection efforts on regional security, financial sanctions, counterterrorism, counterintelligence, and cyber security. During the two-year tour, had the highest production rate of any officer in the history of this location. Awarded for outstanding production on reporting efforts during times of crisis and active hostilities.
- Worked with local officials to mitigate threats to U.S. interests. Compiled and presented daily briefings to senior officials regarding international and regional security issues.

Europe

2009-2012

- Collected and monitored information related to counterterrorism, counterintelligence, cyber security, and regional security. Recognized for having the second-highest production rate out of all officers in Europe in 2011.
- Managed cooperation with local law enforcement and intelligence agencies to protect U.S. security interests and investigate potential regional threats.

Washington D.C.

2006-2009

- Monitored world-wide security threats and fast-breaking current events as a team lead in a global 24/7 watch office.
- Separately, managed collection efforts related to counterterrorism in Turkey, including coordination across multiple government agencies to identify and disrupt terrorist financing networks.

Education:

Juris Doctor - Law, Pepperdine University School of Law

2006

Awards: Best Petitioner's Brief – 2004 Dalsimer Moot Court Competition

Leadership: Student Bar Association Treasurer; J. Reuben Clark Law Society Vice President

Internships: Ventura County District Attorney's Office; California State Attorney General's Office

Bachelor of Arts – Political Science, University of Utah

2003

Certificate in International Relations

OTHER

- Member: California Bar Association - 250411;
- United States Government Security Clearance - TS/SCI/Poly, adjudicated 11/2022
- Facilities Security Officer (FSO); 2025
- Certified Global Counter-Insider Threat Professional (GCITP) - University of Maryland Applied Research Lab for Intelligence and Security; 2023
- Certified Insider Threat Program Manager (ITPM) - Carnegie Mellon University; 2023



**Mayor's Supplemental Questionnaire
City Council Vacancy Appointment Process 2025
Required Prior to Meeting with the Mayor**

Applicant Name: Rob Candrian

Thank you for your interest in serving on the Wilsonville City Council. Prior to your scheduled meeting with the Mayor, please email the completed questionnaire—including the date and your signature—to the City Recorder Kim Veliz (veliz@wilsonvilleoregon.gov) and Mayor O'Neil (oneil@wilsonvilleoregon.gov).

Your responses will help focus the conversation on your experience, perspective, and understanding of the responsibilities of this role. Please answer each question truthfully and thoughtfully. Your completed questionnaire will be shared with other Council members as part of the appointment process, and will be subject to public disclosure under Oregon Public Records Laws. If you need additional space to respond to any questions, you may attach extra pages.

To comply with Oregon Government Ethics and public meeting laws, applicants **may not discuss, seek assistance from, share their responses with, or distribute this questionnaire** to any current members of the Wilsonville City Council, other than the Mayor as part of this process.

Sharing questionnaire responses with Council members or seeking their input would likely constitute a prohibited communication and could disqualify the applicant from further consideration.

This completed and signed questionnaire must be submitted by 9:00 p.m. on the evening before your scheduled meeting with the Mayor.

Timely submission is essential to allow for adequate review and preparation. If the completed and signed questionnaire is not received by the deadline, the meeting will be canceled and the Mayor will be unable to consider the application further as part of the appointment process.

Mayor's Supplemental Questions

1. Describe your past involvement with the City of Wilsonville or other community organizations. Please include any service on City boards or commissions, task forces, nonprofit boards, or other civic leadership roles. Describe in detail how this experience has prepared you for service on City Council.

2019 Graduate: Civics Academy

2023-2024: DRB Panel A, Vice-Chair. 2025-Present: DRB Panel A, Chair.

CITY OF WILSONVILLE • OFFICE OF THE MAYOR

Phone 971-409-1861
Fax 503-682-1015

29799 SW Town Center Loop East
Wilsonville, OR 97070

www.wilsonvilleoregon.gov
mayor@wilsonvilleoregon.gov

October 8, 2025

Both sets of experiences have helped educated me about the various opportunities and challenges facing Wilsonville and the roles elected officials and city staff play in addressing them.

2. Have you ever previously applied for appointment to, or run for, elected office in Wilsonville? If so, please describe the position, the year, and what you learned from that experience.

Yes. Twice.

2019 - Applied for the vacant City Council position. Not selected. The selection process was different than this years - that process appeared to be based more upon longevity than anything else. Because of that, I was inspired to find other ways to serve, eventually gaining an appointment to the DRB.

2024 - Wilsonville Mayoral race. Bronze medal :)

I learned that I don't particularly like campaigning. But it reinforced my desire to find ways to have a positive impact on local policy.

3. Serving on City Council involves a significant time commitment and responsibility.

Please explain how you plan to manage the workload, your willingness to serve through the remainder of this term, and whether you intend to run for the position in the November 2026 election.

Thankfully, my current job allows me to work from home with flexible hours. This was also a consideration I had to make when deciding to run for mayor last year. I do plan to serve through the remainder of the term. Whether or not I would run again in 2026 would most likely depend upon whether I believe I can continue to make a positive impact in the Council role. As I mentioned earlier, running a campaign wasn't my favorite life experience, but I would strongly consider running, if I felt that I was making a positive contribution and could continue to do so.

4. The City Council adopted its 2025-27 Council Goals earlier this year. Please discuss your understanding of the Goals, your understanding of the role the Goals play in the Council's work, and any particular priorities you have toward accomplishing the Council goals.

The goals set the priority for council and staff during this two-year term. The council identified financial health, public safety, parks, and communication and engagement (specifically highlighting the Town Center Plan). These are all consistent with some of the issues I highlighted during my quixotic mayoral campaign and address the main issues facing Wilsonville.

5. What motivates you to seek this appointment at this particular time? How do you see your role in advancing the City's adopted goals?

Well, the position came open at this time! I also feel that I am uniquely positioned to help lower the partisan discord we are increasingly seeing play out in our community (sadly, as a reflection of national politics) based upon my public record of non-partisanship. I believe I can help be a bridge between the left and right in Wilsonville and work to identify areas of compromise to help rebuild trust between all citizens.

6. How do you approach forming positions on complex policy issues? Describe how you balance your own views with input from staff, community members, and fellow Councilors.

I take a data-based approach to complex policy issues. This is a carry over from both my time as a law student and from working in the Intelligence Community. I want to see verified data that will support policy positions. That data can come from a variety of sources, including staff, community members and fellow Councilors.

7. Share an example of a time when you had to support a policy decision you did not personally agree with. How did you handle it?

When I was working at the US Embassy in Tel Aviv Israel in 2014, Israel and Hamas became involved in a conflict that crossed numerous red-lines that normally would have necessitated a voluntary evacuation for family members of embassy employees. For political reasons, the Ambassador decided that it was not tenable to announce an evacuation, even though it was likely putting families at risk. While I disagreed with his decision to not evacuate family members, I continued to support the embassy's efforts to provide policy makers with verified information about the ongoing situation, so they could continue to make informed policy decisions.

8. Wilsonville is home to residents from diverse neighborhoods, backgrounds, ages, and experiences. A core value of our community is fostering a sense of belonging—making sure everyone feels valued, welcomed, and heard.

- a. Describe what “belonging” means to you in the context of Wilsonville. Share any relevant personal or professional experiences that have shaped your perspective on building an inclusive community.

My sense of belonging in Wilsonville first began with my church community, as my faith group provided my initial sense of family and belonging in the area. That sense of belonging expanded as my family became more active in our neighborhood, sports, and school communities. A feeling of belonging will always increase as one develops more relationships in an area.

- b. How will you support and foster the City's Diversity, Equity, and Inclusion programming if appointed to Council?

I support the city's efforts to champion and embrace our diversity. Unfortunately I think the DEI program is viewed negatively by a large portion of the community, specifically because the phrase “DEI” has become a bit of a buzz word in conservative circles. I would like to identify ways to promote and celebrate the diversity we have in Wilsonville, while perhaps re-branding the DEI program so that it would be more acceptable to a larger segment of our population.

- c. How will you support and foster Arts, Culture, and Heritage Commission initiatives, if appointed to Council?

I think identifying a place for a local community theater that can host art and cultural events should be something the city prioritizes. I know from comments at recent Council meetings that there may be an effort to turn the old movie theater into a community art center/theater. This is something I would strongly support.

9. In your view, what role should City Council play in ensuring that all voices are included and considered in decision-making?

I don't think it's possible for all voices to be included and considered - as not all want to participate. I do think the City should seek to ensure that all interested voices have an opportunity to provide input - but, as I learned during my mayoral campaign, the loudest voices are not always the most representative of everyone in the city. As elected officials, there are times when certain issues have such a large impact on the city that it is appropriate to put them directly to a vote by the citizens (for example, how the City has historically sought advisory votes on Urban Renewal, or the requirement for votes on bonds). For other issues, I think the council and mayor have been elected to listen to constituents, but also use their judgement in making decisions.

October 8, 2025

10. Briefly describe your familiarity Oregon's government ethics laws, including financial disclosure requirements.

Since becoming a member of the DRB and a candidate for office, I have been subject to Oregon's ethics and financial disclosure laws. I have attended yearly trainings and am familiar with the laws and requirements.

11. How would you handle a situation where your personal views differ from adopted Council goals or legal obligations?

That's just how democracy works. No one will agree 100% with every policy or legal obligation, but that doesn't excuse non-enforcement of the obligation or working against the goal.

12. You may use this space to provide any other information you would like the Mayor to consider.

Based upon my foray into elected politics last year (despite finishing lower than I had hoped) I believe I have established a reputation in the community as someone who's sole interest is making Wilsonville as successful as possible - without pushing a conservative or progressive agenda. If we want to truly work to build a community, we need to set partishanship aside and found ways to compromise and move forward in a non-partisan manner. I think the current council and mayor have done a pretty good job of doing that. I believe I can help continue that momentum and progress.

Declaration and Signature

I declare under penalty of perjury under the laws of the State of Oregon that the information I have provided in this questionnaire is true and correct to the best of my knowledge.

Signature: _____



Date: 10-8-2025

1. What criteria would you use in your decision-making process as a member of the City Council?

Any decision would be based upon my answer to the following question: What is the best long-term solution/resolution to this issue for the majority of residents of the City?

To answer that question, I would use the following criteria:

- A. Does the City have the proper infrastructure in place to support the proposal? If not, how will that infrastructure be funded?
- B. Is the solution realistic? Have we explored/studied multiple solutions, or are we simply reverting to how things have been done in the past?
- C. If public funds are going to be used, are they being used responsibly to invest in improvements that can benefit all residents?

2. Given the City Manager's comments in the FY 2025-2026 Budget introduction, how would you work to make the general fund more resilient?

Funding forecasts are notoriously unreliable. I would look to be more conservative in funding forecasts so that we aren't spending money based upon optimistic/best-case projections. Instead, I assume slower growth than is often anticipated. Worst-case scenario, being pessimistic means you aren't over-spending. Best-case scenario, you have a budget surplus, which can then be used to finance projects with revenue that has already been received.

3. The city will receive a \$6.45 million lease payment in FYE 2027. If you could spend that money on anything, what would it be and why?

I'd use it to partially pay for a recreation center; I'd look to partner with the WLWV school district and the County to obtain the remaining funding to address the lack of a swim/fitness facility in this part of Clackamas County (and the complete lack of any swimming facility for our school district).

Subject: FW: Application for City Council Vacancy
Attachments: SamScullCouncilApplication.pdf; Scull Supporters 100725.pdf

Please consider the information below and attached as my application for the vacant City Council position.

Name: Samuel Charles Scull
Address: 10656 SW London Lane, Wilsonville, OR 97070

Lived in Wilsonville: 12yrs

Home/Work/Cell Phone: 951.491.3659
Email: scs2789@gmail.com

Oregon Registered Voter: Yes
Present Occupation: Small business owner (360 Inspections LLC)

List of Wilsonville residents who support: please see attached file
Required Questions: please see attached file

Please let me know if you have any questions.

Thank you,
Sam Scull

Samuel C. Scull

scs2789@gmail.com (951) 491-3659

October 8, 2025

City of Wilsonville
29799 SW Town Center Loop E
Wilsonville, OR 97070

Dear Mayor and Councilors,

I want to introduce myself and share my enthusiasm for engaging more deeply in our city's important work. Wilsonville is a place I truly appreciate — especially for its thoughtful planning and strong community spirit. That sense of shared purpose and possibility is what has always motivated me to be involved and contribute.

I've been fortunate to serve in depth on local commissions and my association board, where I've learned up-close how much progress can be achieved when we listen, consider and collaborate for outcomes that benefit all. Those experiences have reinforced my belief in the importance of teamwork and transparency — qualities essential to achieving this Council's goals of financial health, public safety, parks, communication, and engagement.

I share your priorities wholeheartedly. Maintaining strong financial health ensures we can sustain the high quality of services our residents expect. Supporting public safety helps everyone in our community feel secure and respected. Investing in our parks and trails helps keep Wilsonville healthy, active, and engaged — in ways that people of all walks of life can enjoy. And open, honest communication builds the trust that brings our community together.

What inspires me most about Wilsonville is our potential to build an even better future while maintaining the qualities that make this city special — our friendly neighborhoods, our commitment to civic engagement and sustainability, and our appeal to multiple cultures and generations who are encouraged to enjoy the pleasant life our community offers. I'm eager to be part of that challenging work to help ensure Wilsonville continues to thrive.

I'm committed to serving our community, and if selected to fill this vacancy, I intend to run for re-election in 2026. Thank you for considering my application, and for the tremendous dedication you show on behalf of our community.

Sincerely,



Samuel C. Scull

Attachments: Resume, questionnaire, letters of reference.

Samuel C. Scull

scs2789@gmail.com (951) 491-3659

PROFESSIONAL EDUCATION

Master of Business Administration — Pepperdine University, Malibu, CA

Bachelor of Science, Industrial Technology — Southern Illinois University, Carbondale IL

CIVIC EDUCATION



City of Wilsonville **Leadership Academy** (2015)

City of Irvine, CA **Community Police Academy** (2005)

American Red Cross

Disaster Response Certification — OR (2022), CA (2008)

Disaster Shelter Certification — CA (2009)

Supply Chain Management Certification — CA (2009)

First Aid and CPR/AED — OR (2018)

State of Oregon **Public Meetings Law ORS192 Certification** (2025)

CIVIC VOLUNTEER SERVICE



City of Wilsonville

Development Review Board - Panel B (2018–2019)

Budget Committee (2018–2019 and 2022 as chair)

Planning Commission (2023–current)



Clackamas County **Budget Audit Committee** (2021–2022)

American Red Cross

Cascade Disaster Action Team and Shelter Team (2021–present)

Riverside Co, CA Disaster Action Team, Shelter Team, Regional Supply Chain Mgr (2008)

United Way Workplace Contributor Program, ITW Gaylord fundraiser co-leader (2018–2022)

Legend of Villebois HOA Board of Directors (2013–present)

Currently President + previous terms. Also Secretary, Treasurer, Chair of Transition Team

PROFESSIONAL EXPERTISE

- P&L Management — Metrics Driven Business Unit Financial Management
- Business Operations — Multi-site Global Manufacturing
- Strategic & Tactical Planning and Technology Road-Mapping
- Hands-On Lean Culture-based Leadership
- Human Resource Management, DEI and Organizational Culture Development
- Post Acquisition Integration — Process, Systems and Culture Integration
- Finance — Corporate level budget development and reporting
- Engineering — Process, Manufacturing and Industrial
- Global Supply Chain — Materials and Logistics
- Safety Programs — OSHA based Culture/Program Management and Audits
- Capital Improvement Programs Management — Facilities, Systems and Equipment
- Divisional Training Facilitator/Manager, Instructor and Mentor

Samuel C. Scull

scs2789@gmail.com (951) 491-3659

PROFESSIONAL EXPERIENCE

360 Inspections LLC Wilsonville, OR (2023–present)

Owner — Insurance, Bank and Tax Surveys/Inspections. Manages and performs regional (NW Oregon) property, safety, and business operations surveys/inspections for commercial liability insurance, bank construction loan funding inspections, and property tax asset segregation and inventory projects.

ITW Gaylord Industries Tualatin, OR (2010–2022)

Division General Manager — Responsible for global division P&L. Leader for a full business suite of direct reports included finance, sales & marketing, manufacturing, supply chain, and engineering. Managed the conversion of local manufacturing to a global integrated supply-chain in support of multiple product line expansions into Canadian and Asian markets.

Director, Operations & Supply Chain — Provide business unit P&L leadership while directing global Manufacturing, Procurement/Supply Chain, Mfg. Engineering, Logistics, and Service groups. Lead division materials sourcing, centralizing group level (domestic & global) supply chain and quality activities, governing a multi-million dollar matrixed materials spend.

Applied Companies Valencia, CA (2008–2009, one-year contract)

Director, Operations & Supply Chain — Directed operations and supply chain teams to exceed P&L performance, product & service quality, and on-time delivery goals in preparation for potential sale. Re-engineered manufacturing and supply chain groups towards goal driven performance via Financial/Systems Metrics realizing superior front-to-back operational performance.

Channell Corp Temecula, CA (2005–2008)

Director, Business Unit — Directed global business unit P&L, manufacturing and supply chain (Mexico, Europe, and Malaysia) activities, with added oversight of domestic electromechanical assembly, procurement, and engineering. Directed and transitioned manufacturing operations to a global integrated supply chain during a product line expansion into European and Asian markets. Managed a global supply chain team of 250 members in four countries.

Lightworks Optics Tustin, CA (2002–2005)

Director, Program Management Office — Directed a vertically integrated Program Management Office in the profitable delivery of engineered Optics design/product programs. Established vertical PMO teams by aligning program management, engineering, and manufacturing activities into an in-lined integrated Supply Chain processes. Served as lead Program Manager for commercial (volume) production programs.

Delphi Automotive/General Motors Pomona and Irvine, CA (1995–2002)

Plant General Manager — Lead product manufacturing, materials, and engineering groups, supporting teams of up to 400 employees in US & Mexico. Ownership included multi-product Business Unit Profit & Loss; Federal Aviation - Depot Level Maintenance Facility spare parts supplier for commercial aircraft repairs.

Business Unit Manager — Directed electro-mechanical product line with full P&L responsibilities. Directed the full scope of multi-site manufacturing, program management, engineering, and finance groups in the US and Mexico.

Samuel C. Scull

scs2789@gmail.com (951) 491-3659

EXECUTIVE HIGHLIGHTS

Operations

Supply Chain, and Manufacturing leadership with a customer focus on *Raving Fan* service and on-time delivery.

- Continued accomplishments of improving on-time delivery to >95% in design-to-order environments.
- Ongoing materials programs reducing shortages by up 90%, and Slow/Obsolete Inventory by 55%.

Budgeting and Cost Controls

Productivity gains continually realized through a focus on Sales & Operations Planning and Materials Sourcing programs, using corporate networks and an open-book team engagement approach.

- Consistent Continuous Improvement product and program results driving bottom line results of >15% year-to-year.
- Consistent materials sourcing programs realizing cost saving and avoidance of >25% year-to-year.

Lean Practices and Continuous Improvement

Championed multiple internal and external Lean Processes, Six Sigma, and Materials/Logistics Management programs.

- Lean operational projects have consistently produced cost improvements of >15% per project.
- Market Rate of Demand programs have progressively improved materials performance by reducing months-on-hand materials, typically lowering carrying cost by 15% per year, and improving turns by >20% per year.

Respect for human capital

Motivates, mentors, and leads diverse global teams of learning professionals. I live the culture, and lead by example managing and training cross-functional teams using collaborative hands-on, and motivational practices, which spurs connection and a sense-of-urgency, allowing teams to give 100%+ effort.

Samuel C. Scull

scs2789@gmail.com (951) 491-3659

QUESTION #1

What in your background (educational, professional, volunteer) do you feel is most relevant to a City Council position?

Throughout my career and community service, I have sought many opportunities that combined my professional discipline with civic responsibility. I truly feel that my background in education, professional leadership, and volunteer service has provided me with the relevant skills and perspective to effectively serve as a Wilsonville City Councilor.

EDUCATIONAL FOUNDATION

I hold a **Master of Business Administration** from Pepperdine University and a **Bachelor of Science in Industrial Technology** from Southern Illinois University. These degrees provided me with a strong foundation in finance, operations, organizational leadership, and technology — skills that directly translate to the complex decision-making and strategic and tactical planning required of a City Councilor.

Beyond formal degrees, I have pursued continuing education in areas critical to both private and public leadership. This includes training in Lean Process Methods, OSHA Safety Program Management, and Market (Customer) Driven Management. Additionally, as a certified instructor in Market Driven Management, Lean Toolbox, Diversity/Equity/Inclusion, and Safety Program Management, I have not only practiced these skills but also taught and mentored others during my career.

These experiences demonstrate my ability to evaluate complex issues, streamline processes, and communicate said skills to build inclusive teams — *all vital for applied city governance.*

COMMUNITY EDUCATION AND PREPARATION

My commitment to civic responsibility extends into community-focused training. I am a graduate of the City of Wilsonville **Leadership Academy**, and City of Irvine's **Community Police Academy**, programs designed to deepen residents' understanding of public safety, leadership, and civic engagement. I have also completed certifications with the American Red Cross in **Disaster Response, Shelter Operations, and Supply Chain Management**. These qualifications underscore my readiness to lead during crises and strengthen community resilience.

Most recently, I completed **Public Meetings Law** training, further equipping me with the knowledge to ensure transparency, accountability, and compliance with Oregon's open government statutes. *These educational experiences have prepared me not only to participate, but to lead responsibly in public service.*

PROFESSIONAL EXPERIENCE

In my professional career, I have managed global multi-site operations and guided teams through strategic, financial, and operational challenges. As a business leader, I have overseen budgets, ensured compliance with safety and labor regulations, and led organizational transformations rooted in efficiency and cultural inclusivity.

Samuel C. Scull

scs2789@gmail.com (951) 491-3659

QUESTION #1 (continued)

My experience in budgeting, process improvement, and staff management and development directly aligns with the fiscal and administrative responsibilities of a City Councilor. The ability to analyze financial reports, make policy recommendations/decisions, and oversee resource allocation is second nature to me after decades of executive leadership.

COMMUNITY LEADERSHIP AND VOLUNTEER SERVICE

I'm proud of my long-standing record of civic engagement and volunteerism. I have served the City of Wilsonville in multiple capacities:

Development Review Board-Panel B (2018–2019)

Budget Committee (2018–2019 and 2022, serving as Chair)

Planning Commission (2023–present)

At the county level, I served on the Clackamas County **Budget Audit Committee**, where I gained deeper insight into fiscal oversight and government accountability on a larger scale.

In addition, my involvement with the American Red Cross since 2008 has allowed me to contribute to disaster response and preparedness, both locally and regionally. These experiences sharpened my crisis management skills and strengthened my understanding of community needs during emergencies.

I have also been an active leader in the private and nonprofit sectors, including my ongoing role as current President of the Legend of Villebois Homeowners Association Board of Directors, where I twice previously served as President, plus as Secretary, Treasurer, and Chairman of the Transition Team. This role has given me direct experience in balancing diverse community stakeholder interests, managing budgets, and ensuring accountability to residents.

Finally, I have contributed to broader community well-being through the United Way Workplace Contributor Program, where I co-led employee fundraising efforts for several years.

RELEVANCE TO CITY COUNCIL

The common thread throughout my educational, professional, and volunteer experiences is a commitment to leadership, accountability, and service. On the City Council, I will draw on my background in financial management, operational oversight, and collaborative problem-solving. *My work in both professional and volunteer roles has prepared me to listen to diverse perspectives, build consensus, and make informed decisions in the best interest of the community.*

I believe that effective governance requires both technical competence and community connection. My experience in business equips me with the tools to evaluate budgets, policies, and long-term planning, while my years of civic and volunteer service have grounded me in the realities of community needs and values. Together, these experiences uniquely qualify me to contribute meaningfully as a member of the City Council.

Samuel C. Scull

scs2789@gmail.com (951) 491-3659

QUESTION #2

Please describe the ways in which you would best serve the citizens of Wilsonville through public service on the City Council?

Serving on the Wilsonville City Council would be an extension of the commitment I have always made to this community through my volunteer service and professional career. Wilsonville is not just where I live — it is a place I care deeply about, a city that has given me a sense of belonging, and a community where I want to contribute to shaping a strong future.

My professional background in business management, operations, finance, and strategic planning has prepared me to evaluate complex issues, manage resources responsibly, and build consensus across diverse global groups. At the same time, my direct community involvement — including service on City Commissions/Committees and as a member of my neighborhood's HOA Board of Directors — has given me a practical understanding of what it takes to bring people together, listen to different perspectives, and make decisions that balance individual interests with the greater good of the community. These experiences have reinforced the importance of transparency, fairness, and accessibility in leadership — values I would carry with me as a member of the City Council.

One of my top priorities is transportation and mobility, especially as it relates to the I-5 Boone Bridge project. This significant project impacts how residents commute, how businesses operate, how we manage emergencies, and how our city connects to the larger region. I have seen firsthand, through my committee and board service and community conversations, how critical it is to approach transportation planning with foresight and balance. My professional experience managing large-scale initiatives has prepared me to navigate the complexities of project politics, funding, timelines, and stakeholder input to ensure this project enhances safety, reduces congestion, and supports long-term growth.

Public safety is another area where I am deeply committed. A safe city is essential for families, schools, and businesses to thrive. I will support continued investments in emergency services, law enforcement, and fire protection, while also encouraging community-based programs that support residents and first responders. By applying data-driven decision-making and responsible financial oversight, I will work to ensure that Wilsonville maintains high levels of safety without overextending city resources.

As Wilsonville grows, we must continue to invest in infrastructure while protecting the quality of life that residents value. My Design Review Board and Planning Commission service has given me a close view of how infrastructure projects affect residents — both the benefit of improvements and the challenges of disruption. I know how important it is to communicate openly, manage expectations, and ensure that projects are completed efficiently and responsibly. I feel that I would bring the same steady, accountable leadership to the City Council decision-making, with a goal that roads, water systems, parks, and other essential services keep pace with our community's needs.

Samuel C. Scull

scs2789@gmail.com (951) 491-3659

QUESTION #2 (continued)

Another exciting opportunity for Wilsonville is the Town Center Plan. This effort is about more than development — it is about creating a heart for the city, a place where residents can gather, shop, work, and celebrate our shared identity. Over my years of serving, I have come to realize the value of creating spaces where neighbors can connect and where planning is intentional, inclusive, and forward-looking. I believe Town Center should reflect Wilsonville's diverse and unique character while providing economic opportunities and amenities that will serve future generations. My approach would be to build consensus by engaging residents, businesses, and regional partners in shaping a vision that balances tradition with progress.

Across all of the noted priorities, runs a theme that has defined my service so far: *listening to the community and being accountable to my neighbors*. Serving on various civic committees and HOA board required not only active participation and understanding, but also humility — recognizing that good decisions come from incorporating many diverse voices, not just one perspective. I see the City Council role in the same way: to represent the citizens of Wilsonville by being accessible, responsive, and transparent.

In conclusion, I would best serve the citizens of Wilsonville by combining my professional skills with my lived experience as an active community member. By focusing on transportation, public safety, infrastructure, and future planning — while ensuring responsible fiscal management and strong community engagement — I will work to keep Wilsonville a safe, vibrant, and connected city. My service on local commissions and boards has shown me the power of collaboration and the importance of building trust, and I am committed to bringing those values to the Council. Wilsonville is a remarkable place, and I am ready to dedicate my energy, experience, and passion to helping it grow thoughtfully and thrive for generations to come.

Samuel C. Scull

scs2789@gmail.com (951) 491-3659

QUESTION #3

What do you consider most important for Council to accomplish in the next two years, and how would you go about making those priorities happen?

Over the next two years, I believe the most important priorities for Wilsonville City Council are ensuring safe, reliable, de-congested transportation corridors, advancing critical infrastructure projects, and laying the foundation for a vibrant Town Center that reflects the needs of our community while always keeping fiscal responsibility and public safety top of mind during each project discussion and budget meeting. I have reviewed the City Council's recently adopted goals and I support those and will work to help ensure they are reached.

Transportation (traffic) remains a top concern for residents and businesses, particularly in relation to the I-5 Boone Bridge corridor. Congestion and safety challenges directly impact quality of life and economic opportunity. Although this is state-driven, I would urge for engagement with regional and state partners to search for and secure funding, advocate for timely progress on already lengthy project, while keeping residents informed through regular updates and opportunities for feedback.

Current infrastructure projects — utilities, road maintenance, and parks — must be scaled and delivered efficiently and with long-term planning in mind. My background in operations and Capital Improvement Projects has taught me the value of setting clear goals, monitoring progress, and holding teams accountable to timelines and budgets. I would look to bring the same approach to Council oversight to ensure taxpayer resources are used wisely and we net the desired infrastructure results.

Finally, the Town Center Plan is an opportunity to shape Wilsonville's future identity. This is more than a retail redevelopment plan — it's about creating a thriving and economically sustainable zone where residents want to live, shop, linger and engage with others. Drawing on my service with city commissions and association board, I appreciate the importance of balancing diverse perspectives and engaging residents early in the planning process, while also respecting the thousands of hours city stakeholders have already put into this plan. I would look to build both public and developer consensus with a goal where the Town Center is reflective of our community's shared and viable vision.

By focusing on these priorities by working with residents, fellow council members, and city staff to collaboratively plan and communicate a solutions-driven approach, I believe we can make measurable progress that strengthens Wilsonville on all fronts, for generations.

QUESTION #4

Explain what you believe makes Wilsonville special or unique in a positive way, and how you would propose to preserve, protect, and enhance those qualities.

Wilsonville is a unique community because it combines the character of a small town with the advantages of a growing, dynamic and connected city. What makes our city special is not only the manicured beauty of our parks, trails, and riverfront, but also the diversity of people who call Wilsonville home. Families, young professionals, and retirees live alongside neighbors from a wide range of cultural, economic, and generational backgrounds. This blend of perspectives creates a community that is genuinely welcoming, innovative, and forward-looking.

We also must acknowledge the reality that we're a city divided by the I-5 and the inherent advantages and complications this creates regarding traffic and access. What makes us ideal for those working in Portland and Salem also creates the issues we must anticipate, manage and mitigate.

To preserve and protect quality of life and economic vitality, we must be intentional in our planning and decision-making. That means ensuring growth does not compromise the environment, investing in infrastructure that connects rather than divides neighborhoods, and continuing to support spaces where people can connect — whether through community events, local businesses, or spaces like parks and the future Town Center.

Equally important is making sure every resident feels seen and valued. Diversity, equity, and inclusion must be woven into the City Council's work — from transportation planning to public safety to housing policy. That includes encouraging opportunities for community voices to be heard, especially from underrepresented groups, and ensuring that city services are accessible and equitable to all.

A strength of Wilsonville is its ability to bridge generational and cultural boundaries. With a mix of long-time residents and newcomers, young families and seniors, our community thrives when all groups contribute to shaping its future. I would advocate for programs and initiatives that foster intergenerational connections, such as mentorship opportunities, youth engagement in civic life, and accessible recreation and cultural programming for all ages. These efforts create an obvious sense of belonging that communicates a proud civic image, keeping our city desirable to current and future residents and employers.

By protecting our environment, investing in inclusive community planning, and embracing the richness of our diversity, we can enhance what makes Wilsonville such a special place to live. My goal on City Council would be to help ensure that as we grow, we do so in a way that strengthens our sense of community, respects our differences, and creates a city where everyone belongs.

**City of Upland**

Bill Velto
Mayor's Office

October 6, 2025

Dear Mayor and Councilmembers,

I am writing to strongly recommend Sam Scull for consideration to be appointed to your City Council. I do not offer this recommendation lightly, it's worth noting that, in my time as a public servant, I have never made such a recommendation to another council.

For context, I have the privilege of serving as the Mayor of Upland, California, a position I've held for over five years. Prior to becoming Mayor, I served as a Councilmember and Vice Chairman of the Planning Commission, and I remain actively involved in numerous local and regional boards. Our city's population is just under 80,000, and I have been a proud resident of Upland for over 60 years, save for my military service. I am also the President of MGR Real Estate, Inc., one of the largest private owned Commercial, Residential, and Property Management Company's in California.

I've known Sam for more than 50 years, since our days as sophomore classmates at Upland High School. After graduation in 1975, we embarked on a cross-country road trip in my 1968 VW Bug, traveling from Upland to Sam's hometown of Pennsville, New Jersey, and then on to New York City—where I'm from. That trip, and many other events since, helped shape us both into the individuals we are today. We've shared life's milestones: both of us served as ushers in each other's weddings, and we are still happily married to our respective brides.

Though Sam no longer resides in Upland, we have maintained our friendship and always pick up where we last left off. Professionally, we spent a decade working together at General Dynamics. When the time came for us to pivot in our careers, Sam transitioned into executive management, while I shifted to real estate management. In all of our endeavors, Sam has consistently demonstrated extraordinary leadership, organization, and an unwavering commitment to excellence.

Sam's calm demeanor, meticulous attention to detail, and ability to lead with both clarity and compassion set him apart from others. When he shared his interest in public service, I was thrilled and immediately offered whatever support I could. Having known him for so long, I can confidently say that Sam has the natural aptitude and character needed to serve effectively on the Wilsonville City Council.

**City of Upland****Bill Velto**
Mayor's Office

I urge you to give his appointment strong consideration, as I believe he will make a valuable contribution to your team and to the city of Wilsonville. Sam Scull can and will make Wilsonville a better place to call home.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, which appears to read "Bill Velto".

Bill Velto,
Mayor, City of Upland

Edward G. Masters
44603 Matanzas Creek Court, Temecula, CA. 92592
(951)-312-1001

To Whom this may concern;

I am pleased to endorse Sam Scull for a seat on the City Council of Wilsonville, Oregon.

Sam and I have been good friends for nearly twenty years. He and his wife Robin were our cross-street neighbors, until their move to Oregon, a number of years ago.

In spite of the distance, Sam and I have continued our association through bi-weekly calls. Though we have different views, even polar-opposite views, on many political and cultural topics - we have doubled-down on the importance of our friendship and the importance of staying in dialogue, particularly about those things that trouble us most.

Now Sam is moving beyond talk to taking action as a candidate for your City Council.

His education (MBA) and career achievements in both entrepreneurial and corporate company management, (not to mention a recent venture running his own business), equip Sam very well for a positive governance role in your community.

Sam is not a “politician”. He is a problem solver. In the heat of controversy, Sam has demonstrated rare ability to control the passions of the moment, allocating that energy for thoughtful questions, listening and collaboration on practical solutions.

Above all, Sam loves Wilsonville and carries a genuine interest to facilitate quality of life and affordability for everyone in the community.

All the best to Sam and to The City of Wilsonville, as you enter the holiday season with anticipation of a happy 2026.

Sincerely,

Edward G. Masters

Ed Masters, Executive Consultant,
Management Action Programs, Newport Beach, CA

Sam Scull Supporters

	Name	Address	City		Phone	Association
1	Robyn Scull	10656 SW London Lane	Wilsonville	97070	949.246.2691	Wife
2	Tom Von Theil	10685 SW London Lane	Wilsonville	97070	503.341.1581	Neighbor, Friend
3	Joe Harris	10423 SW Barber Street	Wilsonville	97070	503.269.6017	Neighbor, HOA Director
4	John Erickson	29091 SW San Miguel Lane	Wilsonville	97070	503.703.1101	Neighbor, HOA Director
5	Carolyn Erickson	29092 SW San Miguel Lane	Wilsonville	97070	503.703.1101	Neighbor
6	Gerald Slinger	29180 SW Serinity Way	Wilsonville	97070	503.580.0844	Neighbor, HOA Director
7	Irma Slinger	29181 SW Serinity Way	Wilsonville	97070	503.580.0844	Neighbor
8	Jim Warram	10982 SW Barber Street	Wilsonville	97070	503.887.1253	Neighbor, HOA Director
9	Kelly Crouch	10862 SW Packwood Lane	Wilsonville	97070	971.322.9687	Business Asscoate



**Mayor's Supplemental Questionnaire
City Council Vacancy Appointment Process 2025
Required Prior to Meeting with the Mayor**

Applicant Name: Samuel Scull

Thank you for your interest in serving on the Wilsonville City Council. Prior to your scheduled meeting with the Mayor, please email the completed questionnaire—including the date and your signature—to the City Recorder Kim Veliz (veliz@wilsonvilleoregon.gov) and Mayor O'Neil (oneil@wilsonvilleoregon.gov).

Your responses will help focus the conversation on your experience, perspective, and understanding of the responsibilities of this role. Please answer each question truthfully and thoughtfully. Your completed questionnaire will be shared with other Council members as part of the appointment process, and will be subject to public disclosure under Oregon Public Records Laws. If you need additional space to respond to any questions, you may attach extra pages.

To comply with Oregon Government Ethics and public meeting laws, applicants **may not discuss, seek assistance from, share their responses with, or distribute this questionnaire** to any current members of the Wilsonville City Council, other than the Mayor as part of this process.

Sharing questionnaire responses with Council members or seeking their input would likely constitute a prohibited communication and could disqualify the applicant from further consideration.

This completed and signed questionnaire must be submitted by 9:00 p.m. on the evening before your scheduled meeting with the Mayor.

Timely submission is essential to allow for adequate review and preparation. If the completed and signed questionnaire is not received by the deadline, the meeting will be canceled and the Mayor will be unable to consider the application further as part of the appointment process.

Mayor's Supplemental Questions - please see separate file: ScullMSQ101425.pdf

Declaration and Signature

I declare under penalty of perjury under the laws of the State of Oregon that the information I have provided in this questionnaire is true and correct to the best of my knowledge.

Signature: _____

Scull

Date: 10/14/25

CITY OF WILSONVILLE • OFFICE OF THE MAYOR

Phone 971-409-1861
Fax 503-682-1015

29799 SW Town Center Loop East
Wilsonville, OR 97070

www.wilsonvilleoregon.gov
mayor@wilsonvilleoregon.gov

Sam Scull --- Answers to the Mayor's Supplemental Questionnaire (MSQ) 10/14/25

1. Describe your past involvement with the City of Wilsonville or other community organizations. Please include any service on City boards or commissions, task forces, nonprofit boards, or other civic leadership roles. Describe in detail how this experience has prepared you for service on City Council.

My involvement with the City of Wilsonville has included serving on the Development Review Board-Panel B, Budget Committee (2 terms, and one year as Chairman), and Planning Commission, each discipline offering a unique perspective on how our community functions and grows. I am also a graduate of the inaugural Wilsonville Leadership Academy. Through this participation, I gained a comprehensive understanding of city operations, land-use planning, fiscal management, and how policy decisions translate into practical outcomes for residents and businesses. My participation has required ongoing education, analysis, collaborative problem-solving, and a steady focus on long-term community benefits. In addition, my service on the Legend Villabios HOA Board provided firsthand experience in resolving resident concerns, managing resources, and building consensus among diverse viewpoints – essentially leading a smaller Wilsonville, within the larger Wilsonville. Professionally, my background in engineering, program management, and executive leadership in global operations has honed my analytical skills and ability to analyze and manage complex systems, budgets, and teams. Together, these experiences have prepared me for the next step, to serve on the City Council with both a strategic and hands-on approach to governance.

2. Have you ever previously applied for appointment to, or run for, elected office in Wilsonville? If so, please describe the position, the year, and what you learned from that experience.

I have not previously run for or been appointed to an elected office in Wilsonville, but I have had the opportunity to serve in several appointed civic positions that have given me valuable exposure to the responsibilities of public service. These experiences have deepened my appreciation for how public decision-making works—thus balancing team expertise, community expectations, and fiscal realities when making said decisions.

3. Serving on City Council involves a significant time commitment and responsibility. Please explain how you plan to manage the workload, your willingness to serve through the remainder of this term, and whether you intend to run for the position in the November 2026 election.

I fully recognize that serving on the City Council requires significant time, preparation, and dedication, and I am ready to meet those expectations. My professional background in leading international operations, complex projects, and multidisciplinary teams has equipped me to handle large workloads efficiently and with a strong sense of accountability. Currently, I own and operate a commercial inspection service, which allows me a flexibility in scheduling and ensures I can devote the necessary time to Council duties, community meetings, and constituent engagement. I am committed to serving through the remainder of this term and intend to run for the position in the November 2026 election to continue contributing to Wilsonville's success.

4. The City Council adopted its 2025-27 Council Goals earlier this year. Please discuss your understanding of the Goals, your understanding of the role the Goals play in the Council's work, and any particular priorities you have toward accomplishing the Council goals.

I have reviewed the City Council's 2025–27 Goals and strongly support your focus on financial health, public safety, parks and recreation, and communication and engagement. These priorities represent a balanced vision that addresses both foundational needs and quality-of-life enhancements. I understand that Council Goals serve as the guiding framework for policy, budgeting, and staff initiatives—ensuring alignment between City resources and community outcomes. My professional experience in strategic/tactical planning and financial oversight enables me to approach the stated goals with both discipline and creativity.

Specifically, public safety and financial health always remain top of mind for me, but I am particularly interested in advancing business development, land use, and transportation planning—areas that are very critical to Wilsonville's livability and long-term economic vitality. I also believe there is significant value in maintaining and expanding an emphasis on community communication and engagement. I support all of the current and future efforts to increase community engagement which focuses on building trust and ensuring that residents remain informed, involved, and connected to the decision-making process.

5. What motivates you to seek this appointment at this particular time? How do you see your role in advancing the City's adopted goals?

I'm seeking this appointment because I believe Wilsonville is at a pivotal moment of opportunity and growth, and I want to help ensure that our decisions today preserve the community character we value. After years of involvement through City boards and commissions, I feel ready to contribute at a higher level, where policy and vision come together. My motivation is rooted in a deep appreciation for Wilsonville's thoughtful planning, strong community spirit, and commitment to sustainability. I believe my combination of technical expertise, business leadership, and community experience uniquely position me to help the Council navigate complex issues—balancing growth, infrastructure investment, and financial stewardship while maintaining the "Wilsonville Way" sense of connection that defines our city.

6. How do you approach forming positions on complex policy issues? Describe how you balance your own views with input from staff, community members, and fellow Councilors.

My typical approach is to "think grey and free" by not forming an opinion about an important matter until I have heard all the relevant facts and arguments, or until circumstances force me to form a position without all the facts. When approaching complex policy issues, I begin by listening—to all stakeholders (staff, community, fellow councilors)—so that I understand the full range of facts and perspectives. I believe that strong decisions are grounded in data but also shaped by empathy and community values. My experience in managing and leading global operations has taught me to weigh technical evidence alongside human factors and long-term impacts. I also value collaboration with fellow team members, recognizing that diversity of thought leads to stronger outcomes. Ultimately, I form positions by aligning my own judgment with the broader interest of the community, always asking how each decision advances Wilsonville's goals and improves the lives of its residents.

7. Share an example of a time when you had to support a policy decision you did not personally agree with. How did you handle it?

Throughout my career and volunteer service, I have at times supported decisions that did not fully align with my personal preferences. For example, while serving on my HOA board, I backed a community policy that differed from my initial stance because it reflected the consensus of the group and best served the community's long-term interests. Professionally, I once faced a situation where I disagreed with a company and customer policy but was responsible for following/enforcing it, which required me to have let several team members go from the company. These experiences reinforced my belief that effective leadership requires both conviction and humility—knowing when to advocate firmly and when to support the collective will. If appointed to Council, I would bring that same respect for process, collaboration, and shared decision-making.

8. Wilsonville is home to residents from diverse neighborhoods, backgrounds, ages, and experiences. A core value of our community is fostering a sense of belonging—making sure everyone feels valued, welcomed, and heard.

a. Describe what “belonging” means to you in the context of Wilsonville. Share any relevant personal or professional experiences that have shaped your perspective on building an inclusive community.

To me, belonging in Wilsonville means every resident—regardless of age, background, or neighborhood—feels they have a place and a voice in shaping our shared future. It's about ensuring access to opportunity, safety, and connection. My professional and civic experiences have shown me the power of inclusion to strengthen organizations and communities alike. Through my professional career, Red Cross, HOA and City Commission work, I've seen how active listening and intentional outreach can transform community engagement. In Wilsonville, belonging also means honoring both our established neighborhoods and our newer residents, ensuring all feel equally part of the city's fabric -- it's a community that they can comfortably call home.

b. How will you support and foster the City's Diversity, Equity, and Inclusion programming if appointed to Council?

If appointed to Council, I would actively support and strengthen the City's Diversity, Equity, and Inclusion programming. I see DEI not as a separate initiative, but as a lens through which all policy should be viewed—whether in housing, transportation, recreation, or public safety. I would advocate for maintaining resources that support DEI programs and ensure they remain practical, measurable, and connected to community outcomes. I have led many diverse teams in five different countries where my learned leadership and organizational background have taught me that organizations/teams thrive when every member feels respected and empowered to contribute. In my mind, the same holds true here in Wilsonville.

c. How will you support and foster Arts, Culture, and Heritage Commission initiatives, if appointed to Council?

I would also work to elevate the Arts, Culture, and Heritage Commission's role in celebrating Wilsonville's identity and fostering a sense of community pride. I see this as a dual

challenge—to continue educating myself while also helping to educate and promote the arts within the community. Arts and cultural initiatives are vital to preserving our heritage, connecting generations, and enhancing the city's appeal. I support efforts to bring public art, local history exhibits, and community events into more public spaces, reinforcing Wilsonville's character as a welcoming and vibrant community.

9. In your view, what role should City Council play in ensuring that all voices are included and considered in decision-making?

The City Council's most important responsibility is to ensure that all voices are heard and considered in decision-making. This means maintaining open channels of communication, encouraging participation at every level - especially the various meetings, thus ensuring the decision-making processes remain accessible. I believe Councilors should proactively reach out to residents, community groups, and businesses to listen and build understanding before decisions are made. Transparency and engagement foster trust, and trust is the foundation of effective governance.

10. Briefly describe your familiarity Oregon's government ethics laws, including financial disclosure requirements.

I am familiar with Oregon's government ethics laws, including requirements for public disclosure and avoidance of conflicts of interest. As a business owner and former corporate executive (holding multiple government security clearances), I have long operated with high ethical and compliance standards that has continuously demanded integrity and accountability. I take these principles seriously and believe they are essential to maintaining public confidence in local government. If appointed, I would adhere strictly to all ethical requirements and uphold the highest standards of transparency.

11. How would you handle a situation where your personal views differ from adopted Council goals or legal obligations?

If my personal views differed from adopted Council goals or legal obligations, I would honor my duty to represent the City and uphold the Council's collective decisions. I believe in the importance of unity and consistency once a decision has been made. My focus would be on implementing policy faithfully and constructively, even if I initially advocated for a different approach. I see this as a fundamental aspect of leadership—balancing personal conviction with respect for process, collaboration, and the rule of law.

12. You may use this space to provide any other information you would like the mayor to consider.

Wilsonville is a city defined by thoughtful planning, engaged citizens, and a shared commitment to community. I am proud to call it home and want to contribute to maintaining the qualities that make it special: safety, connection, and responsible growth. My blend of technical expertise, executive management experience, and community service would allow me to bring both analytical insight and practical judgment to Council decisions. I am motivated by a genuine desire to give back, listen well, and help ensure that Wilsonville continues to thrive as a place where people of all ages and backgrounds feel welcome and heard, and where Wilsonville is a place to call home.



Dear Applicant,

Thank you for your interest in the City Council appointment process. I understand that you have already received a questionnaire from the Office of the Mayor. I would like to solicit your response to a few more questions. I appreciate you taking the time to thoughtfully answer the following questions.

Please provide your response to the Wilsonville City Recorder, Kim Veliz, at veliz@wilsonvilleoregon.gov and me at cunningham@wilsonvilleoregon.gov by Wednesday, October 15th at 9:00 pm so that the responses can be included in the City Council agenda packet for the October 20th meeting.

I appreciate your time completing this additional questionnaire and apologize for the extra "homework" but I think these questions ensure that important aspects of each candidate are addressed. I am open to meetings with each applicant and will try to be as flexible as possible in scheduling those. I prefer in-person meetings but can make remote meetings over the phone or Zoom work if necessary. If you would like, feel free to email me at the above listed email address to schedule a time to meet.

Thanks,
Adam Cunningham
Wilsonville City Councilor

For answers please reference:

SCULLCCQ101525.pdf.

See 10/15/25

CITY OF WILSONVILLE • COUNCILOR ADAM CUNNINGHAM

Phone 971-409-1861
Fax 503-682-1015

29799 SW Town Center Loop East
Wilsonville, OR 97070

www.wilsonvilleoregon.gov
cunningham@wilsonvilleoregon.gov

Sam Scull --- Answers to the Councilor Cunninghams Questionnaire (CCQ) 10/15/25

1. What criteria would you use in your decision-making process as a member of the City Council?

My typical approach is to “think grey and free” by not forming an opinion about an important matter until I have heard all the relevant facts and arguments, or until circumstances forces me to form a position without all the facts. When approaching complex policy issues, I begin by listening— to all stakeholders (staff, community, fellow councilors) —so that I understand the full range of facts and perspectives. I believe that strong decisions are grounded in data but also shaped by empathy and community values. My experience in managing and leading global operations has taught me to weigh technical evidence alongside human factors and long-term impacts. I also value collaboration with fellow team members, recognizing that diversity of thought leads to stronger outcomes. Ultimately, I form positions by aligning my own judgment with the broader interest of the community, always asking how each decision advances Wilsonville’s goals and improves the lives of its residents.

2. Given the City Manager’s comments in the FY 2025–2026 Budget introduction, how would you work to make the General Fund more resilient?

Building long-term resilience in the General Fund starts with ensuring fiscal sustainability through balanced, data-driven decision-making. I would support strategies that strengthen both revenue generation and expenditure management.

On the revenue side, I would advocate for continued diversification—promoting economic development that broadens the tax base while preserving Wilsonville’s high quality of life. This includes strategic land-use planning, fostering local business growth, and carefully evaluating the fiscal impact of new developments.

On the expenditure side, I would focus on aligning ongoing operational costs with stable, recurring revenues and maintaining disciplined reserve policies. This means prioritizing essential services, improving operational efficiency, and using one-time funds or grants exclusively for non-recurring investments such as capital projects or technology upgrades.

As part of the Council’s fiscal oversight, I would look to the City’s Finance team to provide expert guidance and analysis to help the Council make informed, transparent, and responsible budget decisions.

Finally, I would promote transparent financial reporting and meaningful community engagement, so residents clearly understand the City’s budget opportunities and constraints. A resilient General Fund depends not only on sound financial management but also on public trust and strategic foresight to navigate future economic cycles.

3. The city will receive a \$6.45M lease payment in FYE 2027. If you could spend that money, what would it be and why?

Wilsonville has a rare opportunity to make a lasting difference with a one-time \$6.45 million investment. To make the most of these funds, I would focus on three key initiatives that strengthen our financial future, improve everyday life, and enhance the sense of community that makes Wilsonville special.

1. Build a Strong and Sustainable Future — 33%

Set aside funds to keep Wilsonville financially secure for years to come. This includes reinforcing our capital reserves for future infrastructure needs, paying down select debt to lower long-term costs, and modernizing city operations through new technology and efficiency improvements.

Result: A city that stays financially strong, adaptable, and well-prepared for the future.

2. Improve Safety and Connectivity — 33%

This investment focuses on what keeps our community moving and secure. Funds would go toward transportation and safety projects—like improvements to the Boones Ferry Bridge and I-5 corridor, upgraded public safety facilities, and better pedestrian, bike, and EV connections.

Result: A safer, more connected Wilsonville where residents can travel confidently and emergency services are well-equipped.

3. Strengthen Parks and Community Connections — 33%

Wilsonville's parks, trails, and public spaces bring people together. This portion would enhance existing parks, expand trail links, and create more accessible, inclusive recreation spaces. It would also support better city communication tools and programs that encourage civic engagement and inclusion across generations.

Result: A more vibrant, welcoming community where everyone can participate and belong.

Not knowing what economic conditions may look like in FY2027, I offer this current recommendation with an evenly distributed allocation (33%). That said, based on evolving outyear economic factors, community needs, and Council priorities, the Council would need to modify these percentages as appropriate to meet the requirements of the future spend.

This plan invests in what matters most: people, places, and preparedness. By focusing one-time funds on long-term value, Wilsonville can continue to be a community that is safe, financially strong, and connected—where every resident benefits from thoughtful, forward-looking leadership.

Building Division

The City of Wilsonville's Building Division plays a crucial role in ensuring the safety and efficiency of the city's infrastructure. One of the key responsibilities of the division is hydrant fire flow testing, which is essential for designing effective building water and fire sprinkler systems.

Hydrant fire flow testing involves measuring the water pressure and flow rate from fire hydrants to determine the available water supply for firefighting purposes. This process is vital for assessing the capacity of the water distribution system and ensuring that it can meet the demands of fire suppression. The testing typically involves opening a hydrant and using specialized equipment to measure the static pressure, residual pressure, and flow rate.

These measurements are then used to calculate the fire flow, which is the amount of water available at a specific pressure. These calculations are critical for designing building water and fire sprinkler systems. The fire flow data helps engineers determine the size and capacity of the water supply system needed to support the building's fire protection requirements. It ensures that there is adequate water pressure and flow to operate the sprinkler systems effectively in the event of a fire. Additionally, the data is used to identify any potential deficiencies in the water distribution system that could impact firefighting efforts.

In Wilsonville, the Building Division works closely with the Fire Department and other stakeholders to conduct hydrant fire flow testing and analyze the results. This collaborative approach ensures that the city's infrastructure is well-prepared to handle emergencies and protect the safety of its residents. By maintaining accurate and up-to-date fire flow data, the Building Division helps to create a safer and more resilient community.



Economic Development Division

Wilsonville joins to welcome Korean Cleantech Startups

Greater Portland Inc (GPI) presented the Portland Region as the U.S. entry point for a cohort of ten Korean cleantech startups. The delegation visited September 2-5 to explore GPI's Soft-Land Program (greaterportlandinc.com/site-selection/soft-land-portland) with the goal of evaluating Portland as a base for their U.S. expansion. Wilsonville staff joined the delegation for a networking lunch at GPI offices, where staff learned about these burgeoning companies and they learned about Wilsonville.



Basalt Creek Infrastructure Finance

As part of the ongoing WILR (Wilsonville Industrial Land Readiness) project, led by the planning division and supported by economic development, staff has been working with Tiberius Solutions, a public finance consultant, to forecast and analyze anticipated development in the Basalt Creek planning area over the coming decades. This analysis helps the City forecast SDC revenues, which are then evaluated against anticipated infrastructure funding needs. This exercise ultimately helps the City identify any funding gaps and potential funding tools that could help fill such gaps. The analysis will be included as an appendix in a forthcoming Basalt Creek Master Plan—the final deliverable of the WILR project.



Peyton Business Center Update

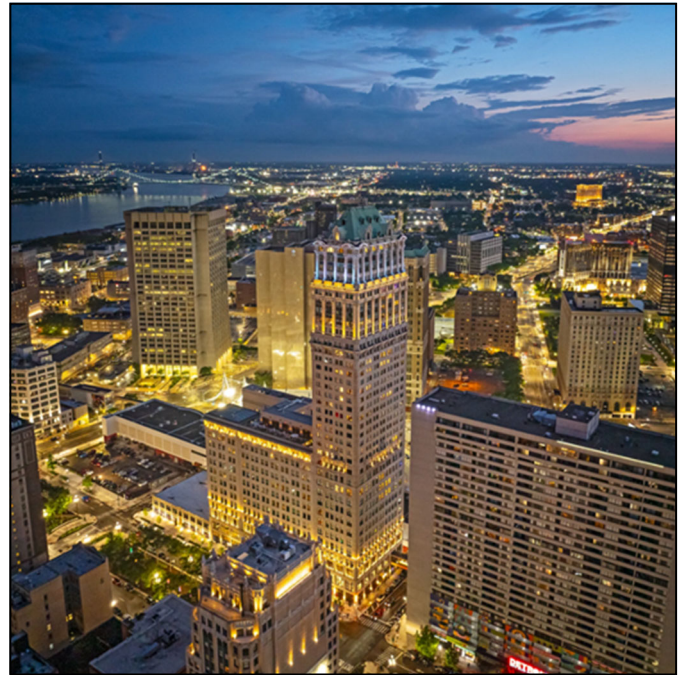
While a public announcement is premature, a regional company is pursuing the Peyton Business Center (Boones Ferry Road & Barber Street) as the future home for its headquarters and manufacturing operations. This 120,000sf facility has been vacant for some time after the State of Oregon last occupied it during the pandemic, where it was used to process unemployment benefits. This is an exciting opportunity for the City, and always good news to see a vacant asset occupied. More to come.



Economic Development Division

IEDC – National Conference – Detroit, MI

Staff attended the national conference of the International Economic Development Council (IEDC) in Detroit, Michigan, September 14-17. The highlight of the conference was a keynote address delivered by representatives from Bedrock Detroit, a development company that has purchased and redeveloped dozens of historic buildings in and near downtown Detroit, which was in a state of urban decay just a decade ago. Bedrock has successfully partnered with the City of Detroit on a serial basis using tax increment finance as a reliable and proven funding mechanism to move financially infeasible projects into the black. The image to the right is Book Tower, a historic Detroit landmark that was the definition of blight just a short time ago. This adaptive reuse project was completed in 2023 and offers mixed-use space, including office, retail and a variety of amenities, including multiple restaurants and bars, ROOST Detroit apartment hotel and an elegant event venue.



While Detroit is not Portland, and both Detroit and Portland are orders of magnitude larger than Wilsonville, the Bedrock/Detroit partnership demonstrates how tax increment finance can be strategically utilized to reverse a pattern of decline into a virtuous cycle of energy and investment. Many other investors and developers are working in Detroit as the central city is now seen as a reliable investment. As the area continues to revitalize, less and less public subsidy is required to spur new development activity and vibrancy.

Wilsonville joins Business Oregon roundtable to inform ‘Incentives Modernization’ conversation

On September 22, regional economic development leaders convened at the World Trade Center in Downtown Portland to discuss the incentive programs currently offered by Business Oregon, the State’s economic development agency, and how those programs could be improved, and if new or different incentives are needed in order to compete nationally and globally for new business development. The meeting began with introductions and an overview, followed by a presentation on the statewide economic development strategy and the role of business incentives. Participants discussed how to define economic development, set meaningful goals, and explored ways a state strategy could better support and amplify local and regional efforts. The group then reviewed existing business incentive programs, sharing perspectives on which incentives and program features were effective and which needed improvement. Building on this, participants brainstormed new incentive concepts and engaged in a prioritization exercise to identify the most promising ideas. The meeting concluded with a summary of key takeaways and agreement on next steps. Time will tell if the concepts introduced in the meeting will take shape as legislative concepts or new programs.



Engineering Division, Capital Projects

2025-2028 Street Maintenance (4014)

The Wilsonville Annual Street Maintenance Program funds the planning, design, and construction of street surface rehabilitation projects necessary to maintain a safe and reliable street network. This project represents the next three years of planned street maintenance across Wilsonville.

- **Completed Construction**

The City awarded the Fiscal Year 2025 (FY25) crack sealing contract to KNL Industries in May 2025. In June 2025, KNL Industries completed crack sealing and localized pavement spot repairs in the Villebois, Park at Merryfield, and other nearby neighborhoods bounded by the following roads: North of Wilsonville Road, South of Boeckman, West of Kinsman, and East of Grahams Ferry Road. Crack sealing is a maintenance technique used to extend the life of roads by filling in cracks to reduce the infiltration of water. Localized pavement spot repairs consist of construction crews removing and replacing small sections of damaged asphalt. These repairs focus only on the areas that are cracked, crumbling, or uneven.

In addition to the crack sealing contract, the City has awarded the Fiscal Year 2025-26 (FY26) slurry sealing contract to VSS International, who were selected through a Joint Cooperative Procurement with Hillsboro, Oregon. In August 2015, VSS International completed slurry sealing the local roads which were crack sealed in June. Slurry sealing involves spreading a thin layer of asphalt mixed with water and tiny gravel over the road. This layer fills in small cracks and smooths out bumps, protects the road from water and sun damage, improves traction for cars and bikes, and helps the road last longer.

- **Planned Construction**

Century West is working on preparing plans and specifications for rehabilitation of the following road segments during the respective fiscal years (FY):

- ◇ FY 2025-26

1. Parkway Center Avenue to Town Center Loop East, Parkway Center Court to Town Center Park
2. Grahams Ferry Road from Cahain Road to Day Road

- ◇ FY 2026-27

1. Boones Ferry Road from Boeckman Road to Ridder Road
2. Nike Drive from 95th Avenue to Boones Ferry Road
3. Ridder Road from 95th Avenue to Boones Ferry Road

- ◇ FY 2027-28

1. Parkway Center Drive from Elligsen Road to Burns Way
2. Sun Place from Best Western to Parkway Avenue

Annual Pedestrian Enhancements (4717)

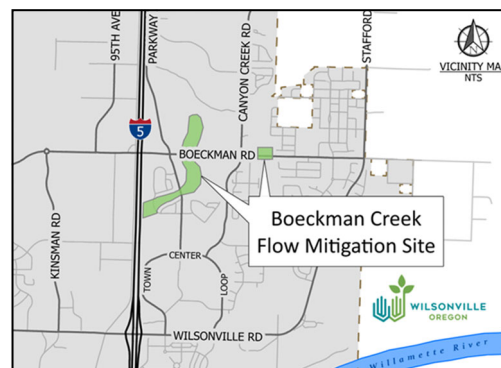
This project provides various high visibility pedestrian crossing enhancements throughout the City, with three currently in design at 90% and construction targeted for Spring of 2026. These locations include: mid-block crossing and bus shelter relocation north of SW Freeman Drive SW 95th Avenue, mid-block crossing on SW Wimbledon Circle S between SW Courtside Drive and SW Volley Street, and a mid-block crossing on SW Parkway Center Drive north of SW Burns Way. New efforts are underway for upgrades at three locations along Parkway Avenue, including Ash Meadows Lane, Ash Meadows Road, and Thunderbird Drive, with engineering design in Winter 2025.

Engineering Division, Capital Projects

Boeckman Creek Flow Mitigation (7068)

This project will look at storm water flows coming off the Siemens site towards Boeckman Creek. Historically, these flows were directed towards the Coffee Creek wetlands, but with development of the Siemens site, flows were altered to head towards Boeckman Creek in the early 1980s. These flows are needed to return to their natural waterways with the installation of the new Boeckman bridge. 90% plans have been reviewed and returned to the Contractor. Property acquisition is underway with purchase offers recently presented to property owners. Bidding is expected this winter. Project work will occur at several different locations including:

- The dam removal and dig out under the new Boeckman Bridge
- Replacement of overflow grating and weir modifications internal to the Siemens Campus
- Replacement of an undersized culvert on Boeckman Road at the entrance to the Siemens Campus
- Modifications to City piping under Parkway and Ash Meadows



Boeckman Creek Interceptor and Trail (2107)

This project will upsize the existing Boeckman Creek Interceptor sewer collection pipeline in order to support the development of the Frog Pond area. A regional trail will be installed as a part of the maintenance path from Boeckman Road to Memorial Park. Field investigations of the original area are finished. Capital improvement program (CIP) 7054, Gesellschaft Water Well Channel Restoration, was also brought into this project to minimize City design and construction costs. A State Revolving Fund Loan has been secured to help cover project costs. Additionally, an Oregon Community Path Grant has been secured for the last segment – crossing Boeckman Creek up to Wilsonville Road. This portion of the project will need to be a separate project due to grant requirements.

Preliminary design iterations are complete, and several workable solutions have been identified to meet all project needs. 60% plans were delivered to the City in June and reviewed by City Staff. Minor design refinements are expected to avoid impacts to existing trees and to minimize project costs.

The right of way acquisition process has not started on this project. Once the design is finalized, easement locations will be determined and a Council meeting will be needed to requesting authorization of property acquisition up to and including the use of eminent domain.

Brown Road Improvements Project (1148)

The Brown Road Improvement Project provides upgrades that bring Brown Road in closer alignment with current City standards for urban roads. The section of roadway to be upgraded extends from SW Wilsonville Road to SW Evergreen Drive. Anticipated upgrades improve connectivity by adding bike lanes, sidewalks, and provide better and safer access to adjacent neighborhoods. Surveying, geotechnical explorations, transportation studies, and a tree inventory are currently in progress at the project site. The consultant team delivered the 60% design to the City in May of 2025, and the City provided comments. The consultant delivered the 90% design which to the City in September 2025 and the 90% design is currently under review. A third Community Open House is being planned for fall to present updated designs and concepts with the community and any other interested partners. Council approved property acquisitions required to complete the project in August 2025, and the right of way acquisition process is underway. The City anticipates construction will begin in spring 2026 and will be completed by the end of 2026.

Engineering Division, Capital Projects

Boeckman Road Corridor Project (4212/4206/4205/2102/7065)

After a little more than three 3 years of intense design and construction work, Boeckman Road re-opened on May 21, 2025 and the contract was deemed substantially complete on July 24, 2025. The “punch list” of minor corrections and repairs has been under way since that time and will be finished off in September of 2025. The project is covered by a 1-year warranty to correct minor repairs and may continue if additional items are discovered which could result in future minor delays to the traveling public.

We're proud to say three major goals were achieved with this project:

- Boeckman Road was reopened within the shortest time practical to minimize disruptions to the public.
- The project was substantially complete prior to the original target for the new Frog Pond Primary School grand opening (which was August 26, 2025).
- Several capital projects ended up being combined into one large project which proved to greatly reduce the time the community was inconvenienced by construction in the area. This approach also meant efficiencies in use of limited resources, including funding, staff time, and consultant costs. Without this approach, constructing each project separately would have resulted in the community experiencing roadway or utility construction nearly continuously for 8-10 years.

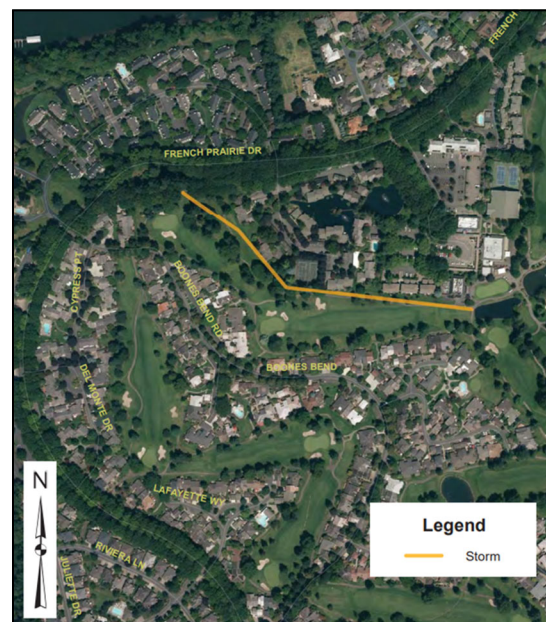
Here are a few before and after images of the Canyon Creek intersection and Boeckman Dip.



Engineering Division, Capital Projects

Charbonneau Storm Improvements Phase II A (7072)

This project provides design and construction for replacement of a portion of the stormwater pipeline as part of the Charbonneau Consolidated Improvement Plan, Project #37 Charbonneau Storm Improvements Phase II. Replacement of the 815-foot long section of 12-inch storm pipe has become a priority project as a result of recent inspection by the Public Works Department that identified significant deterioration and vulnerability to collapse. The pipeline is adjacent to residential and commercial buildings that could be susceptible to damage should the pipeline or a portion of the pipeline collapse or become plugged. Project is currently in pre-design, with engineering design in winter of 2025.



Miley Road – Storm Sewer Improvements (7071)

This project will remove and replace the existing storm sewer and pipe outfall within Miley Road, which is in very poor condition and is a concern for erosion and pipe collapse during a large rain event. Construction is anticipated to be split into two phases: the first phase being the replacement of the sewer outfall and upstream pipe/inlets to the east up to the intersection of Airport Road, and the second phase being removal and replacement of the remainder of the upstream pipe and structures that run parallel to Miley Road up to Armitage Road. A Request for Proposals has been advertised for engineering design and survey fieldwork/data collection. Data collection and engineering design is anticipated to next year, and construction of Phase 1 is anticipated for spring 2027 after permitting is complete. Construction of phase 2 is anticipated to begin in spring 2028.



Engineering Division, Capital Projects

Stafford Road Improvements Project (4219, 2111, and 1158)

The Stafford Road Improvements Project includes improving a section of Stafford Road between Boeckman Road and Kahle Road to meet current City standards for a major arterial roadway and as detailed in the Frog Pond East and South Master Plan. The roadway improvements consist of urban upgrades to enhance multi-modal connectivity by adding bike lanes, sidewalks, transit stops, and turn lanes that accommodate access to existing and planned adjacent neighborhoods. The project will include two roundabouts with the intersections of SW Brisband Street and SW Kahle Road, as well as an enhanced pedestrian crosswalk with a flashing beacon at Frog Pond Lane. In addition to roadway improvements, this project includes an extension of a 12-inch sanitary sewer pipeline and 12-inch drinking water pipeline, as well as undergrounding of overhead utilities and relocation of Portland General Electric high voltage transmission lines on Stafford Road between Boeckman Road and Kahle Road. Surveying, geotechnical explorations, wetland delineation, archeological survey, transportation studies, and a tree inventory began in August 2025 at the project site. The City anticipates the 30% design will be delivered by the consultant team in early 2026.



Backfilling around reservoir

West Side Level B Reservoir and Transmission Main (1149)

This project includes design and construction of a new 3-million-gallon water reservoir just west of City limits, along with approximately 3500 feet of 24-inch transmission main in Tooze Road. connecting to the City water system. City Council awarded the construction contract to Tapani, Inc. in June 2024. Construction began in July 2024 and is scheduled for completion in October 2025.

Completed Major Elements: Mass grading of the site, concrete foundation, floor, wall, roof installation, concrete pre-stressing, onsite utilities, transmission main installation, and paving of Tooze Road.

Tank construction and pre-stressing were completed in March, with transmission main testing completed in August, followed by disinfection and testing of the reservoir in September. The Tooze Road transmission main installation and paving are complete, except for striping of Tooze Road, which will occur in September. Final testing and commissioning of the new reservoir are scheduled for early October 2025.

The Tooze Road transmission main installation is complete, except for the connection to the existing City water main, which will occur in August. Final paving of Tooze Road was completed in September 2025, followed by tank commissioning and final grading/landscaping of the reservoir site

WTP Expansion to 20 MGD (1144)

This project expands the water treatment plant (WTP) capacity to 20 million gallons per day to support water demands in the City and Sherwood. Construction began in June 2022, with completion expected in the fall of 2025. The majority of work is complete, including testing, commissioning, and troubleshooting of new equipment.

Completed Major Elements: Larger pumps, electrical equipment, and generator, seismic improvements, and replacement of portions of the treatment process. Remaining work includes installation of a new electrical transformer and switchgear, currently underway, after which the project will be complete.

Engineering Division, Capital Projects

WWSP Coordination (1127)

Ongoing coordination efforts continue with the Willamette Water Supply Program (WWSP). Here are the updates on major elements within Wilsonville:

- **Phase 1, Wilsonville Road (PLM_1.1)** Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM_1.2)** Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM_1.3)** The WWSP's last section of transmission pipeline to be constructed in the City of Wilsonville began in fall 2022, with completion planned for 2025. It will connect the remaining portion of the pipeline through Wilsonville and has an alignment along Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road (see image). The Engineering Division is currently in the process of reviewing final plans and coordinating construction. The trenchless crossing under Wilsonville Road and under Boeckman Road have been completed. Pipe install on 95th Avenue from Boeckman Road to Ridder Road has been completed and restoration of the sidewalk and curb and gutter on the east side of the road is ongoing. Permanent concrete road panel restoration of 95th Avenue began in April 2025 and will extend through the end of the year. Temporary traffic control during restoration will require detours and one-way travel to accommodate construction activities. Pipe install on Ridder Road west of 95th Avenue began in June 2025 and a full road closure during construction will be in place for at least 7 months.



Engineering Division, Private Development

Residential Construction Activities

Canyon Creek South Phase 3

The project is being purchased by a new contractor who will finish the improvements. The contractor continues to work on punchlist items for closeout. The plat has been recorded. The City has not yet received building permits nor plans for the open space improvements.

Frog Pond West

Frog Pond West continues to see significant construction activities. Home construction in the Frog Pond Crossing, Frog Pond Estates, Frog Pond Oaks, Frog Pond Terrace, Frog Pond Overlook, and Frog Pond Vista subdivisions is on-going.

- The contractor has mobilized and installed tree protection fencing and erosion control measures at the Frog Pond Neighborhood Park project.

- Frog Pond Cottage Park Place, Phase I, a 12-lot subdivision located on the south side of Frog Pond Lane, just east of the Frog Pond Ridgecrest subdivision, is anticipated to begin construction in spring 2026.

- Frog Pond Petras, a 21-lot subdivision located on the northern corner of Frog Pond Lane and Stafford Road, has started infrastructure construction. The contractor has rough graded the private alley and is working to schedule water service installation. Infrastructure is anticipated to be completed in early 2026.



Frog Pond Petras



Frog Pond Primary

- Construction has started again at Frog Pond Primary, the new West Linn-Wilsonville School District primary school on Boeckman Road. The contractor is primarily working onsite.

- Frog Pond Ridgecrest, a 54-lot subdivision located on the south side of Frog Pond Lane, just east of the Frog Pond Terrace subdivision, is working to install the sanitary sewer and rough grade roads.



Frog Pond Ridgecrest

Infrastructure construction is anticipated to be completed in early 2026.

Natural Resources Division

2024 IPM Activity Report

In September, City staff completed the 2024 Activity Report for the Integrated Pest Management (IPM) Plan. The IPM Plan was adopted in 2018, and this marks the sixth installment of the activity report. IPM offers a broad-based approach that relies on a combination of common sense practices. The IPM Plan identified management areas and key pests of concern and outlined approaches mindful of pest biology and the resources of the City while minimizing the risk associated with pest management.

Highlights from this year's activity report include:

- The City's continued reliance on cultural or mechanical controls over chemical practices
- The City's new flail mower attachment, which improves the treatment of weedy plant species
- The role of volunteers in maintaining Wilsonville's parks
- Information about Mediterranean Oak Borer

The IPM Plan and activity reports from 2019 - 2024 are available at:

<https://www.ci.wilsonville.or.us/natural/page/integrated-pest-management>



CHEMICAL METHODS: WHEN OTHER TREATMENT STRATEGIES FAIL

Reducing chemical use is an important objective of the City's IPM plan. **Chemical controls are only used if other practices are not fully effective or too costly to implement. Any chemicals used are applied in a selective manner that reduces risk to humans and the environment.**

The City monitors which practices it uses to control pests, including the acreage treated.

While this report illustrates the City's reliance on cultural or mechanical practices in favor of chemical practices, the most recent data demonstrates an uptick in chemical use during the last year.

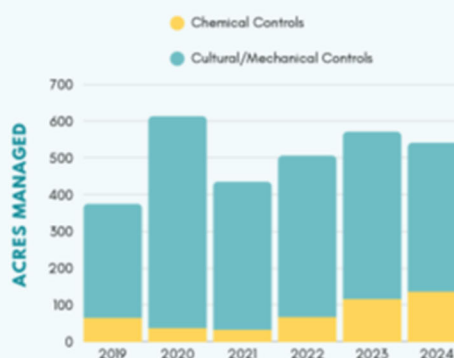
This result is explained by three factors:

1. Oregon Department of Agriculture guidance mandated a change to the methodology for tracking acreage in our database.

2. An increase in the number of park acres, total facilities, and lane miles managed by the City.

3. The introduction of new invasive pests that cannot be removed with cultural/mechanical controls, leaving only chemical control methods as the only viable option.

PEST CONTROL PRACTICES



Planning Division, Current

Administrative Land Use Decisions Issued

- 6 Type A Tree Permits
- 6 Type B Tree Permits
- 5 Class 1 Administrative Reviews
- 2 Class 2 Administrative Reviews
- 1 Class 1 Sign Permit

Construction Permit Review, Development Inspections, and Project Management

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

- A new neighborhood park in Frog Pond
- CIS Office Building at Wilsonville Road and Kinsman Road
- Frog Pond Primary School
- Industrial development on Day Road and Garden Acres Road
- Residential subdivisions in Frog Pond West

Development Review Board (DRB)

DRB Panel A did not meet in September.

DRB Panel B did not meet in September.

DRB Projects Under Review

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

- Modular offices at Republic Services
- Vehicle charging station at SW Barber Street and SW Boones Ferry Road
- Stafford Ridge, the first proposed development in Frog Pond East



Planning Team Touring Vuela (Transit Oriented Development)

Planning Division, Long Range

Legislative Session and State Rulemaking Involvement

In September, staff continued analyzing and learning about adopted bills to prepare for local implementation and compliance. A policy directive was issued for compliance with Section 8 of SB 974.

Planning Director Miranda Bateschell continues to serve on the Oregon Housing Needs Analysis Rulemaking Advisory Committee (RAC), which is currently focused on housing capacity rules and safe harbors for cities developing Housing Production Strategies. These strategies must be adopted by the Land Conservation and Development Commission by the end of the year.

Planning Commission

On September 10, the Planning Commission held a work session to provide feedback on draft Development Code updates for the Basalt Creek planning area. The session was facilitated by Associate Planner Cindy Luxhoj and Planning Manager Dan Pauly who guided the Commission through the discussion of proposed amendments. Key aspects include merging the Coffee Creek Industrial Design Overlay District with elements of the City's existing industrial zones to create a new Northwest Industrial Zone. The project team will finalize the updates as well as a Basalt Creek Master Plan for adoption over the coming months.

Wilsonville Industrial Land Readiness (WILR) Project

The Wilsonville Industrial Land Readiness (WILR) project integrates a focused analysis of development potential in the Basalt Creek Concept Plan area with a citywide Economic Opportunities Analysis and Economic Development Strategy. Together, these efforts aim to guide long-term job growth and land use planning. In September, consultant work on Basalt Creek centered on work to develop land use options for the West Railroad area and continued effort on an infrastructure funding plan. Progress also continued on the citywide analysis, including economic development strategies, to be presented to Council later this year.

Financial Forecasts - General Fund and Community Development Fund: Attached are financial forecast statements for the General Fund and the Community Development (CD) Fund. Reviewing them together provides valuable insight, as there is a strong interconnectivity between the two. Please note: these forecasts are dynamic and continuously evolving, hence essentially always DRAFT copies. They represent forward-looking estimates based on the best available data and current assumptions, and should be viewed as informed projections rather than precise predictions.

Displayed for both funds, in columnar format is the fiscal year end (FYE) 2024-25 Actuals, followed by an early, early estimation of current year fiscal year (FY) 2025-26 (highlighted yellow), followed by seven (7) years of forecasts. The bottom line details the ending fund balances projected for each fiscal year, which subsequently become the beginning fund balance of the next fiscal year.

The General Fund forecast—reflects a projected 4.75% year-over-year increase in property tax receipts. While we are guaranteed a 3% annual increase, this projection includes an implicit growth assumption beyond that baseline. A significant one-time influx of cash is expected in FYE 2027 from the payoff of the Tualatin Valley Water District (TVWD) ground lease, anticipated to net approximately \$6.5 million. This one-time receipt plays a key role in sustaining the General Fund over the next seven (7) years—though there are a few caveats.

The forecast assumes that operating expenses—including personnel, materials and services, capital outlay, and contributions to the Community Development (CD) Fund—will remain under 4% annual growth. The General Fund provides support to the CD Fund for shared services such as Planning. Sustainability of the General Fund is also contingent on managing the pace and scale of General Fund-funded capital projects. These include park improvements and facility upgrades—examples being water feature renovations, community center siding replacement, and HVAC system replacements. Basically keeping up with the responsibilities of maintenance of aging facilities. You may note I’ve input \$1M year over year transfer out to Capital Improvement Program (CIP) Facilities.

The Community Development (CD) Fund forecast—assumes a flat average for Engineering and Planning permit revenues. While large one-time commercial projects could result in revenue spikes, these are uncertain and not included in the baseline forecast. The forecast also relies on project management fees remaining stable, which is closely tied to the continued strength of the CIP. Additionally, the projections reflect the elimination of one full-time Planning position in FY 2026-27. With these assumptions, the CD Fund is expected to remain solvent for an additional three (3) years beyond the current fiscal year, through FYE 2029. Beyond that point, the fund will require additional support—either from the General Fund, intermittent increases in development activity, or a reduction in expenditures.

A Final Note - The City’s facilities are in good shape but naturally aging, and financial demands for upkeep and replacement are expected to rise. At the same time, slowing growth—especially in development—may impact revenues that support the General and Community Development Funds. These forecasts are based on current data and assumptions, but predicting the future of course has its limits. They should be viewed as planning tools, not certainties. Long-term sustainability however will require continuous attention, proactive planning and careful resource prioritization.

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
336 - Frog Pond Development				
Licenses and permits	\$ 2,500,000	\$ 444,770	\$ 2,055,231	18%
Investment revenue	27,000	-	27,000	0%
TOTAL REVENUES	\$ 2,527,000	\$ 444,770	\$ 2,082,231	18%
Materials and services	\$ 19,540	\$ -	\$ 19,540	0%
Transfers out	1,234,346	2,611	1,231,735	0%
TOTAL EXPENDITURES	\$ 1,253,886	\$ 2,611	\$ 1,251,275	0%
348 - Washington County TDT				
Washington County TDT	\$ -	\$ 387,593	\$ (387,593)	-
Investment revenue	112,000	-	112,000	0%
TOTAL REVENUES	\$ 112,000	\$ 387,593	\$ (275,593)	346%
346 - Roads SDC				
System Development Charges	\$ 2,100,000	\$ 223,190	\$ 1,876,810	11%
Investment revenue	287,000	-	287,000	0%
TOTAL REVENUES	\$ 2,387,000	\$ 223,190	\$ 2,163,810	9%
Materials and services	\$ 40,760	\$ -	\$ 40,760	0%
Transfers out	7,511,825	9,332	7,502,493	0%
TOTAL EXPENDITURES	\$ 7,552,585	\$ 9,332	\$ 7,543,253	0%
396 - Parks SDC				
System Development Charges	\$ 1,320,000	\$ 1,097	\$ 1,318,903	0%
Investment revenue	77,000	-	77,000	0%
TOTAL REVENUES	\$ 1,397,000	\$ 1,097	\$ 1,395,903	0%
Materials and services	\$ 9,490	\$ -	\$ 9,490	0%
Transfers out	889,057	1,473	887,584	0%
TOTAL EXPENDITURES	\$ 898,547	\$ 1,473	\$ 897,074	0%
516 - Water SDC				
System Development Charges	\$ 1,000,000	\$ 236,301	\$ 763,699	24%
Investment revenue	65,000	-	65,000	0%
TOTAL REVENUES	\$ 1,065,000	\$ 236,301	\$ 828,699	22%
Materials and services	\$ 14,570	\$ -	\$ 14,570	0%
Debt service	453,000	76,512	376,488	17%
Transfers out	1,691,894	73,773	1,618,121	4%
TOTAL EXPENDITURES	\$ 2,159,464	\$ 150,285	\$ 2,009,179	7%
526 - Sewer SDC				
System Development Charges	\$ 1,000,000	\$ 115,358	\$ 884,643	12%
Investment revenue	30,000	-	30,000	0%
TOTAL REVENUES	\$ 1,030,000	\$ 115,358	\$ 914,643	11%
Materials and services	\$ 12,380	\$ -	\$ 12,380	0%
Transfers out	1,733,967	2,947	1,731,020	0%
TOTAL EXPENDITURES	\$ 1,746,347	\$ 2,947	\$ 1,743,400	0%
576 - Stormwater SDC				
System Development Charges	\$ 170,000	\$ 28,541	\$ 141,459	17%
Investment revenue	144,000	-	144,000	0%
TOTAL REVENUES	\$ 314,000	\$ 28,541	\$ 285,459	9%
Materials and services	\$ 5,650	\$ -	\$ 5,650	0%
Transfers out	539,880	6,868	533,012	1%
TOTAL EXPENDITURES	\$ 545,530	\$ 6,868	\$ 538,662	1%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
110 - General Fund				
Taxes	\$ 17,528,500	\$ 32,913	\$ 17,495,587	0%
Intergovernmental	3,254,985	55,065	3,199,920	2%
Licenses and permits	171,700	107,879	63,821	63%
Charges for services	384,102	146,973	237,129	38%
Fines and forfeitures	180,000	34,637	145,363	19%
Investment revenue	531,000	2,719	528,281	1%
Other revenues	675,650	53,399	622,251	8%
Transfers in	6,165,827	1,383,939	4,781,888	22%
TOTAL REVENUES	\$ 28,891,764	\$ 1,817,523	\$ 27,074,241	6%
Personnel services	\$ 14,095,430	\$ 3,069,466	\$ 11,025,964	22%
Materials and services	14,992,012	2,461,702	12,530,310	16%
Capital outlay	135,000	-	135,000	0%
Transfers out	3,549,122	54,651	3,494,471	2%
TOTAL EXPENDITURES	\$ 32,771,564	\$ 5,585,819	\$ 27,185,745	17%
610 - Fleet Fund				
Charges for services	\$ 1,933,368	\$ 483,342	\$ 1,450,026	25%
Investment revenue	48,000	-	48,000	0%
TOTAL REVENUES	\$ 1,981,368	\$ 490,562	\$ 1,490,806	25%
Personnel services	\$ 1,155,130	\$ 239,479	\$ 915,651	21%
Materials and services	840,440	222,723	617,718	27%
Capital outlay	532,000	67,900	464,100	13%
TOTAL EXPENDITURES	\$ 2,527,570	\$ 530,101	\$ 1,997,469	21%
230 - Building Inspection Fund				
Licenses and permits	\$ 952,000	\$ 281,127	\$ 670,873	30%
Investment revenue	157,000	-	157,000	0%
TOTAL REVENUES	\$ 1,109,000	\$ 281,127	\$ 827,873	25%
Personnel services	\$ 1,148,520	\$ 215,226	\$ 933,294	19%
Materials and services	243,155	21,923	221,232	9%
Transfers out	422,808	105,702	317,106	25%
TOTAL EXPENDITURES	\$ 1,814,483	\$ 342,851	\$ 1,471,632	19%
231 - Community Development Fund				
Licenses and permits	\$ 446,718	\$ 284,394	\$ 162,324	64%
Charges for services	457,002	57,273	399,729	13%
Intergovernmental	514,500	-	514,500	0%
Investment revenue	93,000	-	93,000	0%
Transfers in	4,264,049	522,821	3,741,228	12%
TOTAL REVENUES	\$ 5,775,269	\$ 864,488	\$ 4,910,781	15%
Personnel services	\$ 3,995,690	\$ 865,664	\$ 3,130,026	22%
Materials and services	1,016,820	173,589	843,231	17%
Transfers out	1,085,714	168,600	917,114	16%
TOTAL EXPENDITURES	\$ 6,098,224	\$ 1,207,853	\$ 4,890,371	20%
240 - Road Operating Fund				
Intergovernmental	\$ 2,181,000	\$ -	\$ 2,181,000	0%
Investment revenue	26,000	-	26,000	0%
Transfers in	509,940	10,000	499,940	2%
TOTAL REVENUES	\$ 2,716,940	\$ 10,000	\$ 2,706,940	0%
Personnel services	\$ 608,120	\$ 100,993	\$ 507,127	17%
Materials and services	754,894	132,372	622,522	18%
Capital outlay	44,850	-	44,850	0%
Debt service	360,000	41,603	318,397	12%
Transfers out	1,020,195	85,860	934,335	8%
TOTAL EXPENDITURES	\$ 2,788,059	\$ 360,828	\$ 2,427,231	13%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
241 - Road Maintenance Fund				
Charges for services	\$ 2,661,000	\$ 474,049	\$ 2,186,951	18%
Investment revenue	172,000	-	172,000	0%
TOTAL REVENUES	\$ 2,833,000	\$ 474,049	\$ 2,358,951	17%
Transfers out	\$ 2,392,000	\$ 245,603	\$ 2,146,397	10%
TOTAL EXPENDITURES	\$ 2,392,000	\$ 245,603	\$ 2,146,397	10%
260 - Transit Fund				
Taxes	\$ 6,300,000	\$ 6,247	\$ 6,293,753	0%
Intergovernmental	2,757,000	29,602	2,727,398	1%
Charges for services	20,000	4,532	15,468	23%
Investment revenue	698,000	-	698,000	0%
Other revenues	21,000	2,557	18,443	12%
TOTAL REVENUES	\$ 9,796,000	\$ 42,937	\$ 9,753,063	0%
Personnel services	\$ 5,871,460	\$ 1,064,932	\$ 4,806,528	18%
Materials and services	2,914,658	617,463	2,297,195	21%
Capital outlay	1,158,000	2,539	1,155,461	0%
Transfers out	2,691,600	955,600	1,736,000	36%
TOTAL EXPENDITURES	\$ 12,635,718	\$ 2,640,533	\$ 9,995,185	21%
510 - Water Operating Fund				
Charges for services	\$ 10,864,000	\$ 3,276,601	\$ 7,587,399	30%
Investment revenue	412,000	-	412,000	0%
Other revenues	40,000	8,014	31,986	20%
TOTAL REVENUES	\$ 11,316,000	\$ 3,284,615	\$ 8,031,385	29%
Personnel services	\$ 753,650	\$ 105,013	\$ 648,637	14%
Materials and services	5,285,211	409,793	4,875,418	8%
Capital outlay	713,850	135,724	578,126	19%
Debt service	375,000	43,273	331,727	12%
Transfers out	2,322,263	288,165	2,034,098	12%
TOTAL EXPENDITURES	\$ 9,449,974	\$ 981,968	\$ 8,468,006	10%
520 - Sewer Operating Fund				
Charges for services	\$ 7,833,000	\$ 1,362,863	\$ 6,470,137	17%
Investment revenue	380,000	-	380,000	0%
Other revenues	31,500	7,490	24,010	24%
Loan proceeds	10,500,000	-	10,500,000	0%
Transfers in	600,000	-	600,000	0%
TOTAL REVENUES	\$ 19,344,500	\$ 1,370,353	\$ 17,974,147	7%
Personnel services	\$ 505,250	\$ 102,711	\$ 402,539	20%
Materials and services	4,659,232	418,110	4,241,122	9%
Capital outlay	114,850	-	114,850	0%
Debt service	2,886,000	29,456	2,856,544	1%
Transfers out	13,513,137	276,502	13,236,636	2%
TOTAL EXPENDITURES	\$ 21,678,469	\$ 826,779	\$ 20,851,690	4%
550 - Street Lighting Fund				
Charges for services	\$ 549,000	\$ 94,002	\$ 454,998	17%
Investment revenue	34,000	-	34,000	0%
TOTAL REVENUES	\$ 583,000	\$ 94,002	\$ 488,998	16%
Materials and services	\$ 367,290	\$ 37,515	\$ 329,775	10%
Transfers out	702,850	16,900	685,950	2%
TOTAL EXPENDITURES	\$ 1,070,140	\$ 54,415	\$ 1,015,725	5%
570 - Stormwater Operating Fund				
Charges for services	\$ 3,581,000	\$ 603,676	\$ 2,977,324	17%
Investment revenue	242,000	-	242,000	0%
TOTAL REVENUES	\$ 3,823,000	\$ 603,676	\$ 3,219,324	16%
Personnel services	\$ 480,980	\$ 66,865	\$ 414,115	14%
Materials and services	848,994	88,449	760,545	10%
Capital outlay	44,850	-	44,850	0%
Debt service	325,000	37,504	287,496	12%
Transfers out	4,392,135	277,401	4,114,734	6%
TOTAL EXPENDITURES	\$ 6,091,959	\$ 470,218	\$ 5,621,741	8%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
815 - Westside Capital Projects				
Investment revenue	\$ 224,000	\$ -	\$ 224,000	0%
TOTAL REVENUES	\$ 224,000	\$ -	\$ 224,000	0%
Materials and services	\$ 375,000	\$ 14,690	\$ 360,310	4%
Capital outlay	2,851,000	67,526	2,783,474	2%
TOTAL EXPENDITURES	\$ 3,226,000	\$ 82,216	\$ 3,143,784	3%
825 - Coffee Creek Capital Projects				
Investment revenue	\$ 14,000	\$ -	\$ 14,000	0%
Transfers in	500,000	-	500,000	0%
TOTAL REVENUES	\$ 514,000	\$ -	\$ 514,000	0%
Materials and services	\$ 236,004	\$ 34,734	\$ 201,270	15%
TOTAL EXPENDITURES	\$ 866,004	\$ 34,734	\$ 831,270	4%
827 - Coffee Creek Debt Service				
Taxes	\$ 718,000	\$ 1,903	\$ 716,097	0%
Investment revenue	29,000	45	28,955	0%
TOTAL REVENUES	\$ 747,000	\$ 1,948	\$ 745,052	0%
Debt service	\$ 780,000	\$ -	\$ 780,000	0%
TOTAL EXPENDITURES	\$ 780,000	\$ -	\$ 780,000	0%
830 - Wilsonville Investment Now Program				
Taxes	\$ 1,174,100	\$ 1,691	\$ 1,172,409	0%
TOTAL REVENUES	\$ 1,174,100	\$ 1,777	\$ 1,172,323	0%
Materials and services	\$ 1,174,100	\$ -	\$ 1,174,100	0%
TOTAL EXPENDITURES	\$ 1,174,100	\$ -	\$ 1,174,100	0%

GENERAL FUND (in millions)	Actual 2024-25	CY Estimated FYE 26	7 Year Forecast							Trended Rate
			FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	
BEGINNING FUND BALANCE	\$22.63	\$18.84	\$14.78	\$19.27	\$17.49	\$15.71	\$13.93	\$12.18	\$10.46	
REVENUES:										
Property taxes	\$12.10	\$12.62	\$13.22	\$13.85	\$14.50	\$15.19	\$15.91	\$16.67	\$17.46	4.75%
Hotel/Motel taxes	\$0.61	\$0.62	\$0.63	\$0.65	\$0.66	\$0.67	\$0.68	\$0.70	\$0.71	2.00%
Franchise fees	\$4.29	\$4.42	\$4.55	\$4.69	\$4.83	\$4.97	\$5.12	\$5.28	\$5.43	3.00%
PARKS UTILITY FEE (placeholder)	-	-	-	-	-	-	-	-	-	
Licenses & permits	\$0.17	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	\$0.19	\$0.19	\$0.19	1.00%
Intergovernmental - State Shared, Cigarette, Alcohol	\$0.78	\$0.89	\$0.91	\$0.94	\$0.97	\$1.00	\$1.03	\$1.06	\$1.09	3.00%
Intergovernmental - Clackamas Library Dist.	\$1.99	\$1.75	\$1.80	\$1.86	\$1.91	\$1.97	\$2.03	\$2.09	\$2.15	3.00%
Intergovernmental - Nutrition Program	\$0.12	\$0.13	\$0.13	\$0.13	\$0.13	\$0.14	\$0.14	\$0.14	\$0.14	2.00%
Intergovernmental - Metro CES/CIF	\$0.14	\$0.12	\$0.12	\$0.12	\$0.13	\$0.13	\$0.13	\$0.14	\$0.14	
Intergovernmental - WLWV Res. Officer	\$0.09	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	\$0.13	\$0.13	\$0.13	
Intergovernmental - Other	\$0.38	\$0.28	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	
Charges for services	\$0.53	\$0.38	\$0.40	\$0.41	\$0.42	\$0.43	\$0.45	\$0.46	\$0.47	3.00%
Municipal court fines	\$0.17	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	Flat
Investment income	\$1.25	\$0.53	\$0.59	\$0.77	\$0.70	\$0.63	\$0.56	\$0.49	\$0.42	
Lease proceeds - TVWD	\$0.17	\$0.17	\$6.51	-	-	-	-	-	-	
Miscellaneous revenue	\$0.21	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	Flat
Transfers-In from other funds:										
Interfund loan repayment - Stormwater	\$0.52	-	-	-	-	-	-	-	-	
Transfer-In OH - Operating Funds	\$3.77	\$4.63	\$4.86	\$5.10	\$5.36	\$5.62	\$5.90	\$6.20	\$6.51	5.00%
Transfer-In OH - CIP Funds	\$1.52	\$1.68	\$1.69	\$1.71	\$1.73	\$1.75	\$1.76	\$1.78	\$1.80	1.00%
TOTAL REVENUES	\$28.82	\$28.86	\$36.10	\$30.91	\$32.03	\$33.20	\$34.42	\$35.70	\$37.04	
EXPENSES:										
Personnel Services	\$12.64	\$13.39	\$14.38	\$14.95	\$15.55	\$16.17	\$16.82	\$17.49	\$18.19	4.00%
Material & Services - CCSO Law Enf	\$6.58	\$7.14	\$7.39	\$7.64	\$7.91	\$8.19	\$8.47	\$8.77	\$9.08	3.50%
Material & Services - Other	\$5.59	\$6.41	\$6.60	\$6.80	\$7.00	\$7.21	\$7.43	\$7.65	\$7.88	3.00%
Capital Outlay	\$0.24	\$0.14	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	Flat
CD Fund - contribution	\$1.65	\$1.15	\$1.20	\$1.24	\$1.29	\$1.35	\$1.40	\$1.46	\$1.51	4.00%
Total operating expense	\$26.69	\$28.22	\$29.61	\$30.69	\$31.81	\$32.97	\$34.18	\$35.42	\$36.72	
Transfers to other funds:										
CIP - Parks	\$2.26	\$1.35	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	Flat
CIP - Planning	\$0.44	\$0.23	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	Flat
CIP - Facilities (IT -technology, broadband)	\$0.55	\$0.85	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	Flat
CIP - Facilities	\$0.71	\$2.28	\$0.90	\$0.90	\$0.90	\$0.90	\$0.90	\$0.90	\$0.90	Flat
CIP - State Earmark Funds (8156)	\$1.96	-	-	-	-	-	-	-	-	
TOTAL EXPENDITURES	\$32.61	\$32.92	\$31.61	\$32.69	\$33.81	\$34.97	\$36.18	\$37.42	\$38.72	
Net surplus (deficit)	(\$3.79)	(\$4.06)	\$4.49	(\$1.78)	(\$1.78)	(\$1.77)	(\$1.75)	(\$1.72)	(\$1.68)	
ENDING FUND BALANCE	\$18.84	\$14.78	\$19.27	\$17.49	\$15.71	\$13.93	\$12.18	\$10.46	\$8.78	
Financial Policy Fund Balance Minimum		\$4.04	\$4.25	\$4.41	\$4.57	\$4.74	\$4.91	\$5.09	\$5.27	

COMMUNITY DEVELOPMENT FUND (in millions)		CY Estimated FYE 26	5 - Year Forecast							Trended Rate
	Actual 2024-25		FYE 27	FYE 28	FYE 29	FYE 30	FYE 31	FYE 32	FYE 33	
BEGINNING FUND BALANCE	\$2.27	\$2.51	\$2.36	\$1.96	\$1.36	\$0.69	(\$0.14)	(\$1.21)	(\$2.47)	Flat Flat
REVENUES:										
Licenses & permits - Engineering	\$0.49	\$0.38	\$0.45	\$0.45	\$0.48	\$0.48	\$0.50	\$0.50	\$0.50	
Licenses & permits - Planning	\$0.24	\$0.33	\$0.33	\$0.33	\$0.33	\$0.33	\$0.33	\$0.33	\$0.33	
Intergovernmental	\$0.20	\$0.21	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	
Charges for services:										
Administrative - UR West	\$0.05	-								
Administrative - UR Coffee Creek	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	
Administrative - UR WIN	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	-	-	-	
Project Management - UR West Side	\$0.05	\$0.08	\$0.06	-	-	-	-	-	-	
Project Management - UR Coffee Creek	-	\$0.03	\$0.05	\$0.05	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	
Traffic Study	\$0.05	\$0.04	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	
Convenience Fee / Other	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	
Investment income	\$0.14	\$0.09	\$0.09	\$0.08	\$0.05	\$0.03	(\$0.01)	(\$0.05)	(\$0.10)	
Transfers-In from other funds:										4.00% 4.00% 4.00% 1.00%
General Fund (contribution)	\$1.65	\$1.15	\$1.20	\$1.24	\$1.29	\$1.35	\$1.40	\$1.46	\$1.51	
Building Inspection (reimbursement)	\$0.11	\$0.13	\$0.14	\$0.15	\$0.15	\$0.16	\$0.17	\$0.17	\$0.18	
Stormwater Operating (reimbursement)	\$0.35	\$0.46	\$0.48	\$0.50	\$0.52	\$0.54	\$0.56	\$0.59	\$0.61	
CIP Fund (project mgmt fees)	\$1.82	\$2.04	\$2.06	\$2.09	\$2.11	\$2.13	\$2.15	\$2.17	\$2.19	
TOTAL REVENUES	\$5.32	\$5.12	\$5.12	\$5.14	\$5.29	\$5.36	\$5.36	\$5.42	\$5.48	
EXPENSES:										4.00% 3.00% 4.00%
Personnel Services	\$3.75	\$3.66	\$4.15	\$4.32	\$4.49	\$4.67	\$4.85	\$5.05	\$5.25	
Material & Services	\$0.54	\$0.86	\$0.67	\$0.69	\$0.71	\$0.73	\$0.76	\$0.78	\$0.80	
Transfers to other funds:										
General Fund (overhead)	\$0.64	\$0.67	\$0.70	\$0.73	\$0.76	\$0.79	\$0.82	\$0.85	\$0.89	
CIP - Planning (grants)	\$0.15	\$0.07	-	-	-	-	-	-	-	
TOTAL EXPENDITURES	\$5.08	\$5.28	\$5.52	\$5.74	\$5.96	\$6.19	\$6.43	\$6.68	\$6.94	
Net surplus (deficit)	\$0.24	(\$0.15)	(\$0.40)	(\$0.60)	(\$0.67)	(\$0.83)	(\$1.07)	(\$1.26)	(\$1.46)	
ENDING FUND BALANCE	\$2.51	\$2.36	\$1.96	\$1.36	\$0.69	(\$0.14)	(\$1.21)	(\$2.47)	(\$3.93)	
Financial Policy Fund Balance Minimum	\$0.86	\$0.91	\$0.96	\$1.00	\$1.04	\$1.08	\$1.12	\$1.17	\$1.21	



*One happy attendee smiles for the camera at the Family Storytime
“Storytime Pirates” program on Sept. 17.*

From the Director

We closed another great season of summer reading with over 700 children, teens, and adults participating in the program. Collectively, participants read nearly 8,000 hours between June and August, and completed over 1,200 science, technology, engineering, arts and math (STEAM) activities. This year’s theme “Level Up at Your Library” was very popular with all ages and lent itself to many game-based programs throughout the summer.

September was National Library Card Sign-Up Month and the library celebrated with library cards featuring the new Libraries in Clackamas County (LINCC) logo. If you don’t have a library card, stop in and get one today.

On September 14, we held a library volunteer appreciation brunch. Volunteers were celebrated and thanked for the 8,500 hours they contributed over the past year. Our library volunteers are essential to the library’s successful operation — volunteers do everything from shelving, to serving on boards, to searching for holds.

-Shasta Sasser, Library Director

Children's Services

New recurring programs for youth

New this fall are three programs aimed at children from babies to tweens.

Baby Storytime is a weekly storytime just for babies and their caregivers on Tuesdays at 12:15pm.

Series Saturdays are monthly events geared towards elementary-aged kids that celebrate popular chapter books with activities and snacks tied into the book themes.

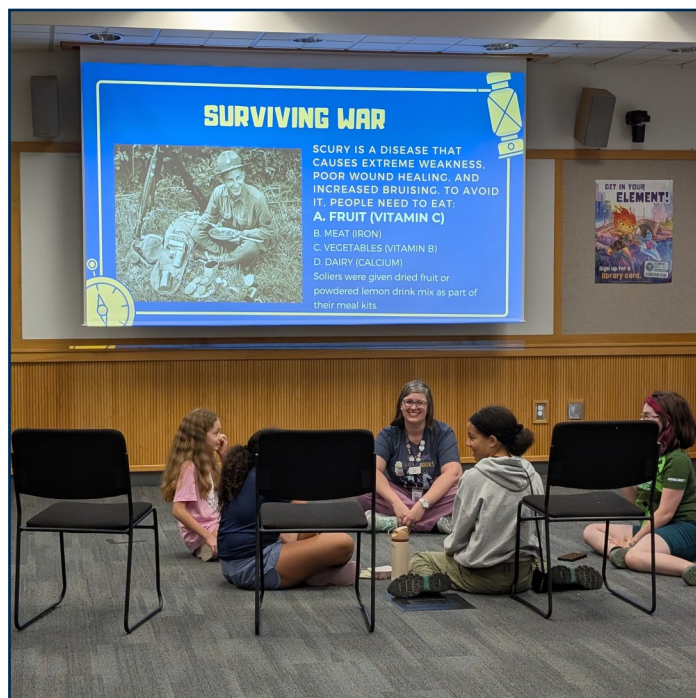
Tween Crochet Corner teaches basic crochet skills to kids ages 10-13 for making textile crafts on the third Thursday at 6:30pm.

UPCOMING:

- Kindergarten Carnival on Wednesday, Oct. 8, at 4pm.
- Spanish Storytime on Saturday, Oct. 11, at 11am.
- Portland Rose Hot Air Balloons on Saturday, Oct. 11, at 12:30pm.



Teen Afterschool Drop-in Activities resumed with movies and video games for the teens to enjoy.



Young library patrons share their love of the "I Survived" series at the Series Saturday program on Sept. 6.

Teen Services

Teen Afterschool Drop-in Activities

With the school year back in session, our weekly Teen Afterschool Drop-in Activities resumed. On Wednesday afternoons from 3-6pm, teens are invited to drop-in to the library's Teen Area for video games, movies, crafts, and snacks.

UPCOMING:

- Teen "Wicked" Murder Mystery Event on Friday, Oct. 24, at 7pm. A terrible tragedy has happened at Shiz University -- Madame Morrible is dead! Who did the WICKED deed? Prizes for best costumes and most accurate murder mystery solutions.

Adult Services

New computer classes

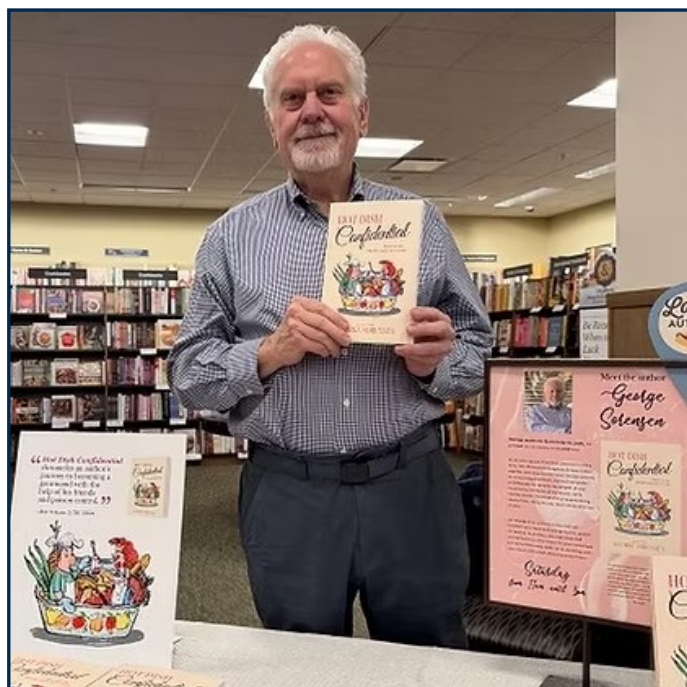
In partnership with Goodwill Industries, we are able to provide free computer classes to the public. The classes cover computer basics, Gmail, Microsoft Word, and online job searching, and are held on Mondays at 11am. Computers are provided for class use, and the classes repeat each month.

Writing real life non-fiction for a small press publisher

Local author George Sorensen shared how he turned his experience learning to cook into a book printed by a small press publisher. Attendees enjoyed the Q&A session and meeting the author.

UPCOMING:

- "Before the Show Began: Theaters of Oregon" presentation on Monday, Oct. 6, at 6pm.
- Book Notes concerts return on Saturday, Oct. 11, at 2pm.
- Celebration Cinema celebrates the 50th anniversary of the film "Jaws" on Friday, Oct. 17, at 3pm.
- Adult "Wicked" Murder Mystery Event on Saturday, Oct. 25, at 7pm.



George Sorensen talked about his experiences writing and publishing his book "Hot Dish Confidential" on Sept. 11.



Library Supervisor Karen Brennan assembled the gothic display in the lobby to celebrate National Library Card Sign-up Month.

Around the Library

National Library Card Sign-up Month

September is National Library Card Sign-up Month, and the American Library Association's theme for this year is "One Card, Endless Possibilities." The library issued library cards with the new LINCC design and created a promotional display in the lobby that featured a gothic ambience: "Read like it is 1884. One Card, Endless Possibilities."

Banned Books Month

This year's theme was "Censorship is so 1984." Library staff created a lobby display highlighting recent national book challenges and featured books that have been banned.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Library Closed Labor Day	2 Intermediate ESL 10-11:30am	3 Profiles The Four Brontes 11am-12:30pm Zoom	4 Tabletop Night 6-7:30pm	5 WIC Pop-Up Clinic 10am-12pm 1-4pm First Friday Film Drop(PG-13) 3-5pm	6 Space Talks 11am-12:30pm Series Saturday 2-3pm
7	8 Computer Basics 11am-12pm Sit and Stitch 1:30-3pm Teen Advisory Board 4:30-5:30pm	9 Intermediate ESL 10-11:30am Toddler Time 10:30-11am 11:15-11:45am Baby Storytime 12:15-12:55pm	10 Family Storytime 10:30-11am Teen After School Drop-in 3-6pm	11 Family Storytime 10:30-11am Writing Real Life Nonfiction for a Small Press Publisher 6-7:30pm	12 Play Group 10:30am-12pm	13 Spanish Storytime 11am-12pm WVHS Robotics Team 1pm-3pm
14	15 Gmail 11am-12pm Genealogy Club 1-2:30pm Sit and Stitch 1:30-3pm	16 Intermediate ESL 10-11:30am Toddler Time 10:30-11am 11:15-11:45am Baby Storytime 12:15-12:55pm	17 Family Storytime 10:30-11am Teen After School Drop-in 3-6pm	18 Family Storytime 10:30-11am Book Walk 1-2pm Tween Crochet Corner 6:30-7:30pm	19 WIC Pop-Up Clinic 10am-12pm 1-4pm Play Group 10:30am-12pm	20 Heart Strings Mandarin 11-11:30am
21	22 Microsoft Word 11am-12pm Sit and Stitch 1:30-3pm Teen Advisory Board 4:30-5:30pm	23 Intermediate ESL 10-11:30am Toddler Time 10:30-11am 11:15-11:45am Baby Storytime 12:15-12:55pm	24 Family Storytime 10:30-11am Community Center Book Club 1-2pm Teen After School Drop-in 3-6pm	25 Family Storytime 10:30-11am Bug Out When School's Out 3pm-8pm	26 Play Group 10:30am-12pm Bug Out When School's Out All Day	27
28	29 Online Job Searches 11am-12pm Blood Drive 1-6pm Sit and Stitch 1:30-3pm	30 Intermediate ESL 10-11:30am Toddler Time 10:30-11am 11:15-11:45am Baby Storytime 12:15-12:55pm	 SEPTEMBER			

8200 SW Wilsonville Road
Wilsonville, OR 97070
(503) 682-2744
wilsonvillelibrary.org
reference@wilsonvillelibrary.org

Hours
Monday - Thursday 10-8
Friday - Saturday 10-6
Sunday 1-6





Parks and Recreation Report | September 2025

Director's Report

I am pleased to announce that construction has begun on Frog Pond Park. The park which will feature a quarter mile walking path, fitness equipment, playground, lawn area, and picnic shelter will be under construction through the winter and early spring and is scheduled to open in the summer of 2026.

September marks the end of summer along with the closure of our water features for the year. Our hard working and dedicated parks maintenance team spends a lot of hours each summer to keep the water features in operation for the community. While they are a beloved amenity that we enjoy providing, the team also looks forward to the end of the season when they can turn their time and attention towards other projects. Some recent projects of note include the Memorial Park playground replacement project, Memorial Park ball field safety netting, and wayfinding signage throughout the trail systems in Memorial Park and Murase Plaza.

Looking ahead, the recreation team is in full planning mode for this month's Harvest Festival coming up on Saturday, October 18 at the Stein-Boozier Barn. This event is always a family favorite and includes live music, face painting, a costume parade, free pumpkins, and much more. An exciting collaboration that started last year and will continue this year is the addition of artists, makers, bakers, and creatives vendor booths that will offer hand crafted items for sale.

Programs and classes continue to pick up at the community center. In addition to four day/week lunch service and daily home delivered meals, the center offers a variety of exercise classes, a life 101 series, an art club, a book club, and a poetry club. For more details on those and the rest of what's happening in the Parks and Recreation department please read on...

~Kris Ammerman

Community Center, Recreation & Arts Updates



Wilsonville Harvest Festival

September was a busy month for the planning of the annual Fall Harvest Festival, which will be held on October 18 from 10am-1pm at the Stein-Boozier Barn in Murase Plaza. This year's event will include free pumpkins, grown at our very own Frog Pond Farm in Wilsonville, face painting, horse and carriage rides, vendor fair, two live music acts, a library story-time, coffee truck, lunch truck, baked goods, a petting zoo, balloon artist, and more! This event is free to the community and very family friendly.

Arts Update

The Library and Arts Staff are currently working together on a mural project which will consist of murals on four (4) walls in the Children's Section. The project is being generously funded by the Library Foundation. In September a Call for Artists closed soliciting talented muralists to apply for the opportunity. A selection panel met in September to review and score all applications, and their recommendation will get forwarded onto the Arts, Culture, and Heritage Commission (ACHC) for final approval of which artist to award the project to at the October ACHC meeting. This will be a wonderful addition to the City's Public Art Collection and really enliven that space even more.

September also included a lot of preparation for the October ACHC meeting as they will be awarding the Public Art capital improvement program (CIP) Project for the Boones Ferry Park Project which has a theme called 'Essence of the River' and stipend of \$100,000. This project has been developing since 2024 and originally received just under 150 application responses from talented artists worldwide. At the ACHC's October 15 meeting they will be reviewing three design proposals as well as receiving presentations from each of the three finalists. These meetings are open to the public and community input.

Community Center

September saw the start of another session of Tai Chi classes. 23 community members are taking part in the instructor led class with a mix of beginning and intermediate students.

Ridewise travel training also took place in September with older adults learning how to navigate the local transit system. In October they will practice their new skills while taking transit to the Portland Farmers Market and to enjoy lunch.

The Wilsonville Community Seniors Inc (WCSI) hosted their “Tea, Dessert and Conversation Event”. The event filled to capacity with 30 attendees and was hosted by WCSI Board members. All attendees went home with their own special teacup.

Finally, September included a refresh of the Center’s Home Delivered Meal informational brochure.

HOW CAN I HELP?

Our Home Delivered Meals are funded through a combination of sources including Clackamas County reimbursements and your donations. If you wish to make a donation, you may bring or mail cash or check to:

Wilsonville Community Center
7965 SW Wilsonville Rd.
Wilsonville, OR 97070

If you write a check, please write “City of Wilsonville” in the pay to the order of line and “Home Delivered Meals” in the memo line.

Please note that Wilsonville’s Home Delivered Meal Program is not affiliated with The Meals on Wheels Program.

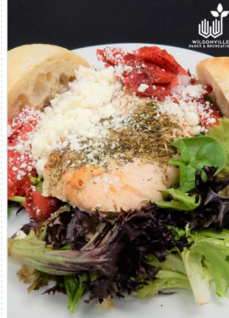
CONGREGATE LUNCH

Not eligible for Home Delivered meals? Come eat with us at the Wilsonville Community Center. Meals are served at 12pm on Mondays, Tuesdays, Wednesdays & Fridays. A donation of \$3.50 is encouraged for those over 60; guests under 60 are requested to pay \$4.25.



CONTACT US

7965 SW Wilsonville Rd
Wilsonville, OR 97070
(503) 682-3727
communitycenter@wilsonvilleoregon.gov
www.wilsonvilleparksandrec.com



HOME DELIVERED MEALS

A PROGRAM FOR HOMEBOUND OLDER ADULTS

WHO CAN RECEIVE MEALS?

Seniors 60 years and older who are homebound, live within Wilsonville city limits, are unable to cook for themselves, and who have no one to cook for them are eligible for our Home Delivered Meal Program. Elderly spouses who care for eligible seniors may also receive meals.

People under the age of 60 may qualify based on factors determined by the Information & Referral Specialist.

WHAT IS THE FOOD LIKE?

Meals are planned and prepared at the Community Center by our nutrition staff. We strive for heart healthy, brain healthy meals that are relatively low in sodium. Our frozen meals are also prepared onsite and can be easily re-heated in the oven or microwave.

WHEN ARE MEALS DELIVERED?

Meals are delivered Monday, Wednesday, and Friday. We can deliver an extra frozen meal on Monday and Wednesday that can be used for Tuesday and Thursday. Meals are delivered between 11:00am-1:30pm.



HOW MUCH DOES IT COST?

The Home Delivered Meal Program is provided to eligible seniors for a suggested donation of \$3.50 per meal to help offset program costs. No one is denied service because of their inability to donate.



HOW DO I APPLY FOR MEALS?

For information or to complete an assessment over the phone, please contact Information & Referral Specialist, Sadie Wallenberg, at 503-570-1526.

You may also contact our nutrition staff to inquire about nutritional details and make changes to your service. Nutrition Coordinators Janice Mash can be reached at 503-570-1527.

Board Highlights

Arts, Culture, and Heritage Commission (ACHC)

The ACHC did not meet in September.

Kitakata Sister City Advisory Board (KSCAB)

The Kitakata Sister City Advisory Board met to finalize the student itinerary for the December 2025 student visit. Highlights include the World Forestry Center, Hopscotch, Voodoo donuts and a visit to the Japanese Consular Office in Portland.

Parks and Recreation Advisory Board

The Parks and Recreation Advisory Board did not meet in September but will review Opportunity Grant applications at their October meeting.

Upcoming Events

Fall Harvest Fest: October 18, 10am– 1pm at the Stein Boozier Barn

Community Tree Lighting: December 4, 5:30 pm at Town Center Park

Parks Team

Frog Pond Park construction began and the Memorial Park playground construction to begin this fall/winter.



Fall maintenance pruning has started in parks and leaf season is right around the corner!

Adult Transition Services is working 3 days a week in Memorial and Murase, so the team is busy coordinating tasks for them.

End of summer means water feature wrap up and our parks seasonal time ending. Big thank you to them for all their hard work this summer!

The team is also working on future projects such as Memorial Park Playground, signage within Memorial and Murase, and ballfield improvements.



City of Wilsonville Police

SEPTEMBER 2025

On Wednesday, September 5, City of Wilsonville police personnel joined residents of Charbonneau for their Annual Charbonneau Community Day and Newcomers Welcome event.

The gathering brought together neighbors, newcomers, and community leaders for an afternoon of connection and celebration. Several vendors, representing local clubs, services, and businesses, were on hand to share resources and opportunities available to residents.

Charbonneau's Community Day has long been a tradition that fosters a warm and welcoming atmosphere. It provides a chance for new residents to get acquainted with the area, meet fellow neighbors, and learn about the many services that enrich local life. Attendees also enjoyed the opportunity to connect with Wilsonville Police, reinforcing strong community partnerships.

This year's event once again highlighted the spirit of community that makes Charbonneau a vibrant and connected neighborhood.



As students returned to classrooms this fall, Traffic and Motor deputies with the City of Wilsonville Police maintained a strong presence on local roads, focusing on both education and enforcement.

Deputies patrolled school zones during opening weeks to remind drivers to slow down and stay alert around children walking and biking to school. Their efforts were aimed at protecting students while reinforcing safe driving habits for the entire community.

In addition to school zone enforcement, deputies also dedicated time to monitoring truck traffic moving through Wilsonville. By checking vehicles, drivers, and cargo, they worked to ensure compliance with safety regulations and to safeguard everyone sharing the road.



These proactive efforts reflect the department's ongoing commitment to community safety as Wilsonville settles into the new school year.



Property Crimes

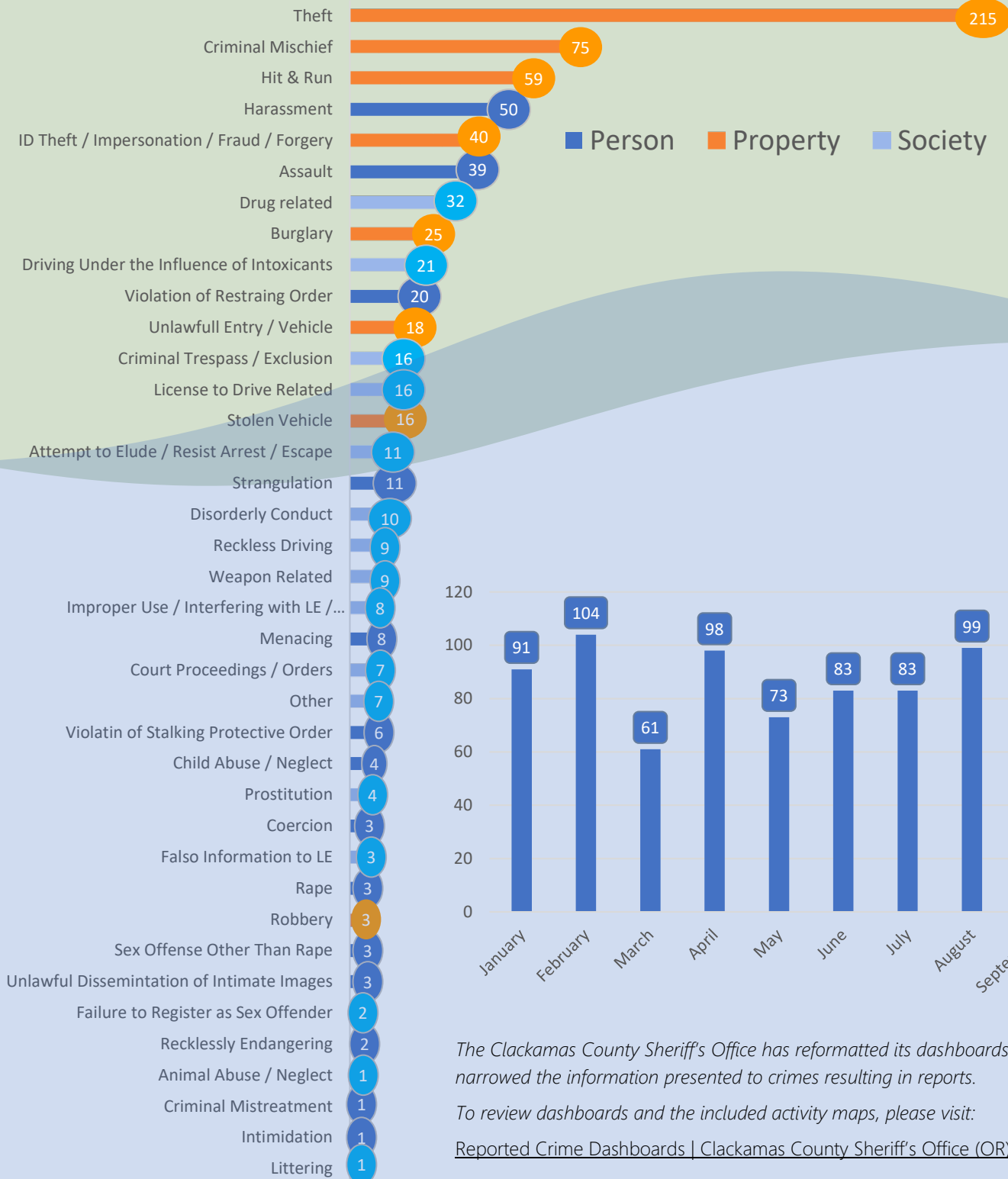
451

Society Crimes

157

Person Crimes

154



The Clackamas County Sheriff's Office has reformatted its dashboards and narrowed the information presented to crimes resulting in reports.

To review dashboards and the included activity maps, please visit:

[Reported Crime Dashboards | Clackamas County Sheriff's Office \(OR\)](#)

From The Director's Office:

The Public Works Department hosted the 4th Annual Wilsonville Emergency Preparedness Fair held on September 20 in the Stein-Boozier Barn. The Fair, part of the Wilsonville Ready campaign, offers community members hands-on access to local experts, resources, information, and other tools to strengthen individual preparedness, self-reliance, and community resilience during emergencies.

Over 100 attendees visited 11 stations to learn about community readiness, sheltering, power shut-offs, first aid, water and sanitation solutions, wildfire and evacuation preparedness, building a 'go bag', pet preparedness, sandbag filling, preparedness within the disability community and other topics.

Once participants completed a passport card with stickers from each station, they were eligible to spin the "Wheel of Disaster" for an emergency preparedness prize. Prizes included multifunction tools, collapsable pet bowls, emergency blankets, life straws, emergency document bags, small flashlights, and lanterns. New this year for those who completed the passport was entry into a raffle to win a Red Cross emergency preparedness kit or emergency car kit.

We want to thank our partners who help make this event a success - Red Cross; Upstream Access; Ruff and Ready; Portland General Electric; Tualatin Valley Fire District; Regional Water Providers; Oregon Department of Human Services; and Charbonneau Country Club.



Best Regards,

Delora Kerber, Public Works Director

From the Director's Office

2025 Emergency Preparedness Fair



Stormwater

The Root of The Problem

During the summer, a storm pipe was discovered to have extensive root interference which was impeding stormwater conveyance. Functional stormwater drainage is a year-round necessity, it is especially important once the rainy season starts. Using the closed caption television (CCTV) van, the Stormwater team inspected the pipe to assess the location and level of root damage, as shown in the photos below.



Stormwater

Up And Running

After determining the extent of tree root damage to a Stormwater conveyance line, the team got to work repairing a 20 foot section of pipe. Combining expertise and the right tools for the job, the team made quick and tidy work of the repair with minimal interruptions to traffic in the vicinity.



Utilities

Fill 'er Up!

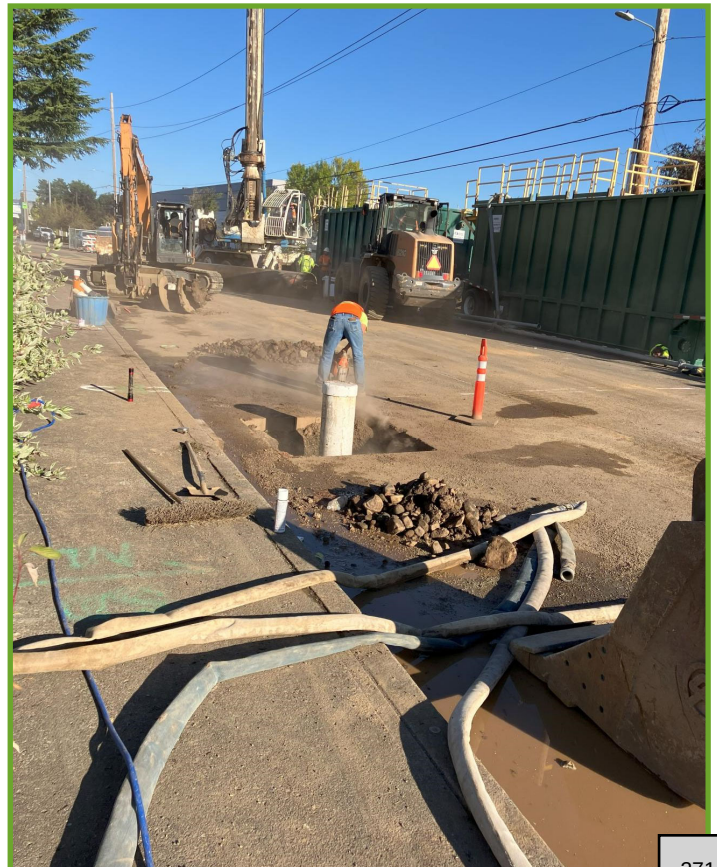
In September, the Utilities crew facilitated the completion of the new 3 million gallon Tooze Road water reservoir. This highly anticipated project is nearly finished, but before City water technicians could oversee the filling of the reservoir, it had to be fully sanitized. In the photos below you see the inside of the reservoir before filling, as a worker sanitizes all surfaces using a solution of 200 parts per million chlorine. The solution must sit for 24 hours prior to filling to ensure proper sanitation levels are met. The structure was filled incrementally, allowing for settling under the weight of the potable water. After sanitizing was completed Utilities Water Technicians in conjunction with the Willamette Water Treatment Plant oversaw the filling of the tank over five days, with water being transferred at a rate of 4,000 gallons per minute.



Utilities

Incident Response

Earlier this month, Utilities Sewer Technicians were called upon to oversee repairs on a sanitary sewer line on Ridder Road. Private contractors hit a line while in the area. City staff worked alongside the private contractors to ensure City design standards were met and repairs completed properly and completely. Upon completion of repairs, City staff will jet and clean the line to ensure no debris remains and service is restored.



Facilities

A Shave and a Haircut

At nearly 6 acres, the Public Works complex is the largest landscape area maintained by the Facilities Landscape team. With the return of seasonal employee Noah Fiscus, year round Landscape Maintenance Specialists Luke McKinnon, Reynaldo Fuerte Pineda and James Stroud were able to tackle the many grasses and native plants that require pruning before the cold weather months. After trimming and pruning were complete, Luke and Reynaldo applied semi-annual pre-emergent weed control to the property just before the threat of rain in the forecast.



Facilities

Repurposed Resource

Facilities Maintenance team members Konnen Bell and Trevor Denfeld worked alongside Supervisor Matt Baker to remodel an unused room at the Community Center into new staff offices. The existing countertop, carpet and light fixtures were removed. New carpet was installed and light fixtures were upgraded from fluorescent to LED fixtures. New office furniture will be added soon and the space will be ready for staff use. You can see the progress in the photos below.



Facilities

All Eyes On Safety

The Facilities team helped support this years annual Confined Space training by gathering and setting up all needed equipment to perform the Occupational Safety and Health Administration (OSHA) -required hands on training. Each year the Public Works and Parks Maintenance departments must participate in a four-hour classroom course and a hands-on self-rescue class. Each employee is required to attach a working winch as well as a retrieval/rescue winch to the harness of another employee and lower them down into the vault. Once lowered, the employee above ground must demonstrate that they are capable of operating the rescue winch in a mock rescue situation, safely raising the victim out of the vault and placing them on the ground beside the vault opening.



Roads

The Heat Is On

Making the most of dry conditions, the Roads crew continues their work refreshing asphalt marking and replacing worn and faded signs. Keeping the roadways clearly marked benefits everyone— whether car, bike or pedestrian traffic.



Roads

Seize The Summer

The Roads Team made the most of a dry September by tackling potholes and pavement repairs on City Maintained streets and roadways.



While the weather is currently nice, the Roads team knows that rains and the opportunity for destructive water are on the way with Fall and Winter approaching. The crew added new signs to the City's **free** self-service sandbag station at the Memorial Park maintenance shop, located at 7930 SW Memorial Drive. The sandbag station is available year round, offering residents sandbags, sand and scoops to fill their own sandbags should the need arise. These new signs help direct residents to this resource available to assist them in case of a flooding event at their home or business.



Roads

CAUTION—Steep Grade Ahead

Public Works added a valuable piece of equipment to its fleet in September with the arrival of a new remote-controlled mower. The mower is used in areas that are not reachable with traditional mowers, such as steep grades or other dangerous terrain. The equipment will be used by both the Roads Maintenance crew members and Grounds Maintenance team members from the Parks department.



SMART

SOUTH METRO AREA



REGIONAL TRANSIT

2025

September Report Transit/Fleet

“Hate cannot drive out hate; only love can do that.” Like Dr. Martin Luther King Jr., I too have a dream. I have a dream that peace and love will one day reign supreme. I have a dream that one day love will reside in the heart of every person, in every state, in every city, in every village and in every hamlet, in every corner of every continent. I have a dream that all human conflict will someday be replaced by a universal attack on poverty, on feeding the hungry, on clothing the naked, on loving those who believe that mind altering drugs are the way, the truth and the life. Yes, I too have a dream. My dream is nestled perfectly within Dr. King's dream, which is “deeply rooted in the American dream.” I have a dream that life could be so much better for so many more if more of us just cared more.

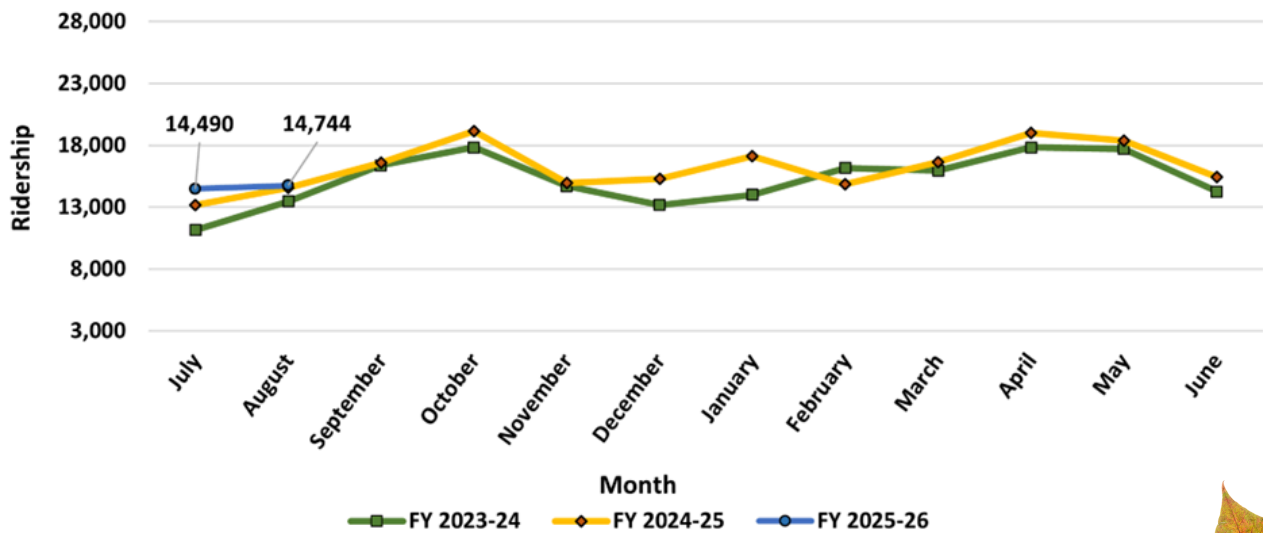
Dwight Brashear
Transit Director



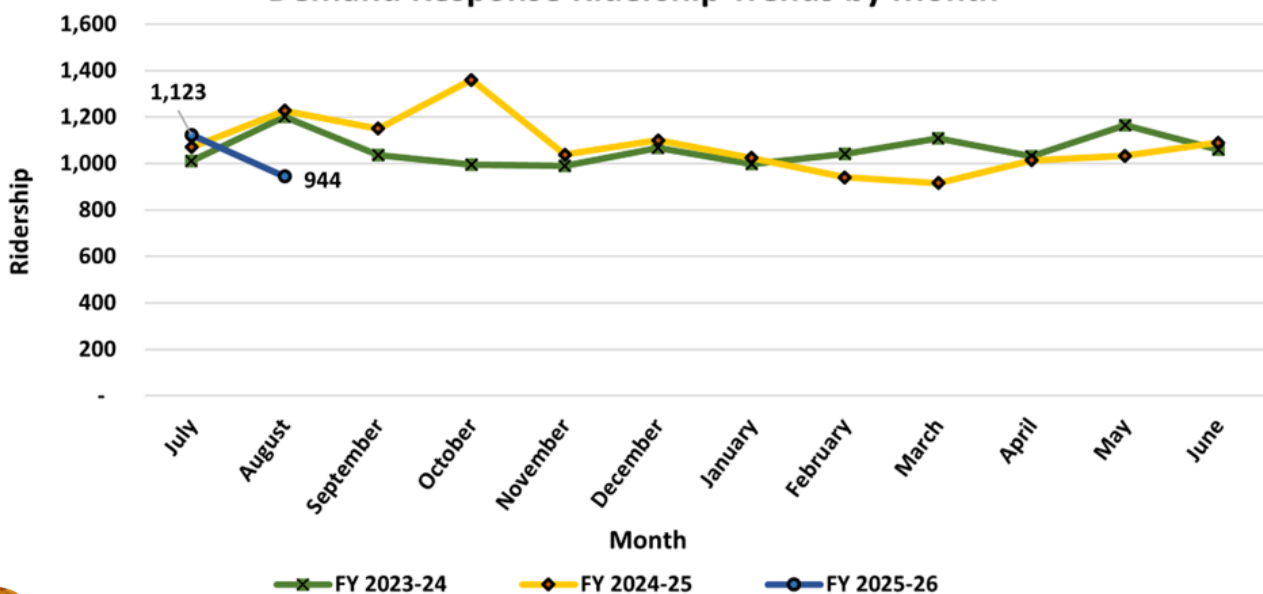
RIDERSHIP TRENDS

Anne MacCracken

Fixed Route Ridership Trends by Month



Demand Response Ridership Trends by Month



FLEET SERVICES

Scott Simonton

Installation of our new automated vehicle wash equipment was completed in early September. Upon completion, manufacturer representatives trained staff in the safety and operation of the equipment. The new wash facility will result in cleaner vehicle exteriors, with a process requiring less staff time per vehicle. This will allow those employees to place greater emphasis on the cleaning of vehicle interiors.

OPERATIONS

Diana Kotler

I am your new Transit Operations Manager, and I am a resident of the City of Wilsonville. I am very excited to serve our city as I learn about the breadth of SMART services available to our community.

Over the next several months, SMART's focus will be on transit connections to Clackamas Transit Center, the City of Woodburn and the new Amazon facility slated for opening in early 2026. As we finalize operating routes and schedules, we will share this information with residents of Wilsonville.

SMART Dial-a-Ride services continue to grow in popularity. SMART is proud to offer both, in-town and out-of-town Dial-a-Ride to provide transportation options for older adults and individuals with disabilities.

If you travel along I-205, you may have noticed construction activities. In partnership with ODOT, SMART coordinated additional bus-on-shoulder opportunities to provide timely operations during peak traffic times. Work will continue through mid-fall and will help with operations of the future Clackamas Town Center route.

COMMUTE OPTIONS

Michelle Marston

In September, SMART kicked off a worksite-specific commuter challenge at Vision Plastics through the Get There platform. This points-based program was designed to spark friendly competition among employees, help them build their own commuter network, and reward sustainable travel choices.

Participants earned points by logging their trips, which they could redeem for a \$50 gift card of their choice. Beyond the individual rewards, employees who formed teams on the Get There platform are now eligible to compete in the upcoming statewide challenge this October, where even more prizes are up for grabs.

To support the launch, SMART staff was onsite to guide participants through the process, answer questions, and help them get started. The energy and enthusiasm from Vision Plastics employees set a strong foundation for continued participation and success in the October challenge!



VISION PLASTICS

Sept 15-Oct 31, 2025

COMMUTE CHALLENGE \$50

[GETTHEREOREGON.ORG/VP](https://getthereoregon.org/vp)

- 1** REGISTER TO JOIN & create account or LOGIN TO JOIN if you have an existing account with **Get There Oregon**.
- 2** Log transit, bike, walk, carpool or vanpool & telework travel trips by filling in the details. 9/15-10/31
- 3** When you reach 30 points redeem for \$50 electronic gift card of choice

SMART SOUTH METRO AREA REGIONAL TRANSIT

get there

GRANTS & PROGRAMS

Kelsey Lewis

During September our construction contractors have been installing and completing the last pieces of the SMART Yard Expansion project, and we anticipate final completion in October. In addition to the new bus wash building and two-way security gate, we have new trees and landscaping that will grow stronger over the winter.

We are also working on new procedures for our change in circulation around the lot, through the security gate, and expanded bus parking area. Our upgraded electrical service will position us well for future additional electric buses and expanding transit service.



SAFE ROUTES TO SCHOOL

Wyle O'Neill

September marked a busy and exciting return to the school year. SMART once again began attending Parent Teach Association meetings and connected with each school's community during curriculum nights to reintroduce Safe Routes to School and promote active transportation in Wilsonville. SMART hosted a Back-to-School Bike Skills event, which combined a Learn-to-Ride clinic with a Bike Rodeo to help students of all skill levels gain more confidence on two wheels.

SMART's Safe Routes to School (SRTS) staff attended the regional SRTS quarterly meeting to learn about statewide initiatives and strengthen regional collaboration. This meeting had a learning emphasis on designing and installing traffic gardens. A traffic garden is a scaled-down street network designed for children and new riders to practice biking and road safety in a car-free environment.

To wrap up the month and season, we celebrated with the Sunset to Summer community bike ride, bringing Wilsonville citizens together to enjoy a fun, healthy, and sustainable way to travel around Wilsonville.



**Sunset to Summer
group bike ride**



**5 year old
learns to ride!**



Goal 1: Financial Health			
PROJECT	STAFF LEAD	FY 2025-26 QUARTER 1 UPDATE (July - September)	ANTICIPATED NEXT STEPS
Outcome: Explore cost savings/efficiencies and alternative revenue options for sustainable fiscal health			
(1) Strategy: Analyze and quantify possible increased revenue generation options, including standardized indexing for all fees, increasing privilege tax percentages, and possible police levy with estimates of revenue generated	Katko	No update.	Key findings will be consolidated and shared as part of a Parks Maintenance Fee proposal presentation, scheduled for Council review and consideration in November 2025.
(2) Strategy: Analyze and quantify possible cost-saving options, including reclaimed water for parks irrigation; strategic energy management within city facilities; targeted outsourcing; organizational efficiencies; level of service reductions	Katko	No Update.	As we move forward in this new fiscal year, we will have more quantifiable metrics to share with the Mid Year Budget Report distributed to Council and Budget Committee members.
QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027			
Goal 2: Public Safety			
PROJECT	STAFF LEAD	FY 2025-26 QUARTER 1 UPDATE (July - September)	ANTICIPATED NEXT STEPS
Outcome: Streamline response to code enforcement challenges			
(1) Strategy: Investigate enforcement solutions for RVs (and examine abandoned vehicle define in code)	Guile- Hinman	Legal conducted the first work session with Council on this strategy on July 21, 2025. Currently, staff is implementing the public outreach plan, with a project page and community questionnaire on Let's Talk, Wilsonville!, as well as a questionnaire for RV owners/ possessors. Staff is also working to distribute a questionnaire to Wilsonville businesses and to meet with the Wilsonville Area Chamber of Commerce. Staff will be presenting at the French Prairie Forum on October 15 and is reaching out to homeowner's associations for their input as well. The outreach plan is set to be completed by the end of the calendar year.	Once the public outreach strategy is complete, staff will provide an update to City Council (late 2025/ early 2026). Anticipated completion of this Outcome is September 2026.

(2) Strategy: Update Chapter 1 code enforcement process and penalties (incl. admin process instead of police citation)	Guile- Hinman	Legal is currently undertaking a comprehensive review of all enforcement/ penalty provisions in the Wilsonville Code, as well as a comparative analysis of other jurisdictions' enforcement provisions. Staff plans an initial Council work session to review this information in December 2025.	Anticipated City Council Work Session in December 2025 and completion of this Outcome is September 2026.
(3) Strategy: Update Nuisance code provisions, with particular review of noxious vegetation, property appearance, noise, and other chronic nuisances	Guile- Hinman	No Update.	
(4) Strategy: Investigate developing a graffiti enforcement/reward program	Guile- Hinman	Legal conducted the first work session with Council on this strategy on September 15, 2025. Staff is currently preparing draft proposals of each of the alternatives discussed for further Council discussion at a future work session.	Anticipated work session discussion in late 2025/ early 2026 and completion of this Outcome is September 2026.
(5) Strategy: Review Clack Co administrative warrant process and consider whether City should adopt a similar local process	Guile- Hinman	Legal conducted a work session with Council on this strategy on September 15, 2025. Council provided feedback to proceed with a draft ordinance and code amendment for Council consideration.	Staff plans for Council to consider draft code language at its November 3, 2025, meeting.
Outcome: Expand on-the-ground mental health resources to support community			
(6) Strategy: Develop pilot program for contracted peer support specialist	Guile- Hinman	On June 16, 2025, Council adopted Resolution No. 3202 authorizing this pilot program. Other than future project evaluation, this Strategy and Outcome have been completed.	PROJECT COMPLETE
Evaluate rental inspection program			
(7) Strategy: Undertake comparative analysis of other cities' rental inspection programs	D. Carlson	No Update.	The Building Official will provide information to City Council about rental inspection programs at an upcoming work session to seek City Council direction.
(8) Strategy: Investigate developing a local Rental Inspection Program and related funding for program support	D. Carlson	No Update.	The Building Official will provide information to City Council about rental inspection programs at an upcoming work session to seek City Council direction.

QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027			
Goal 3: Parks			
PROJECT	STAFF LEAD	FY 2025-26 QUARTER 1 UPDATE (July - September)	ANTICIPATED NEXT STEPS
Outcome: Maintain existing maintenance levels of service with upcoming expansion (approx. 30 acres)			
(1) Strategy: Educate about capital improvement projects from master plans and parks bond task force work and established maintenance standards from P&R MP	Ammerman	Presented an overview of the Parks and Recreation departmental assessment at the September 15 City Council work session.	Anticipated work session discussion on October 20, 2025 to update the City Council on upcoming park expansion, capital projects, etc.
(2) Strategy: Hire staff for future park/trail maintenance about to become responsibility of City	Ammerman	Currently recruiting to fill vacant Park Manager position which is a reclassification from the previous Park Supervisor position. This was a recommendation from the departmental assessment.	All other recommendations regarding positions will be phased in based on need and budget approval.
(3) Strategy: Evaluate maintenance fee to fund maintaining current parks level of service	Ammerman	Currently working with Finance Director, Keith Katko, and FCS Group to prepare a presentation for City Council to evaluate a park maintenance fee for sustainable park funding.	Anticipated work session discussion in November 2025.
QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027			
Goal 4: Communications and Engagement			
PROJECT	STAFF LEAD	FY 2025-26 QUARTER 1 UPDATE (July - September)	ANTICIPATED NEXT STEPS
Outcome: Community understands Town Center Plan, Urban Renewal, and other funding sources for infrastructure through engagement to inform Council direction			
(1) Strategy: Hire consultant to develop and conduct education and outreach campaign on Town Center Plan, Urban Renewal, and other infrastructure funding sources	Cosgrove/ Troha	Consultant completed interviews with City Council members. Staff is working with consultants to advance professional focus groups to inform them of the next steps.	Consultant to conduct professional focus groups in late October. The findings will be presented to City Council at a future work session.
(2) Strategy: From outreach campaign, if specific areas of interest to review/ reevaluate, develop strategy for such review to occur with specific policy recommendations as outcome	Cosgrove/ Troha	Not started. Strategy 2 will occur following the public outreach campaign.	

Outcome: Evaluate and improve online engagement tools to expand audience and reach			
(3) Strategy: Develop system(s) for tracking information/measures of success for different policies (e.g., tourism, housing)	Evans	Not started.	
(4) Strategy: Consider re-establishing/reimagining internal communications group	Evans	Not started.	
(5) Strategy: Review and evaluate outreach best practices for consistency and reach	Evans	Not started.	
(6) Strategy: Provide education on current communication strategies/opportunities (incl. recommended outreach policies reviewed by DEI Committee)	Evans	Not started.	