



CITY COUNCIL & STATE OF THE CITY ADDRESS AGENDA

April 20, 2026 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. [Wilsonville Industrial Land Readiness – West Railroad Area – Basalt Creek Master Plan \(Myers/Lorenzen\) \[30 min\]](#)
- B. Emergency Declaration Process (*Montalvo*) [30 min]
- C. [Peer Support Services Review \(Guile-Hinman\) \[15 min\]](#)

ADJOURN [6:25 PM]

Break to switch Zoom accounts [5 min.]

EXECUTIVE SESSION [6:30 PM]

1. ORS 192.660(2)(f) Exempt Public Records

To consider information or records that are exempt by law from public inspection.

ADJOURN [6:55 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, April 20, 2026 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on April 7, 2026. 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. State of the City Address

RECESS [7:35 PM]

(A brief recess for refreshments will be taken.)

COMMUNICATIONS [8:00 PM]

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [8:00 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 [8:15 PM]

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

CONSENT AGENDA [8:35 PM]

9. [Resolution No. 3231](#)

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Third Amendment To The Professional Services Agreement With Brown & Caldwell, Inc. For Construction Administration Services For The Boeckman Creek Flow Mitigation Project \(Capital Improvement Project No. 7068\). \(Rogers\)](#)

10. [Resolution No. 3240](#)

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Knife River Corporation – Northwest For Construction Of The Brown Road Improvements Project \(Capital Improvement Project No. 4216\). \(Rauthause\)](#)

11. [Resolution No. 3257](#)

[A Resolution Of The City Of Wilsonville Authorizing The Sole Source Procurement of Manual Meter Reading Services by Metereaders LLC. \(Katko\)](#)

NEW BUSINESS [8:40 PM]

12. [City Attorney Employment Agreement Extension \(Villaqrana\)](#)

CONTINUING BUSINESS [8:50 PM]

PUBLIC HEARING [8:50 PM]

13. [Resolution No. 3256](#)

[A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2025-26. \(Smith\)](#)

14. [Ordinance No. 902 - 1st Reading \(Legislative, Non-Land Use Public Hearing\)](#)

[An Ordinance Of The City Of Wilsonville Amending Sections 5.035, 5.200, 5.210, And 5.405 Of The Wilsonville Code To Revise The Definition Of Abandoned Vehicles And To Reduce The Duration Allowed For Parking On Public Streets. \(Guile-Hinman\)](#)

CITY MANAGER'S BUSINESS [9:20 PM]

LEGAL BUSINESS [9:25 PM]

ADJOURN [9:30 PM]

INFORMATIONAL ITEMS – No Council Action Necessary

[City Manager Reports](#)

**AN URBAN RENEWAL AGENCY MEETING WILL
IMMEDIATELY FOLLOW THE CITY COUNCIL MEETING**

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 503-570-1506 or cityrecorder@wilsonvilleoregon.gov: 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.

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo.
Com niquese al 503-570-1506*



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 20, 2026		Subject: Wilsonville Industrial Land Readiness – West Railroad Area – Basalt Creek Master Plan	
		Staff Members: Chris Myers, Senior Planner; and Matt Lorenzen, Economic Development Manager	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: N/A	
Staff Recommendation: Provide feedback on the Preliminary Preferred Concept for the West Railroad Area and provide directions on potential policy considerations.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Attract high-quality industry and support economic opportunity for all in Wilsonville		<input checked="" type="checkbox"/> Adopted Master Plan(s): Wilsonville Economic Development Strategy; Wilsonville Comprehensive Plan; Basalt Creek Concept Plan	
		<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Staff seeks feedback from City Council regarding the Preliminary Preferred Concept for the West Railroad Planning Area, including land use, transportation access, natural resource integration, and potential zoning approaches. This discussion will help guide further refinement of the concept for the Basalt Creek Master Plan and Development Code updates.

EXECUTIVE SUMMARY:

The West Railroad Area represents a key opportunity within the Basalt Creek planning area to support employment growth and economic development while integrating natural resources and transportation infrastructure. Following the joint work session and additional technical analysis, staff and the consultant team developed a Preliminary Preferred Concept that combines elements of the previously presented concepts to balance economic development potential with environmental preservation and infrastructure feasibility.

The preferred concept focuses on maximizing developable employment land while preserving key natural resource areas and integrating recreational amenities such as the Ice Age Tonquin Trail. The concept also identifies transportation improvements needed to support long-term employment development and freight access in the area.

BACKGROUND

The West Railroad Area lies within the broader Basalt Creek planning area, which was originally identified as a strategic employment area to accommodate long-term regional job growth. The Basalt Creek Concept Plan established a series of guiding principles intended to shape future development of the area. These guiding principles emphasize:

- Market-driven development
- Meeting regional responsibilities for employment growth
- Maximizing assessed property value
- Creating balanced development that integrates jobs, housing, and natural resources
- Designing cohesive transportation and utility systems
- Maintaining Wilsonville’s identity as an attractive and innovative employment center

In October 2025, the Planning Commission and City Council participated in a [joint work session](#) to review existing conditions and evaluate three potential development concepts for the West Railroad Area. These concepts explored different approaches to development intensity, transportation connectivity, and environmental integration:

Concept 1 – Tonquin Environment

Focused on leveraging natural resources and trail connectivity to create an employment and innovation district.

Concept 2 – Manufacturing & Industry

Maximized employment potential through improved transportation access and higher intensity industrial development.

Concept 3 – Limited Connectivity / Market Driven Development

Relied largely on existing infrastructure and incremental development with minimal City intervention.

Feedback from the [joint work session](#) emphasized the importance of balancing economic development opportunities with environmental stewardship while ensuring the area remains accessible for employment uses.

Staff is seeking City Council feedback on the preferred concept and related policy considerations.

Discussion Questions

Staff is seeking feedback on the following questions:

1. Is the Preliminary Preferred Concept consistent with the previously provided feedback?
2. Are there elements of the Concept that require additional refinement or clarification?

EXPECTED RESULTS:

Feedback from City Council during this work session will help guide refinement of the preferred concept, the draft Basalt Creek Master Plan, and Development Code updates.

TIMELINE:

Next steps in the project include sessions with the Planning Commission and City Council during spring and summer 2026 to review the draft Basalt Creek Master Plan and related Development Code amendments, followed by formal hearings for adoption of the Basalt Creek Master Plan and related Development Code amendments in fall 2026.

CURRENT YEAR BUDGET IMPACTS:

Work on the Basalt Creek Master Plan is funded through a Community Planning and Development Grant from Metro and the Planning Division budget's previously authorized project funding. Additional analysis related to water and stormwater infrastructure will be conducted using the City's on-call consultants.

COMMUNITY INVOLVEMENT PROCESS:

City staff mailed notification letters to the eleven (11) property owners within the Basalt Creek Planning Area to inform them of the ongoing planning process. At the time this staff report was prepared, staff had received one comment from a property owner expressing support for the planning effort and one request for a site visit with City staff. Matt Lorenzen, Economic Development Manager for the City of Wilsonville, met with the property owner to discuss the project. The property owner's feedback was generally positive and supportive of the Basalt Creek Master Plan.

Feedback received through these engagement activities has helped inform refinement of the preferred concept and will continue to guide the development of future policies and code amendments associated with the Basalt Creek planning effort.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Planning for the West Railroad Area supports Wilsonville's long-term economic development strategy by creating opportunities for employment growth while preserving natural resources and improving transportation connectivity. Successful implementation of the preferred concept will support family-wage job creation, strengthen Wilsonville's economic base, and reinforce the City's reputation as a forward-thinking employment center.

ALTERNATIVES:

As the concept is refined, alternative approaches to land use configuration, transportation access, zoning, and infrastructure planning may be considered in collaboration with the Planning Commission and City Council.

CITY MANAGER COMMENT:

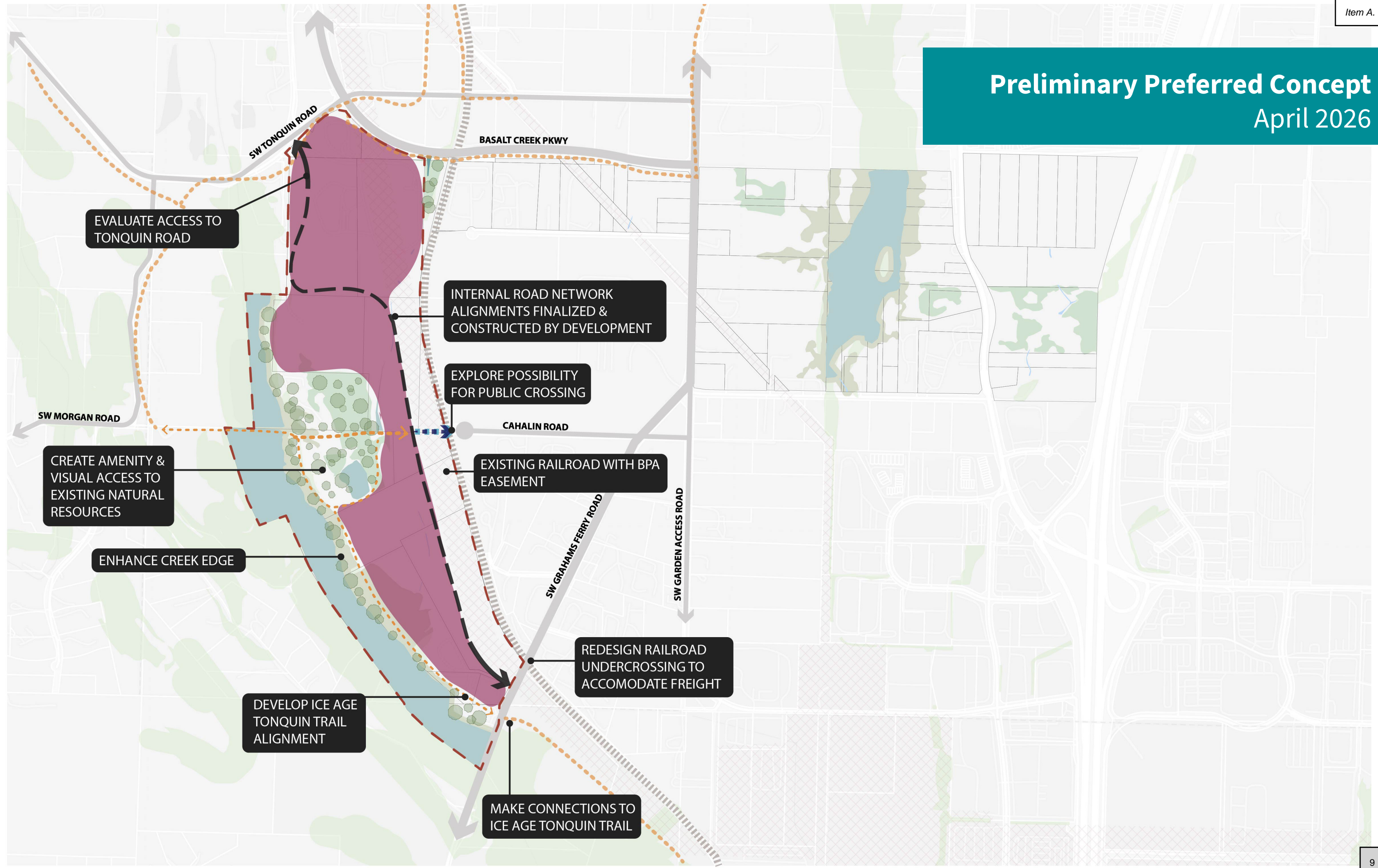
N/A

ATTACHMENTS:

1. Preliminary Preferred Concept Map (March 2026)
2. Preliminary WRR Preferred Concept and Policy Considerations (April 2026)
3. Joint Work Session Summary (October 2025)
4. Joint Work Session Mural Board Notes (October 2025)

Preliminary Preferred Concept

April 2026



memo portland

to Chris Myers and Miranda Bateschell, City of Wilsonville
 from Alex Dupey and Lauren Scott, MIG
 re West Railroad Area Preliminary Preferred Concept: Implementation and Policy Considerations
 date 4/01/2026

Introduction

This memorandum describes the conceptual development framework and implementation considerations for the emerging *Preliminary Preferred Concept* for the West Railroad area within the Basalt Creek Concept Plan. The intent is to establish a visionary direction to guide future technical work and City planning.

It is anticipated that this list will continue to be refined during and following discussions with the Planning Commission, City Council, and staff as the West Railroad Preferred Concept is defined and integrated into the Basalt Creek Concept Plan.

Implementation Considerations

The following sections identify potential opportunities and issues that could impact future development as envisioned for the West Railroad area.

A. Land Use Considerations for Implementation

The West Railroad area today is primarily occupied by contractor yards and outdoor storage uses that are profitable for existing property owners and require little reinvestment. This presents a challenge for advancing more intensive, higher-value development in the near term. At the same time, Wilsonville is recognized for its visionary and forward-thinking planning that delivers economic growth, high-quality jobs, and attractive development.

Given these dualities, the City's land use approach should strike a balance between aspiration and adaptability (two Guiding Principles): maintaining flexibility to accommodate a variety of employment uses today, while positioning the area for more sophisticated, high-quality employment in the long term.

1. Establish a Clear Long-Term Vision

- Define the area as a premier employment destination that leverages its natural setting and multimodal pathways, roadways, and trails to attract modern industrial, manufacturing, and innovation-oriented users.
- Integrate existing open space corridors, wetlands, and potential trail connections into the development identity—creating an employment district that feels both productive and environmentally connected.
- Emphasize design excellence and site organization over rigid land use restrictions to elevate development quality.

2. Recognize Current Market Realities

- Acknowledge that existing contractor and yard uses are economically viable and likely to remain for some time; focus policy efforts on incremental improvement rather than immediate transformation.
- Identify opportunity sites or willing owners where redevelopment could feasibly occur first, setting the stage for future transitions.
- Allow interim or evolving use patterns that enable property owners to remain active participants in the area's evolution.

3. Promote Flexibility through Zoning and Policy

- Apply the Planned Development Industrial (PDI) or Northwest Industrial (NWI) Zone to West Railroad to better reflect the area's unique mix of rail adjacency, environmental context, and long-term vision.
- Consider a performance or form-based code that defines desired outcomes—such as design quality, environmental integration, and circulation standards—without limiting allowable uses too narrowly.
- Maintain broad use allowances to avoid turning away potential investment, even if near-term uses differ from the City's long-range aspirations.

4. Encourage High-Quality Design and Place Identity

- Develop design standards or guidelines for landscaping, building form, and site layout that create a cohesive and marketable identity for the area.
- Use natural amenities and trail connections as a distinguishing feature — positioning West Railroad as an attractive and sustainable employment area within the region.
- Explore opportunities for public realm investments (e.g., gateway features or greenways) that signal the City's commitment to quality development.

B. Transportation Considerations for Implementation

Transportation access is a defining challenge for the West Railroad area. The site's limited connections, physical barriers, and infrastructure deficiencies create significant uncertainty around how future development can effectively move goods, workers, and services. Despite these constraints, it will be important to explore all potential access opportunities to ensure the area's long-term viability as an employment district.

The City has engaged a consultant firm (DKS Associates) to conduct a preliminary transportation analysis to further evaluate the concept plan. Key assumptions and findings from that analysis are presented below and incorporated into the transportation considerations that follow.

- » The analysis assumes development consistent with an industrial park setting, including a mix of smaller service businesses, larger manufacturers, and supporting commercial uses.
- » The analysis assumes implementation of key regional Transportation System Plan projects, including the Basalt Creek Parkway extension and improvements to the Grahams Ferry Road/Day Road intersection, but does not assume a future I-5 overcrossing.

- » The analysis identifies a north–south local industrial street connecting Tonquin Road to SW Grahams Ferry Road as the primary internal circulation route.
- » The analysis identifies a potential eastward connection across the railroad at Cahalin Road as a long-term improvement.
- » The analysis indicates that no major off-site transportation improvements are required beyond those already identified in City and County Transportation System Plans.

1. Address Access and Connectivity Constraints

- **Tonquin Road (North Access):** Local street access to Tonquin Road may be feasible based on preliminary coordination with Washington County, but will need to meet County access, safety, and operational standards upon redevelopment.
- **Cahalin Road (Potential East Access):** A potential extension of Cahalin Road across the railroad could offer a strong central connection into the area, but would require crossing the rail line, a significant coordination challenge with Portland and Western Railroad and ODOT Rail (owner of the railroad ROW). The City has been in contact with railroad representatives who are open to the idea of a public crossing in the area, preferably by upgrading the existing Cahalin Road crossing with additional protections, while noting that improvements at another crossing may be required as mitigation. While not assumed in the baseline analysis, this connection could reduce reliance on other access points and provide long-term system benefits. Conceptual planning should continue to evaluate its feasibility, including estimated costs (approximately \$500,000 in 2026 planning level costs) and permitting requirements.
- **Grahams Ferry Road Undercrossing (South Access):** The existing undercrossing is a critical freight linkage but currently undersized and in need of modernization. A site evaluation of this undercrossing was conducted in February 2025 and revealed that upgrading this facility could significantly improve freight mobility and overall connectivity at the southern end of the site but it is costly. For more detailed information, refer to the *Graham’s Ferry Road: Freight Traffic Accommodation Evaluation (2025)*.

2. Prioritize Regional and Freight Mobility

- Focus on ensuring efficient and safe connections to regional corridors such as I-5, Tonquin Road, and Basalt Creek Parkway.
- Recognize that freight traffic will define the area’s transportation needs, and future design solutions should prioritize large-vehicle maneuverability and industrial circulation.

3. Incorporate Multimodal and Complete Network Principles

- While freight access is the primary need, incorporate complete street principles where feasible, particularly along internal corridors, to support safe access for pedestrians, bicycles, and potential transit service in the future.
- Pedestrian and bicycle connectivity has not been fully evaluated; however, the transportation analysis found that the Ice Age Tonquin Trail can be accommodated through the site as currently envisioned in the preferred concept. Further coordination and evaluation of the exact alignment should occur as development occurs in the area.

4. Collaborate with Regional Partners and Consider Phased Implementation

- Work closely with Washington County, ODOT, and regional partners to ensure consistency with functional street classifications, spacing standards, and investment priorities to accommodate anticipated growth and future travel patterns.
- Consider a phased implementation approach for key transportation access points (SW Grahams Ferry Road, SW Tonquin Road, and potentially Cahalin Road) to be improved or added over time as development occurs and funding becomes available.
- Advance conceptual alignment studies and cost evaluations early to clarify feasibility before committing to major infrastructure investments.

C. Infrastructure Considerations for Implementation

The West Railroad area currently lacks basic infrastructure — including sanitary sewer, water, and stormwater systems — and extending these services will require significant public investment and regional coordination. Given these challenges, the City’s approach should focus on strategic, scalable infrastructure planning that supports near-term feasibility while laying the groundwork for future buildout.

1. Plan for Scalable Infrastructure Investments

- Develop a phased approach that prioritizes strategic connections and essential services first, allowing incremental expansion as development demand materializes.
- Focus initial efforts on alignment within key streets and corridors (e.g., Basalt Creek Parkway, SW Tonquin Road, or Cahalin Road) to establish service entry points for both water and sewer infrastructure.

2. Coordinate Regional Partnerships

- Pursue state and regional funding sources (e.g., Business Oregon, Metro) to offset infrastructure costs for employment lands.

3. Integrate Green and Resilient Systems

- Use green infrastructure and low-impact development practices to manage stormwater.
- Preserve open space along the Coffee Lake Creek and natural drainage corridors as part of the stormwater system and long-term habitat strategy.
- Design infrastructure with climate resilience and adaptability in mind, recognizing the area’s long buildout horizon.
- Consider including restoration or mitigation standards as a requirement of development, where feasible and appropriate, considering the significant tree and habitat loss already experienced in this area.

4. Maintain Long-Term Flexibility

- Avoid locking in costly infrastructure alignments before market direction becomes clearer; instead, establish conceptual utility corridors that identify key service entry points and trajectory of infrastructure, without committing to investments before the land is purchased by a developer.

- Ensure infrastructure design standards accommodate a range of development intensities, from lower-density industrial and logistics uses to potential future manufacturing or mixed employment.
- Continue to coordinate infrastructure planning with land use policy and economic development strategies, ensuring the City can respond to changing opportunities over time.

D. Economic Development Considerations for Implementation

The West Railroad area presents a significant opportunity but also notable development challenges, including fragmented ownership, limited access, and the need for major infrastructure investments.

Given these constraints, in order to achieve the type of high-quality development and return on investment envisioned, the City will need to take a leading role in shaping conditions for successful, market-ready employment growth.

The focus should be on creating a foundation of certainty, coordination, and readiness that can attract private investment over time. Strategies that should be considered include:

1. Facilitate Land Coordination and Aggregation

- Facilitate land assembly through public acquisition, land swaps, or partnerships with property owners to create larger, development-ready sites.
- Establish a redevelopment or land bank entity (e.g., urban renewal agency, development commission) to manage and prepare sites strategically.
- Use development agreements or master planning to coordinate multiple owners under a unified infrastructure and design framework.

2. Invest in Infrastructure Readiness

- Invest early in critical infrastructure (water, sewer, stormwater, road access) to clear a path for private developers.
- Pursue cost-sharing, reimbursement, or horizontal development agreements to spread infrastructure costs over multiple benefiting properties.
- Seek state and regional funding sources such as Business Oregon's Industrial Site Readiness Program or Metro's planning and development grants that help cities create master plans for industrially zoned land within the UGB.

3. Support Regulatory Efficiency

- Complete environmental impact and infrastructure studies in advance to remove additional steps developers have to take and to make site development more attractive.

4. Explore Incentives and Investment Tools

- Explore creative funding tools such as grants, earmarks, forgivable loans, tax increment financing (TIF), Local Improvement District, etc., to fund infrastructure and site preparation.
- Utilize the WIN (Wilsonville Investment Now) program or other tax incentive programs to attract high-value employers.
- Consider public-private partnerships for catalytic projects (e.g., shared logistics facilities, innovation centers).

5. Establish Branding and Market Positioning

- When the path to urbanization of this area becomes clear, establish a clear identity/brand for the area.
- Market the area regionally as a strategic employment hub with multimodal freight access and sustainable design potential.
- Coordinate branding and recruitment with regional economic development partners such as Greater Portland Inc. and local Chambers of Commerce.

Next Steps

The list of considerations will continue to be refined through and following discussions with the Planning Commission and City Council during their April and May meetings, as well as through ongoing coordination with City staff, as the West Railroad Preferred Concept is further developed and integrated into the Basalt Creek Concept Plan. Additional meetings with the Planning Commission and City Council regarding the larger update to the Basalt Creek Concept Plan will occur in early summer. In addition to the transportation analysis completed in early 2026, the City is conducting additional site infrastructure planning (i.e., water and sewer) to better understand potential opportunities and constraints. The findings from that work will also be incorporated into the evaluation and refinement of the preferred concept and Basalt Creek Concept Plan update.

Wilsonville Industrial Land Readiness (WILR)

JOINT PLANNING COMMISSION (PC) AND CITY COUNCIL (CC) WORK SESSION SUMMARY | OCTOBER 6, 2025

Meeting Format

The joint Planning Commission and City Council work session was held on October 6, from 5:00 – 6:40 p.m., in the Wilsonville City Council Chambers. Alex Dupey and Lauren Scott from the MIG Consultant Team attended in person to present while Meg Grzybowski hosted the virtual discussion on Mural Board. The team briefly reviewed the existing conditions within the West Railroad project area and then presented the three potential urban design concepts for the area for feedback and discussion. The team also hosted a discussion regarding the preferred design elements and components from the concepts presented to the Planning Commission and City Council.

Existing Conditions Presentation

During the presentation, the Team reviewed existing conditions for the West Railroad area of the Basalt Creek Concept Plan. Recent site analysis indicates that the area now contains significantly less habitat than it did in the 1990s. Still, only slightly more than half of the land is considered “unconstrained” for development. Natural resource constraints are primarily concentrated along the western edge near Coffee Lake Creek.

The area’s large parcel sizes make it attractive for potential development, but existing land is largely dominated by contractor establishments and a mining operation. Currently, the West Railroad area lacks sewer, water, and stormwater infrastructure. However, it is well positioned relative to the regional transportation network, with close proximity to I-5. The site is separated from the rest of the Basalt Creek Planning Area by the Portland and Western Railroad line and a large BPA easement running parallel to it. A key infrastructure element for improving future connectivity will be the Grahams Ferry Road railroad undercrossing, which currently has too low of a clearance to accommodate freight traffic.

Draft Urban Design Concepts

The following draft concepts were presented to the City Council and Planning Commission as starting points for discussion.

C1: Tonquin Environment

This concept emphasizes natural resource enhancement and ecological integration. It envisions an improved creek edge, an extended Tonquin Trail corridor, and interconnected open space and forest areas. Employment areas would support campus-style development, craft industrial uses, and small-scale office or manufacturing spaces. The concept centers on creating a unique employment and innovation district where economic development is closely tied to environmental stewardship and access to high-quality natural and recreational amenities.

C2: Manufacturing & Industry

Focused on regional connectivity and employment generation, this concept envisions upgrades to key transportation infrastructure such as the Grahams Ferry Road railroad undercrossing and the Cahalin Road railroad crossing. The land use mix emphasizes large-scale industrial and office development to attract high-density employment opportunities. Overall, this concept positions the area as a hub for manufacturing and logistics supported by improved access and circulation.

C3: Limited Connectivity and Flexible Land Use

This market-driven concept allows for a broad mix of land uses not typically found elsewhere in Wilsonville. It emphasizes flexibility and responsiveness to market demand, potentially supporting commercial recreation, outdoor retail, storage, and low-intensity small businesses. Rather than a predetermined vision, this concept encourages organic growth and adaptation based on evolving economic conditions.

DISCUSSION**Guiding Principles**

Of the market-driven, balanced, and aspirational Guiding Principles from the Basalt Creek Master Plan, a discussion was held to identify what principles felt the most relevant to West Railroad, what the opportunities were, and what would be more challenging in the area.

The discussion highlighted both opportunities and challenges in shaping guiding principles for the West Railroad area. Commissioners and Councilors noted that Wilsonville is well positioned to leverage its natural resources as an economic and community asset, with the potential for nature to support a broader business ecosystem. Large parcel sizes were recognized as unique advantages that could allow site aggregation and coordinated development without direct City intervention. There was also interest in fostering employment opportunities that complement nearby Tualatin, supporting a more regionally balanced mix of uses.

Key challenges include limited infrastructure, connectivity, and access—particularly across the railroad at Cahalin Road—and concerns about flood risk in areas near the wetlands. While preserving natural features like the Ice Age Tonquin Trail corridor remains a priority, participants acknowledged the need to balance conservation with job creation. Additional considerations include the difficulty of assembling properties and the limitations imposed by the railroad’s proximity, which may restrict certain sensitive land uses.

Throughout the discussion, Commissioners and Councilors emphasized Wilsonville’s history as a forward-thinking city, setting the stage for creative, sustainable, and strategic approaches to future planning in the West Railroad area.

Urban Design Concepts

The discussion of urban design concepts led to the group leaning towards a preferred concept that was a balance of C1 and C2. However, there were pros and cons to each concept that were taken into consideration, as summarized below:

C1: Tonquin Environment

Pros / Opportunities:

This concept presents a strong opportunity to capitalize on the Ice Age Tonquin Trail corridor and establish a continuous greenway along Coffee Lake Creek, enhancing connectivity and recreation while highlighting the area’s natural assets.

Cons / Constraints:

Participants expressed concern that the significant environmental emphasis may come at the expense of job creation. The large share of land dedicated to natural areas could overly limit employment and economic potential.

C2: Manufacturing & Industry

Pros / Opportunities:

C2 offers the strongest job creation potential, with opportunities to integrate vocational or higher education components. It is seen as providing the most long-term revenue and property value, while also maintaining flexibility to incorporate natural areas—such as extending the Coffee Lake Creek greenway into the development design.

Cons / Constraints:

The concept’s success depends heavily on infrastructure feasibility. Both the Grahams Ferry Road undercrossing and the Cahalin Road crossing are critical elements, and participants questioned whether these improvements would be achievable or cost-effective.

C3: Limited Connectivity and Flexible Land Use

Pros / Opportunities:

This approach keeps future options open, allowing for a mix of uses and natural features that could include elements like commercial recreation or a multi-use complex. It provides flexibility for the community to respond to evolving market conditions.

Cons / Constraints:

Some felt the concept lacks the intentionality and forward-thinking approach that typically guides Wilsonville's planning efforts. Without a clearer direction, it may appear more reactive than strategic.

Preferred Elements

As previously mentioned, the Planning Commission and City Council expressed an affinity for the combination of C1 and C2. When asked what the preferred elements or pieces were from their ideal concept, several key elements came to the forefront:

- Balance between the natural and built environment
- Property values and job creation
- Creating a core space
- Intentional planning and intervention; though opportunity for flexibility
- A linear greenway
- Ability to align land uses with Tualatin

Strategies

A final piece of the discussion had the Commissioners and Councilors brainstorming how Wilsonville could achieve these concepts (or elements of the concepts); what the City's role was, and what tools or strategies could be considered when advancing the vision for West Railroad. Some suggestions included:

- Form-based regulations
- Incentives
- Partnership and legislative support

Defining Phrases

When asked to provide defining phrases or unique characteristics that would define the future of West Railroad, these phrases were presented as top of mind:

- Attractive
- Active
- High-use
- Jobs and industry
- Flexibility

Additional Questions

There were additional questions posed by the Planning Commission and City Council that will be included in the considerations for the preferred Concept.

Q: What was the initiator for the large levels of development over the last 15 years?

Q: Construction costs for Graham's Ferry Road railroad undercrossing improvements – are they in today's dollars or future estimates?

Q: Over time have we seen a change in gravel activity at the quarry and what do we know for the future?

A: We don't really know what their plans are. One of the landowners said they had acquired another firm, so they would be shifting to the Tualatin facility, but no plans in the immediate future for this part of their properties in West Railroad.

Q: Trail system and wetlands – is that integrated into the plan or is it separate?

A: Assuming trail / regional system and wetlands would remain.

Q. Has the city heard from developers/investors interested in the area? Could we use those conversations to tailor the approach?

A. Unlimited interest in industrial land in Wilsonville, though the land has to be served by infrastructure and there has to be a reasonable path forward to aggregating a site

Q. What prevents trucks from coming up to Graham's Ferry Road from the south?

A. That is a long way around – want access to the I-5 interchange – desirable for access

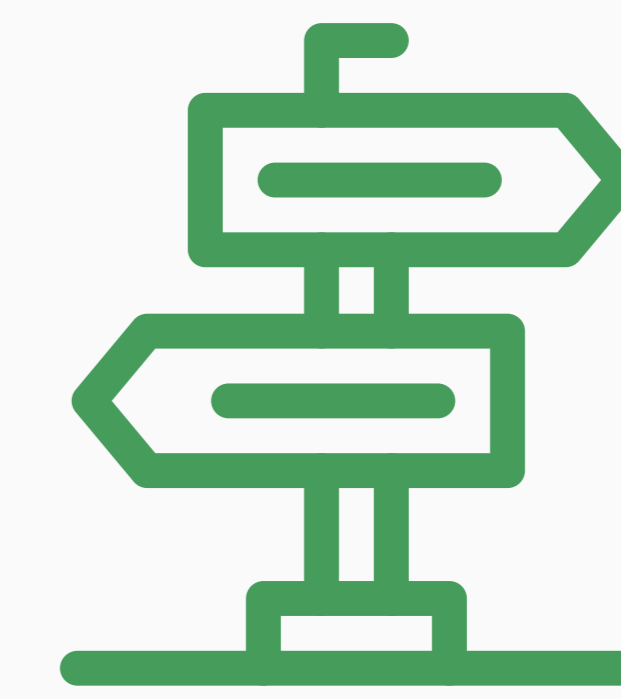
A. Haven't completed traffic study to analyze

Q. What top sectors can we attract if sensitive sectors (to noise and vibration) cannot come in?

GUIDING PRINCIPLES

Which principles feel most relevant here?

Are there any that will be more challenging to meet in West Railroad?



MARKET-DRIVEN:

- MEET REGIONAL RESPONSIBILITY FOR JOBS.
- MAXIMIZE ASSESSED PROPERTY VALUE.

BALANCED:

- CAPITALIZE ON THE AREA'S UNIQUE ASSETS AND NATURAL LOCATION.
- EXPLORE CREATIVE APPROACHES TO INTEGRATE JOBS AND HOUSING IN THE CRAFT INDUSTRIAL LAND USE TYPE.
- ENSURE APPROPRIATE TRANSITIONS BETWEEN LAND USES.
- DESIGN COHESIVE AND EFFICIENT TRANSPORTATION AND UTILITY SYSTEMS.

ASPIRATIONAL:

- MAINTAIN AND COMPLEMENT WILSONVILLE'S UNIQUE IDENTITY.
- CREATE A UNIQUELY ATTRACTIVE BUSINESS COMMUNITY UNMATCHED IN THE METROPOLITAN REGION.
- INCORPORATE NATURAL RESOURCE AREAS AND PROVIDE RECREATIONAL OPPORTUNITIES AS COMMUNITY AMENITIES AND ASSETS.

THE OPPORTUNITIES

Ripe to maximize natural resources	Nature could feed into a broader business community	Large parcels are unique assets to the area
Jobs - key emphasis	Opportunity for West Railroad to aggregate sites without city intervention vs Coffee Creek/Basalt Creek	To blend with land uses in Tualatin - north of West Railroad

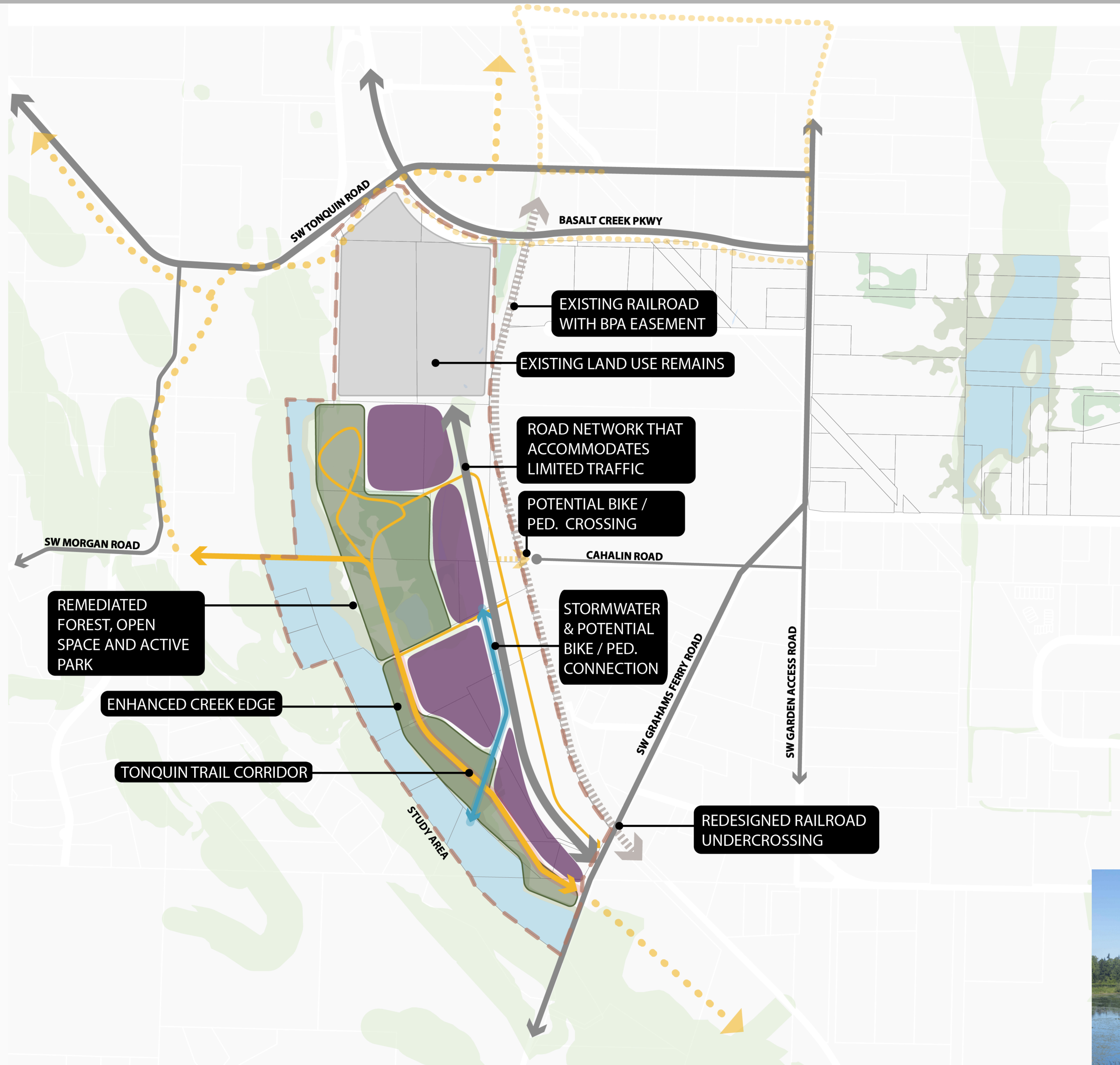
THE CHALLENGES

Infrastructure and access	Natural resources may have a limiting impact for what we can envision	Keep Tonquin and natural areas, but not at expense of jobs	Getting access across Cahalin
Site aggregation	Connectivity and transportation access	Sensitive uses could locate/site next to railroad	
Access spacing requirements and slope	Flood risk for roadways	Parkway is a barrier for connections to Tualatin	

WILSONVILLE FACTOR / UNIQUE IDENTITY

Forward thinking as a City			
			without the City driving development (owning the land), likely to see spec development

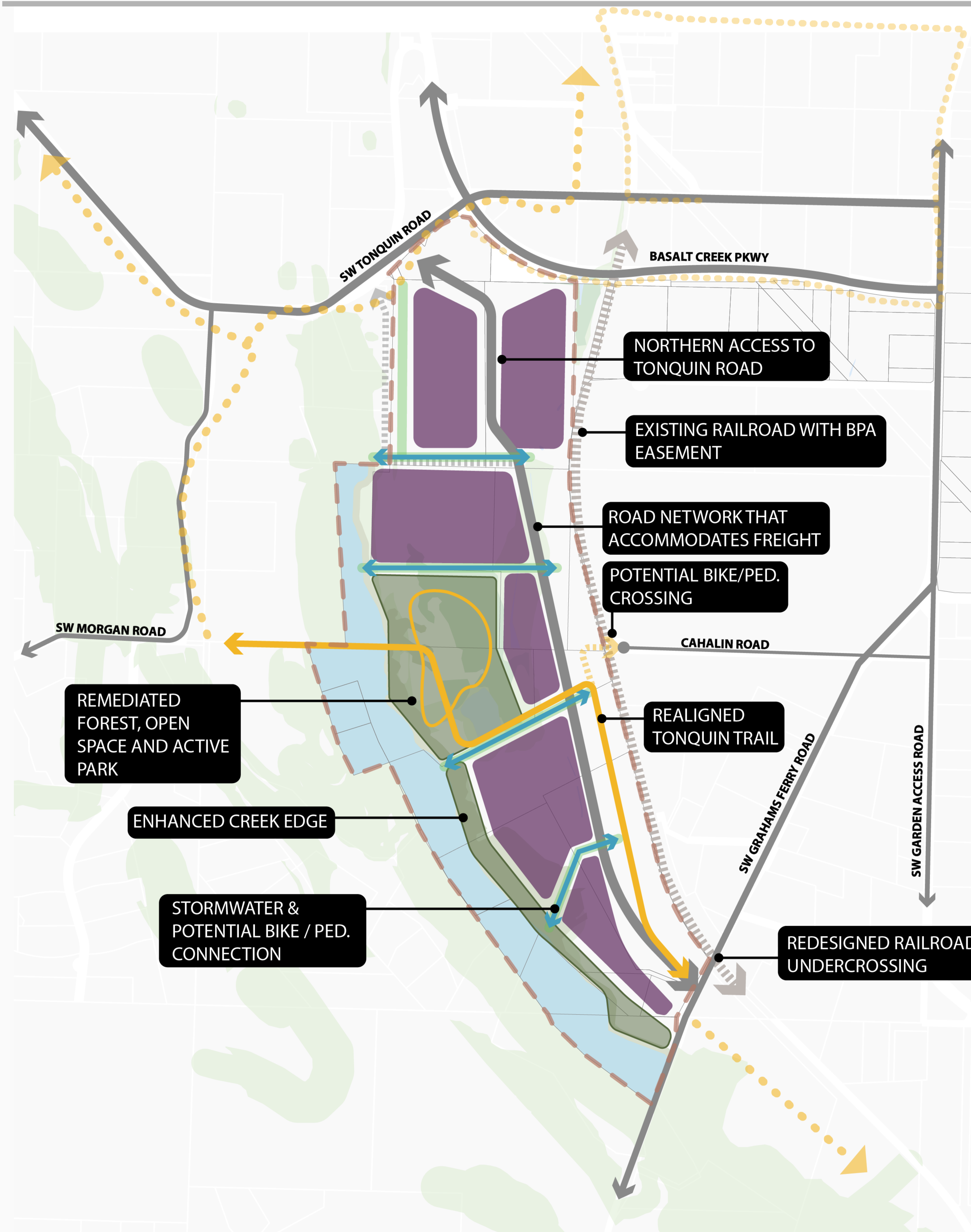
C1: TONQUIN ENVIRONMENT



- capitalizing on Tonquin Trail
- greenway across the entire Coffee Lake Creek
- large environmental component may limit jobs too much
- may not bring enough job creation



C2: MANUFACTURING & INDUSTRY



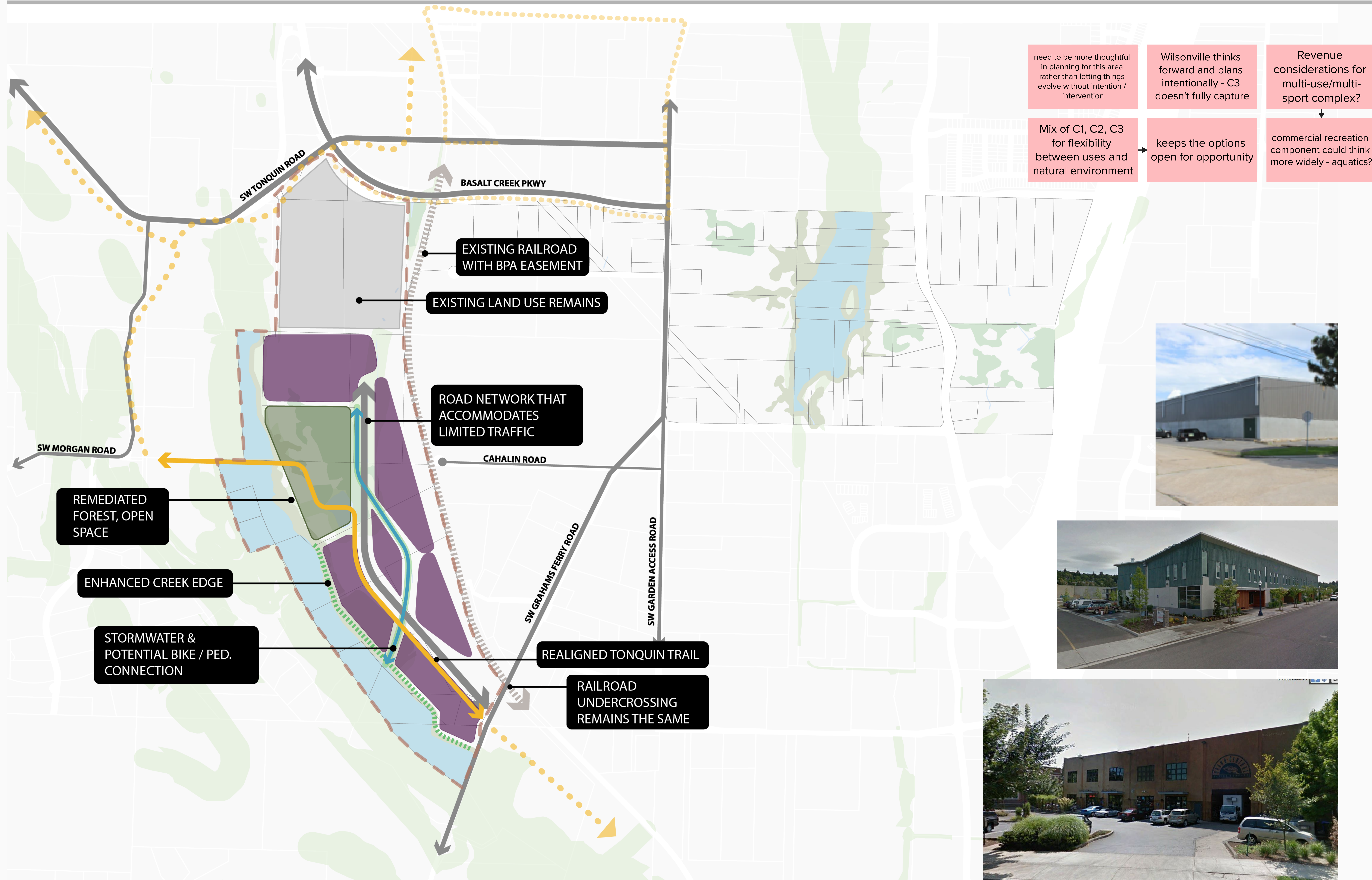
- revenue stream
- undercrossing a key element
- could the primary access be at the north end off of Tonquin?
- job emphasis
- brings in ample environment to balance the two
- provide the most property value in the long run
- most flexibility in what can be located here
- Consider greenway across the entire area - flexibility to use natural area to the west as part of development
- consideration for vocational or higher education
- Cahalin crossing is a key (straight shot)
- can the State encourage the Cahalin crossing?
- Challenging (private crossing) to get approved with the RR



ANCESTRY AS AN EXAMPLE



C3: LIMITED CONNECTIVITY WITH FLEXIBLE LAND USES

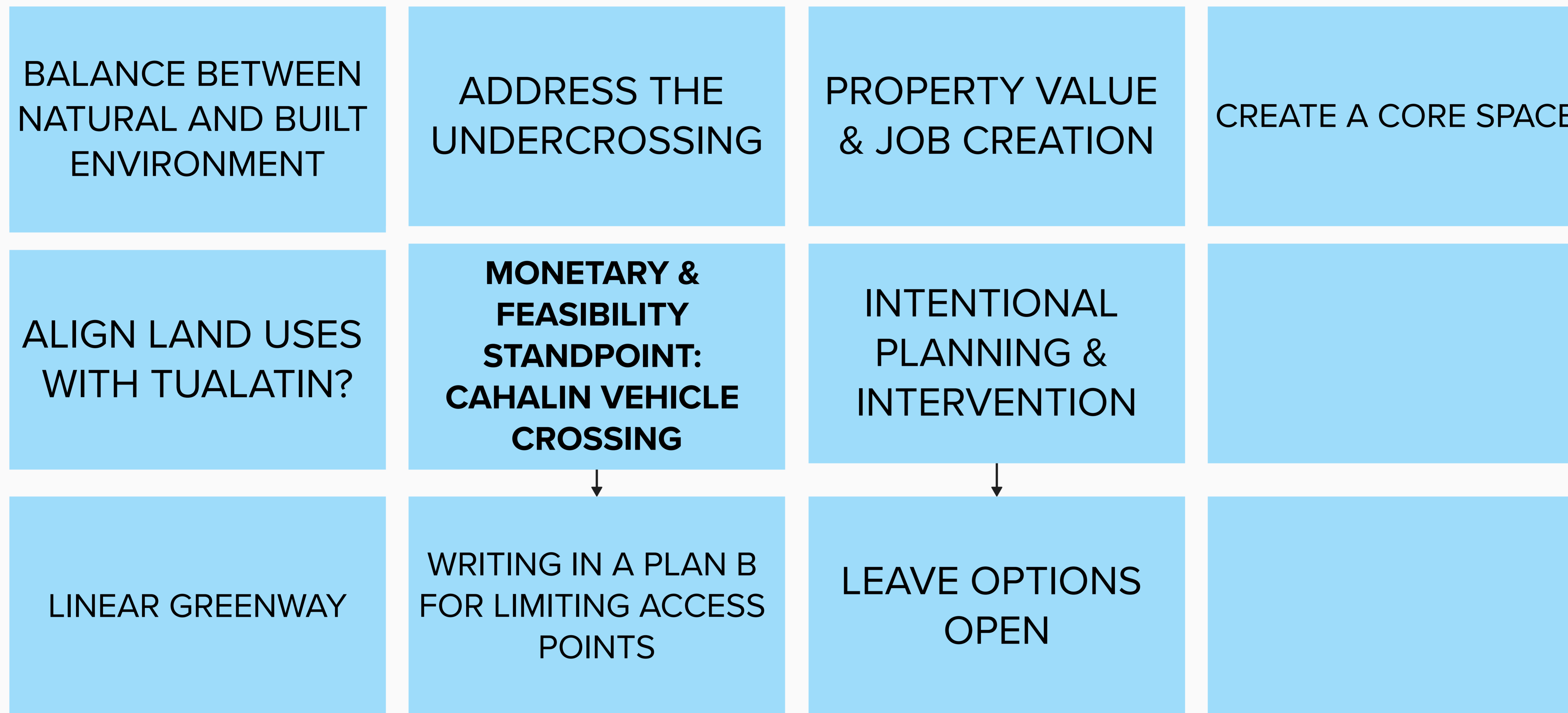


PREFERRED ELEMENTS



What are the pieces/elements we want in a preferred concept?

Is there a starting point?



DEFINING PHRASES



HOW DO WE GET THERE?

What do we need to make this happen?

What is the City's role?

What tools, incentives, and strategies should be considered?



FORM BASED REGULATION	INCENTIVES	PARTNERSHIPS OR LEGISLATIVE SUPPORT	



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 20, 2026		Subject: Peer Support Services Review	
		Staff Member: Amanda Guile-Hinman, City Attorney	
		Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Goal 2: Public Safety, Strategy 2.6: Develop pilot program for contracted peer support specialist	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Council review of contracted peer support services.

EXECUTIVE SUMMARY:

As part of its 2025-27 Council Goals, the Council adopted Council Goal 2: Public Safety and, within that Goal, Strategy 2.6 to develop pilot program for a contracted peer support specialist funded through funds received by the City through settlements of national opioid litigation. The Oregon Health Authority defines a peer support specialist as “an individual providing services to another individual who shares a similar life experience with the peer support specialist....” The City, as a recipient of funds from several settlements of national lawsuits concerning the manufacture and sale of prescription opioids, is required to use the settlement funds towards opioid abuse prevention, treatment, and/or education (the [May 19, 2025 staff report](#) provides further information regarding the settlements). One of the uses of the funds specifically identified in the settlements is providing peer support services.

For fiscal year (FY) 2025-26, the City contracted with The Peer Company, also known as The Mental Health Association of Oregon, to provide peer support services for individuals experiencing or appearing to experience mental health challenges and/or substance use disorders, as allowed under the national opioid settlement agreements. The Peer Company hired peer support specialist Denyell Cruise to be assigned to Wilsonville beginning in late October 2025. The Peer Company actively engages with law enforcement, County services, City departments, non-profit service providers (including Wilsonville Community Sharing and Heart of the City), and community members to build connections and support people through shared lived experience.

For the Council’s review of peer support services over the last six months, the following documents are provided with this staff report:

1. The Peer Company’s first quarterly report (for Q2 of FY25-26 – October 2025 through December 2026)
2. The Peer Company’s second quarterly report (for Q3 of FY25-26 – January 2026 through March 2026)
3. Letter from Wilsonville Library staff
4. Letter from Wilsonville Community Sharing
5. Letter from Brenda Evans, former Clackamas County Behavioral Health clinician, assigned to Wilsonville Police Department
6. Testimonial letters from individuals who utilized peer support services

Based on staff’s review of the quarterly reports and information provided by community partners, staff recommends continuing peer support services through FY26-27. Of particular note, staff finds that peer support services work in tandem with the City’s investment in behavioral health services through the County. Often, the peer support specialist is the person who has capacity and ability to continue working with community members who come into contact with behavioral health services. Having peer support services helps ensure that community members receive continued support and behavioral health services can focus efforts on immediate and emergent needs in the community. Staff has witnessed and been part of the

partnership between peer support services and other government services, supporting vulnerable community members.

The City has sufficient funds from national opioid settlements to fund peer support services through FY26-27, and, assuming continued Council support of peer support services, staff anticipates continuing such services through FY26-27. After FY26-27, additional resources will be necessary. Staff has been engaging with surrounding jurisdictions, Clackamas County, and state officials regarding funding and partnership opportunities.

EXPECTED RESULTS:

Continuation of peer support services through FY26-27.

TIMELINE:

As mentioned, assuming continued Council support of peer support services, staff anticipates continuing such services through FY26-27, funded by the City's opioid settlement funds. After FY26-27, additional resources will be necessary and staff is working to find alternative opportunities should the Council be interested in continuing peer support services after FY26-27.

CURRENT YEAR BUDGET IMPACTS:

N/A

COMMUNITY INVOLVEMENT PROCESS:

Peer support services actively engage with many City partners and community members in connecting with individuals who may benefit from peer support services.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

As identified in the letters attached to this staff report, community partners and community members have seen positive benefits of access to peer support services. Importantly, peer support services complement City-funded County behavioral health services housed in the Wilsonville Police Department.

ALTERNATIVES:

The City could elect not to continue funding peer support services.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. The Peer Company's first quarterly report (Q2 of FY25-26 – Oct 2025 through Dec 2026)
2. The Peer Company's second quarterly report (Q3 of FY25-26 – Jan 2026 through Apr 2026)
3. Letter from Wilsonville Library staff
4. Letter from Wilsonville Community Sharing
5. Letter from Brenda Evans, former Clackamas County Behavioral Health clinician, assigned to Wilsonville Police Department

6. Testimonial letters from individuals who utilized peer support services



Wilsonville Program Template

Reporting Period: October – December 2025

Report Submitted: 1/13/25

1. Referrals to the Program:

- a. Total number of individuals referred to the program this quarter: **9**
- b. Number of referrals for individuals with co-occurring mental health and substance use concerns: **8**
- c. Number of referrals for individuals with substance use only: **1**
- d. Referrals from Wilsonville Police Department and Clackamas County Sheriff's Office: **3**
- e. Referrals from Wilsonville City staff: **0**
- f. Referrals from Wilsonville Community Sharing or Heart of the City: **1**
- g. Were there any "inappropriate" referrals, why and where were they sent?

We received 5 referrals that were not a good fit for this program. Each individual was supported with warm referrals to other community partners. Three individuals were referred to Folktime, and two individuals were referred to the Peer Company's Clackamas community-based program

2. Individuals Served:

- a. Total Unique Individuals Served: **7**
- b. New Individuals Served: **7**

3. Demographic Data:

- a. Age
 1. 18-24: **1**
 2. 25-54: **3**
 3. 55+: **3**
- b. Race/Ethnicity
 1. Native American/American Indian/Alaskan Native: **2**
 2. Asian: **0**

3. Black/African-American: **0**
 4. Hispanic, Latino/a/x, or Spanish origin: **0**
 5. Native Hawaiian or other Pacific Islander: **0**
 6. White: **6**
 7. Other Race Not Listed: **0**
 8. Prefer Not to Answer or Unknown: **0**
- c. Gender
1. Women: **5**
 2. Men: **2**
 3. Non-binary: **0**
- d. Housing Status
1. Stably Housed: **2**
 2. Unstable Housing: **1**
 3. Experiencing Houselessness: **4**
- e. Participants who are/were pregnant during service participation: **0**
- 4. Resource connection facilitated by type:**
- a. Detox/Withdrawal Management: **1**
 - b. Inpatient SUDS Treatment: **0**
 - c. Outpatient SUDS Treatment: **1**
 - d. Housing: **4**
 - e. Employment: **1**
 - f. Primary Healthcare: **0**
 - g. Mental or Behavioral Healthcare: **0**
 - h. Shelter: **3**
 - i. Support Groups: **2**
 - j. Transportation: **1**
 - k. Other: **1**
- 5. Harm Reduction**
- a. Number of interactions where harm reduction support was provided: **3**
 - b. Number of interactions where naloxone kits were distributed: **0**

Mid-Services Assessment Results

1. Total assessments completed: **4**
2. What percentage of individuals receiving PSS from your program this quarter felt that their overall wellness (whole health) has improved with PSS? **75%**
3. What percentage of individuals receiving peer support from your program this quarter felt that their quality of life has improved with peer support? **50%**
4. What percentage of individuals receiving PSS from your program this quarter had an increase in natural supports? **75%**
5. What percentage of individuals receiving PSS from your program this quarter felt accepted in their community? **100%**
6. What percentage of individuals receiving PSS from your program this quarter reported they would have returned to a higher level of care if not for PSS? **75%**
7. If individuals DID return to a higher level of care, what sort of higher level of care did they access?
 - Emergency Room (Physical Health, Substance Use/Alcohol)
 - Jail (New Incarceration)
 - Hospitalization (Physical Health, Substance Use/Alcohol)
8. How many families served by your program this quarter were involved with DHS/Child Welfare in some way? **0**
9. How many families served by your program this quarter were involved with Juvenile Justice or Oregon Youth Authority in some way? **0**
10. How many individuals served by your program this quarter were involved with the adult court systems in some way? **1**
11. How many individuals served by your program this quarter were involved with the Mental Health system in some way? **2**

Qualitative Summary:

We are proud to say this is the first full quarter of data for this contract. During this reporting period we hired and onboarded an experienced Peer Support Specialist Denyell Cruise to help address the growing needs of some of Wilsonville's most vulnerable populations. Denyell was able to make an immediate positive impact, due to excellent planning, communication and collaboration on the part of city staff, elected officials, community partners/providers, and The Peer Company.

During the quarter, the PSS was able to connect with vulnerable individuals in Wilsonville, meeting people where they at, and supporting them in a multitude of environments, including: local food bank(s), local area hospitals, the library, in their homes, at probation appointments, SUD and Mental Health Treatment Centers, and in their unhoused environments.

Aside from the referrals that we received from community partners, I want to highlight that Denyell initiated 5 referrals on her own, by interacting with and supporting people she met with, and out in the community. She continues to support 4 of these individuals as actively engaged people on her current caseload. This self-directed initiative is one of the reasons peer support has been shown to be so effective throughout communities across the country. Creativity, mobility, and flexibility with time are effective components of a peer supports' skillset and scope, which allow them to go to where they are most needed. Denyell has shown a remarkable ability to strike up meaningful conversations with people out in the community. In essence, she goes to where the need is. This initiative has allowed her to build long-lasting, on-going peer-to-peer relationships with people that might have fallen through the cracks, otherwise.

From the lens of a supervisor, I would like to share just one of many interactions that Denyell had this quarter, which exemplify the magic of peer support. During her first week on the job, a gentleman (who is well known to the community) was being very vocal about his needs outside Wilsonville Community Sharing, during a food pantry day. Denyell initiated a conversation with him and was able to deescalate the situation, while also letting him feel like he was being heard. As a result of this interaction, Denyell was able to connect with Heart of the City, that day, and find some of the specific resources he needed. Throughout the quarter, Denyell has built a trusting relationship with him and has been able to support him in getting a phone and free phone plan. She was also able to help him learn and use the transit system and support him in getting reconnected with his probation officer in Oregon City. Denyell and her peer made plans on multiple occasions for him to ride the bus to Oregon City, where she would meet him and then accompany him during his meetings with his probation officer. They would plan about these meetings ahead of time on how they should go and how to react to disappointing news. In some instances, Denyell was able to act as a conduit from the probation officer to her peer, and vice versa, which greatly helped smooth out communication issues that had previously damaged this relationship.

I feel this story encompasses the mission, vision and values of person-centered support and the impact that peer delivered services can have when you meet people where they at on their recovery journeys.

Success Stories:

I have been supporting a peer who has been going through a lot of loss and big life changes. Over time, we focused on building trust and checking in about what she wanted support around. One day when we were supposed to spend time together, the peer shared that she wasn't feeling well and wanted help. I stayed with her and supported her in getting medical care. While we were together, she opened up about her life, what has been weighing on her, and what she hopes can be different moving forward. The peer shared that she wants things to change and that she's ready to ask for help. At her request I supported her in reaching out for next steps and stayed alongside her through that process, offering encouragement and

reassurance. She chose to enter a program for additional support and continues to stay engaged while exploring what comes next. It has been powerful to witness her honesty, courage, and willingness to take steps toward the life she wants.— Denyell Cruise, Peer Wellness Specialist

I have been supporting a peer who is currently houseless in Wilsonville. He and I worked together to access SHS (supportive housing funds) to access a motel voucher so he can have somewhere warm and dry to stay. While there, this peer actively applied for jobs and is now working daily through a temp agency. Together we have accessed various resources in the city of Wilsonville to help this peer meet his needs. We are still working on gaining long-term housing. Just a caveat: We have been working together for a short time as the Wilsonville contract is pretty new, and this peer has accomplished so much in a short amount of time.” – Denyell Cruise, PWS



City of Wilsonville Program

Reporting Period: January – March 2026

Report Submitted: 4/7/26

1. Referrals to the Program:

- a. Total number of individuals referred to the program this quarter: **8**
- b. Number of referrals for individuals with co-occurring mental health and substance use concerns: **8**
- c. Number of referrals for individuals with substance use only: **0**
- d. Referrals from Wilsonville Police Department and Clackamas County Sheriff's Office: **6**
- e. Referrals from Wilsonville City staff: **0**
- f. Referrals from Wilsonville Community Sharing or Heart of the City: **0**
- g. Other Referrals
 1. The Peer Company: 1
 2. Wilsonville Peer Support: 1
- h. Were there any "inappropriate" referrals, why and where were they sent? We received 0 referrals that were inappropriate. PWS encountered 2 individuals during the quarter that needed peer delivered services but did not qualify for the Wilsonville City Program, due to lack of substance use and/or history of substance use, so PWS referred them to other programs in the tri-county area. One of those programs was The Peer Company's, Clackamas Evolve (self-referral) Program.

2. Individuals Served:

- a. Total Unique Individuals Served: **13**
- b. New Individuals Served: **6**

3. Demographic Data:

- a. Age
 1. 18-24: **1**
 2. 25-54: **7**
 3. 55+: **5**

- b. Race/Ethnicity
 - 1. Native American/American Indian/Alaskan Native: **2**
 - 2. Asian: **0**
 - 3. Black/African-American: **0**
 - 4. Hispanic, Latino/a/x, or Spanish origin: **0**
 - 5. Native Hawaiian or other Pacific Islander: **0**
 - 6. White: **12**
 - 7. Other Race Not Listed: **0**
 - 8. Prefer Not to Answer or Unknown: **0**
- c. Gender
 - 1. Women: **7**
 - 2. Men: **6**
 - 3. Non-binary: **0**
- d. Housing Status
 - 1. Stably Housed: **1**
 - 2. Unstable Housing: n/a
 - 3. Experiencing Houselessness: **6**
 - 4. Unsure: **1**
- e. Participants who are/were pregnant during service participation: **0**

4. Resource connection facilitated by type:

- a. Detox/Withdrawal Management: **1**
- b. Inpatient SUDS Treatment: **1**
- c. Outpatient SUDS Treatment: **1**
- d. Housing: **16**
- e. Employment: **2**
- f. Primary Healthcare: **1**
- g. Mental or Behavioral Healthcare: **0**
- h. Shelter: **3**
- i. Support Groups: **1**

- j. Transportation: **6**
- k. Other: **5**

5. Harm Reduction

- a. Number of interactions where harm reduction support was provided: **0**
- b. Number of interactions where naloxone kits were distributed: **0**

Mid-Services Assessment Results

1. Total assessments completed: **6**
2. What percentage of individuals receiving PSS from your program this quarter felt that their overall wellness (whole health) has improved with PSS? **100%**
3. What percentage of individuals receiving peer support from your program this quarter felt that their quality of life has improved with peer support? **83%**
4. What percentage of individuals receiving PSS from your program this quarter had an increase in natural supports? **50%**
5. What percentage of individuals receiving PSS from your program this quarter felt accepted in their community? **67%**
6. What percentage of individuals receiving PSS from your program this quarter reported they would have returned to a higher level of care if not for PSS? **83%**
7. If individuals DID return to a higher level of care, what sort of higher level of care did they access?
 - Emergency Room (Physical Health)
 - Jail (New Incarceration)
 - Hospitalization (Physical Health, Substance Use/Alcohol)
8. How many families served by your program this quarter were involved with DHS/Child Welfare in some way? **0**
9. How many families served by your program this quarter were involved with Juvenile Justice or Oregon Youth Authority in some way? **0**
10. How many individuals served by your program this quarter were involved with the adult court systems in some way? **4**
11. How many individuals served by your program this quarter were involved with the Mental Health system in some way? **2**

Qualitative Summary:

During this quarter, Denyell (PWS) was able to increase her positive connections with vulnerable individuals in Wilsonville, building on the relationships she established with some of them since October of 2025. She continues meeting people where they are at, supporting them in differing environments, and connecting them to community resource programs, when needed. Some of these resources include but are not limited to, local-area food bank(s), local-area hospitals, the library, SUD and Mental Health Treatment Centers, temporary shelters and other various Clackamas County housing services.

This quarter saw an increase in individuals successfully referred to Denyell (PWS) from the Wilsonville Police Department and Clackamas County Sheriff's Office. As this was the first quarter where Denyell was fully in-place and on-the-job for the entire quarter, as opposed to last quarter where she started after the quarter had begun, she was able to continue building on her positive relationships with Wilsonville staff. Our goal from day one was to successfully communicate, collaborate, and build solid and lasting relationships with community partners, and establish a teamwork environment while serving this community's vulnerable populations. The data compiled over the last two quarters shows how that goal is being realized.

Peer delivered services have a positive impact on Wilsonville's houseless population, through building trusting and respectful relationships and matching the resource/service provision to the needs of the individuals being served. During this quarter, Denyell was able to connect individuals to temporary shelter services, obtain hotel vouchers, food resources, and facilitate connections to hospitals, detox, and other medical services. In one instance, Denyell was able to help an individual find a place to park their RV in a legal, long-term spot, so this individual could check in to inpatient SUD treatment. She communicated her plan to team members, including myself, and successfully saw it through from start to finish. I'm happy to report that this individual has remained in treatment, and Denyell continues to offer him support while he's there.

Vulnerable members of Wilsonville's Older Adult population are also seeing the benefits of having an experienced peer support specialist embedded in the community. Denyell has several Older Adults on her current peer caseload, some that are housed and some that are unhoused. These individuals require a special touch, as their specific needs can often be harder to resource due to scarcity, transportation issues, stringent requirements, and other factors. One individual would likely have faced eviction had it not been for a team effort by Denyell, Brenda, Wilsonville Police Department, TVFR and others. Recently, Denyell was able to successfully coordinate in-home care services for this individual, at their request. These services will give this individual the opportunity to remain successfully housed and allow them to live in a dignified and safe environment. - *Geoff Moser, EVOLVE Program Manager at The Peer Company*

Success Stories:

“I have been working with a vulnerable older gentleman here in Wilsonville who is houseless and struggles with mental health daily. He has shared some of his history with me, and this helped me understand the kind of approach needed to become successful in gaining his trust. In doing so, he has opened up more about recent struggles he is facing and the fear he has surrounding this. With this information and his support, I was able to call resources to get him the proper help he needed. The peer shared that he feels much safer and more secure, and he shares all the time that having peer support has been such a blessing for him.” – Denyell Cruise, PWS

“I have been working with a peer here in Wilsonville for approximately five months now. At first, it was scary for her to open up to a new person, but over time with patience, transparency, consistency, openness and empathy we have built a solid trusting peer relationship. This has been very helpful to support her through some recent significant challenges she is facing. She is overcoming barriers and is open to asking for help when she needs it. And she shared that her recovery related and mental health challenges have also lessened, while also being more open about the challenges she still faces in those areas.” – Denyell Cruise, PWS

From: [Shasta Sasser](#)
To: [Amanda Guile-Hinman](#)
Subject: RE: Peer Support Specialist Denyell Cruise Review
Date: Wednesday, March 11, 2026 1:36:26 PM
Attachments: [image001.png](#)

Denyell Cruise has been a critical resource for the city, and particularly for the library. We regularly see her in the library meeting with people. She is always professional, approachable, and friendly in interactions both with staff and library patrons. What I also appreciate is that her work frees up Brenda Evans so that together they can reach out and help more people in the community. At the library, we see people regularly who are struggling and having Denyell available to help them in a relatable and approachable way has made a huge difference. Both Denyell and Brenda's regular presence in the library has allowed both to form relationships with some of our regular patrons. These relationships will have lasting positive impact. While we love our police and their community-first approach, having a first step resource like Denyell that isn't law enforcement can often prevent unnecessary escalations and can help build trust. The follow-up that Denyell can do with individuals helps community members get access to long term resources rather than one-time needs, as well. Denyell has been a great addition, and I hope the city will continue to support its partnership with The Peer Company and Denyell, specifically.

Thank you,

Shasta Sasser (*she/her/hers*)

Library Director

Wilsonville Public Library

503.570.1590

Wilsonville Community Sharing

29796 SW Town Center Loop E

Wilsonville, OR 97070

503-682-6939

www.wilsonvillecommunitysharing.org

02/23/26

Re: Letter of Support for Peer Support Specialist Denyell Cruise

To,

As Executive Director of Wilsonville Community Sharing (WCS), I am writing to express my strong support for Denyell Cruise, Peer Support Specialist, whose partnership has been essential in stabilizing high-need residents within Clackamas County. Her work consistently strengthens the county's behavioral health and homelessness response systems, and her collaboration with WCS has resulted in measurable, positive outcomes for individuals who would otherwise remain at significant risk.

Denyell's approach is grounded in lived experience, and a deep understanding of the complex barriers faced by individuals experiencing homelessness, addiction, and mental illness. Her ability to build trust with clients who are often disconnected from traditional services makes her an indispensable partner in our shared work.

Below are four recent examples that demonstrate the impact of Denyell's involvement:

Stabilizing Employment and Housing for a Working Homeless Neighbors

CS, a homeless man actively seeking employment, came to WCS during a period of acute instability. Despite living outdoors, he remained committed to reconnecting with the workforce, remaining sober, and was already engaged with Peer Support services through Denyell. With Denyell's guidance and WCS's support, CS received a 14-night hotel stay that provided safety, warmth, and the stability needed to prepare for job interviews. This coordinated intervention—rooted in strong cross-agency collaboration—helped him shift from crisis management to long-term planning. He is now on a clearer path toward employment and housing. Denyell also supported CS in pursuing higher education, he applied and was awarded a grant at PCC and starts college in the Spring.

Preventing Crisis and Relapse for a Houseless Couple with Behavioral Health Needs

KH and her partner, a houseless couple with a long history of addiction and mental illness, faced a serious setback when their only vehicle broke down. Without transportation, they were at immediate risk of losing income and stability. Denyell worked closely with them, brought them to WCS, and helped ensure they received a short hotel stay while urgent car repairs were completed. Her presence and expertise prevented relapse during a highly vulnerable moment and protected their employment stability. This intervention prevented the couple from falling deeper into crisis and preserved the progress they had worked hard to achieve.

Post-Surgery Respite Care for a Medically Vulnerable Community Member

RH, a homeless man recovering from surgery, was discharged from the hospital without a safe place to heal. Recognizing the medical risk, the hospital and Denyell referred him to WCS for emergency respite. WCS provided a fourteen-night hotel stay, giving him a clean, quiet environment essential for recovery. This intervention reduced the likelihood of complications or readmission and offered a compassionate bridge between hospitalization and longer-term stabilization efforts. With Denyell's support, RH is now connected to ongoing services that will help him regain stability.

Mental health and addiction support

Denyell worked tirelessly with a woman with severe mental health and addiction. Due to her situation the client became homeless and after meeting with Denyell and working together she is now in a residential treatment facility getting the help she needs.

These cases reflect the critical role Denyell plays in Wilsonville's continuum of care. Her work directly supports county priorities, including:

- reducing hospital readmissions
- preventing behavioral health crises
- supporting employment retention
- stabilizing individuals at risk of homelessness
- strengthening cross-system coordination

Denyell's professionalism, dedication, and lived experience make her a highly effective Peer Support Specialist and a trusted partner to WCS. Her contributions significantly enhance our ability to respond to complex community needs and improve outcomes for residents who often fall through the gaps of traditional systems.

I strongly encourage Clackamas County to continue supporting and investing in the work of Peer Support Specialists like Denyell Cruise. Her impact is both immediate and long-lasting, and her partnership is essential to the health and stability of our community.

Please feel free to contact me if you would like additional information or wish to discuss her contributions further.

Sincerely,

Leigh Crosby

Executive Director

Wilsonville Community Sharing

3/10/2026

Dear Amanda Guile-Hinman,

I am writing to express my strong support for the continuation of the Wilsonville Peer Support Specialist position through The Peer Company and to encourage the City Council to maintain funding for this vital role beyond the current budget cycle.

In the short time that Denyell Cruise has served in this position, the value of peer support within our community response system has already proven to be significant. Since her employment began, I have experienced meaningful relief in my caseload and a noticeable improvement in the continuity of care for individuals experiencing behavioral health crises.

My role requires prioritizing immediate crisis response and stabilization services. While crisis intervention is essential, many individuals do not stabilize with a single outreach. They often require additional time, connection, and consistent support to locate resources, remain engaged in treatment, and work toward long-term stability. This is where the Peer Support Specialist position has become indispensable.

Denyell has consistently stepped in to provide that ongoing support. I have been able to refer individuals who require more intensive engagement and connection to resources, and she has taken on this responsibility with professionalism, confidence, and genuine respect for meeting people where they are in their lives. She has joined me on calls, built trusting relationships with clients, and continued to support them through multiple stages of recovery, including treatment engagement and relapse. Her ability to stay engaged with individuals beyond the initial crisis provides the consistency many people need in order to move toward stability.

This type of peer support not only improves outcomes for the individuals being served, but it also strengthens the efficiency of our overall response system. When individuals receive consistent follow-up and support navigating resources, they are less likely to fall back into repeated crisis situations that require emergency response. By helping people stay connected to treatment, housing resources, and community services, the Peer Support Specialist role helps reduce repeat crisis calls and unnecessary strain on emergency and crisis response systems.

The Peer Support Specialist role allows crisis responders like myself to remain available for urgent situations while knowing that individuals who need longer-term engagement are still being supported. This collaborative model creates a continuum of care that crisis services alone cannot provide.

Based on the positive impact already demonstrated in such a short time, I strongly encourage the City Council to continue funding the Wilsonville Peer Support Specialist position. Maintaining this role will ensure that individuals in our community continue to have access to the compassionate, consistent, and recovery-oriented support that peer services provide, while also supporting a more efficient and cost-effective community response system.

Thank you for your time and for your continued commitment to the well-being of the Wilsonville community.

Sincerely,

Brenda Evans

Brenda Evans, LCSW
Wilsonville Police Department BHU, Clackamas County MCRT

To Whom It May Concern:

March 6th, 2026

My name is Katherine [REDACTED], and I have been working with PSS Denyell Cruise since early December 2025. My experiences of working with Denyell have been life changing. Having someone who understands what I am going through and doesn't judge me has helped me so much. Denyell is always ready to listen when I am struggling, and when I have good news to share.

Denyell helps me set goals and work towards those goals. My main goal is to get housing which is difficult to do. My partner and I are currently living in our van. Denyell has helped me sign up for many different resources for housing and for other things such as Supportive Housing Services for car repairs and a hotel voucher, connected me to The Heart of the City for daily living items, and connected me to LoveOne for various daily living items as well along with a houseless outreach coordinator.

Denyell has also provided transportation for me to get to my MAT treatment center and has had many substance use recovery conversations with me. It feels really good to know that I am not alone, and that she understands what it was like to be in active addiction and to be in active recovery from addiction.

I would really like to continue working with Denyell until I have reached all of my goals and have safe secure housing.

Thank you,

Katherine [REDACTED]

12 March 2026

Dear Denzell Cruise

Re: My thanksgiving for your energy and your very many peer support skills, for which I have been blessed and changed by, truly changed.

You obviously realize that my homelessness in Wilsonville, began by the State of Oregon, conspiratorially violated, without probable cause, and absent any law enforcement observed violation of any traffic violation. Contrary to law State of Oregon, Oregon State perpetrated UNCONSTITUTIONAL law enforcement forced entrapment directed by Oregon State and secretly video filmed and narrated. I describe this to explain how boldly traumatized beyond my capacity between my unconstitutional arrest 5, June 2025 and early December 2025 at which point Wilsonville Public Library informed to to meet with me. Thank goodness we met and you changed my path for the good.

a) You are an amazingly accurate listener!

b) Your very intuitive in your questions and are very gentle in your suggestions so as to improve my situations.

c) Your resolving my need for sinus surgery that was unavailable to me post arrest a homeless, and with your involvement I, am three weeks through hotel recovery; due to your immediate perceived action that I were

vital and long overdue in my ignorance of any and all homelessness support prior to December 2025 blessed gift to educate, guide, and Nurture me through my much need progress.

I very much all and more, would welcome your assistance to reach a recovered being where I can feel safety within a simple and safe home.

Thankyou Dearley,

[REDACTED]

'Chronic PTSD handicaped vulnerable elder adult'
P.S. you have to give, and many whom need, and my gift is my pleasure to have been a benefactor of yours!



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 20, 2026		Subject: Resolution No. 3231 Authorizing the City Manager to Execute a Third Amendment to the Professional Services Agreement with Brown and Caldwell to provide Construction Administration Services for the Boeckman Creek Flow Mitigation Project (Capital Improvement Project #7068) Staff Member: Ethan Rogers, PE, Civil Engineer Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable 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:			
<input checked="" type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): 2024 Stormwater Master Plan Project BC-2	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving a Third Amendment to the Professional Services Agreement (PSA) with Brown and Caldwell (BC) in the amount of \$248,074 for engineering consulting services for the Boeckman Creek Flow Mitigation Project (Capital Improvement Project No. 7068).

EXECUTIVE SUMMARY:

The Boeckman Creek Flow Mitigation Project (Project) represents work on the final two elements of the Boeckman Road Corridor Project (BRCP).

1. Boeckman Creek stream restoration work to provide fish passage which includes removing the existing culvert, flow control structure, and roadway embankment fill.
2. Mitigation for the resulting Boeckman Creek flow differential after removing the flow control structure via modifications to existing stormwater facilities and site grading to increase stormwater storage capacity.

Due to the complexity and uncertain preparation and approval time needed to obtain the regulatory agency environmental permits, these two interconnected elements were removed from the BRCP contract work in order to timely proceed with construction of the other BRCP elements, including the Boeckman Creek Bridge.

On February 22, 2024, Council approved Resolution No. 3114, authorizing a Professional Services Agreement (PSA) with Brown and Caldwell (BC) to prepare final plans and specifications and provide bid support for the Boeckman Creek flow mitigation work (Item No. 2). A subsequent PSA amendment was approved by Council via Resolution No. 3103 on August 5, 2024 authorizing BC to prepare final plans and specifications for the Boeckman Creek stream restoration work (Item No. 1).

Resolution No. 3231 authorizes the amendment of the BC PSA to include the next phase of work, construction administration services during the project's construction as detailed in Exhibit A. This amendment totals \$248,074, bringing the total contract amount of the Professional Services Agreement with Brown and Caldwell to a not-to-exceed amount of \$1,667,351.

EXPECTED RESULTS:

Brown and Caldwell will continue to provide engineering services for the Boeckman Creek Flow Mitigation Project by providing construction project management, construction meetings, construction engineering, consulting arborist services, and post-construction survey work services.

TIMELINE:

Upon execution of the amendment to the PSA, construction administration and engineering services are expected to begin and carry through the end of 2026. Construction is anticipated to begin this spring, completed by end of fall 2026, with post-construction survey and record drawings continuing into the end of 2026.

CURRENT YEAR BUDGET IMPACTS:

The amended budget for Fiscal Year 2025-26 (FY 26) includes funding from Stormwater Operating and System Development Charges (SDC) for construction, contract administration, and overhead for the Project as follows:

CIP No.	Project Name	Funding Source	Adopted FY26 Budget	Contract Amount
7068	Boeckman Creek Flow Mitigation	Stormwater Operating & SDC	\$ 2,213,892	\$248,074

The amended engineering work is within the budgeted amount. This project is included in the City’s five-year capital improvement plan (CIP) and will carry into the next fiscal year.

COMMUNITY INVOLVEMENT PROCESS:

During the engineering design phase of the Project, multiple public meetings and open house events were held to provided a forum for community to provide feedback on the project and to have questions answered. A project website has been formed and updated regularly to communicate project related impacts and updates. Frequent communication with nearby stakeholders, such as the Brenchley Estates Homeowners Association and Siemens, occurred throughout the design phase of the project and will continue during construction. Notice of upcoming construction impacts will be provided through website updates, door hangers, social media, and articles in the Boones Ferry Messenger.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The Project will contribute to restoring the natural drainage patterns in the Coffee Lake and Boeckman Creek drainage basins in Wilsonville. Restoring these patterns will allow stream restoration and responsible removal of the culvert and flow control structure in Boeckman Creek that currently obstruct fish passage. The Coffee Lake Basin restoration will alleviate increased flows within Boeckman Creek, helping to mitigate potential downstream erosion impacts to private property. Achieving fish passage will allow the City to meet regulatory requirements associated with replacing the Boeckman Dip with a bridge, which was a much-needed connection for the Wilsonville community’s transportation systems.

ALTERNATIVES:

Council could direct staff to modify the scope of work and renegotiate the contract fee or reject the contract outright. Either alternative is not recommended. Brown and Caldwell has been providing design services for the Boeckman Creek Flow Mitigation Project to the satisfaction of the City for over a year and a half, and renegotiation of the contract may disrupt preparation and readiness of their staff for construction.

CITY MANAGER COMMENT:

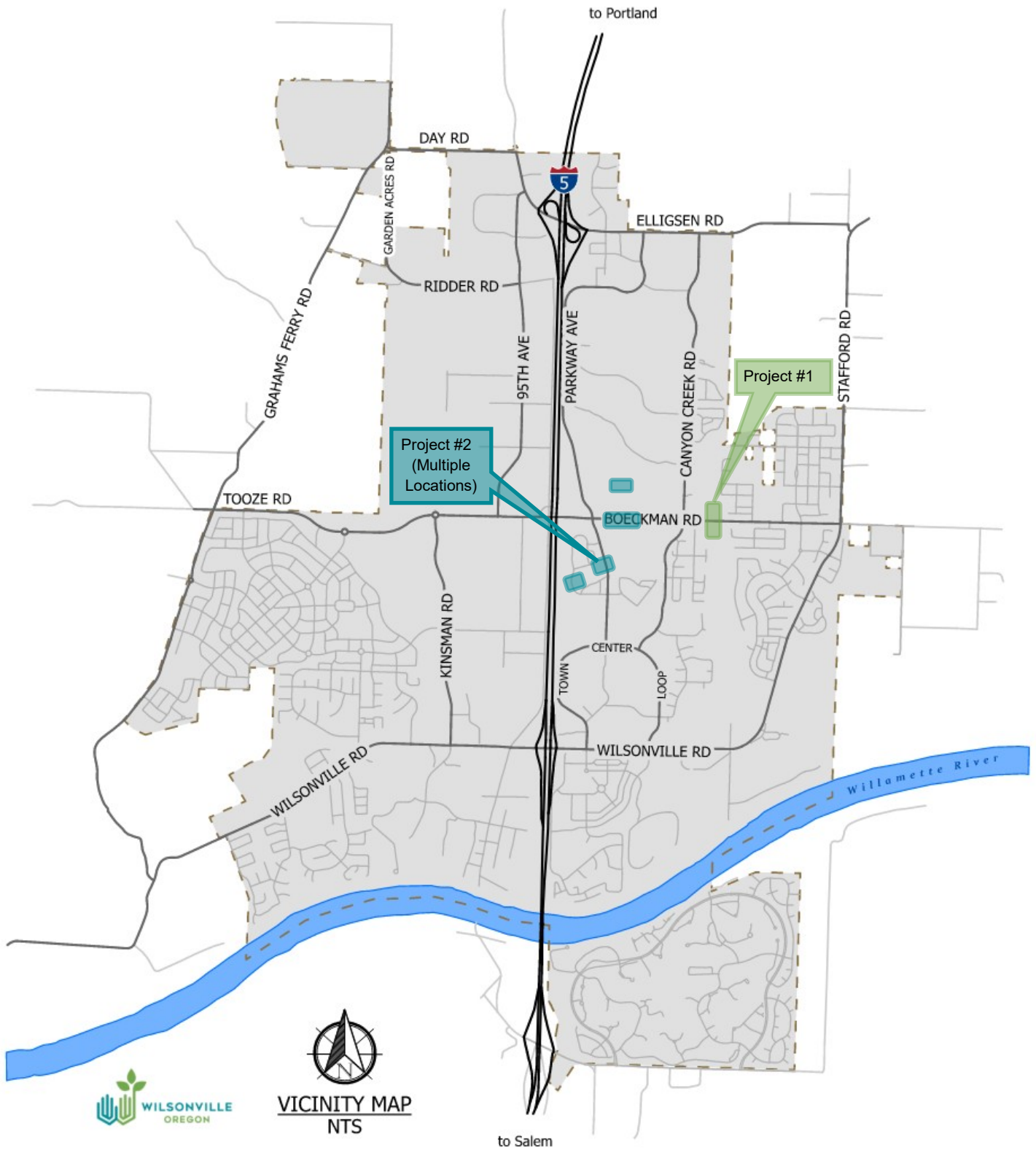
N/A

ATTACHMENTS:

1. Vicinity Map
2. Resolution No. 3231
 - A. Third Amendment to Contract No. 242210, Professional Services Agreement for Ash Meadows Flow Mitigation Project, CIP No. 7068

RESOLUTION NO. 3231 EXHIBIT A

Item 9.



RESOLUTION NO. 3231

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A THIRD AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH BROWN & CALDWELL, INC. FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE BOECKMAN CREEK FLOW MITIGATION PROJECT (CAPITAL IMPROVEMENT PROJECT NO. 7068).

WHEREAS, the City has planned and budgeted for engineering consulting for Capital Improvement Project (CIP) No. 7068 known as the Boeckman Creek Flow Mitigation project (the Project); and,

WHEREAS, Brown and Caldwell was selected to provide engineering consulting services for CIP No. 7068 using the Direct Appointment Procedure provided by OAR 137-048-0200(1)(d) that duly followed State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and,

WHEREAS, CIP No. 7068 includes two elements:

1. Boeckman Creek stream restoration work to provide fish passage which includes removing the existing culvert and flow control structure and associated massive grading, and
2. Mitigation for the resulting Boeckman Creek flow differential after removing the flow control structure; and,

WHEREAS, Council approved Resolution No. 3114 on February 22, 2024 that authorized a Professional Services Agreement with Brown and Caldwell, Inc. for engineering consulting services for element #2 above; and,

WHEREAS, Council approved Resolution No. 3103 on August 5, 2024 that authorized a first Amendment for engineering consulting services, adding element #1 above to the Brown and Caldwell, Inc. Professional Services Agreement; and,

WHEREAS, the City Manager authorized on December 2, 2025 a second Amendment with Brown and Caldwell for additional engineering consulting services for element #1 above in the amount of \$57,000; and,

WHEREAS, the City conducted contract negotiations with Brown and Caldwell to develop the Scope and Fee for construction administration services of elements #1 and #2 above that are

found to be acceptable and appropriate for the services to be provided, which requires a third amendment to the agreement authorized by Resolution No. 3114; and,

WHEREAS, Resolution No. 3231 authorizes this third amendment.

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

Section 1. The City Council, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, the Third Amendment to the Professional Services Agreement with Brown and Caldwell for a not-to-exceed amount of \$248,074 which is substantially similar to that presented in Exhibit A attached hereto.

Section 2. In order to allow future minor contract amendments, if needed, to occur without having to come back to City Council, the authorized Professional Services Agreement contract total is hereby adjusted up to \$1,667,351, allowing for continued Contracting Agency approval of contract amendments that exceed this adjusted amount by twenty-five percent (25%) in accordance with City Code requirements.

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 April, 2026, 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 Scull
Councilor Shevlin

EXHIBITS:

- A. Third Amendment to Contract No. 242210, Professional Services Agreement for Ash Meadows Flow Mitigation Project, CIP No. 7068

**CITY OF WILSONVILLE
THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

Boeckman Creek Flow Mitigation Project

This Third Amendment to Professional Services Agreement (“Third Amendment”) is effective on _____ (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **Brown and Caldwell, Inc.**, a California corporation (“Consultant”), upon the terms and conditions set forth below.

RECITALS

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Consultant on April 8, 2024, relating to what is referred to in the Agreement as the “Ash Meadows Flow Mitigation Project”, but which has since been renamed as the “Boeckman Creek Flow Mitigation Project” (“Project”); and

WHEREAS, the City entered into a First Amendment to Professional Services Agreement (“First Amendment”) with Consultant on August 12, 2024; and

WHEREAS, the City entered into a Second Amendment to Professional Services Agreement (“Second Amendment”) with Consultant on December 2, 2025; and

WHEREAS, the City requires additional services which Consultant is capable of providing, under terms and conditions hereinafter described (“Additional Services”); and

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

WHEREAS, Consultant is prepared to provide such Additional Services as the City does hereinafter require;

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

AGREEMENT

The Agreement is amended as follows:

Section 1. Additional Services to be Provided

Consultant will perform the Additional Services for the Project, as more particularly described in **Exhibit A** attached hereto and incorporated by reference herein, pursuant to all original terms of the Agreement, except as modified herein.

Section 2. Compensation

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed **Two Hundred Forty-Eight Thousand Seventy-Four Dollars (\$248,074.00)**, for performance of the Additional Services (“Third Amendment Compensation Amount”) which, when totaled with the Total Compensation Amount from the Second Amendment, equals a total not-to-exceed amount of **One Million Six Hundred Sixty-Seven Thousand Three Hundred Fifty-One Dollars (\$1,667,351.00)** for the performance of the Services and Additional Services (“Total Compensation Amount”). The term “Total Compensation Amount,” as defined in the Second Amendment, is hereby deleted and replaced with the term “Total Compensation Amount” as defined above. Consultant’s estimate of time and materials is attached hereto as **Exhibit B** and incorporated herein by reference.

Section 3. All Other Terms

All of the other terms and conditions of the Agreement, First Amendment, and Second Amendment shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement shall apply to this Third Amendment.

The Consultant and the City hereby agree to all provisions of this Third Amendment.

CONSULTANT:

CITY:

BROWN AND CALDWELL, INC.

CITY OF WILSONVILLE

By: _____

By: _____

Name: _____

Name: _____

As Its: _____

As Its: _____

APPROVED AS TO FORM:

By: _____

Name: _____

City of Wilsonville Legal Counsel

#24221-3
dir/boeckman creek/flow mitigation/ash mdws flow mitig/doc/3rd and psa ash mdws flow mitig~brown-caldwell (n3).docx

EXHIBIT A

PROJECT UNDERSTANDING

The Brown and Caldwell (BC) Team will provide Professional Services during Construction related to the Ash Meadows (Schedule A) and Boeckman Creek Restoration (Schedule B) project. The BC Team, which includes subconsultant team members, will provide the following services:

BC: Project Management, Subcontractor Coordination (Schedule A and B), Site Civil, Stormwater Infrastructure, and Structural (Schedule A)

KPFF: Maintenance of Traffic Plans, Utility Coordination, Roads (Schedule A); Site Civil, Grading, Erosion and Sediment Control (Schedule B),

Waterways: Stream Restoration (Schedule B)

Greenworks: Landscaping and Irrigation (Schedule A and B)

Haley and Aldrich: Geotechnical Engineering (Schedule A and B)

Pacific Habitat Services: Permitting, Migratory Bird Act, and Fish Salvage (Schedule A and B)

Morgan Holen: Arborist Services (Schedule A and B)

BC understands that the City will provide daily construction inspections; manage the intake of all City Contractor requests for information, submittals, and questions; provide schedule management, requests for payment; and manage all other construction-related documents provided by the City's Contractor. The City is responsible for all approvals of construction-related documents. Additionally, BC understands that the City will be responsible for scheduling, leading, and documenting the outcome from all construction meetings throughout the construction period.

SCOPE OF SERVICES

Brown and Caldwell and subconsultant team (BC Team) will provide Professional Services during Construction to support the City with construction related services for the Ash Meadows and Boeckman Creek Restoration project. This scope includes project management, construction administration, additional construction services, and contingency services.

Phase 001 – Project Management

BC will provide coordination between the City and BC's subcontractors. This task includes typical aspects of project management and administration for the duration of this scope of services (April 1, 2026 – January 1, 2027) in alignment with Phase 001 of Contract No. 242210.

Phase 026 – Construction Administration

The BC Team will provide construction administration services for the duration of this scope of services, with majority of the effort assumed to be performed within a 6-month period (May 1 through October 31, 2026). BC assumes a supporting role for the coordination and tracking of all reviews and responses with the Contractor and that the City will be the primary point of contact throughout construction.

Task 1 – Meetings and Support Services

This task includes coordination/correspondence with the City and the chosen Contractor during construction as required to support the facilitation of this project. It is assumed that only one (1) round of review and comment on the following items are included unless specifically noted:

- Review and comment on construction schedule.
- Review and comment on schedule of values.
- Review and comment on submittal schedule.
- Review and comment on documentation received from the Contractor as requested by the City (up to 3 additional documents).

Additionally, the BC Team will attend virtual construction-related meetings with the City and the City's contractor to review progress, schedule, and field orders. BC assumes these meetings will be coordinated, scheduled, and meeting minutes will be prepared by the City. Virtual meetings are assumed to be 1 hour on average with the following meetings assumed for each of the BC Team members:

The following is assumed for each BC Team member:

BC: Includes up to 10 virtual meetings, 1 hour on average.

KPFF: Includes administrative tasks associated with the scope of services. Assumes up to 10 virtual meetings, 1 hour on average.

Waterways: Includes administrative tasks associated with the scope of services. Assumes up to 10 virtual meetings, 1 hour on average.

Greenworks: Includes administrative tasks associated with the scope of services. Assumes up to 4 virtual meetings, 1 hour on average.

Haley and Aldrich: Includes administrative tasks associated with the scope of services. Assumes up to 4 virtual meetings, 1 hour on average.

Kick-off and close-out meetings are assumed to be on-site and in-person and are included in Task 2 – Site Visits.

Task 2 – Site Visits

The BC Team will conduct site visits to review construction progress and discuss questions with the construction team. Labor provided for this task includes travel time to and from the site and any time needed to follow-up on items with the City or contractor as needed.

The BC Team assumes that Ash Meadows (Schedule A) and Boeckman Creek Restoration (Schedule B) projects will be constructed concurrently and the site visits specified below can be used for one or both project areas. Each site visit assumes on average a 4-hour duration per staff, including travel time to and from site, time on site, and site observation summaries. Site visits will be requested by the City. The BC Engineer of Record will attend the project closeout site inspection in-person with travel time included. The BC Team assumes a City representative will accompany any team members for the duration of each site visit.

The following in-person site visits are assumed for each BC Team member:

BC: Assumes up to 7 site visits to include the following:

- Pre-construction meeting (1 visit, 1 staff)
- Installation of outlet structure grate (1 visit, 1 staff)
- Installation of culvert (1 visit, 2 staff)

- Pouring of concrete headwall (1 visits, 1 staff)
- Progress inspection (2 visits, 1 staff)
- Project closeout site inspection (1 visit, 2 staff)

KPFF: Assumes up to 6 site visits to include review of project progress. Pre-construction meeting, utility relocation, grading extents, and project closeout site inspection are assumed as minimum visits.

Waterways: Assumes up to 11 site visits for the following possible milestones:

- Pre-construction meeting (1 visit, 2 staff)
- Temporary Water Management System Installation (1 visit, 1 staff)
- Stream Simulation Material Construction (2 visits, 1 staff)
- Engineered Streambed Material Construction (2 visits, 1 staff)
- Fabric Encapsulated Soil Lift Construction (1 visits, 1 staff)
- Log Structure Construction (1 visits, 1 staff)
- Beaver Dam Analog Structure Construction (1 visits, 1 staff)
- Substantial Completion Site Inspection (1 visit, 2 staff)
- Project Closeout Site Inspection (1 visit, 2 staff)

Greenworks: Assumes up to 4 site visits to discuss issues, review progress and installation, and document the status in a site observation summary. Includes travel time and time to prepare summaries. Scheduled visits include:

- Pre-construction meeting (1 visit, 2 staff)
- Irrigation Open Trench and Pressure Test Inspection (1 visit, 2 staff)
- Plant Material Arrival and Landscape Installation (1 visit, 2 staff)
- Final Landscape Area and Irrigation Performance Inspection (1 visit, 2 staff)

Haley and Aldrich: Assumes up to 5 site visits to observe geotechnically relevant conditions during construction such as evaluation of un-anticipated subsurface conditions, culvert foundation subgrade preparation, evaluation of unanticipated subsurface conditions, slope preparation, embankment subgrade preparation, and drainage features installation. Site visits are estimated to require up to 4 hours of on-site time, plus 2 hours of travel and office preparation time for 1 staff member and office support.

During site visits, the BC Team can support the discussion and decision-making process. However, the BC team will not authorize deviations from the contract documents without the City's approval. All Contractor direction and approvals are assumed to come from the City. Site observation logs and photos will be compiled from all site visits, twice monthly, and provided to the City post-site visit within 1 week of the site visit (12 total). BC assumes the City will provide a daily inspection report form for compiling site observation notes and photos.

Task 2 Deliverables:

- 12 Site Observation Note Summaries (Jpeg, PDF)

Task 3 – RFIs and Response to Contractor Questions

As a part of the construction administration services, the BC Team will provide support to the City on any Contractor deliverables. Each BC Team member will support or provide interpretations and/or clarifications for the contractor to address RFIs including design clarification needs, and/or specific contractor questions. BC assumes the City will be responsible for the following:

- Track and manage the receipt of all RFIs.
- Direct RFIs to appropriate BC Team members (via email or other cloud-based Tool).
- Review responses from BC Team members, compile responses to the Contractor, and provide approvals.
- Document RFI receipt and responses in a shared folder location for all BC Team members to access.

Review of each RFI assumes no more than 2 hours of effort including time to respond. It also assumes that no more than 2 re-submissions of RFIs will be required and an additional 2 hours of effort for re-review and response is included. BC will provide a response to each RFI within 7 business days of receipt. The following RFIs are assumed to apply to each BC Team member:

BC: Provide interpretations and/or clarifications of the civil, erosion and control plans, or structural portions of the work for up to 10 RFIs, design clarifications, and/or contractor questions.

KPFF: Provide interpretations and/or clarifications of the civil portions of the work for up to 10 RFIs, design clarifications, and/or contractor questions.

Waterways: Provide interpretations and/or clarifications of the stream restoration portions of the work for up to 4 RFIs, design clarifications, and/or contractor questions.

Greenworks: Provide interpretations and/or clarifications of the landscaping and irrigation portions of the work for up to 10 RFIs, design clarifications, and/or contractor questions.

Haley and Aldrich: Provide interpretations and/or clarifications of the geotechnically relevant portions of the work for up to 4 RFIs, design clarifications, and/or contractor questions.

Task 3 Deliverables:

- RFI Responses (PDF)

Task 4 – Submittals and Shop Drawing Reviews

As a part of the construction administration services, the BC Team will provide support to the City on any Contractor deliverables. Each BC Team member will review submittals and specified shop drawings and provide comments for revision or approval. BC assumes the City will be responsible for the following:

- Manage the receipt of all submittals and shop drawings.
- Track all submittals and shop drawings received, direct to appropriate BC Team members (via email), review responses from BC Team members, compile responses to the Contractor, provide approvals.
- Document submittal and shop drawing process in a shared folder location for all BC Team members to access.

Review of each submittal or shop drawing submittal assumes BC Team members spend no more than 2 hours of effort including time to respond. An additional 2 hours of effort for re-review and response is included. BC will provide a response to each within 7 business days of receipt.

BC assumes the City will be responsible for the following submittals:

1. Erosion and sediment BMP materials and plan
2. Turbidity monitoring
3. Excavation and fill materials, including trench backfill, riprap, and geotextile
4. All storm drain pipes and valves
5. Traffic control plans and traffic barriers.

The following Submittals are assumed for each BC Team member with assumed number of submittals and re-reviews noted:

BC: Assumes up to 10 submittals will be reviewed and responses will be prepared. Submittals include temporary water control and bypass plan, pre-cast concrete structures materials, calculations, and shop drawings for the culvert and inlets; aluminum plates and grating materials, calculations, and shop drawings; orifice plate materials and shop drawing; aluminum stop logs materials and shop drawings; and structural related items including concrete mix design reinforcement, grout mix, hydrophilic waterstop, joint sealant, calculations, and shop drawings. Up to 2 re-reviews assumed.

KPFF: Assumes up to 5 submittals will be reviewed and responses will be prepared. The following submittals are assumed: water (for water pipe relocation), earthwork/aggregate, concrete roadway, jointing plan (shop drawing), and permanent striping. Up to 2 re-reviews assumed.

Waterways: Assumes up to 8 submittals for the stream restoration scope of services with 4 reviews of re-submittals.

Greenworks: Assumes up to 6 submittals for the landscaping scope of services with 2 reviews of re-submittals.

Haley and Aldrich: Assumes review and response of up to 4 geotechnically relevant contractor submittals and up to 4 daily field reports. Up to 2 re-reviews assumed.

The BC Team assumes the Contractor will supply adequate information in the submittals for review and approval.

Task 4 Deliverables:

- Submittal Responses (PDF)

Task 5 – Change Orders

The BC Team will provide review and support to the City for up to 3 change orders. The BC Team assumes the City will manage and track all change orders and will compile the final response to the Contractor. This assumes the Contractor will supply adequate information in the change order request. Up to 12 hours of staff time per change order is assumed for each of the BC Team members (BC, KPFF, Waterways, Greenworks, and Haley and Aldrich).

Task 5 Deliverables:

- Up to 3 change order review and responses (PDF)

Task 6 – Utility Coordination

Communication with existing utilities will be provided if requested by the City. Assumes up to 8 hours for BC and 8 hours for KPFF.

Task 6 Deliverables:

- No deliverables

Task 7 – Record Drawings

Upon completion of construction, the BC team will prepare record drawings based on the Contractor provided information. Record drawings will be prepared in accordance with BC's CAD standards. Creation of record drawings for civil and structural work will use contractor-provided as-builts. It is assumed that the Contractor will provide 1 clean, red-lined, electronic (PDF), full-size set of drawings which incorporates the deviations from the conformed documents.

The appropriate BC Team member will sign and date the record drawings with the following statement provided:

These Record Drawings were prepared to the standard and customary level of detail, based on third party construction records provided by the City field inspector and Contractor, as well as post-construction survey data provided by KPFF (field visit(s) DATE), and should not be solely relied upon for exact dimensions and features, unless independently field verified. Accuracy should be confirmed in the field by the user of these plans. Brown and Caldwell make no representations or warranties regarding accuracy or content.

Engineer or Landscape Architect professional seals will not be applied to record drawings.

Task 7 Deliverables:

- Digitalization of Contractor provided as-built drawings (CAD, PDF)

Task 8 – Project Closeout

The BC Team will assist the City with project closeout activities including review of final inspection documentation and providing a post-construction survey to be used for permitting services.

Subtask 8.1 - Final Inspection Review

BC assumes that the City will provide a signed final completion form for construction close-out. The BC Team will review the final inspection documentation and project correction list provided by the City. One (1) compiled response document will be provided to the City. Permit close-out activities are provided under Phase 027, Task 3.

Subtask 8.2 - Post Construction Survey

Upon construction completion, the BC Team will provide post-construction topographic survey of constructed features for both Schedule A and Schedule B project areas. BC assumes this survey will not be provided to the Contractor for their use and will include a limiting statement noting that the BC Team

makes no representations or warranties regarding the accuracy or content of the constructed features. The Contractor is responsible for all as-built conditions. Services include the following:

Schedule A:

- Recover and perpetuate project control.
- Constructed features in areas shown in Figure below with dashed lines representing survey extents.



Schedule B:

- Field control and stream survey:
 - Establish horizontal and vertical control
 - Horizontal datum will be based on Oregon Coordinate Reference System (OCRS).
 - Vertical datum will be based on NAVD88
 - Map thalweg of Boeckman Creek within limits shown on project area as shown below.

- Drone Survey:
 - Establish aerial targets.
 - Prepare flight mission plan, ground crew, and safety procedures.
 - Complete flight mission.
 - Process and create photo mosaic of the approximate 12-acre site as shown below.
 - Prepare a Civil 3D file for design team to use for record drawings based on a 1 foot contour and aerial image background.

The project extents of Schedule B are as follows:



Task 8 Deliverables:

- 1 compiled comment response to final inspection documents (PDF)
- Civil 3D contour map and aerial photo (CAD)

Phase 027 – Additional Services

Task 1 – Migratory Bird Act Compliance

Pacific Habitat Services must be notified by the City 1 week prior to vegetation removal to conform to the migratory bird act.

Before vegetation clearing, PHS ornithologists will survey the proposed vegetation removal areas for active bird nests. All vegetation that will be removed will be searched for active nests. Tree canopy, snags, and other tall vegetation will be searched using binoculars. All birds in the project vicinity will be

observed for evidence of nesting behaviors. If nests are found, the locations of the nests will be marked and mapped on a plan of the site, so the nest can be avoided during work on the site. If no nests are found, PHS will prepare a brief memorandum stating that the project follows the MBTA. If additional survey is needed, Phase 028, Task 2 can be authorized in writing by the City.

Task 1 Deliverables:

- Technical Memorandum (PDF)

Task 2 – Fish Salvage

Upon installation of the dewatering measures for Schedule B and prior to dewatering these delineated areas, the BC Team will apply for and obtain a Scientific Take Permit from the Oregon Department of Fish and Wildlife (ODFW). PHS must be notified by the City 2 weeks after dewatering measures are put in-place, but before dewatering occurs. The following activities will be provided:

Obtain Scientific Take Permit and Prepare Fish Salvage Report: PHS will apply for and obtain a Scientific Take Permit (STP) from the Oregon Department of Fish and Wildlife (ODFW). A valid STP is required by ODFW for any fish salvage activities conducted within the state. The permit application will require detailed information describing the project, as well as the size and location of the isolation area and numbers of each species of fish anticipated to be captured during the fish salvage activities. Following completion of the in-water salvage work, PHS will prepare and submit a final report to ODFW describing the results of the fish removal effort, as required by the conditions of the STP.

Conduct Fish Salvage: Using a Smith-Root electro-shocker and a seine, PHS biologists will remove all fish from the isolated in-water work areas. As the fish are removed, they will be counted and their species noted. All fish will be released downstream of the isolation area.

Task 2 Deliverables:

- Scientific Take Permit (PDF)
- Fish Salvage Report for ODFW (online)

Task 3 – Construction Permitting Services

This task will include professional services required by the United States Army Corps of Engineers (USACE) and Oregon Department of State Lands permits. One submittal to each agency with both Schedule A and Schedule B is included, following project close-out activities. The post-construction survey, completed in Phase 026, Task 8, will be used by the BC permitting team.

Task 3 Deliverables:

- Forms as required by permits (PDF)

Task 4 – Arborist Services

Morgan Holen will provide on-call consulting arborist services during construction to respond to City or Contractor questions; monitor and document tree protection measures; and provide on-the-ground assistance as needed. Up to 30 hours of on-call support is assumed. Each site visit (up to 4) includes a tree protection monitoring report in spreadsheet format.

Task 4 Deliverables:

- Tree Protection Monitoring Reports (Excel)

Task 5 – Settlement Monitoring

Haley and Aldrich will provide on-call geotechnical engineering services to review and process settlement monitoring survey data. The data will be collected by the Contractor and provided to the BC Team for review. If data is insufficient, or settlement is observed to be greater than the allowable tolerances, Haley and Aldrich will notify the City inspector immediately. Any follow-on services required as a result from this delay can be provided for an additional fee upon request. The BC Team assumes the City will provide the final determination as to whether construction should stop immediately. Settlement plots will be developed from the data and distributed to the project team on a weekly basis during construction activities at Boeckman Creek. This task assumes 10 weeks of monitoring during soil excavation activities.

Task 5 Deliverables:

- 10 Settlement plots (PDF)

Task 6 – Environmental Soil Sampling Review

Haley and Aldrich will provide on-call geotechnical engineering and environmental support services to support requirements under Section 00330 Earthwork (00330.60) of the bid documents. Review of analytical test results of soil samples provided by the Contractor to the City to confirm clean soil removal and disposal for both Schedule A and B project areas. A total of 32 hours is assumed for review of 12 analytical test results.

If analytical testing of soil indicates the soil is impacted by contaminants at concentrations greater than Clean Fill Standards, Haley & Aldrich will provide supporting documentation and prepare a memorandum for obtaining a ‘beneficial use determination (BUD)’ from the Oregon Department of Environmental Quality. The BC Team assumes the City will request this additional effort in writing prior to initiating this optional task. A total of 24 hours is assumed for Haley and Aldrich.

Task 6 Deliverables:

- 12 Written recommendations based on soil sampling results (email)
- Optional: Development of BUD memorandum (PDF)

Phase 028 – Construction Services Contingency

The BC Team can provide additional services on a time and materials basis if requested by the City. Services under Task 6 contingency are defined as those that are not specifically identified under the scope of services or those that are required as a result of unforeseen circumstances that arise during the permitting or construction process.

Task 1 - As-Needed Construction Services

Services may include:

- Services beyond the scope of services.
- Services beyond the time schedule set forth under each Phase.

- Services related to re-designing plans, or re-bidding contracts due to no fault of the Engineer or Professional.
- Services related to revising drawings and specifications as a result of requested material or equipment substitutions made by the Contractor.
- Additional or extended services made necessary by defective, negligent, or delayed work by the City's construction contractor or others.
- Additional or extended services during construction made necessary by the acceleration of the progress schedule.
- Additional site visits as requested by the City inspector.

Task 2 - Additional Migratory Bird Survey

If active nest(s) of migratory birds are found during the original survey, PHS will return to the site the following week to monitor the status of the nest(s). If no active nests are found during the survey, PHS will prepare the memo as described in Task 1. If active nests are found, PHS will conduct up to 3 follow-up surveys.

A budget of \$20,000 is held under contingency for Task 1 and \$11,290 for Task 2. If authorized in writing by the City, this budget can be used for services at the request of the City for BC or subconsultants. Task deliverables will be defined as part of the written request for contingency approval and agreed upon with the City prior to authorizing contingency.

PROJECT SCHEDULE

A detailed project schedule will be provided within 10 days of Notice to Proceed. The overall project schedule is assumed to have a Notice to Proceed by April 30, 2026. All professional services under this scope will be completed by January 1, 2027. Phase 026 Construction Administration services will be completed between May 1 and October 31, 2026 or a duration of 6 months.

EXCLUSIONS

The following services are excluded from this scope of services. If required, these services could be provided under an amendment or contingency:

- Geotechnical engineering services – including investigations, reports, analyses, and related design or construction services or recommendations unless explicitly noted in this scope of services.
- Testing and Inspection Services – including concrete testing materials sampling or special inspections unless explicitly noted in this scope of services.
- Construction means and methods, including dewatering, diversion, temporary shoring, safety, utility location or protection.
- Mechanical, electrical, or design including pumps, valves, control systems, or utility relocations.
- Boundary surveying services.
- No public participation meetings are included in this scope of services.
- No concrete breaking, testing, or observation of these services is included.
- Design and inspection services beyond this scope of services are not included.

ASSUMPTIONS

The scope and budget for this project were developed based on the following conditions and assumptions in addition to assumptions found within each task:

- BC does not guarantee the performance of the City’s Contractor and shall not assume liability in any respect for the construction of the project.
- The presence or duties of the BC Team at the construction site, whether as an on-site representative or otherwise, do not make the BC Team in any way responsible for those duties belonging to the City or City’s Contractor.
- Approval of all construction methods, means techniques, sequences, RFIs, submittals, change orders, and any other procedures necessary for coordinating and completing all portions of the construction work, in accordance with the conformed documents, are the responsibility of the City.
- Approval of any health and safety precautions required by the construction work, is the responsibility of the City.
- The City will manage the construction schedule and will notify the BC Team of requested site visits 5 days prior to mobilization, unless agreed upon between the City and the BC Team.
- Unless specifically noted, all permit fees and agency charges will be paid by the City or City Contractor.
- Scope of services assume that Schedule A and Schedule B construction will happen concurrently.
- The City’s Contractor will isolate the in-water work areas from the flowing creek channels for fish salvage services.
- Daily inspection services will be provided by the City.
- The City will lead all meetings and will prepare agendas and meeting note summaries.
- The City will provide a shared location for all BC Team members to access during the scope of services term.
- Review of shop drawings and submittals shall be for general conformance with the requirements of the conformed documents. Such reviews shall not relieve the City’s Contractor from its responsibility for performance in accordance with the contract, nor is such review a guarantee that the work covered by the shop drawings and submittals is free from errors, inconsistencies, or omissions.

EXHIBIT B

FEE PROPOSAL

Fees for the services outlined in this proposal can be completed on a time and materials basis for a not to exceed fee of \$398,521. The budget includes a 5% mark-up on subcontractor labor. Other direct costs are included as expenses. If authorized by the City, the remaining authorized budget from Contract No. 242210, CIP No. 7068 executed on April 8, 2024 (\$82,897) as of March 26, 2026 and the remaining unauthorized contingency (\$67,550) as of March 26, 2026 will be applied to this fee proposal. With these figures re-allocated to the construction services budget (represented by the scope of services herein), the fees for the services outlined in this proposal can be completed on a time and materials basis for a not to exceed fee of **\$248,074**.

Phase	Phase Description											BROWN AND CALDWELL			KPFF	Greenworks	Waterways	Haley & Aldrich	Pacific Habitat Services	Morgan Holen
		AA	PM	PA	Biller	Project Engineer	Civil EOR	Civil SME	CAD Designer	Struc EOR	Struc SME	Total Labor Hours	Total Labor Effort	Total Expenses	Total Effort	Total Effort	Total Effort	Total Effort	Total Effort	Total Effort
	FY26 rates aligned with rate table	\$288	\$265	\$110	\$150	\$168	\$225	\$265	\$150	\$225	\$265									
001	Project Management April - December 2026	5	27	18	18	0	0	0	0	0	0	68	\$ 13,275	\$ -	\$ -					
026	Construction Administration	0	28	0	0	10	112	48	40	48	10	296	\$ 66,470	\$ 1,700	\$ 82,200	\$ 21,532	\$ 32,633	\$ 29,873	\$ -	\$ -
027	Additional Services	0	8	0	0	0	8	0	6	0	0	22	\$ 4,820	\$ -	\$ -	\$ -	\$ -	\$ 15,898	\$ 78,913	\$ 6,000
	1.0 Migratory Bird Act Compliance		1				1					2	\$ 490						\$ 18,740	
	2.0 Fish Salvage		1				1					2	\$ 490						\$ 42,816	
	3.0 Construction Permitting Services		4				4		6			14	\$ 2,860						\$ 17,357	
	4.0 Arborist Services		1				1					2	\$ 490							\$ 6,000
	5.0 Settlement Monitoring																	\$ 2,063		
	6.0 Environmental Soil Sampling Review		1				1					2	\$ 490					\$ 13,835		
028	Contingency												\$ 20,000	\$ -	\$ -				\$ 11,290	
	1.0 As-Needed Construction Services												\$ 20,000							
	2.0 Additional Migratory Bird Survey												\$ -						\$ 11,290	

BC Labor	\$ 84,565	
KPFF Total	\$ 82,200	
GW Total	\$ 21,532	
WW Total	\$ 32,633	
HA Total	\$ 45,771	
PHS Total	\$ 78,913	(does not include contingency labor)
MH Total	\$ 6,000	
5% sub mark-up	\$ 13,352	
BC Expenses	\$ 1,700	
Contingency	\$ 31,855	(includes 5% mark-up on PHS fee)
Total	\$ 398,521	
	\$ 82,897	Deduct Remaining Authorized Budget as of 03.26.26
	\$ 67,550	Deduct Remaining Un-Authorized Contingency as of 03.26.26
Grand Total	\$ 248,074	

Summary of Account (3/26/26)

BC Task	Title	Budget	Total Invoiced to		Remaining Task Budget	Percent Complete	Remaining Authorized Contract Budget Roll-Over to PSA Amendment #3 Task	Remaining Authorized Contract Budget Roll-Over to PSA Amendment #3 Task
			Date				001	26, 27, 28
001	Project Management	\$ 125,812.00	\$ 112,809.13	\$ 13,002.87	89.66%	\$ 13,002.87	\$ -	
002	Topographic and Utility Survey	\$ 168,006.00	\$ 162,971.64	\$ 5,034.36	97.00%	\$ -	\$ 5,034.36	
003	Geotechnical Engineering Services	\$ 72,571.00	\$ 70,065.20	\$ 2,505.80	96.55%	\$ -	\$ 2,505.80	
004	Cultural Resource Services	\$ 27,966.00	\$ 27,964.50	\$ 1.50	99.99%	\$ -	\$ 1.50	
005	Tree Assessment and Arborist Service	\$ 16,590.00	\$ 7,714.07	\$ 8,875.93	46.50%	\$ -	\$ 8,875.93	
006	Utility Coordination Services	\$ 47,962.00	\$ 44,079.02	\$ 3,882.98	91.90%	\$ -	\$ 3,882.98	
007	Roadway Design and TCP	\$ 63,662.00	\$ 63,661.52	\$ 0.48	100.00%	\$ -	\$ 0.48	
008	Permitting Services	\$ 96,038.85	\$ 95,986.60	\$ 52.25	99.95%	\$ -	\$ 52.25	
009	Landscaping Services	\$ 48,586.00	\$ 48,186.91	\$ 399.09	99.18%	\$ -	\$ 399.09	
010	Model Updates	\$ 29,702.00	\$ 27,939.25	\$ 1,762.75	94.07%	\$ -	\$ 1,762.75	
011	30% Plans, Specs, and Estimates	\$ 57,549.00	\$ 67,636.75	\$ (10,087.75)	117.53%	\$ -	\$ -	
012	Plans, Specs and Estimates	\$ 228,903.00	\$ 228,160.00	\$ 743.00	99.68%	\$ -	\$ 743.00	
013	Bidding Support	\$ 22,348.00	\$ 16,761.25	\$ 5,586.75	75.00%	\$ -	\$ 5,586.75	
015	Boeck Rpkg Stream Restoration Sheets	\$ 44,198.00	\$ 44,920.75	\$ (722.75)	101.64%	\$ -	\$ -	
016	Geotechnical Engineering Services	\$ 74,024.00	\$ 54,583.62	\$ 19,440.38	73.74%	\$ -	\$ 19,440.38	
017	Arborist Services	\$ 4,280.00	\$ 194.25	\$ 4,085.75	4.54%	\$ -	\$ 4,085.75	
018	90% Plans, Specs, and Estiamtes	\$ 55,144.00	\$ 66,430.92	\$ (11,286.92)	120.47%	\$ -	\$ -	
019	Permit Support	\$ 19,389.00	\$ 20,097.88	\$ (708.88)	103.66%	\$ -	\$ -	
020	100% Plans, Specs, and Estimate	\$ 57,709.00	\$ 51,228.57	\$ 6,480.43	88.77%	\$ -	\$ 6,480.43	
021	BRCP As-Built Review	\$ 11,078.00	\$ 6,047.50	\$ 5,030.50	54.59%	\$ -	\$ 5,030.50	
022	Bidding Support - Boeckman	\$ 30,228.00	\$ 17,467.36	\$ 12,760.64	57.79%	\$ -	\$ 12,760.64	
023	Contingency - PM	\$ 10,701.00	\$ 7,391.00	\$ 3,310.00	69.07%	\$ -	\$ 3,310.00	
024	Contingency - Ash Meadows PSE	\$ 31,680.00	\$ 26,233.76	\$ 5,446.24	82.81%	\$ -	\$ 5,446.24	
025	Contingency & Expenses - Boeckman	\$ 7,600.00	\$ 298.66	\$ 7,301.34	3.93%	\$ -	\$ 7,301.34	
Total:		\$ 1,351,726.85	\$ 1,268,830.11	\$ 82,896.74				

Remaining Task Budget Total \$ 105,703.04

Task Overrun Total \$ (22,806.30)

Total Authorized Budget Roll-Over to PSA Amendment #3 \$ 82,896.74 (as of 3/26/2026)

(Estimated fee between 3/26/26 through 4/30/26 during transition) \$ 3,000.00

Total Contract Budget per PSA Amendment #2 \$ 1,419,277.00

Remaining Unauthorized Contract Contingency Roll-Over to Amendment #3 \$ 67,550.15 (as of 3/26/2026)



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 20, 2026		Subject: Resolution No. 3240 Authorizing the City Manager to Execute a Construction Contract with Knife River Corporation – Northwest for construction of the Brown Road Improvements Project (Capital Improvement Project No. 4216) Staff Member: Marissa Rauthause, PE, Civil Engineer Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable 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:			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Master Plan UU-03	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving the public bid process, accepting the lowest responsible bidder, and awarding a construction contract with Knife River Corporation – Northwest in the amount of \$4,961,717.25 for the construction of the Brown Road Improvements Project (Capital Improvement Project No. 4216).

EXECUTIVE SUMMARY:

Brown Road is an existing collector roadway that connects the residential neighborhoods of the northwestern portion of Wilsonville to the City’s main arterial roadway, Wilsonville Road. The existing areas surrounding Brown Road are fully developed with a mix of residential uses and a City park. The existing Brown Road is characterized by a narrow right-of-way with limited space for expansion, consisting of transportation infrastructure ranging from rural, unimproved frontage to a mix of incremental sidewalk and on-street parking improvements constructed over many years as different properties developed. The result is an unconnected, inconsistent transportation facility that does not meet the needs of the surrounding community today.

The Brown Road Improvements (Project) represents the last transportation upgrade funded through the West Side Urban Renewal District, formed to help build out the transportation network needed to serve development of the Villebois neighborhood. This project includes upgrading a section of Brown Road to more closely meet current City standards for a neighborhood collector roadway. The section to be improved is approximately 1,900 feet long and extends from Wilsonville Road to Evergreen Drive. The intersections at Wilsonville Road and Evergreen Drive are included in the scope of this project. Urban upgrades are needed to improve multi-modal connectivity by adding bike lanes, sidewalks, and turn lanes that accommodate access to adjacent neighborhoods. The location of the planned improvements are depicted in Attachment 1 – Vicinity Map.

The City received four (4) bids by the March 31, 2026, 2:00 pm deadline (Attachment 2), of which Knife River Corporation – Northwest submitted the lowest responsive and responsible bid of \$4,961,717.25.

EXPECTED RESULTS:

Upgrade approximately 1900 feet of Brown Road to a neighborhood collector standard, improving multi-modal connectivity by adding bike lanes, sidewalks, and turn lanes that improve access to adjacent neighborhoods, while enhancing stormwater quality, street lighting, and pavement condition.

TIMELINE:

Construction is expected to begin on or around May 15, 2026, with a substantial completion date scheduled for December 31, 2026.

CURRENT YEAR BUDGET IMPACTS:

The adopted budget for Fiscal Year (FY) 2025-26 includes funding from the Westside Urban Renewal Area (URA) for engineering design, construction, contract administration, and overhead for the Project as summarized below.

CIP No.	Project Name	Funding Source	Adopted Budget FY 25/26	Contract Amount
4216	Brown Road Improvements	Westside URA	\$2,976,000	\$4,961,717.25

This project is included in the City's five-year capital improvement plan (CIP) and will carry into the next fiscal year. An additional \$3,250,000 in Westside URA funds is included in the capital improvement plan forecast for construction of the Project. As a result, the contract amount is within the planned total budget.

COMMUNITY INVOLVEMENT PROCESS:

The Brown Road Improvements Project was identified as a high priority project through the last major update to the Wilsonville Transportation System Plan, which included an extensive community involvement process. Additional public outreach occurred as part of the West Side Urban Renewal Plan, where the Project was identified as a high priority by the community to be funded through the urban renewal program.

The Public Engagement Plan outlines the process for timely and accessible forums of public input, including in-person and online open houses, stakeholder meetings, public surveys, public events, etc. at a minimum of four key points in the project: pre-design, preliminary design, advance design, and pre-construction. Open houses have already been held at Wood Middle School for the pre-design, preliminary design, and advance design phases of the project, with a construction kickoff and meet the contractor event tentatively planned for May 2026. Engagement with surrounding property owners, residents, businesses, and roadway users has occurred throughout the design work and will continue during construction, using Let's Talk, Wilsonville!, Boones Ferry Messenger, project website, social media, and mailers.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The Project includes roadway and multi-modal improvements and overhead utility undergrounding necessary to provide safe and accessible transportation choices for all ages and abilities, improving the City's local transportation network and utility infrastructure, benefiting the community.

ALTERNATIVES:

The project team considered a number of alternatives during the design phase for improvements to Brown Road. The final design was selected based on the design constraints and community feedback.

Council could direct staff to modify the construction scope of work and renegotiate the fee with Knife River Corporation – Northwest or elect to reject all bids and cancel the project outright. Either alternative is not recommended as it will delay the improvements needed to Brown Road.

CITY MANAGER COMMENT:

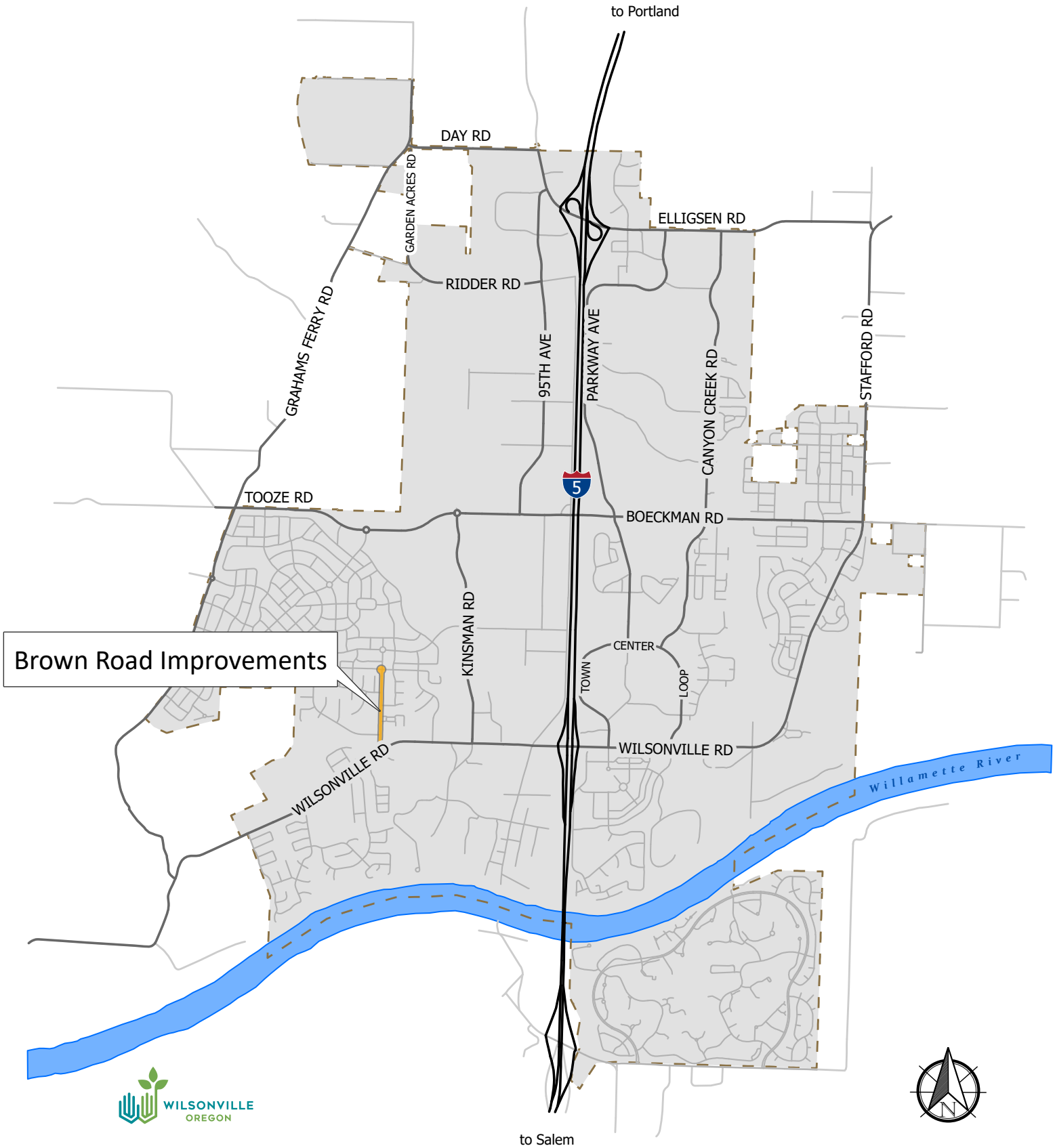
N/A

ATTACHMENTS:

1. Project Location Map
2. Bid Summary
3. Resolution No. 3240
 - A. Brown Road Improvements Project Construction Contract

RESOLUTION NO. 3240
ATTACHMENT 1
PROJECT LOCATION MAP

Item 10.



RESOLUTION NO. 3240 ATTACHMENT 2

Item 10.



Project Name: Brown Road Improvements Project

CIP #: 4216

File #:

Bid Opening Date & Time: March 31, 2026 @ 2:00 PM

Engineer's Estimate: \$6.0M - \$6.3M

BID SUMMARY

Order Opened	Bidder Name	Envelope Marked (Y/N)	Bid Complete (Y/N)	ODOT EART (Y/N)	ODOT ACP (Y/N)	Status Form (Y/N)	NCA (Y/N)	Addendum 1 (Y/N)	Addendum 2 (Y/N)	Addendum 3 (Y/N)	Proposal Signed (Y/N)	Bid Security		First Tier Disclosure (Y/N)	Bid Amount	Apparent Bid Rank
												Amount	Type			
1	Kerr Contractors	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	10%	Bid	Y	\$ 5,749,942.50	3
2	Knife River NW	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	10%	Bid	Y	\$ 4,961,717.25	1
3	North Santiam Paving Co.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	10%	Bid	Y	\$ 5,983,321.00	4
4	Pacific Excavation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	10%	Bid	Y	\$ 5,194,000.00	2

RESOLUTION NO. 3240**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH KNIFE RIVER CORPORATION – NORTHWEST FOR CONSTRUCTION OF THE BROWN ROAD IMPROVEMENTS PROJECT (CAPITAL IMPROVEMENT PROJECT NO. 4216).**

WHEREAS, the City of Wilsonville has planned, designed, and budgeted for the completion of Capital Improvement Project #4216, known as the Brown Road Improvements Project (the Project); and

WHEREAS, the City solicited sealed bids from qualified contractors for the Project that duly followed State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and,

WHEREAS, four (4) bids were received and opened on March 31, 2026, and Knife River Corporation – Northwest submitted a bid of \$4,961,717.25 for the Project, which was subsequently evaluated as the lowest responsive and responsible bid.

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

Section 1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and Knife River Corporation – Northwest has submitted the lowest responsive and responsible bid.

Section 2. The City Council, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Construction Contract with Knife River Corporation – Northwest for a stated value of \$4,961,717.25, which is 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 April, 2026, 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 Scull

Councilor Shevlin

EXHIBIT

- A. Brown Road Improvements Project Construction Contract

CITY OF WILSONVILLE CONSTRUCTION CONTRACT

This Construction Contract (“Contract”) for the Brown Road Improvements Project (“Project”) is made and entered into on _____ (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon, the **Urban Renewal Agency of the City of Wilsonville**, a political subdivision of the State of Oregon (hereinafter collectively referred to as the “City”), and **Knife River Corporation - Northwest**, an Oregon corporation (hereinafter referred to as “Contractor”).

RECITALS

WHEREAS, the City issued a formal Invitation to Bid for the Project described herein; and

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

WHEREAS, after reviewing all bids submitted in accordance with the Invitation to Bid, the City has determined this Contract shall be awarded to Contractor; and

WHEREAS, Contractor is prepared to perform this Contract in accordance with all the terms and conditions as set forth below, as the City does hereinafter require.

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

AGREEMENT

Section 1. Contract Documents

This Contract includes and incorporates by reference all of the foregoing Recitals, all of the following additional “Contract Documents,” and any and all terms and conditions set forth in such Contract Documents: Specifications and Contract Documents, for the Brown Road Improvements Project, dated March 3, 2026, including Plans and Details bound separately; Contractor’s Bid submitted in response thereto; 2017 City of Wilsonville Public Works Standards; City of Wilsonville Special Provisions; Project Specific Special Provisions; Oregon Department of Transportation 2018 Oregon Standard Specifications for Construction; Special Provisions to ODOT Standards; 2010 ADA Standards for Accessible Design, as amended; 2004 Americans with Disabilities Act Accessibility Guidelines (“ADAAG”), as amended; and the provisions of Oregon Revised Statutes (ORS) 279C, as more particularly set forth in this Contract. Contractor must be familiar with all of the foregoing and comply with them. Any conflict or inconsistency between the Contract Documents shall be called to the attention of the City by Contractor before proceeding with affected work. All Contract Documents should be read in concert, and Contractor is required to bring any perceived inconsistencies to the attention of the City before executing this Contract. In the event a provision of

this Contract conflicts with standards or requirements contained in any of the foregoing Contract Documents, the provision that is more favorable to the City, as determined by the City, will apply.

Section 2. Scope of Work

Contractor will perform the construction work for the Brown Road Improvements Project, extending from SW Wilsonville Road to SW Evergreen Drive, in Wilsonville, Oregon, as more particularly described herein and in the other Contract Documents for the Project (the “Work”). Contractor shall diligently perform the Work according to the requirements identified in the Contract Documents.

Section 3. Term

The term of this Contract shall be from the Effective Date until all Work required to be performed hereunder is completed and accepted, or no later than December 31, 2026, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City. All Work must be at Substantial Completion no later than November 30, 2026, and at Final Completion by December 31, 2026. See **Section 25** for the definitions of Substantial Completion and Final Completion.

Section 4. Contractor’s Work

4.1. All written documents, drawings, and plans submitted by Contractor in conjunction with the Work shall bear the signature, stamp, or initials of Contractor’s authorized Project Manager. Any documents submitted by Contractor that do not bear the signature, stamp, or initials of Contractor’s authorized Project Manager, will not be relied upon by the City. Interpretation of plans and answers to questions regarding the Work given by Contractor’s Project Manager may be verbal or in writing, and may be relied upon by the City, whether given verbally or in writing. If requested by the City to be in writing, Contractor’s Project Manager will provide such written documentation.

4.2. The existence of this Contract between the City and Contractor shall not be construed as the City’s promise or assurance that Contractor will be retained for future services beyond the Work described herein.

4.3. Contractor shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Contractor may have access by reason of this Contract. Contractor warrants that Contractor’s employees assigned to perform any of the Work provided in this Contract shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Contract.

Section 5. Contract Sum, Retainage, and Payment

5.1. Except as otherwise set forth in this **Section 5**, the City agrees to pay Contractor on a time and materials basis, guaranteed not to exceed **Four Million Nine Hundred Sixty-One Thousand Seven Hundred Seventeen Dollars and Twenty-Five Cents (\$4,961,717.25)** for performance of the Work (“Contract Sum”). Any compensation in excess of the Contract Sum will

require an express written Change Order between the City and Contractor. Contractor's unit pricing is more particularly described in the Contract Documents.

5.2. During the course of Contractor's performance, if the City, through its Project Manager, specifically requests Contractor to provide additional services beyond the Scope of Work described in the Contract Documents, Contractor shall provide such additional services and bill the City a reasonable agreed upon fee, pursuant to a written Change Order, executed in compliance with the provisions of **Section 26**.

5.3. Contractor will be paid for Work for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice, less a five percent (5%) withholding for retainage. Retainage shall be as outlined in the Contract Documents and as specified under ORS 279C.550 to 279C.570. If the City disputes an invoice, the undisputed portion of the invoice will be paid by the City within the above timeframe, less the retainage. 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. Final payment will be held until completion of the final walkthrough, as described in **Section 25**.

5.4. The City will be responsible for the direct payment of required fees payable to governmental agencies, including, but not limited to, plan checking, land use, zoning, permitting, and all other similar fees resulting from this Project that are not specifically otherwise provided for in the Contract Documents.

5.5. Contractor's unit prices and Contract Sum 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, office expenses, travel expenses, mileage, and all other indirect and overhead charges, including, but not limited to, the Oregon Corporate Activity Tax (CAT) and any tariffs.

5.6. Contract provisions regarding payment policies, progress payments, interest, etc. are as outlined in the Contract Documents and in ORS 279C.570.

Section 6. Prevailing Wages

This is a Contract for a Public Works Project, subject to ORS 279C.800 to 279C.870. Therefore, not less than the current applicable state prevailing wage must be paid on this Project. Wage rates for this Project are those published by the Oregon Bureau of Labor and Industries (BOLI), entitled "Prevailing Wage Rates for Public Works Contracts," effective January 5, 2026, and all subsequent amendments. The BOLI prevailing wage rate for public works contracts can be found at the following website: <http://www.oregon.gov/boli/employers/pages/prevailing-wage-rates.aspx>. Because this is a public works contract subject to payment of prevailing wages, each worker in each trade or occupation employed in the performance of the Work, either by Contractor, a subcontractor, or other person doing or contracting to do, or contracting for the whole or any part of the Work, must be paid not less than the applicable state prevailing wage for an hour's work in the same trade or occupation in the locality where such labor is performed, in accordance with ORS 279C.838 and 279C.840, if applicable.

Contractor must comply with all public contracting wages required by law. If applicable, Contractor and any subcontractor, or their sureties, shall file a certificate of rate of wage as required by ORS 279C.845. If the City determines at any time that the prevailing rate of wages has not been or is not being paid as required herein, it may retain from the moneys due to Contractor an amount sufficient to make up the difference between the wages actually paid and the prevailing rate of wages, and may also cancel the Contract for breach. Contractor shall be liable to the workers affected for failure to pay the required rate of wage, including all fringe benefits under ORS 279C.840(5). If applicable, Contractor must include a contract provision in compliance with this paragraph in every subcontract and shall require each subcontractor to include it in subcontract(s).

See **Contractor's Responsibilities** below and other Contract Documents for additional requirements and responsibilities regarding compliance with wage and hour laws and regulations.

Section 7. Filing of Certified Statement

As required in ORS 279C.845(7), the City will retain twenty-five percent (25%) of any amount earned by Contractor under the Contract until Contractor has filed the certified statements required in ORS 279C.845(1). The City will pay to Contractor the amount withheld within fourteen (14) days after Contractor files the required certified statements. As required in ORS 279C.845(8), Contractor shall retain twenty-five percent (25%) of any amount earned by a first-tier subcontractor on the Project until the first-tier subcontractor has filed with the City the certified statements required in ORS 279C.845(1). Before paying any amount withheld, Contractor shall verify that the first-tier subcontractor has filed the certified statement. Within fourteen (14) days after the first-tier subcontractor files the required certified statement, Contractor shall pay the first-tier subcontractor any amount withheld. Contractor shall require all other subcontractors to file certified statements regarding payment of prevailing wage rates with the City.

Section 8. Reports to Department of Revenue

When a public contract is awarded to a nonresident bidder and the contract sum exceeds **Ten Thousand Dollars (\$10,000)**, Contractor shall promptly report to the Department of Revenue, on forms to be provided by the Department, the total contract sum, terms of payment, length of contract, and such other information as the Department may require, before the City will make final payment on the Contract.

Section 9. City's Rights and Responsibilities

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

9.2. If applicable, the City will pay the required Bureau of Labor and Industries fee of one/tenth of one percent (0.1%) of the Contract Sum, or as required by statute.

9.3. The City reserves the right to reject any bid or to refuse delivery of materials or services at or from any manufacturer, supplier, or contractor with which the City has reasonable

grounds to believe is or may be operating in violation of any local, state, or federal law or which is the subject of pending litigation.

9.4. If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with the Contract as such claim becomes due, the City may, but shall not be obligated to, pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Contractor by reason of the Contract. The payment of a claim in the manner authorized hereby shall not relieve Contractor or its surety from the obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or services furnished, the City may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined, and the claim, if valid, is paid by Contractor or the City. There shall be no final acceptance of the Work under the Contract until all such claims have been resolved.

9.5. Award of this Contract is subject to budget appropriation. Funds are approved for Fiscal Year 2025-26. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this Contract early, as described in **Section 22**.

Section 10. City’s Project Manager

The City’s Project Manager is Marissa Rauthause. The City shall give Contractor prompt written notice of any re-designation of its Project Manager.

Section 11. Contractor’s Project Manager

Contractor’s Project Manager is Chris Philipson. In the event that Contractor’s Project Manager is changed, Contractor shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Contractor’s Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Contractor that is not from Contractor’s Project Manager, the City may request verification by Contractor’s Project Manager, which verification must be promptly furnished.

Section 12. Project Information

Except for confidential information designated by the City as information not to be shared, Contractor agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in the Project. No information, news, or press releases related to the Project, 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 13. Duty to Inform

If at any time during the performance of this Contract, Contractor becomes aware of actual or potential problems, faults, environmental concerns, or defects in the Project, Contract Documents, or 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 shall 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 14. Subcontractors and Assignments

14.1. Contractor shall not subcontract with others for any of the Work 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.

14.2. Some Work may be performed by persons other than Contractor, provided Contractor advises the City of the names of such subcontractors and the services which they intend to provide, and the City specifically agrees, in writing, to such subcontracting. Contractor acknowledges such services will be provided to the City pursuant to a subcontract(s) between Contractor and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). In all cases, processing and payment of billings from subcontractors is solely the responsibility of Contractor. References to "subcontractor" in this Contract mean a subcontractor at any tier.

14.3. Contractor shall defend, indemnify, and hold the City harmless against any liability, cost, or damage arising out of Contractor's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Contractor shall require that all of Contractor's subcontractors also comply with and be subject to the provisions of **Section 15**, below, and meet the same insurance requirements of Contractor under this Contract.

14.4. The City has the right to enter into other agreements 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. Contractor must furnish other engineers, subcontractors, and affected public utilities, whose designs are fitted into Contractor's design, detail drawings giving full information so that conflicts can be avoided.

Section 15. Contractor's Responsibilities

In addition to the obligations and responsibilities set forth in ORS 279C or any of the Contract Documents, Contractor agrees to the following terms and conditions:

15.1. Except as otherwise provided under ORS 30.265, the performance under this Contract is at Contractor's sole risk. All damages or loss to Work, equipment, or materials incurred during the performance of the Work shall be at Contractor's sole risk. Any injury to persons or property incurred during the performance of the Work shall be at Contractor's sole risk. The service or services to be rendered under the Contract are those of an independent contractor who is not an officer, employee, or agent of the City, as those terms are used in ORS 30.265. Notwithstanding the Oregon Tort Claims Act or provisions of any other contract, Contractor is acting as and assumes liability of an independent contractor as to claims between the City and Contractor. Contractor is solely liable for any workers' compensation coverage, social security, unemployment insurance or retirement payments, and federal or state taxes due as a result of payments under the Contract. Any subcontractor hired by Contractor shall be similarly responsible. Contractor shall be liable to the City for any failure of any subcontractor(s) to comply with the terms of the Contract.

15.2. Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the Contract Sum provided for under **Section 5** of this Contract. Contractor will be solely responsible for determining the manner and means of accomplishing the end result of Contractor's Work. The City does not have the right to control or interfere with the manner or method of accomplishing said Work. The City, however, will have the right to specify and control the results of Contractor's Work so such Work meets the requirements of the Project.

15.3. 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 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.

15.4. Contractor must comply with all Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Contractor shall make all required workers' compensation and medical care payments on time. Contractor shall be fully responsible for payment of all employee withholdings required by law, including, but not limited to, taxes, including payroll, income, Social Security (FICA), and Medicaid. Contractor shall also be fully responsible for payment of salaries, benefits, taxes, and all other charges due on account of any employees. Contractor shall pay all contributions or amounts due the Industrial Accident Fund from Contractor or subcontractor incurred in the performance of this Contract. Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of subcontractors or employees shall be Contractor's responsibility. Contractor shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses.

15.5. 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 shall be grounds for cancellation, termination, or suspension of the Contract, in whole or in part, by the City. Contractor shall comply with all federal, state, and local laws, regulations, executive orders,

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

15.6. Contractor certifies that Contractor has not discriminated against minority, women, or small business enterprises in obtaining any subcontract.

15.7. Pursuant with ORS 279C.505(2), by execution of this Contract, Contractor agrees to have an employee drug testing program in place at the time of executing the Contract, acknowledges that such a program will be maintained throughout the Contract period, including any extensions, and shall demonstrate to the City that such drug testing program is in place. The failure of Contractor to have, or to maintain, such a drug-testing program is grounds for immediate termination of the Contract. Contractor shall require any subcontractor providing labor for the Project to also comply with this drug testing program requirement.

15.8. Contractor agrees that the City shall not be liable, either directly or indirectly, in any dispute arising out of the substance or procedure of Contractor's drug testing program. Nothing in this drug testing provision shall be construed as requiring Contractor to violate any legal, including constitutional, rights of any employee, including, but not limited to, selection of which employees to test and the manner of such testing. The City shall not be liable for Contractor's negligence in establishing or implementing, or failure to establish or implement, a drug testing policy or for any damage or injury caused by Contractor's employees acting under the influence of drugs while performing Work covered by the Contract. These are Contractor's sole responsibilities, and nothing in this provision is intended to create any third-party beneficiary rights against the City.

15.9. Contractor is solely responsible for ensuring that any subcontractor selection and substitution is in accordance with all legal requirements. The City shall not be liable, either directly or indirectly, in any dispute arising out of Contractor's actions with regard to subcontractor selection and/or substitution.

15.10. Contractor shall make payment promptly, as due, to all parties supplying to such Contractor labor or material for the prosecution of the Work provided for in the Contract Documents and shall be responsible for payment to such persons supplying labor or material to any subcontractor.

15.11. By execution of this Contract, as required by ORS 305.385(6), Contractor certifies under penalty of perjury that to the best of Contractor's knowledge, Contractor is not in violation of any tax laws described in ORS 305.380(4).

15.12. Contractor agrees that if Contractor or a first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with this Contract within thirty (30) days after receiving payment from the City or a contractor, Contractor or the first-tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the ten (10) day period within which payment is due under ORS 279C.580(3)(a) and ending upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due shall be calculated in accordance with ORS 279C.515(2). The amount of interest may not be waived.

15.13. Contractor agrees that if Contractor or a subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with this Contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580.

15.14. 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.

15.15. Contractor and any subcontractors shall comply with the provisions of ORS 279C.540 pertaining to maximum hours, holidays, and overtime. With certain exceptions listed below, Contractor shall not require or permit any person to work more than ten (10) hours in any one (1) day, or forty (40) hours in any one (1) week, except in case of necessity, emergency, or where public policy requires it, and in such cases the person shall be paid at least time and a half for:

15.15.1. 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

15.15.2. 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

15.15.3. All work performed on the days specified in ORS 279C.540(1)(b) for public improvement contracts.

15.16. Contractor and any subcontractors shall comply with the provisions of ORS 279C.545 pertaining to time limitation on claims for overtime and requirements for posting circulars containing said provisions.

15.17. For personal/professional service contracts, as designated under ORS 279A.055, instead of 15.15.1, 15.15.2, and 15.15.3 above, a laborer shall be paid at least time and a half for all overtime worked in excess of forty (40) hours in any one (1) week, except for individuals under these

contracts who are excluded under ORS 653.010 to 653.261 or under 29 USC §§ 201 to 209 from receiving overtime.

15.18. Contractor shall follow all other exceptions, pursuant to ORS 279B.235 (for non-public improvement contracts) and ORS 279C.540 (for public improvement contracts), including contracts involving a collective bargaining agreement, contracts for services, and contracts for fire prevention or suppression.

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

15.20. The hourly rate of wage to be paid by any Contractor or subcontractor 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.

15.21. Contractor, any subcontractors, and all employers working under the Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017 and provide the required workers' compensation coverage, unless otherwise exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors complies with these requirements.

15.22. In the performance of this Contract, Contractor shall comply with all applicable federal, state, and local laws, municipal codes, regulations, rules, and ordinances, including, but not limited to, those dealing with public contracts (ORS Chapter 279C) and 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. To the extent that known environmental and natural resource risks are specifically noted, shown, or specified in the Contract Documents or on the construction drawings, such risks are allocated to Contractor pursuant with ORS 279C.525(8)(a). If new or amended statutes, ordinances, rules, or regulations are adopted, or Contractor encounters a condition not referred to in this Contract, not caused by Contractor, and that was not discoverable by reasonable site inspection which requires compliance with federal, state, or local laws, codes, 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.

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

15.24. Pursuant to ORS 279B.055, Contractor shall use recyclable products to the maximum extent economically feasible, and in full conformance with the Contract Document Specifications, in the performance of the Work.

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

15.26. Contractor must maintain and provide proof of a statutory public works bond throughout the term of this Contract.

Section 16. Subcontractor Requirements

16.1. If subcontractors are permitted, Contractor's relations with subcontractors shall comply with ORS 279C.580. Pursuant with ORS 279C.580(3), each subcontract for property or services that Contractor enters into with a first-tier subcontractor, including a material supplier, for the purpose of performing a construction contract, shall include:

16.1.1. A payment clause that obligates Contractor to pay the first-tier subcontractor for satisfactory performance under the subcontract within ten (10) days out of such amounts as are paid to Contractor by the City under the public improvement contract; and

16.1.2. An interest penalty clause that obligates Contractor, if payment is not made within thirty (30) days after receipt of payment from the City, to pay to the first-tier subcontractor an interest penalty on amounts due in the case of each payment not made in accordance with the payment clause outlined in **Subsection 16.1.1** above. A contractor or first-tier subcontractor may not be obligated to pay an interest penalty if the only reason that the contractor or first-tier subcontractor did not make payment when payment was due is that the contractor or first-tier subcontractor did not receive payment from the City or Contractor when payment was due. The interest penalty period shall begin on the day after the required payment date and end on the date on which payment of the amount due is made and shall be computed at the rate specified in ORS 279C.515(2).

16.2. Contractor shall include in each subcontract, as a condition of performance of such contract, a provision requiring the first-tier subcontractor to include a payment clause and interest penalty clause, conforming to the standards set forth in **Subsections 16.1.1 and 16.1.2** above, in each of its subcontracts and requiring that the same clauses be included in any of the first-tier subcontractors' subcontracts with a lower-tier subcontractor or supplier.

16.3. Contractor shall certify that all subcontractors, as described in ORS 701.005(2), will be registered with the Construction Contractors Board or licensed by the State Landscape Contractors Board in accordance with ORS 701.035 or 701.026, respectively, before the subcontractors commence Work under the Contract.

16.4. In no event shall any subcontract be awarded to any person or entity debarred, suspended, or disqualified from federal, state, or municipal contracting.

16.5. Contractor shall include this Contract by reference in any subcontract and require subcontractors to perform in strict compliance with this Contract.

Section 17. Environmental Laws

17.1. Although the City is not aware of any of the following, before beginning construction, Contractor shall determine if there is any asbestos, lead paint, or other hazardous materials that will be removed or disturbed as a part of the Project. If disturbance or removal is required, Contractor will advise the City, in writing, and will provide the City with a detailed written supplemental Scope of Work concerning how such disturbance or removal will be accomplished and how materials, if any, will be disposed of, all in accordance with State and Federal environmental laws. Work required due to the finding of any such hazardous materials will require a written Change Order.

17.2. In compliance with the provisions of ORS 279C.525, the following is a list of federal, state, and local agencies, of which the City has knowledge, that have enacted ordinances or regulations dealing with the prevention of environmental pollution and the preservation of natural resources that may affect the performance of the Contract:

<u>FEDERAL AGENCIES:</u>	
Forest Service	Agriculture, Department of
Defense, Department of	Soil Conservation Service
Environmental Protection Agency	Army Corps of Engineers
Bureau of Sport Fisheries and Wildlife	Interior, Department of
Bureau of Land Management	Bureau of Outdoor Recreation
Bureau of Reclamation	Bureau of Indian Affairs
Occupational Safety and Health Administration	Labor, Department of
Coast Guard	Transportation, Department of
	Federal Highway Administration
<u>STATE AGENCIES:</u>	
Environmental Quality, Department of	Agriculture, Department of
Forestry, Department of	Fish and Wildlife, Department of
Human Resources, Department of	Geology and Mineral Industries, Department of
Soil and Water Conservation Commission	Land Conservation and Development Commission
State Land Board	National Marine Fisheries Service (NMFS)
	State Engineer
	Water Resources Board
<u>LOCAL AGENCIES:</u>	
County Courts	City Council
Port Districts	County Commissioners, Board of
County Service Districts	Metropolitan Service Districts
Water Districts	Sanitary Districts
	Fire Protection Districts

This list may not be all-inclusive, and it is the responsibility of Contractor to know all applicable laws and to comply with them in the performance of this Contract.

17.3. Pursuant with ORS 279C.510(1), if this Contract calls for demolition work, Contractor shall salvage or recycle construction and demolition debris, if feasible and cost-effective.

17.4. Pursuant with ORS 279C.510(2), if this Contract calls for lawn or landscape maintenance, Contractor shall compost or mulch yard waste material at an approved site, if feasible and cost-effective.

17.5. Contractor shall be responsible for the immediate clean-up, remediation, reporting, and payment of fines, if any, related to the release of any hazardous substance or material by Contractor or any subcontractor.

Section 18. Indemnity

18.1. Indemnification. Contractor acknowledges responsibility for liability arising out of the performance of this Contract, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim to the extent directly or indirectly caused by Contractor's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Contract, or from Contractor's failure to perform its responsibilities as set forth in this Contract. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Contractor shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Contractor of its responsibility to perform in full conformity with the City's requirements, as set forth in this Contract, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Contractor's negligent performance of this Contract, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 18.2**. Contractor shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Contractor. As used herein, the term "Contractor" applies to Contractor and its own agents, employees, and suppliers, and to all of Contractor's subcontractors, including their agents, employees, and suppliers.

18.2. Standard of Care. In the performance of the Work, 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 Work not meeting this standard without additional compensation. Contractor's re-performance of any Work, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Contractor's failure to perform in accordance with the applicable standard of care of this Contract or within the prescribed timeframe.

Section 19. Insurance

19.1. 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 Work hereunder. Any and all agents or subcontractors with which Contractor contracts for any portion of the Work must have insurance that conforms to the insurance requirements in this Contract. Additionally, if a subcontractor is an engineer, architect, or other professional, Contractor must require the subcontractor to carry Professional Errors and Omissions insurance and must provide to the City proof of such coverage. The amount of insurance carried is in no way a limitation on Contractor's liability hereunder. The policy or policies maintained by Contractor shall provide at least the following minimum limits and coverages at all times during performance of this Contract:

19.1.1. Commercial General Liability Insurance. Contractor and any subcontractors shall obtain, each at their own 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 **Two Million Dollars (\$2,000,000)** for each occurrence and **Three Million Dollars (\$3,000,000)** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **Two Million Dollars (\$2,000,000)** per occurrence, Fire Damage (any one fire) in the minimum amount of **Fifty Thousand Dollars (\$50,000)**, and Medical Expense (any one person) in the minimum amount of **Ten Thousand Dollars (\$10,000)**. All of the foregoing coverages must be carried and maintained at all times during this Contract.

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

19.1.3. Pollution Liability Coverage. Contractor and any applicable subcontractors shall carry sudden and accidental and gradual release pollution liability coverage that will cover, among other things, any spillage of paints, fuels, oils, lubricants, de-icing, anti-freeze or other hazardous materials, or disturbance of any hazardous materials, as that term is defined under Oregon law, during the performance of this Contract. Contractor and any applicable subcontractors will be fully responsible for the cost of any clean-up of any released materials or disturbance, in accordance with Oregon Department of Environmental Quality (“DEQ”) and Federal Environmental Protection Agency (“EPA”) clean-up requirements. The coverage shall be in the amount of **Two Million Dollars (\$2,000,000)** for each occurrence and **Two Million Dollars (\$2,000,000)** general aggregate.

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

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

19.1.6. Additional Insured and Termination Endorsements. The City will be named as an additional insured with respect to Contractor's liabilities hereunder in Commercial General Liability, Automobile Liability, Pollution Liability, and Excess Liability insurance coverages. Additional Insured coverage under Contractor's Commercial General Liability, Automobile Liability, Pollution 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 07 04 or its equivalent, and products and completed operations via ISO Form CG 2037 07 04 or its equivalent. Coverage shall be Primary and Non-Contributory, with the exception of Professional Errors and Omissions Coverage and Workers Compensation. Waiver of Subrogation endorsement under Consultant's Commercial General Liability, Auto Liability, Pollution Liability, and Workers Compensation policies shall be provided via ISO Form CG 2404 07 04 or its equivalent. 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 non-renewal of the insurance policies required hereunder. Contractor must be an additional insured on the insurance policies obtained by any subcontractors performing any of the Work contemplated under this Contract.

19.1.7. 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 that fails to meet the terms of this Contract, as provided above.

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

Section 20. Bonding Requirements

20.1. Payment and Performance Bonds. Contractor shall obtain a Payment Bond and a Performance Bond, each in a form acceptable to the City and from a surety acceptable to the City, and each in the full amount of the Contract Sum.

20.2. Maintenance/Warranty Bond. Contractor shall maintain a two (2) year Maintenance/Warranty Bond, in a form acceptable to the City and from a surety acceptable to the City, in the amount of ten percent (10%) of the Contract Sum.

20.3. Public Works Bond. Pursuant to ORS 279C.830(2), in addition to the Payment and Performance bonds, before starting work on this Contract or any subcontract hereunder, Contractor

and all subcontractors, unless exempt under ORS 279C.836(4), (7), (8), or (9), must have on file with the Construction Contractors Board a public works bond with a corporate surety authorized to do business in the State of Oregon in the minimum amount of **Thirty Thousand Dollars (\$30,000)**. The bond must provide that the Contractor or subcontractor will pay claims ordered by the Bureau of Labor and Industries to workers performing labor upon public works projects. The bond must be a continuing obligation, and the surety's liability for the aggregate of claims that may be payable from the bond may not exceed the penal sum of the bond. The bond must remain in effect continuously until depleted by claims paid under ORS 279C.836, unless the surety sooner cancels the bond. Contractor further certifies that Contractor will include in every subcontract a provision requiring a subcontractor to have a public works bond filed with the Construction Contractors Board before starting work on the Project, unless exempt under ORS 279C.836(4), (7), (8), or (9).

20.4. Bond Claims. Any notice of claim on a payment or performance bond or public works bond shall comply with the requirements of ORS 279C.605.

Section 21. Warranty

21.1. In addition to, and not in lieu of, any other warranties provided by various manufacturers and suppliers, Contractor fully warrants all Work and materials for a period of two (2) years from the date of Final Acceptance of the Work and shall make all necessary repairs and replacements to remedy, in a manner satisfactory to the City's Project Manager and at no cost to the City, any and all defects, breaks, or failures of the Work or materials occurring within two (2) years following the date of completion due to faulty or inadequate materials or workmanship. Repair of damage or disturbances to other improvements under, within, or adjacent to the Work, whether or not caused by settling, washing, or slipping, when such damage or disturbance is caused, in whole or in part, from activities of Contractor in performing Contractor's duties and obligations under this Contract, is also covered by the warranty when such defects or damage occur within the warranty period. The two (2) year warranty period shall, with relation to such required repair, be extended two (2) years from the date of completion of such repair.

21.2. If Contractor, after written notice, fails within ten (10) calendar days to proceed to comply with the terms of this Section, the City may have the defects corrected, and Contractor and Contractor's surety shall be liable for all expense incurred. In case of an emergency where, in the opinion of the City's Project Manager, delay would cause serious loss or damage, repairs may be made without notice being given to Contractor, and Contractor or Contractor's surety shall pay the cost of repairs. Failure of the City's Project Manager to act in case of an emergency shall not relieve Contractor or Contractor's surety from liability and payment of all such costs.

21.3. Current State Law (ORS 12.135) provides for a ten (10) year period, from the time of substantial completion, as defined in ORS 12.135(4)(b), for the City to file a claim for repairs of defective Work due to Contractor's improper use of materials and/or workmanship, and Contractor agrees it is bound thereby.

Section 22. Early Termination; Default

22.1. This Contract may be terminated prior to the expiration of the agreed upon terms:

22.1.1. By mutual written consent of the parties;

22.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Contractor by mail or in person. The City retains the right to elect whether or not to proceed with actual construction of the Project; or

22.1.3. By the City if Contractor breaches this Contract and fails to cure the breach within ten (10) calendar days of receipt of written notice of the breach from the City.

22.2. If the City terminates this Contract in whole or in part, due to default or failure of Contractor to perform Work in accordance with the Contract, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Contractor shall be liable for all 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) calendar 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) calendar 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.

22.3. 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.

22.4. Termination under any provision of this Section shall not affect any right, obligation, or liability of Contractor or the City that accrued prior to such termination. Contractor shall surrender to the City items of work or portions thereof, referred to in **Section 29**, for which Contractor has received payment or the City has made payment.

Section 23. Survival

Termination under **Section 22** shall not affect any right, obligation, or liability of Contractor or the City that accrued prior to such termination. In particular, **Sections 4.3, 14.3, 15.1, 15.4, 15.8, 15.9, 15.23, 17.5, 18, 20, 21, 22.2, 25, 27, 28, 29, 30, and 31** will survive the expiration of the term of this Contract, or termination of this Contract under **Section 22**.

Section 24. Suspension of Work

The City may suspend, delay, or interrupt all or any part of the Work for such time as the City deems appropriate for its own convenience by giving written notice thereof to Contractor. An adjustment in

the time of performance or method of compensation shall be negotiated as a result of such delay or suspension, unless the reason for the delay was within Contractor's control. The City shall not be responsible for Work performed by any subcontractors after notice of suspension is given by the City to Contractor.

Section 25. Substantial Completion, Final Completion, and Liquidated Damages

25.1. Contractor's Project Manager and the City's Project Manager shall conduct a final inspection of the Project when Contractor believes the Work is substantially complete and create a project corrections list ("Punch List") of items to be completed before final payment will be made. Substantial Completion means that the Work is completed and the roads, bike lanes, and sidewalks are fully functional and may be utilized, with only minor Punch List items remaining that do not significantly impact road use, bike lane use, and/or sidewalk use. Unless otherwise agreed to, in writing, by both parties, the Punch List items will be completed within thirty (30) days thereof, and then a final walk-through will occur to confirm all Punch List items have been completed. Final payment will occur upon completion of all Punch List items ("Final Completion") as determined by final acceptance by the City ("Final Acceptance"). Substantial Completion must occur on or before November 30, 2026 or liquidated damages will apply. The parties agree that delay damages can be significant but are often difficult to quantify and costly to litigate; therefore the Contractor and the City agree that the sums set forth below in **Subsections 25.3 and 25.4** shall apply as liquidated damages for every day the Project is not completed beyond the Substantial Completion and Final Completion dates.

25.2. The City and Contractor recognize that time is of the essence of this Contract and that the City will suffer financial loss and public detriment if the Work is not substantially completed within the time specified in the paragraph above, plus any extensions thereof granted, in writing, by the City. Both parties also recognize the delays, expenses, and difficulties involved in proving in a legal proceeding the actual loss suffered by the City if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, the City and Contractor agree that, as liquidated damages for delay (but not as a penalty), Contractor shall pay the City the amounts listed below for each and every day that expires after the time specified for Substantial and Final Completion.

25.3. Liquidated damages shall apply against Contractor and accrue to the City at the rate of **One Thousand Seven Hundred Eighteen Dollars and Seventy-Six Cents (\$1,718.76)** [amount calculated per *Special Provision 00180.85(b)(1)*] for each day that expires after the time specified for Substantial Completion of all Work until the Work reaches Substantial Completion.

25.4. If Contractor shall neglect, fail, or refuse to complete the remaining Work on the Punch List by the Final Completion date of December 31, 2026, or any written extension thereof granted by the City, Contractor shall pay the City **Three Thousand Four Hundred Thirty-Seven Dollars and Fifty-Three Cents (\$3,437.53)** [amount calculated per *Special Provision 00180.85(b)(1)*] for each day that expires after the time specified above for the Work to reach Final Completion and be ready for final payment. Retainage will not be released before Final Completion is established.

25.5. The parties further agree that this amount of liquidated damages is a reasonable forecast of just compensation for the harm caused by any breach and that this harm is one which is impossible or very difficult to estimate. In addition to the liquidated damages above, Contractor shall reimburse the City for all costs incurred by the City for engineering, inspection, and project management services required beyond the time specified for Substantial Completion. Contractor shall also reimburse the City for all costs incurred for inspection and project management services required due to Punch List items not completed within the time allotted for Final Completion. If Contractor fails to reimburse the City directly, the City will deduct the cost from Contractor's final pay request.

25.6. Contractor will not be responsible for liquidated damages or be deemed to be in default by reason of delays in performance due to circumstances beyond Contractor's reasonable control, including, but not limited to, strikes, lockouts, severe acts of nature, or actions of unrelated third parties not under Contractor's direction and control that would preclude any reasonable Contractor from performing the Work ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Work will be extended accordingly and proportionately by the City, in writing. Poor weather conditions, unless extreme, lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

Section 26. Contract Modification; Change Orders

Any modification of the provisions of this Contract shall not be enforceable or binding unless reduced to writing and signed by both the City and Contractor. A modification is a written document, contemporaneously executed by the City and Contractor, which increases or decreases the cost to the City over the agreed Contract Sum in **Section 5** of this Contract, or changes or modifies the Work described in the Contract Documents or the time for performance. In the event Contractor receives any communication of whatsoever nature from the City, which communication Contractor contends gives rise to any modification of this Contract, Contractor shall, within five (5) business days after receipt, make a written request for modification to the City's Project Manager in the form of a Change Order. Contractor's failure to submit such written request for modification in the form of a Change Order shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Contract affecting any change in price, Contractor shall submit a complete breakdown of labor, material, equipment, and other costs. If Contractor incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Change Order. To be enforceable, the Change Order must describe with particularity the nature of the change, any delay in time the Change Order will cause, or any increase or decrease in the Contract Sum. The Change Order must be signed and dated by both Contractor and the City before the Change Order may be implemented.

Section 27. Dispute Resolution

In the event of a dispute concerning performance of this Contract, the parties agree to meet to negotiate the problem. If such negotiation fails, the parties will mediate the dispute using a professional mediator, and the parties will split the cost. If the dispute cannot be resolved in either of the foregoing ways within thirty (30) days, either party may file suit in Clackamas County Circuit

Court. In the alternative, at the City’s election, the parties may follow the dispute resolution procedures found in the Special Provisions.

Section 28. Access to Records

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Contractor as are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts during the term of this Contract and for a period of four (4) years after termination of this Contract, unless the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Contract.

Section 29. As-Builts/Property of the City

Contractor must provide redlined as-builts prior to Final Acceptance. As-builts should be provided in electronic format. All documents, reports, and research gathered or prepared by Contractor under this Contract, including, but not limited to, spreadsheets, charts, graphs, drawings, tracings, maps, surveying records, mylars, modeling, data generation, papers, diaries, inspection reports, photographs, and any originals or certified copies of the original work forms, if any, shall be the exclusive property of the City and shall be delivered to the City prior to final payment. Any statutory or common law rights to such property held by Contractor as creator of such work shall be conveyed to the City upon request without additional compensation.

Section 30. Notices

Any notice required or permitted under this Contract shall be in writing and shall be given when actually delivered in person or three (3) calendar days after having been deposited in the United States mail as first class mail or certified mail, return receipt requested, 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: Marissa Rauthause, Civil Engineer
29799 SW Town Center Loop East
Wilsonville, OR 97070

To Contractor: Knife River Corporation - Northwest
Attn: Chris Philipson
32260 Old Highway 34
Tangent, OR 97389

Section 31. Miscellaneous Provisions

31.1. Integration. This Contract contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these or any other documents, the provisions of this Contract shall control, and the terms most favorable to the City, within the City’s sole discretion, will apply.

31.2. 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.

31.3. 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.

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

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

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

31.7. 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.

31.8. 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.

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

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

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

days in this Contract, the first day from which the designated period of time begins to run shall not be included.

31.12. 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.

31.13. 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.

31.14. 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.”

31.15. 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.

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

31.17. Defined Terms. Capitalized terms not otherwise defined herein shall have the meaning given to them in the Specifications and Contract Documents.

31.18. 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.

31.19. 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.

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

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

CONTRACTOR:

CITY:

KNIFE RIVER CORPORATION - NORTHWEST

CITY OF WILSONVILLE

By: _____

By: _____

Name: _____

Name: _____

As Its: _____

As Its: _____

URBAN RENEWAL AGENCY:

URBAN RENEWAL AGENCY OF THE
CITY OF WILSONVILLE

By: _____

Print Name: _____

As Its: _____

APPROVED AS TO FORM:

By: _____

Name: _____

City of Wilsonville Legal Counsel

#26462-0
dir/brown road/const/doc/ck brown road improvements - knife river corp (ac4).docx



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 20, 2026		Subject: Resolution No. 3257 A Resolution Of The City Of Wilsonville Authorizing The Sole Source Procurement Of Manual Meter Reading Services by Metereaders LLC. Staff Member: Keith Katko, Finance Director Department: Finance Department	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable 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:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Review and approval of sole source procurement of manual meter reading services by Metereaders LLC.

EXECUTIVE SUMMARY

The City contracts with a private firm to read water meters during the last working week of each month. The readings are submitted electronically to the Finance Department and used to generate utility bills for Wilsonville's residential and commercial customers.

Meterreaders, LLC has provided manual meter reading services to the City since 1984 under a series of contract renewals. The prior sole source contract approval occurred in 2021 via Resolution No. 2913. The market for manual meter reading is shrinking as regional cities adopt automated meter reading (AMR) technology or perform readings in-house.

AMR systems transmit water usage data remotely, reducing the need for on-site readings and offering benefits such as improved efficiency, accuracy, billing timeliness, and leak detection. However, AMR requires substantial upfront investment, ongoing maintenance, and careful attention to data security and system integration.

The City is not currently experiencing operational issues with manual readings and has not identified funding for AMR implementation. Continuing manual meter reading in the short term while exploring future transition options in the context of upcoming rate studies is prudent. Long-term reliance on manual reading, however, is unlikely to be sustainable given declining vendor availability.

After reviewing regional practices and the availability and capability of any other service providers, the Finance Department has determined that Meterreaders, LLC is the only provider capable of meeting the City's current manual meter reading needs. As the sole-source provider, the Finance Department recommends approval of a three-year contract with the option to renew for up to two additional one-year periods.

If Council adopted Resolution No. 3257, the City will be required to provide a seven-day notice of sole-source procurement pursuant to OAR 137-047-0275. After the noticing period, staff will present a three-year contract, with two one-year optional renewals, for Council consideration and approval.

EXPECTED RESULTS:

Maintain the monthly utility billing calendar with the meter read input supplied by Meterreaders LLC.

TIMELINE:

The current contract with Meterreaders LLC expires June 30, 2026. The term of the anticipated new contract will be three years from July 1, 2026, through June 30, 2029, with the City's option to renew the contract for up to two additional one-year periods.

CURRENT YEAR BUDGET IMPACTS:

The current budget includes meter-reading services.

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

As a result of this agreement, the monthly utility billing process will continue to be processed in a timely and effective manner.

ALTERNATIVES:

Pursue investment upgrade strategy to automated meter reader technology allowing for remote type reads.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3257

RESOLUTION NO. 3257**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE SOLE SOURCE PROCUREMENT OF MANUAL METER READING SERVICES BY METEREADERS LLC.**

WHEREAS, within the City of Wilsonville, meter reading of utility customers' water meters must be done manually, and have historically been conducted by a third-party vendor; and

WHEREAS, the City has explored alternatives to manual meter-reading contracts, including hiring City staff to conduct manual meter reading or converting to automated meter reading ("AMR") technology; and

WHEREAS, both alternatives are cost-prohibitive, particularly AMR requires substantial upfront investment, ongoing maintenance, and careful attention to data security and system integration; and

WHEREAS, the City is not currently experiencing operational issues with manual readings and has not identified funding for AMR implementation; and

WHEREAS, the market for manual meter reading has significantly decreased with the conversion to AMR, and after conducting market research, the City has determined that Metereaders LLC is the only known local water meter reading service provider capable of performing these services under current market conditions; and

WHEREAS, in the public interest, the City Council, acting as the local Contract Review Board, has determined that Metereaders LLC is qualified and capable of performing the services as required by the City; and

WHEREAS, the City may use sole-source procurements without competition when it is determined that at least one of four criteria outlined in Oregon Revised Statute (ORS) 279B.075(2) are met; and

WHEREAS, City staff intend, after the noticing period required pursuant to OAR 137-047-0275, to present for Council approval a contract with Metereaders LLC for a three-year term with two one-year optional renewals, allowing for meter reading services through fiscal year 2029, with two additional optional renewals.

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

1. Findings. The City Council acting as the Local Contract Review Board incorporates and adopts as its findings the recitals set forth above and the staff report accompanying this Resolution as if fully set forth herein as its findings
2. Authorization. The City Council acting as the Local Contract Review Board authorizes the sole-source selection of Metereaders LLC to supply meter reading services, subject to the seven-day notice period required under Oregon Administrative Rule (OAR) 137-047-0275.
3. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20th of April, 2026, 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 Scull
- Councilor Shevlin

**CITY OF WILSONVILLE
SECOND AMENDMENT TO EMPLOYMENT AGREEMENT
CITY ATTORNEY**

This Second Amendment to Employment Agreement (“Second Amendment”) is made and entered into effective the _____ (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (the “City”), and **Amanda R. Guile-Hinman** (“Employee”), both of whom understand and agree as follows:

WHEREAS, the City and Employee entered into an Employment Agreement effective April 30, 2024 (“Agreement”); and

WHEREAS, the City and Employee entered into a First Amendment to Employment Agreement effective December 15, 2025 (“First Amendment”); and

WHEREAS, the Agreement termination date is currently April 30, 2026;

WHEREAS, the parties seek additional time to negotiate and prepare a new Employment Agreement, and so this Second Amendment is intended to provide the parties that needed time; and

WHEREAS, the parties intend for the new Employment Agreement to be retroactive to April 30, 2026.

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

Section 1. Extension of Term

The Agreement is hereby extended through and including June 30, 2026.

Section 2. All Other Terms

All of the other terms and conditions of the Agreement and First Amendment shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement and First Amendment shall apply to this Second Amendment.

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

CITY OF WILSONVILLE

EMPLOYEE

By: _____
Shawn O’Neil, Mayor

Amanda Guile-Hinman



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 20, 2026		Subject: Resolution No. 3256 Supplemental Budget Adjustment	
		Staff Member: Katherine Smith, Assistant Finance Director	
		Department: Finance	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: April 20, 2026 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommend Council adopt Resolution No. 3256.			
Recommended Language for Motion: I move to adopt Resolution No. 3256.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

A supplemental budget resolution for the fiscal year (FY) 2025-2026 budget year.

EXECUTIVE SUMMARY:

Oregon budget law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A special hearing must be held to discuss and adopt the supplemental budget. The governing body holds a public hearing although the budget committee is not required to be involved. Public notice of the hearing must be published 5 to 30 days before the hearing. The governing body enacts a resolution to adopt the supplemental budget after the hearing.

This budget supplemental includes unanticipated changes to legal appropriations of \$1,547,450, as outlined below:

#	Fund	CIP#	Description	Detail	Request
1	General Fund	n/a	Law Enforcement – Police Protection	Unanticipated increase in Police Contract with Clackamas County, for FY26 contracted police services	\$ 297,000
2	General Fund	n/a	Law Enforcement – Police Protection	Roll over of budget authority from prior fiscal year for balance of FY25 Behavioral Health Clinician (contracted through Clackamas County), billed in FY26	\$ 65,000
3	General Fund	n/a	Law Enforcement – Other Technical / Contract Services	RV Towing	\$ 20,000
4	General Fund	n/a	Legal – External Attorney Services	Outside legal council	\$ 50,000
4	Road Operating	n/a	Charbonneau Tree Preservation Program	Unanticipated additional cost	\$ 25,000
5	Road Operating	n/a	Traffic Signal Maintenance	Unanticipated additional cost	\$ 10,000
6	CIP - Water	1127	Oversight of ongoing Willamette Water Supply Program (WWSP)	Costs are reimbursable to the City from WWSP	\$ 379,000
7	CIP - Water	1153	Reservoir Security Improvements (AWIA)	Unanticipated additional cost	\$ 450,000
8	CIP – Water	1160	Water System SCADA Upgrade	Unanticipated additional cost	\$ 97,650
9	CIP – Facilities	8113	Public Works Complex	Insurance settlement proceeds to complete project	\$ 153,800
					<u>\$ 1,547,450</u>

EXPECTED RESULTS:

The supplemental budget adjustment adopted by the Council at a regularly scheduled meeting.

TIMELINE:

As required by Local Budget Law, a notice for the public hearing has been published in The Review (previously the Wilsonville Spokesman), on April 8, 2026. The adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2026.

CURRENT YEAR BUDGET IMPACTS:

See details outlined in Exhibit A.

COMMUNITY INVOLVEMENT PROCESS:

The public hearing will be held on April 20, 2026, as a part of the adoption process.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The amended budget provides for the delivery of services and construction of capital projects throughout the community.

ALTERNATIVES:

The Council could choose not to adopt the supplemental budget, however, not approving the attached supplemental budget could result in overspending current budget appropriations. The City is required to disclose all excess expenditures over appropriations in the Annual Comprehensive Financial Report (ACFR).

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3256
 - A. Exhibit A - Need, Purpose and Amount: Detail by Fund & Category

RESOLUTION NO. 3256**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2025-26.**

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2025-26 by Resolution No. 3200; and

WHEREAS, certain expenditures are expected to exceed the original adopted budget in some of the City's funds and budgetary transfers are necessary within these funds to provide adequate appropriation levels to expend the unforeseen costs; and

WHEREAS, ORS 294.463 provides that a city may adjust appropriations within appropriation categories provided the enabling resolution states the need for the adjustment, purpose of the expenditure and corresponding amount of appropriation; and,

WHEREAS, all transfers from contingencies within the fiscal year to date that exceed fifteen percent (15%) of the fund's total appropriations are included in the supplemental budget adjustment request; and,

WHEREAS, all expenditure transfers within the fiscal year to date in aggregate exceed ten percent (10%) of the fund's total expenditures are included in the supplemental budget adjustment request; and,

WHEREAS, consistent with local budget law and based upon the foregoing, the staff report in this matter and public hearing input, the public interest is served in the proposed supplemental budget adjustment,

WHEREAS, to facilitate clarification of the adjustments in this resolution, Attachment A to this resolution provides a summary by fund of the appropriation categories affected by the proposed transfer of budget appropriation and the purpose of the expenditure.

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

The City amends and adjusts the estimated revenues and appropriations within the funds and categories delineated and set forth in Attachment A, attached hereto and incorporated by reference herein as if fully set forth.

This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20th of April, 2026, and filed with the Wilsonville City Recorder this date.

Shawn O'Neil, Mayor

ATTEST:

Kimberly Veliz, City Recorder, MMC

SUMMARY OF VOTES:

- Mayor O'Neil
- Council President Berry
- Councilor Cunningham
- Councilor Scull
- Councilor Shevlin

EXHIBIT:

- A. Need, Purpose and Amount: Detail by Fund & Category

ATTACHMENT A
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
110-General Fund			
Resources			
Taxes	\$ 17,528,500	\$ -	\$ 17,528,500
Licenses and permits	171,700	-	171,700
Intergovernmental	3,254,985	-	3,254,985
Charges for services	384,102	-	384,102
Other Revenues	175,650	153,800	329,450
Fines and forfeitures	180,000	-	180,000
Investment Revenue	531,000	-	531,000
Proceeds of interfund loan	500,000	-	500,000
Transfers in	6,477,241	30,239	6,507,480
Fund balances - beginning	18,001,194	-	18,001,194
Total Resources	<u>\$ 47,204,372</u>	<u>\$ 184,039</u>	<u>\$ 47,388,411</u>
Requirements			
Administration	\$ 2,713,191	\$ -	\$ 2,713,191
Finance	2,247,636	-	2,247,636
Information Technology/GIS	2,021,215	-	2,021,215
Legal	894,710	50,000	944,710
Human Resources and Risk Management	1,390,650	-	1,390,650
Public Works Administration	1,178,310	-	1,178,310
Facilities	2,315,294	-	2,315,294
Parks Maintenance	2,964,012	-	2,964,012
Parks & Recreation	2,245,194	-	2,245,194
Library	3,047,236	-	3,047,236
Law/Code Enforcement	7,450,424	382,000	7,832,424
Municipal Court	254,570	-	254,570
Transfers to Other Funds	6,549,658	98,800	6,648,458
Contingency	7,643,272	(346,761)	7,296,511
<i>Unappropriated</i>	4,289,000	-	4,289,000
Total Requirements	<u>\$ 47,204,372</u>	<u>\$ 184,039</u>	<u>\$ 47,388,411</u>
<p>Resource increases are due to insurance proceeds to complete the Public Works Complex project (CIP 8113), and overhead from capital improvement project (CIP) changes. Requirement increases are due to an unanticipated increase in the Police Contract with Clackamas County for contracted police services, outside legal council, RV towing, and the roll over of budget authority from the prior fiscal year for the Behavioral Health Clinician.</p>			

231-Community Development Fund			
Resources			
Licenses and permits	\$ 446,718	\$ -	\$ 446,718
Intergovernmental	598,995	-	598,995
Charges for services	457,002	-	457,002
Investment Revenue	93,000	-	93,000
Transfers in	4,627,515	61,050	4,688,565
Fund balances - beginning	2,566,468	-	2,566,468
Total Resources	<u>\$ 8,789,698</u>	<u>\$ 61,050</u>	<u>\$ 8,850,748</u>
Requirements			
C.D. Administration	\$ 562,690	\$ -	\$ 562,690
Engineering	2,872,890	-	2,872,890
Planning	1,591,930	-	1,591,930
Transfers to Other Funds	1,170,209	-	1,170,209
Contingency	1,589,379	61,050	1,650,429
<i>Unappropriated</i>	1,002,600	-	1,002,600
Total Requirements	<u>\$ 8,789,698</u>	<u>\$ 61,050</u>	<u>\$ 8,850,748</u>
Resource increases are due to overhead from capital improvement project (CIP) changes.			
240-Road Operating Fund			
Requirements			
Road Operations	\$ 1,407,864	\$ 35,000	\$ 1,442,864
Debt Service	360,000	-	360,000
Transfers to Other Funds	1,420,588	-	1,420,588
Contingency	409,765	(35,000)	374,765
<i>Unappropriated</i>	272,700	-	272,700
Total Requirements	<u>\$ 3,870,917</u>	<u>\$ -</u>	<u>\$ 3,870,917</u>
Requirement increases are due to unanticipated additional costs for the Charbonneau Tree Preservation Program and Traffic Signal Maintenance.			
510-Water Operating Fund			
Requirements			
Water Distribution	\$ 1,914,912	\$ -	\$ 1,914,912
Water Treatment Plant	6,328,442	-	6,328,442
Debt Service	375,000	-	375,000
Transfers to Other Funds	3,700,814	432,795	4,133,609
Contingency	10,730,007	(432,795)	10,297,212
<i>Unappropriated</i>	1,782,714	-	1,782,714
Total Requirements	<u>\$ 24,831,889</u>	<u>\$ -</u>	<u>\$ 24,831,889</u>
Requirement increases are to fund capital improvement project (CIP) increases.			

515-Water Capital Projects Fund			
Resources			
Intergovernmental	\$ 915,879	\$ 379,000	\$ 1,294,879
Lease Revenue	173,577	-	173,577
Transfers in	6,879,923	377,795	7,257,718
Total Resources	<u>\$ 7,969,379</u>	<u>\$ 756,795</u>	<u>\$ 8,726,174</u>
Requirements			
Capital Projects	\$ 6,963,799	\$ 665,506	\$ 7,629,305
Transfers to Other Funds	1,005,580	91,289	1,096,869
Total Requirements	<u>\$ 7,969,379</u>	<u>\$ 756,795</u>	<u>\$ 8,726,174</u>
<p>Requirement increases are due to unanticipated additional costs for the oversight of ongoing Willamette Water Supply Program (WWSP) - CIP 1127, of which costs are reimbursable to the City, Reservoir Security Improvements (AWIA) - CIP 1153, and Water System SCADA Upgrade - CIP 1160, with a transfer in from the Water Operating Fund.</p>			
335-Facilities Capital Projects Fund			
Resources			
Intergovernmental	\$ 1,534,000	\$ -	\$ 1,534,000
Transfers in	4,783,839	153,800	4,937,639
Total Resources	<u>\$ 6,317,839</u>	<u>\$ 153,800</u>	<u>\$ 6,471,639</u>
Requirements			
Capital Projects	\$ 6,168,989	\$ 153,800	\$ 6,322,789
Transfers to Other Funds	148,850	-	148,850
Total Requirements	<u>\$ 6,317,839</u>	<u>\$ 153,800</u>	<u>\$ 6,471,639</u>
<p>Requirement increases are due to insurance proceeds to complete the Public Works Complex project (CIP 8113), with a transfer in from the General Fund.</p>			



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 20, 2026		Subject: Ordinance No. 902 (First Reading) An Ordinance of the City of Wilsonville Amending Sections 5.035, 5.200, 5.210, and 5.405 of the Wilsonville Code to Revise the Definition of Abandoned Vehicles and to Reduce the Duration Allowed for Parking on Public Streets.	
		Staff Member: Amanda Guile-Hinman, City Attorney Hannah Young, Law Clerk	
		Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Ordinance 1 st Reading Date: April 20, 2026 <input type="checkbox"/> Ordinance 2 nd Reading Date: May 4, 2026 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: N/A	
Staff Recommendation: Adopt Ordinance No. 902 on first reading.			
Recommended Language for Motion: I move to adopt Ordinance No. 902 on first reading.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: 2025-27 Council Goal No. 2: Public Safety; Strategy 2.1		<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Consider adopting Ordinance No. 902 to revise the definition of “abandoned vehicle” in Wilsonville Code (WC) 5.035 and to reduce the duration allowed for parking on public streets from 72 hours to 48 hours.

EXECUTIVE SUMMARY:

As part of its 2025-27 Council Goals, the City Council adopted Goal 2: Public Safety. The first outcome identified in Goal 2 is to “investigate enforcement solutions for recreational vehicles (RVs) and examine abandoned vehicle definition in code.” Previously, staff met with Council during the [July 21, 2025 work session](#) to provide research on the issue, and present possible policy alternatives. Following this meeting, Council approved staff to conduct community outreach to garner crucial feedback from Wilsonville residents on which alternatives best meet their understanding of community needs. The outreach was concluded in November 2025, which were then brought to Council and addressed in the [December 15, 2025 work session](#). Following that work session, Council reviewed draft Wilsonville Code revisions to reduce the 72-hour street parking allowance to 48 hours and to update the definition of abandoned vehicles at [its March 2, 2026 work session](#). Council also considered whether to move forward with a pilot program requiring parking permits for recreational vehicles, but elected to pause that option to determine the efficacy of the proposed revisions to the Wilsonville Code contemplated in Ordinance No. 902.

OVERVIEW OF CODE UPDATES:**A. 48-Hour Parking and Updated Abandoned Vehicle Definition**

Currently, Wilsonville Code allows vehicles to be left parked for 72 hours before subject to citation or possible removal. As it stands, this can create an enforcement gap between when community members report a vehicle parked longer than 72 hours, and when code or law enforcement can observe for 72 hours and initiate enforcement strategies. By updating the Wilsonville Code language to reduce the number of hours a vehicle is allowed to remain to 48, the overall timeline of enforcement and abatement is shortened, and response is thereby more efficient and effective for community members.

B. Updated Abandoned Vehicle Definition

The Wilsonville Code currently defines an “abandoned vehicle” as: “A vehicle left unoccupied or unclaimed or in a damaged or dismantled condition such that the vehicle is inoperable.” Staff recommends revising this definition for the following reasons. First, it fails to provide flexibility in staff determination whether a vehicle is “unoccupied or unclaimed” or “inoperable” by not including language such as “appears to” be unoccupied or unclaimed or inoperable. Second, the definition fails to include other circumstances that may indicate abandonment, such as not having valid registration or insurance, as required of vehicles on public rights-of-way. The proposed definition included in **Exhibit 1** to Ordinance No. 902 includes language to address these concerns.

TIMELINE:

If Council decides to adopt Ordinance No. 902, it will change parking regulations throughout the City. Staff recommends an effective date of July 1, 2026, rather than the standard 30 days for ordinances to allow staff to engage in community education in advance of the effective date.

CURRENT YEAR BUDGET IMPACTS:

Staff do not anticipate current year budget impacts outside of potential public outreach costs, which will be absorbed within departmental budget(s).

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Council's Public Safety Goal aims to ensure that City staff and community members have the tools necessary to address different public safety and livability concerns.

Updates to the City's parking regulations may address some of the public health, safety, welfare, and livability issues that community members express either to Council or through calls to law enforcement. Mechanisms to adjust the time allowed to park in one given area from a total 144 hours to 96 before law enforcement may take action could produce a visible benefit in response time and overall abatement of nuisance.

STAFF RECOMMENDATION:

Ensuring that the City has the tools necessary to proactively prevent the proliferation of long-term RV parking on city streets can address livability concerns. This strategy may aid the City in crafting regulations that address specific concerns without being overbroad, vague, or inflexible in the City's longstanding approach to code compliance. The goal is to balance livability concerns with providing reasonable regulations to achieve compliance. Staff recommends moving forward with the proposed updates to the Wilsonville Code language (**Exhibit 1** to Ordinance No. 902).

ALTERNATIVES:

Council could determine not to pursue an update to parking regulations, but rather instruct staff and law enforcement to place particular emphasis on enforcing current parking regulations.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

Ordinance No. 902

Exhibit 1 to Ordinance No. 902 (revisions to WC 5.035, 5.200, 5.210, and 5.405)

ORDINANCE NO. 902**AN ORDINANCE OF THE CITY OF WILSONVILLE AMENDING SECTIONS 5.035, 5.200, 5.210, AND 5.405 OF THE WILSONVILLE CODE TO REVISE THE DEFINITION OF ABANDONED VEHICLES AND TO REDUCE THE DURATION ALLOWED FOR PARKING ON PUBLIC STREETS.**

WHEREAS, the City Council identified Public Safety as Goal 2 in its 2025-27 Council Goals; and

WHEREAS, within the Public Safety Goal, Council set Strategy 2.1 to consider enforcement solutions for recreational vehicles and to examine the abandoned vehicle definition in the Wilsonville Code; and

WHEREAS, City Council desires to improve public safety measures, including response to derelict vehicles that park for extended periods of time on public streets; and

WHEREAS, the City engaged in public input in Fall 2025 to help inform potential solutions to such identified community concerns; and

WHEREAS, the City Council held work sessions on July 21, 2025; December 15, 2025; and March 2, 2026 to consider solutions identified as part of Strategy 2.1.

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

Section 1. Findings. The above-stated recitals and the staff report accompanying this Ordinance are incorporated as the City Council's findings to support the consideration and adoption of this Ordinance.

Section 2. Wilsonville Code Sections 5.035, 5.200, 5.10, and 5.405 are hereby amended as set forth in **Exhibit 1** attached hereto and incorporated by reference herein.

Section 3. Effective Date. This Ordinance shall be declared to be in full force and effect commencing on July 1, 2026.

SUBMITTED by the Wilsonville City Council at a regular meeting thereof this 20th day of April, 2026, and scheduled the second reading on May 4, 2026 commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

Kimberly Veliz, MMC, City Recorder

ENACTED by the City Council on ____ of _____, 2026, by the following votes:
Yes: ____ No: ____

Kimberly Veliz, MMC, City Recorder

DATED and signed by the Mayor this ____ day of _____, 2026

Shawn O’Neil, Mayor

SUMMARY OF VOTES:

- Mayor O’Neil
- Council President Berry
- Councilor Cunningham
- Councilor Scull
- Councilor Shevlin

EXHIBITS:

- A. Draft revisions to WC 5.035, 5.200, 5.210, and 5.405

EXHIBIT 1 TO ORDINANCE NO. 902

5.035. Definitions.

- (1) In addition to those definitions contained in the Oregon Vehicle Code, the following words or phrases, except where the context clearly indicates a different meaning, in Chapter 5, shall mean:

Abandoned vehicle.: a vehicle that remains parked or kept on a public right-of-way for more than 24 hours, and one or more of the following conditions exist:

1. The vehicle does not have a lawfully affixed, unexpired registration plate or fails to display current registration
2. The vehicle fails to have vehicle insurance as required by the state of Oregon
3. The vehicle appears to be inoperative or disabled or
4. The vehicle appears to be wrecked, partially dismantled or junked.

~~A vehicle left unoccupied or unclaimed or in a damaged or dismantled condition such that the vehicle is inoperable, AND meets one of the following conditions:~~

...

Store, Stored, or Storage of a Vehicle shall mean the failure to move a motor vehicle, boat, trailer, camper, mobile home, travel trailer, or other personal property, including portable storage containers for a period of 72-48 hours without moving at least three vehicle lengths away.

...

5.200. Storage of Motor Vehicles and Other Property on the Street.

Except as further limited by WC 10.700 through 10.780, no person shall store or permit to be stored on a street or other public property, without permission of the Council, a motor vehicle, boat, trailer, camper, mobile home, travel trailer, or other personal property, including portable storage containers, for a period in excess of 72-48 hours, without moving at least three vehicle lengths away.

...

5.210. Prohibited Parking or Standing.

In addition to the state motor vehicle laws, the following regulations regarding parking or standing of the below-described vehicles apply: [Subsections (1)-(8) and (10) have been removed for relevance]

- (9) Except as further limited by WC 10.700 through 10.780, no vehicle shall be parked on any street for more than 72-48 hours without moving at least three vehicle lengths away.
- (11) No vehicle shall be parked or operated on a highway when the vehicle registration as indicated by registration stickers or registration card has been expired for 90 days or more, the vehicle is required to be registered when operated on a street, and the vehicle is parked or being operated on a City street.

...

5.405. Towing with Prior Notice.

- (1) After providing notice required under section 5.410, and, if requested, a hearing under section 5.435 and 5.440 in which the tow is validated, an authorized officer may tow and impound a vehicle if:
 - (a) The Authorized Officer has probable cause to believe the vehicle is stored or abandoned which is parked or left standing upon the right-of-way of any street or alley or upon any City property for a period in excess of ~~72~~48 hours.
 - (b) The vehicle is parked on property owned, operated, or occupied by the City, other than streets or clearly designated public parking spaces, without express City permission;
 - (c) is parked in violation of a provision of the City's Code or State law, and
 - (d) Three or more parking citations have been issued for violations of sections 5.100—5.245, which have not been paid or contested within the time allowed by law.

Building Division

Drone Inspections

The City of Wilsonville's Building Division has adopted drone technology to make inspections safer, faster, and more efficient. Unmanned aircraft are now routinely used for inspections of commercial re-roofs, solar-array installations, and evaluations of high framing elements that once required ladders, scaffolds, or lifts. By utilizing high-resolution images from angles that are difficult or dangerous to reach, drones reduce the need for inspectors to work at height and speed up the overall inspection timeline.

Safety and professionalism remain central to the program. All drone operators are commercially licensed and undergo training before flying. Inspectors keep up to date through hands-on practice and perform recognized obstacle course drills, including the National Institute of Science and Technology (NIST) bucket course, which helps ensure the team follows the latest standards for aerial operations and awareness when working around airport airspace and overhead obstructions like structures or trees.

To protect privacy, the Building Division's policy prohibits taking photos or recording during drone inspections. Drones are used for live visual assessments only, and inspectors document findings through written reports, annotated diagrams, and on-site measurements rather than stored imagery. This approach preserves the safety and efficiency benefits of aerial observation while respecting the city's record-retention and privacy standards.

Looking ahead, the Building Division plans to expand drone-supported services while continuing to prioritize training and public safety. Regular refresher training, adherence to licensing requirements, and investment in updated equipment keep the program aligned with best practices. The result is a modern inspection approach that protects workers, serves the community, and helps projects move forward with confidence.



Building Inspectors Carl Brown and Nicolai Dornstauder practicing drone operation at a City park.

Economic Development Division

Strengthening the City's Fiscal Future Through Town Center

The adopted Town Center Plan lays out a long-term vision for transforming an underutilized, auto-oriented area into a vibrant, mixed-use district that better reflects the community's aspirations and contemporary economic realities. As the City continues to evaluate the potential creation of a Town Center urban renewal area, it is important to recognize that this effort is not only about amenities or a number of housing units—it is also about fiscal stewardship. The Plan provides a framework for strategic public and private investment that strengthens the City's economic foundation over time.



In Oregon, where local governments rely heavily on property tax revenue, how land is used matters—a lot. Today, much of Town Center is characterized by low-density development, expansive surface parking lots, and single-story commercial buildings. While functional, this pattern generates relatively low tax revenue per acre. By contrast, the Town Center Plan envisions more compact, mixed-use development—housing over retail, multi-story office, multifamily, and commercial buildings, and a more efficient use of land. This form of development significantly increases assessed value within the same footprint as what exists today, allowing the City to generate more revenue without expanding its boundaries or extending infrastructure outward—which is costly to both build and maintain. In practical terms, that means more sustainable funding for core services like public safety, parks, and maintenance of city systems, while making better use of existing infrastructure investments.

The Town Center Plan is, at its core, an economic development strategy grounded in long-term financial resilience. By implementing the Town Center Plan, the City can partner with the private sector to create a place that is both culturally vibrant and fiscally productive. As discussions around urban renewal continue, this perspective is essential: thoughtful densification is not just good planning—it is a responsible approach to ensuring the City's long-term financial health.

Staff Presented Revised Urban Renewal Scenarios to City Council

At work session held prior to the meeting held March 16, 2026, the Council directed Economic Development staff to continue refining the Town Center Urban Renewal Feasibility Study in preparation for a potential November 2026 ballot measure. The Council reviewed more conservative development scenarios developed by staff at the request of the City Council in response to community concerns about scale and intensity. Staff emphasized that the feasibility study is not a prediction, but a tool to assess whether a reasonable redevelopment scenario could generate funding for infrastructure and economic development investments.

2026 Scenarios

Based on 2023 Assumptions

Attachment 2

WHAT'S DIFFERENT?

- Council direction
- Reduced redevelopment acreage
- Lower Floor Area Ratios
 - Potential modification to height waiver code
 - More on-site parking
- Larger unit sizes
- Reduced residential/commercial ratio in mixed-use

WILSONVILLE TOWN CENTER PLAN

A. Town Center Urban Renewal Feasibility
Wilsonville City Council Work Session
March 16, 2026

Economic Development Division

Westside Economic Alliance – 2026 Policy Conference

Staff attended the Westside Economic Alliance 2026 Policy Conference, March 19, which focused on energy planning and regional growth. The discussion centered on a set of increasingly pressing questions: how we ensure reliable, affordable energy for continued growth; how we accommodate high-demand users such as data centers; and whether current investments are sufficient to meet Oregon’s clean energy goals.



A consistent theme was the scale of infrastructure needed to support both existing communities and future economic development. Panelists highlighted growing pressure on the grid and the need for expanded generation, transmission, and system resilience to keep pace with demand.

There was also clear recognition that energy capacity is now a key economic development factor. Communities and regions that can demonstrate reliable and scalable energy supply will be better positioned to attract and retain employers, particularly in advanced manufacturing and technology sectors.

At the same time, speakers noted the tension between growth and policy goals, and the need to ensure that infrastructure investments align with Oregon’s long-term climate commitments while still supporting economic competitiveness.

Overall, the conference reinforced that energy is becoming a defining constraint—and opportunity—for economic development in our region, and that coordinated planning across utilities, local governments, and the state will be essential going forward.

Staff Engaging with Siemens Real Estate and Families in Wake of Child Development (CDC) Closure Announcement

In late March, Siemens announced to families of the Child Development Center (a company subsidized child care center), which has served Wilsonville families for over 30 years, that they would be closing the CDC at the end of June 2026. The closure is part of a larger repositioning of the company in Wilsonville, and subsequently, a reconfiguration of the company’s Wilsonville real estate holdings.

These types of announcements are disappointing, but they are a reality in the post-COVID world, where employers now allow their workforce to work partially or completely from home. The office and real estate needs of corporations has changed.

Economic Development staff is working proactively with Siemens Real Estate and the families affected by the closure to explore the possibility of maintaining the existence and operation of the CDC. While it may ultimately not be possible, it is still worthy of exploration. The CDC has been an important pillar in the community for many years, and supported the development of hundreds, if not thousands of children.



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.

Summer 2026 Completed Construction

This summer, the City will be completing crack sealing and localized pavement spot repairs in the Foxchase, Morey's Landing, Hazelwood, and Old Town neighborhoods, as well as on Boeckman Road and Boones 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. The City released an Invitation to Bid (ITB) on January 21, 2026 for the summer 2026 crack sealing and localized pavement spot repairs. Bids were due on February 11, 2026, and the City received six (6) bids. The contract was awarded to S-2 Contractors, and construction is expected to occur in June through August 2026. The City is currently evaluating slurry sealing to follow in summer 2027 and additional areas of crack sealing and localized pavement spot repairs to occur in summer 2028.

The City released an Invitation to Bid (ITB) on January 5, 2026 for rehabilitation of the following road segments:

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

Bids were due on January 27, 2026, and the City received nine (9) bids. The contract was awarded to KNL Industries, and the construction is expected to occur in June through August 2026.

The City's engineering design consultant, Century West Engineering, is working on preparing plans and specifications for rehabilitation of the following road segments during the respective fiscal years:

Fiscal Year (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

Fiscal Year (FY) 2027-28

1. Parkway Center Drive from Elligsen Road to Burns Way
2. Sun Place from Best Western to Parkway Avenue

Century West delivered the 60% design for FY 2026-2027 road rehabilitation to the City in February of 2026, and the 60% design is currently under review.

Engineering Division, Capital Projects

Annual Pedestrian Enhancements (4717)

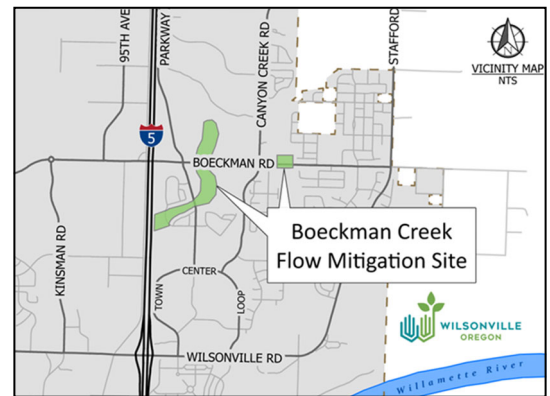
This project provides various high visibility pedestrian crossing enhancements throughout the City, with three currently in design at 90% and construction targeted for spring 2026. These locations include: a mid-block crossing and bus shelter relocation north of **Freeman Drive 95th Avenue**, a mid-block crossing on Wimbledon Circle S between Courtside Drive and Volley Street, and a mid-block crossing on Parkway Center Drive north of Burns Way. A notice of intent to award was provided to Turney Excavating, with the final award scheduled for the April 6 Council Meeting.

Additional crossing improvements are underway for three locations along Parkway Avenue, including Ash Meadows Lane, Ash Meadows Road, and Thunderbird Drive. In addition, this set of upgrades includes accessibility improvements at the east-bound SMART bus stop on Wilsonville Road and Wildcat Way, and for a bike ramp to connect the south-bound bicycle lane on Town Center Loop W to a nearby shared use path. Project survey fieldwork and engineering design for these five new improvements has begun as of January 2026 by Westlake Consultants and is progressing towards the 90% Design milestone after a review of 60% Design in March.

Boeckman Creek Flow Mitigation (7068)

This project will look at stormwater 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. Plans and bid documents have been finalized after 100% design review. Property acquisition is underway with purchase offers recently presented to property owners. Several Owners have agreed and easements are being recorded. The Invitation to Bid for construction has been advertised, and has been awarded at the March 2nd City Council meeting to Interlaken, Inc. 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



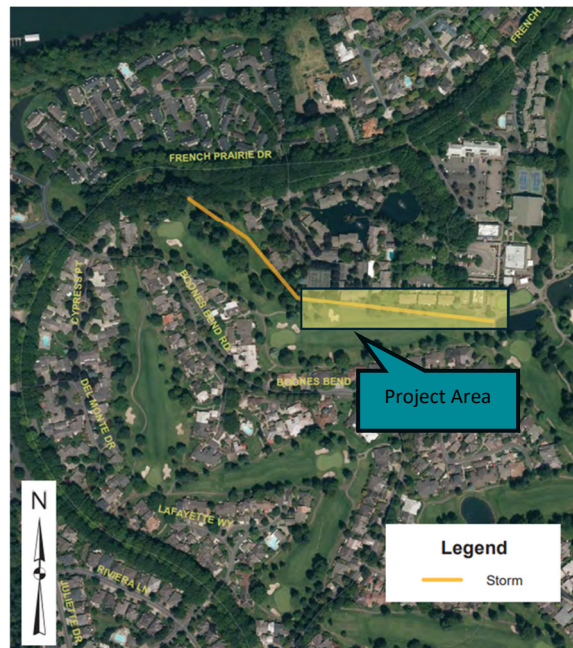
Brown Road Improvements Project (4216)

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 Wilsonville Road to Evergreen Drive. Anticipated upgrades improve connectivity by adding bike lanes, sidewalks, and provide better and safer access to adjacent neighborhoods. Council approved property acquisitions required to complete the project in August 2025, and the right of way acquisition process is underway. The consultant delivered the 90% design to the City in September of 2025, and the City has provided comments. A third Community Open House was held on December 3, 2025, at Wood Middle School to present updated designs and concepts with the community and any other interested partners. The consultant delivered the 100% design to the City in February 2026 and the Invitation to Bid (ITB) for Construction was released on March 3rd, 2026, with bids due on March 31st, 2026. The City anticipates construction will begin in spring of 2026 and will be completed by the end of 2026.

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. Survey fieldwork is substantially complete as of February, and the 30% Design milestone by 3J Consulting is in review.



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 Professional Services Agreement for engineering design and survey fieldwork/data collection was awarded to WSP USA Inc. at the December 15 City Council Meeting.

The initial data collection and survey is generally complete as of March 2026, and engineering design has begun and progressing towards a preliminary alternatives analysis of viable design options for City review. 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 Brisband Street and 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.

Water System Master Plan (1154)

The purpose of the Plan is to evaluate necessary capital improvements to accommodate anticipated population growth, meet regulatory requirements, provide seismic resilience, and ensure system reliability. Various elements of the Plan include estimating population growth over the next 20 years, anticipating changes to state and federal regulations, identifying and correcting water storage and transmission capacity limitations, reducing vulnerability to seismic events, and developing emergency response strategies to protect and preserve proper functionality of the City's water supply, storage, and distribution systems. Upon completion, the Plan will be utilized to determine the needed adjustments to water utility rates and system development charges to implement the recommended capital improvements. When the draft capital improvement plan (CIP) is developed, open house meetings will be held to present the recommended CIP and solicit public feedback. These meetings are tentatively scheduled to occur around October 2026.

WWTP Aeration Basin Expansion (2113)

This project constructs a fourth aeration basin and a seventh blower to expand secondary treatment capacity at the Wastewater Treatment Plant. (WWTP). The project includes earthwork, landscaping, and site drainage improvements. A design consultant has been selected, with a contract award by City Council anticipated in April/May 2026. Design is tentatively scheduled to be completed in early 2028, with construction starting in spring of 2028.

WWTP Backup UV System Replacement (2109)

This project will replace the outdated backup UV disinfection system at the Wastewater Treatment Plant (WWTP). The new system will enhance disinfection reliability, ensure compliance with regulatory standards, and provide critical redundancy during peak flows or primary system maintenance. Design is underway, with completion expected in August 2026. Construction is anticipated to occur from September 2026 to September 2027.

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 2026. 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 Kinsman Road from Wilsonville Road to Barber Street has been completed and restoration at the intersection of Wilsonville Road and Kinsman Road is ongoing. Pipe install on 95th Avenue from Boeckman Road to Ridder Road has been completed and restoration of the road is ongoing. Permanent concrete road panel restoration of 95th Avenue began in April 2025 and was completed in November 2025. Pipe install on Ridder Road west of 95th Ave began in June 2025, has been completed, and restoration of the road is ongoing. Temporary traffic control on Kinsman Road, 95th Avenue, and Ridder Road during final restoration efforts will be required to accommodate remaining construction activities. Additional upgrades to the intersections at Boeckman Road and 95th Avenue and Ridder and 95th Avenue are expected to be completed by late 2026.



Engineering Division, Private Development

Residential Construction Activities

Canyon Creek South Phase 3

The status of this project remains the same as last couple of months. The contractor continues to work on punchlist items for closeout. The City is reviewing plans for the open space improvements.

Frog Pond West

Frog Pond West continues to see significant construction activities. Home construction in the Frog Pond Estates, Frog Pond Oaks, Frog Pond Terrace, Frog Pond Overlook, and Frog Pond Vista subdivisions is on-going.

- The contractor has installed portions of the pathways and is working on constructing the sidewalk along Brisband at the Frog Pond Neighborhood Park project.
- Frog Pond Petras, a 21-lot subdivision located on the northern corner of Frog Pond Lane and Stafford Road, is under construction. Crews have installed sidewalks and pedestrian connections and are working to prepare the site for paving and installation of street lighting.
- Construction is nearing completion at Frog Pond Primary, the new West Linn-Wilsonville School District (District) primary school on Boeckman Road. The contractor is continuing to work on punchlist items.
- Frog Pond Ridgecrest, a 54-lot subdivision located on the south side of Frog Pond Lane, just east of the Frog Pond Terrace subdivision, roads have been paved and the contractor is working to install street lights and landscaping.



Frog Pond Petras: picture taken looking West from Stafford Road.



Frog Pond Ridgecrest: picture taken looking southwest from Frog Pond Lane

Natural Resources Division

Stormwater System Annual Inspection and Maintenance Reports

The City has stormwater maintenance agreements with property owners for the operation and maintenance of private stormwater systems. By May 1st of each year, an annual inspection and maintenance report is due from the owner or responsible party (e.g., management company, HOA). In March, City staff mailed letters to property owners or responsible parties, including a report form, reminding them to submit their annual report. The required information includes the inspection date and any maintenance, repair, or replanting activities that were completed. After receiving the reports, City staff conducts an inspection to verify the information in the report.



Planning Division, Current

Administrative Land Use Decisions Issued

- 7 Type A Tree Permits
- 4 Type B Tree Permits
- 1 Class 1 Administrative Review
- 2 Class 2 Administrative Reviews

Construction Permit Review, Development Inspections, and Project Management

In March, 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 car dealership on Parkway Avenue
- 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 on Canyon Creek Road S
- Villebois Village Center Mixed-use Development
- Vuela Transit Oriented Development (TOD) on Barber Street

Development Review Board (DRB)

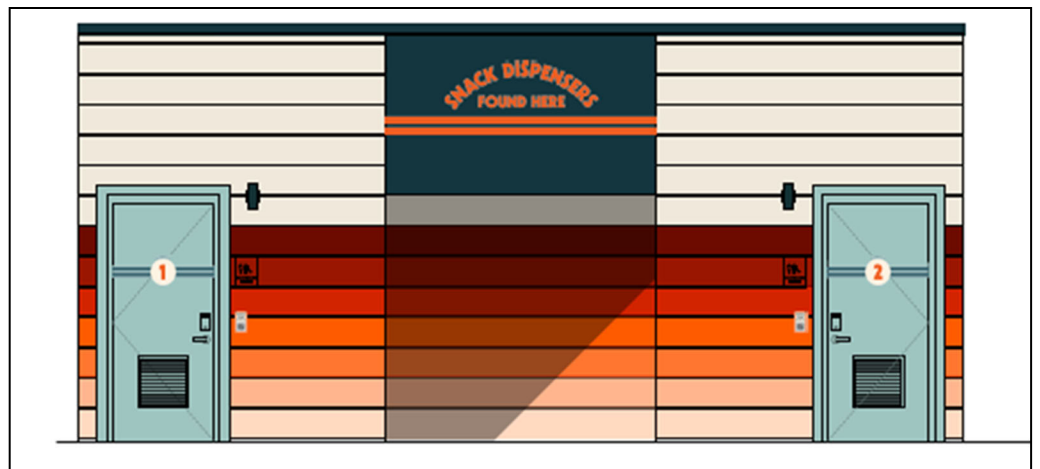
DRB Panel A did not meet in March.

DRB Panel B did not meet in March.

DRB Projects Under Review

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

- Industrial campus expansion at Sysco
- Vehicle charging station at Barber Street and Boones Ferry Road
- Stafford Ridge, the first proposed development in Frog Pond East
- Twist Bioscience storage buildings at ParkWorks
- PGE Transmission Line Upgrade in northwest Wilsonville
- Willamette Greenway Conditional Use Permit for single family home
- Open Space revision at Spring Terrace subdivision



iONNA Charging Station – Proposed Building Elevation

Planning Division, Long Range

Housing Statutory Compliance Project

This two-part project will update Wilsonville's Development Code to incorporate new statutory requirements related to residential development from the 2025 Oregon Legislative session. Part 1 of the project will focus on Section 3 of SB 974, which requires cities and counties to issue land use decisions without a public hearing on certain residential development applications, including Wilsonville's most common residential land use applications. The project also will incorporate changes required by Section 17 of HB 4037, which passed in the 2026 Oregon Legislative Session, and will integrate Action C of the 2025 Housing Production Strategy, which calls for the City to implement an administrative review process for residential development. In March, the project team held a work session with Planning Commission to review and gather input on draft Development Code amendments for Part 1 of the project. This information will be shared with City Council at a work session in April. The amendments related to Section 3 of SB 974 must be in effect by July 1, 2026.

Planning Commission

On March 30, the Planning Commission held a work session where they provided additional feedback on Part 1 of the Housing Statutory Compliance Project.

Wilsonville Industrial Land Readiness (WILR) Project

The Wilsonville Industrial Land Readiness (WILR) project combines a focused analysis of development potential in the Basalt Creek Concept Plan area with a citywide Economic Opportunities Analysis (EOA) and Economic Development Strategy (EDS). Together, these efforts will help guide long-term employment growth and strategic land use planning in Wilsonville.

On March 2, City staff and the consultant team presented the draft EOA to City Council at a public hearing. Following deliberation, City Council held a second reading on March 16 and voted unanimously to adopt the EOA and accompanying EDS.

In March, consulting firm DKS completed a transportation analysis of the West Railroad Planning Area (WRR). The analysis evaluated projected vehicle trips generated by potential future land uses in the area and assessed how the transportation network could support future development. Staff were also busy preparing for work sessions in April with both the Planning Commission and City Council to review the West Railroad (WRR) Preliminary Preferred Concept, which illustrates potential future access points, internal street connections, and flexible employment land uses for the area.

FINANCE—The department where everyone counts

- **BUDGET SUPPLEMENTAL:** In April, Finance will be bringing a Budget Supplemental request before Council for approval. This includes unanticipated changes over what we've budgeted for the current fiscal year, and requires public noticing, council approval, and adoption before the end of the fiscal year. More to come by way of a Staff Report, which details any changes.
- **CIVICS ACADEMY:** This month, the Finance Department had the opportunity to present an overview of its operations to participants of the 2026 Civics Academy. Our presentation covered key areas including the City's budget and budget process, financial reporting, forecasting, compliance, and overall departmental functions, including Municipal Court and Utility Billing.

For the second year, we also incorporated an interactive budget simulation game. This activity was inspired by an idea we learned from Leon County, Florida, who presented a similar exercise at a Government Finance Officers Association (GFOA) conference several years ago. Our version features the fictional City of Whoville, from *The Grinch*, and provides a fun, engaging, and lighthearted way to explore the complex decisions city leaders face when balancing a budget—being mindful the impact of each decision on its residents.

This simulation includes a mix of revenue and expenditure changes, some outside the participants' control, and others within their control, and for their consideration. It includes measures to increase revenue such as charging admission for the historically free Snowflake Festival, or building permits for gingerbread houses with ten pounds or more of candy. It also includes expenditures such as sleigh insurance and Mount Crumpit Trail repairs.

Teams had fun balancing their budgets and had great discussions surrounding one time versus ongoing expenses, increases in revenues, and the impact(s) on its residents.

- **UTILITY BILLING:** The City of Wilsonville's Utility Billing Customer Portal, that is hosted by Invoice Cloud, sends out: automated messages when a new invoice is available, confirmation of enrollment in autopay, paperless, or pay by text options, payment receipts, and notification when an autopay payment declines. To date those emails have come from no-reply@invoicecloud.net. We now have the capability to change the sender email address to reflect these emails as coming from the City of Wilsonville. As such, beginning April 6 all of these automated emails will originate from utility@wilsonvilleoregon.gov, providing customers the ability to respond or reply to these emails with any questions, and for those responses to directly reach City Staff.
- **ATTACHED FINANCIALS:** Finance continues to monitor all departments for on-going budget compliance.

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
110 - General Fund				
Taxes	\$ 17,528,500	\$ 14,970,951	\$ 2,557,549	85%
Intergovernmental	3,254,985	2,410,326	844,659	74%
Licenses and permits	171,700	116,381	55,319	68%
Charges for services	384,102	318,369	65,733	83%
Fines and forfeitures	180,000	141,364	38,636	79%
Investment revenue	531,000	565,154	(34,154)	106%
Other revenues	675,650	866,433	(190,783)	128%
Transfers in	6,477,241	4,033,830	2,443,411	62%
TOTAL REVENUES	\$ 29,203,178	\$ 23,422,809	\$ 5,780,369	80%
Personnel services	\$ 14,095,430	\$ 9,661,669	\$ 4,433,761	69%
Materials and services	14,992,012	9,501,324	5,490,688	63%
Capital outlay	135,000	92,100	42,900	68%
Transfers out	6,049,658	1,945,064	4,104,595	32%
TOTAL EXPENDITURES	\$ 35,272,100	\$ 21,200,156	\$ 14,071,944	60%
610 - Fleet Fund				
Charges for services	\$ 1,933,368	\$ 1,450,026	\$ 483,342	75%
Investment revenue	48,000	32,494	15,506	68%
TOTAL REVENUES	\$ 1,981,368	\$ 1,500,685	\$ 480,683	76%
Personnel services	\$ 1,155,130	\$ 751,200	\$ 403,930	65%
Materials and services	840,440	542,693	297,747	65%
Capital outlay	532,000	271,692	260,308	51%
TOTAL EXPENDITURES	\$ 2,527,570	\$ 1,565,585	\$ 961,985	62%
230 - Building Inspection Fund				
Licenses and permits	\$ 952,000	\$ 859,075	\$ 92,925	90%
Investment revenue	157,000	115,824	41,176	74%
TOTAL REVENUES	\$ 1,109,000	\$ 974,899	\$ 134,101	88%
Personnel services	\$ 1,148,520	\$ 690,631	\$ 457,889	60%
Materials and services	243,155	139,783	103,372	57%
Transfers out	422,808	317,106	105,702	75%
TOTAL EXPENDITURES	\$ 1,814,483	\$ 1,147,519	\$ 666,964	63%
231 - Community Development Fund				
Licenses and permits	\$ 446,718	\$ 551,842	\$ (105,124)	124%
Charges for services	457,002	224,837	232,165	49%
Intergovernmental	598,995	100,000	498,995	17%
Investment revenue	93,000	78,695	14,305	85%
Transfers in	4,627,515	3,053,676	1,573,840	66%
TOTAL REVENUES	\$ 6,223,230	\$ 4,024,050	\$ 2,199,180	65%
Personnel services	\$ 3,995,690	\$ 2,614,492	\$ 1,381,198	65%
Materials and services	1,031,820	551,467	480,353	53%
Transfers out	1,170,209	605,800	564,409	52%
TOTAL EXPENDITURES	\$ 6,197,719	\$ 3,771,759	\$ 2,425,960	61%
240 - Road Operating Fund				
Intergovernmental	\$ 2,181,000	\$ 1,492,824	\$ 688,176	68%
Investment revenue	26,000	28,493	(2,493)	110%
Transfers in	509,940	499,940	10,001	98%
TOTAL REVENUES	\$ 2,716,940	\$ 2,021,257	\$ 695,683	74%
Personnel services	\$ 608,120	\$ 313,605	\$ 294,515	52%
Materials and services	754,894	482,602	272,292	64%
Capital outlay	44,850	49,362	(4,512)	110%
Debt service	360,000	356,446	3,554	99%
Transfers out	1,420,588	434,145	986,443	31%
TOTAL EXPENDITURES	\$ 3,188,452	\$ 1,636,159	\$ 1,552,293	51%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
241 - Road Maintenance Fund				
Charges for services	\$ 2,661,000	\$ 1,896,325	\$ 764,675	71%
Investment revenue	172,000	133,013	38,987	77%
TOTAL REVENUES	\$ 2,833,000	\$ 2,029,338	\$ 803,662	72%
Transfers out	\$ 3,081,080	\$ 1,311,906	\$ 1,769,175	43%
TOTAL EXPENDITURES	\$ 3,081,080	\$ 1,311,906	\$ 1,769,175	43%
260 - Transit Fund				
Taxes	\$ 6,300,000	\$ 4,573,006	\$ 1,726,994	73%
Intergovernmental	2,757,000	2,240,179	516,821	81%
Charges for services	20,000	15,210	4,790	76%
Investment revenue	698,000	437,220	260,780	63%
Other revenues	21,000	21,671	(671)	103%
TOTAL REVENUES	\$ 9,796,000	\$ 7,287,285	\$ 2,508,715	74%
Personnel services	\$ 5,871,460	\$ 3,636,563	\$ 2,234,897	62%
Materials and services	2,914,658	2,030,409	884,249	70%
Capital outlay	1,158,000	64,731	1,093,269	6%
Transfers out	3,062,248	1,915,676	1,146,572	63%
TOTAL EXPENDITURES	\$ 13,006,366	\$ 7,647,379	\$ 5,358,987	59%
510 - Water Operating Fund				
Charges for services	\$ 10,864,000	\$ 7,230,655	\$ 3,633,345	67%
Investment revenue	412,000	391,623	20,377	95%
Other revenues	40,000	40,906	(906)	102%
TOTAL REVENUES	\$ 11,316,000	\$ 7,663,185	\$ 3,652,815	68%
Personnel services	\$ 753,650	\$ 373,885	\$ 379,765	50%
Materials and services	5,285,211	2,915,606	2,369,605	55%
Capital outlay	2,204,493	776,870	1,427,623	35%
Debt service	375,000	370,757	4,243	99%
Transfers out	3,700,814	1,326,678	2,374,136	36%
TOTAL EXPENDITURES	\$ 12,319,168	\$ 5,763,796	\$ 6,555,372	47%
520 - Sewer Operating Fund				
Charges for services	\$ 7,833,000	\$ 5,307,642	\$ 2,525,358	68%
Investment revenue	380,000	287,668	92,332	76%
Other revenues	31,500	20,221	11,279	64%
Loan proceeds	10,500,000	-	10,500,000	0%
Transfers in	600,000	600,000	-	100%
TOTAL REVENUES	\$ 19,344,500	\$ 6,215,531	\$ 13,128,969	32%
Personnel services	\$ 505,250	\$ 260,597	\$ 244,653	52%
Materials and services	4,729,522	2,762,738	1,966,784	58%
Capital outlay	114,850	49,362	65,488	43%
Debt service	2,886,000	359,469	2,526,531	12%
Transfers out	13,823,655	1,417,264	12,406,391	10%
TOTAL EXPENDITURES	\$ 22,059,277	\$ 4,849,431	\$ 17,209,847	22%
550 - Street Lighting Fund				
Charges for services	\$ 559,000	\$ 367,572	\$ 191,428	66%
Investment revenue	34,000	29,553	4,447	87%
TOTAL REVENUES	\$ 593,000	\$ 397,125	\$ 195,875	67%
Materials and services	\$ 367,290	\$ 166,992	\$ 200,298	45%
Transfers out	1,280,827	608,206	672,621	47%
TOTAL EXPENDITURES	\$ 1,648,117	\$ 775,198	\$ 872,919	47%
570 - Stormwater Operating Fund				
Charges for services	\$ 3,581,000	\$ 2,417,538	\$ 1,163,463	68%
Investment revenue	242,000	178,010	63,990	74%
TOTAL REVENUES	\$ 3,823,000	\$ 2,595,548	\$ 1,227,452	68%
Personnel services	\$ 480,980	\$ 259,482	\$ 221,498	54%
Materials and services	848,994	474,231	374,763	56%
Capital outlay	44,850	49,362	(4,512)	110%
Debt service	325,000	321,317	3,683	99%
Transfers out	4,759,006	1,209,237	3,549,769	25%
TOTAL EXPENDITURES	\$ 6,458,830	\$ 2,313,629	\$ 4,145,201	36%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
336 - Frog Pond Development				
Licenses and permits	\$ 2,500,000	\$ 1,310,930	\$ 1,189,071	52%
Investment revenue	27,000	120,101	(93,101)	445%
TOTAL REVENUES	\$ 2,527,000	\$ 1,431,031	\$ 1,095,969	57%
Materials and services	\$ 19,540	\$ 2,304	\$ 17,236	12%
Transfers out	3,573,177	1,109,535	2,463,642	31%
TOTAL EXPENDITURES	\$ 3,592,717	\$ 1,111,839	\$ 2,480,878	31%
348 - Washington County TDT				
Washington County TDT	\$ -	\$ -	\$ -	-
Investment revenue	112,000	71,333	40,667	64%
TOTAL REVENUES	\$ 112,000	\$ 71,333	\$ 40,667	64%
346 - Roads SDC				
System Development Charges	\$ 2,100,000	\$ 2,758,675	\$ (658,675)	131%
Investment revenue	287,000	256,370	30,630	89%
TOTAL REVENUES	\$ 2,387,000	\$ 3,015,045	\$ (628,045)	126%
Materials and services	\$ 40,760	\$ 6,937	\$ 33,823	17%
Transfers out	8,213,181	228,170	7,985,011	3%
TOTAL EXPENDITURES	\$ 8,253,941	\$ 235,108	\$ 8,018,833	3%
396 - Parks SDC				
System Development Charges	\$ 1,320,000	\$ 1,185,128	\$ 134,872	90%
Investment revenue	77,000	71,687	5,313	93%
TOTAL REVENUES	\$ 1,397,000	\$ 1,256,815	\$ 140,185	90%
Materials and services	\$ 9,490	\$ 3,450	\$ 6,040	36%
Transfers out	918,557	81,875	836,682	9%
TOTAL EXPENDITURES	\$ 928,047	\$ 85,325	\$ 842,722	9%
516 - Water SDC				
System Development Charges	\$ 1,000,000	\$ 1,455,761	\$ (455,761)	146%
Investment revenue	65,000	69,676	(4,676)	107%
TOTAL REVENUES	\$ 1,065,000	\$ 1,525,437	\$ (460,437)	143%
Materials and services	\$ 14,570	\$ 3,642	\$ 10,928	25%
Debt service	453,000	450,724	2,276	99%
Transfers out	3,888,490	2,469,745	1,418,745	64%
TOTAL EXPENDITURES	\$ 4,356,060	\$ 2,924,111	\$ 1,431,949	67%
526 - Sewer SDC				
System Development Charges	\$ 1,000,000	\$ 1,012,453	\$ (12,453)	101%
Investment revenue	30,000	41,577	(11,577)	139%
TOTAL REVENUES	\$ 1,030,000	\$ 1,054,029	\$ (24,029)	102%
Materials and services	\$ 12,380	\$ 2,507	\$ 9,873	20%
Transfers out	1,751,531	670,142	1,081,389	38%
TOTAL EXPENDITURES	\$ 1,763,911	\$ 672,649	\$ 1,091,262	38%
576 - Stormwater SDC				
System Development Charges	\$ 170,000	\$ 262,068	\$ (92,068)	154%
Investment revenue	144,000	91,866	52,134	64%
TOTAL REVENUES	\$ 314,000	\$ 353,934	\$ (39,934)	113%
Materials and services	\$ 5,650	\$ 598	\$ 5,052	11%
Transfers out	647,645	145,515	502,130	22%
TOTAL EXPENDITURES	\$ 653,295	\$ 146,112	\$ 507,183	22%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
815 - Westside Capital Projects				
Investment revenue	\$ 224,000	\$ 150,089	\$ 73,911	67%
TOTAL REVENUES	\$ 224,000	\$ 150,089	\$ 73,911	67%
Materials and services	\$ 375,000	\$ 89,200	\$ 285,800	24%
Capital outlay	2,851,000	438,851	2,412,149	15%
TOTAL EXPENDITURES	\$ 3,226,000	\$ 528,051	\$ 2,697,949	16%
825 - Coffee Creek Capital Projects				
Investment revenue	\$ 14,000	\$ 14,683	\$ (683)	105%
Transfers in	500,000	500,000	-	100%
TOTAL REVENUES	\$ 514,000	\$ 514,683	\$ (683)	100%
Materials and services	\$ 236,004	\$ 108,531	\$ 127,473	46%
TOTAL EXPENDITURES	\$ 866,004	\$ 108,531	\$ 757,473	13%
827 - Coffee Creek Debt Service				
Taxes	\$ 718,000	\$ 744,633	\$ (26,633)	104%
Investment revenue	29,000	15,338	13,662	53%
TOTAL REVENUES	\$ 747,000	\$ 759,971	\$ (12,971)	102%
Debt service	\$ 780,000	\$ 639,149	\$ 140,851	82%
TOTAL EXPENDITURES	\$ 780,000	\$ 639,149	\$ 140,851	82%
830 - Wilsonville Investment Now Program				
Taxes	\$ 1,174,100	\$ 832,882	\$ 341,218	71%
TOTAL REVENUES	\$ 1,174,100	\$ 832,882	\$ 341,218	71%
Materials and services	\$ 1,174,100	\$ -	\$ 1,174,100	0%
TOTAL EXPENDITURES	\$ 1,174,100	\$ -	\$ 1,174,100	0%



This year's Tiny Art Show featured 155 miniature artworks by artists of all ages. Winners of the Tiny Art Show will be displayed in April.

From the Director

Our 4th annual Tiny Art Show once again drew an impressive range of small-but-mighty masterpieces from artists of all ages, with 153 community members submitting artworks. Patrons loved browsing the colorful display and voting on their favorite artworks. We've come to learn just how much the community enjoys this tradition.

We also celebrated a major milestone in the Children's Room: the completion of Julia Hunkler's new mural. Her bright, playful artwork has already transformed the space, and kids have been delighted to discover all the little details woven into the design.

To mark the mural's debut, we hosted a reception on March 18 where visitors could meet Julia and hear about her process. It was a cheerful gathering with lots of enthusiasm for the refreshed space and for the library's continued support of local artists.

-Shasta Sasser, Library Director

Children's Services

Springtime Take & Makes

Starting on March 21, families stopped by the Children's Desk for free springtime themed Take & Make craft kits to take home and enjoy. The kits are always popular during school breaks.

Pink Pig Puppet Theatre

Steven Engelfried and his wondrous Pink Pig Puppet Theatre on Saturday, March 28, presented "Silly Stories": Three short tales featuring an irritated rooster, a singing bear, and other funny animal puppet characters.

UPCOMING:

- Series Saturday on Saturday, Apr. 4, at 2pm.
- Catapult Take and Make kits available Monday, Apr. 6
- Spanish Storytime on Saturday, Apr. 11, at 11am.
- Beginning Birding for Families on Sunday, Apr. 12, at 2pm



Young library patrons enjoy crafts and snacks at the Series Saturday program on Mar. 7 featuring the Dog Man book series.



Teen library patrons made friendship bracelets at the Teen Craft Club on Mar. 14.

Teen Services

Teen Craft Club

Librarian Crystal led this month's club in making friendship bracelets on Saturday, Mar. 14.

Teen Afterschool Drop-in Activities

On Wednesday afternoons from 3-6pm, teens dropped in to the library's Teen Area for video games, movies, crafts, and snacks.

UPCOMING:

- Teen Afterschool Drop-in Activities on Wednesdays, from 3-6pm.
- Teen Craft Club on Saturday, Apr. 18, at 3pm featuring book art.

Adult Services

“The Cello Who Loved Me” Author Talk

George Sorensen, local author of *The Cello Who Loved Me*, shared how a surprise recital while walking the Camino de Santiago turned into another kind of pilgrimage: to learn to play the cello at this presentation on March 14.

Goodwill Job & Resource Fair

Goodwill Job Connections partnered with the library to hold a job and resource fair on March 27. Fourteen local employers attended looking to hire, and Goodwill provided information about their helpful services to over 80 job seekers.

UPCOMING:

- Tabletop Game Night features the game Everdell on Thursday, Apr. 2, at 6pm.
- “Rhyme ‘em, Cowboy!” poetry presentation on Thursday, Apr. 9, at 6pm.
- “The History of Japanese Americans in Oregon” talk on Thursday, Apr. 16, at 6pm
- Book Club at the Community Center discusses *The Night Circus* by Erin Morgenstern on Wednesday, Apr. 22, at 1pm.



The Early Music Guild of Oregon performed Baroque music of the early 17th century on period instruments at the Book Notes Concert on Mar. 14.



The LINCC Library Trail Program invites participants to visit all 13 LINCC libraries to enter a grand prize raffle.

Around the Library

LINCC Library Trail

March saw the kick off of the “Explore the LINCC Library Trail Program.” Patrons of all ages were invited to pick up a passport and explore all 13 libraries in Clackamas County.

At each library participants visit, they receive a stamp on their Libraries in Clackamas County (LINCC) Library Trail passport to mark their journey. The more libraries participants visit, the more raffle entries they receive. Participants who visit all 13 libraries will be entered into their library’s grand prize raffle.

LINCC Library Trail program runs from Mar. 1 - May 31. Passports are available at the library.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Computer Basics 11am-12pm Blood Drive 1-6pm Sit and Stitch 1:30-3pm	3 ODHS 10am-12pm 1-3pm Intermediate ESL 10-11:30am Toddler Time 10:30-11am 11:15-11:45am Baby Storytime 12:15-12:55pm	4 Family Storytime 10:30-11am Profiles Gertrude Stein 11-12:30pm Zoom Teen After School Drop-in 3-6pm	5 Family Storytime 10:30-11am Tabletop Night Quirkle 6-7:30pm	6 Tiny Art Show Your art work displayed! Play Group 10:30am-12pm WIC Pop-Up Clinic 10am-12pm 1-4pm	7 Space Talks My Rocket Engines 11am-12:30pm Series Saturday Dog Man 2-3pm
8	9 Gmail 11am-12pm Sit and Stitch 1:30-3pm Teen Advisory Board 4:30-5:30pm	10 ODHS 10am-12pm 1-3pm Intermediate ESL 10-11:30am Toddler Time 10:30-11am 11:15-11:45am Baby Storytime 12:15-12:55pm	11 Family Storytime 10:30-11am Teen After School Drop-in 3-6pm	12 Family Storytime 10:30-11am Trivia Night March Madness 6-7:30pm	13 Play Group 10:30am-12pm	14 Spanish Storytime 11am-11:30am The Cello Who Loved Me Book Talk 1-2pm Booknotes Concert 2-3pm
15	16 Microsoft Word 11am-12pm Genealogy Club 1-2:30pm Sit and Stitch 1:30-3pm	17 ODHS 10am-12pm 1-3pm Intermediate ESL 10-11:30am Toddler Time 10:30-11am 11:15-11:45am Baby Storytime 12:15-12:55pm	18 Family Storytime 10:30-11am Teen After School Drop-in 3-6pm	19 Family Storytime 10:30-11am	20 Scavenger Hunt Until March 31 WIC Pop-Up Clinic 10am-12pm 1-4pm Play Group 10:30am-12pm	21 Heart Strings Mandarin 11-11:30am Teen Craft Club 3-5pm Springtime Take and Makes Starts today!
22	23 Online Job Seeking 11am-12pm Sit and Stitch 1:30-3pm Teen Advisory Board 4:30-5:30pm	24 ODHS 10am-12pm 1-3pm Intermediate ESL 10-11:30am	25 Community Center Book Club 1-2pm	26	27 Goodwill Job & Resource Fair 11am-1pm	28 Pink Pig Puppet Theater 11am-12pm
29	30 Sit and Stitch 1:30-3pm	31 ODHS 10am-12pm 1-3pm Intermediate ESL 10-11:30am Toddler Time 10:30-11am 11:15-11:45am Baby Storytime 12:15-12:55pm	<h1>MARCH</h1>			

8200 SW Wilsonville Road
Wilsonville, OR 97070
(503) 682-2744
wilsonvillelibrary.org
referencewilsonvillelibrary.org

Monday - Thursday 10-8
Friday - Saturday 10-6
Sunday 1-6



WILSONVILLE
PUBLIC LIBRARY



Parks and Recreation Report | March 2026

Recreation Updates

Summer Activity Published and Registration Now Open!

The Summer 2026 Activity Guide was published in March! With programs spanning the months of May through August, there's surely something for everyone this summer! The Summer Activity Guide features special events like Movies and Concerts in the Park, Pride, Juneteenth, Party in the Park, and many more! Summer camps include a wide variety of offerings through camp partners such as Skyhawks, Coyle Outside, the YMCA, Play-Well TEKologies, Kidokinetics, Jordan Kent, Portland Timbers, STARS, and others. Registration opens on Monday, April 6. View a full line up of classes and programs at WilsonvilleParksandRec.com/Register



Winter/Spring Session II Classes Underway

March marked the beginning of Session II classes, which run early March through the end of April. A total of 28 classes and programs are being offered including, Body Sculpt, Yoga, Oil Painting, Stained Glass, Soccer Shots, Spring Break Camps and baking, among others.

Community Garden

The Wilsonville Community Garden only has eight (8) spots left. New tools and additional corrugated metal beds have been ordered. The new corrugated metal beds, sourced the Vego, will eventually replace the older wooden beds due to rotting. The garden is now home to a 'grow an extra row' raised bed, where all produce will be donated to the Wilsonville Food Bank.

Memorial Park Field and Shelter Reservations

Facility reservations are in full swing as resident reservations opened up on March 9 and non-resident opened up on March 16 and weekends are booking fast! The River Shelter, Forest Shelter, Grove Shelter, and Splash Shelter are popular spots for the community to hold private events such as birthday parties, company picnics, family reunions, weddings, celebration of life services, and graduation parties.

Stein-Boozier Barn Open House

Two open-houses were held at the Stein-Boozier Barn in March, which is a popular venue location for weddings, company parties, graduations and more. Interested parties took the opportunities to explore the barn and ask questions about amenities, capacities and decorations. Multiple parties that already have the barn booked came to take measurements, ask questions and were grateful for the ability to view the barn on the weekend. Private tours are also available during the week when the Parks and Recreation offices are open.

Community Center Updates

Nutrition Program

The month of March saw the Center's nutrition team produce over 2,680 meals. 860 were served as part of the Center's in-person lunch program with 1,823 being sent out as part of the City's home delivered meal program. The number of clients on the home delivered meal program has grown dramatically in recent months and the Center is now delivering to over 90 clients.

Bunny Brunch

Over 70 community members attended the Center's festive lunch the Friday before Easter. Sit, Stand and Be Fit instructor, Kate Caldwell, volunteered to be Bailey the Bunny and bring a little extra cheer to the lunch attendees.



Medicare.gov Plan Finder Workshop

Clackamas County Senior Health Insurance Benefits Assistance (SHIBA) volunteers presented a workshop for attendees to learn how to use the Plan Finder tool on Medicare.gov to compare Medicare Advantage plans.

Tax Appointments Roll On!

Volunteers from AARP continued to help prepare and e-file State and Federal taxes on Tuesdays at the Center. This free program helps between 16-20 community members each Tuesday.

Arts Updates

The heARTs of Wilsonville Online Auction concluded on March 6, which included auctioning five of the 10 hearts sculptures. The Arts, Culture, and Heritage Commission (ACHC) selected which hearts to auction and which to keep installed as part of the City's Public Art Collection. The heARTs Auction generated \$4,050, which will go towards future public art projects.

One of the Hearts in their new backyard home in Wilsonville



A promotional graphic for an event. The background is dark with stylized, glowing leaves in shades of purple and blue. On the left, the text "Light in the Park" is written in a cursive, neon font with a color gradient from pink to blue. In the top right corner, there is a glowing butterfly. In the bottom left, there are several vertical neon lines in various colors. The Wilsonville Oregon logo is in the center. To the right of the logo, the text "ENJOY A TEMPORARY LIGHT ART INSTALLATION FROM FOXLIGHT LABS. ARTWORK WILL BE INSTALLED MAY 1 - 10" is written in a bold, sans-serif font. Below that, "KICK OFF: FRI. MAY 1" and "TIME: 7:30 - 9:30 PM" are listed. At the bottom, "MURASE PLAZA - MEMORIAL PARK" is written in a bold, sans-serif font. There are also some glowing starburst shapes in the bottom right corner.

Board Highlights

Arts, Culture, and Heritage Commission (ACHC)

At the March Arts, Culture and Heritage Commission Meeting the ACHC awarded the 2026 Pride Month Temporary Mural to artist Paola De La Cruz who will be painting her mural design for Pride Month this June. The ACHC also discussed a future Hispanic Heritage Month Temporary Mural, continued planning the Cultural Event schedule for this July, discussed the results of the heARTs Auction, and learned of upcoming Light Art Installation scheduled for May 1—10.

Kitakata Sister City Advisory Board

The Kitakata Sister City Advisory Board met via zoom in March. Items on the agenda included discussions regarding a July event in collaboration with the Arts, Culture, and Heritage Commission and the Diversity, Equity, and Inclusion Committee. This event will be called “Many Cultures, One Community: A Celebration of Eastern Arts”. The Kitakata Board will host a table as well as fund performances from Oregon Koto Kai and Portland Taiko. The event will take place on July 9 from 5:30-8:30pm.

WILSONVILLE OREGON

Many Cultures, ONE COMMUNITY:

A Celebration of Eastern Arts

Thursday, July 9  5:30-8:30 pm

Wilsonville Town Center Park
29600 SW Park Place, Wilsonville, Oregon 97070

Join us for a family friendly evening of dynamic cultural performances from the White Lion Lotus Dancers, Portland Taiko, Oregon Koto-Kai and many more!

This event is a collaborative effort between the Arts, Culture, and Heritage Commission, Kitakata Sister City Advisory Board, and the Diversity, Equity, and Inclusion Committee.

Upcoming Events

Summer Registration: Monday, April 6 – WilsonvilleParksandRec.com

WERK Day: Saturday, April 25, at 8:00 am-11:00 am, Murase Plaza and Dog Park (Meet at Community Center for assignments). Complimentary breakfast beforehand from 8:00 am-9:00 am at the Community Center.

New Moms Walk: Sunday, April 26 at 10am, Wilsonville Memorial Park—meet by tennis courts

Light in the Park Kick Off Event: May 1 at 7:30pm—Murase Plaza Park (Light art installation will be up 5/1-10)

Memorial Park Playground Ribbon Cutting: Friday, May 22 at 10am, Memorial Park Playground

Golden Hour Book Swap: Thursday, June 4 at 7pm, Murase Grove Shelter

Water Features Open: Wednesday, June 3—open daily 10am-8pm

Parks Team Updates

The Parks Maintenance Division is in full swing for the lovely season of Spring. The deciduous trees are blossoming, shrubs are flourishing and the grass turf is thriving. Our talented and dedicated team is working diligently to raise our standard of care across the City.

The team has recently focused heavily on preparing our athletic fields for the reservation season, getting the newly refurbished aquatic features ready for the season, and supporting multiple community events. Our team takes great pride in providing the community with well-maintained parks, natural areas and open spaces that contribute to the City's livability.

The Maintenance Team is excited to announce the addition of a new teammate, Taylor Forte (see pic). Taylor is our Maintenance Worker and brings several years of municipal landscaping experience. Welcome Taylor!





City of Wilsonville Police

MARCH 2026

Welcome to Wilsonville Police Department: Steve O’Sullivan, LPC

The Wilsonville Police Department is pleased to welcome Steve O’Sullivan to our team. Steve is a Licensed Professional Counselor (LPC) who will serve as an important resource for our community, deputies, and City staff. He fills the position recently vacated by Brenda Evans, Licensed Clinical Social Worker (LCSW), who departed in mid-March.

Steve is a member of the County’s Behavioral Health Unit (BHU). Among the units he’s served alongside, he most recently was at the County’s dispatch center, where he partnered with deputies in responding to calls throughout the county.

In his role, Steve works collaboratively to help identify needs, connect individuals with appropriate resources and service—housing, mental health care, treatment, meeting basic needs—and complement deputies during calls with a behavioral health component. He focuses on helping build support around people in crisis and help them stabilize within the community. His position in Wilsonville is funded by the City.

We are excited to have Steve on board and look forward to the positive impact his expertise and experience will bring to our department and the community we serve.



Photo courtesy: Item 6 2021 article



Property Crimes

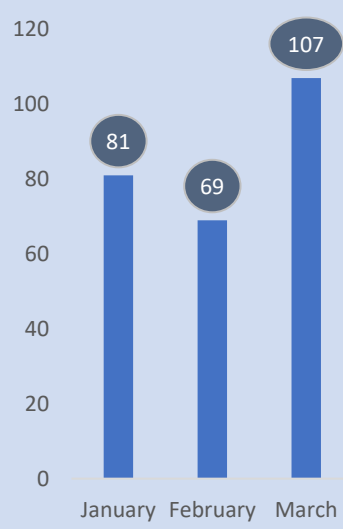
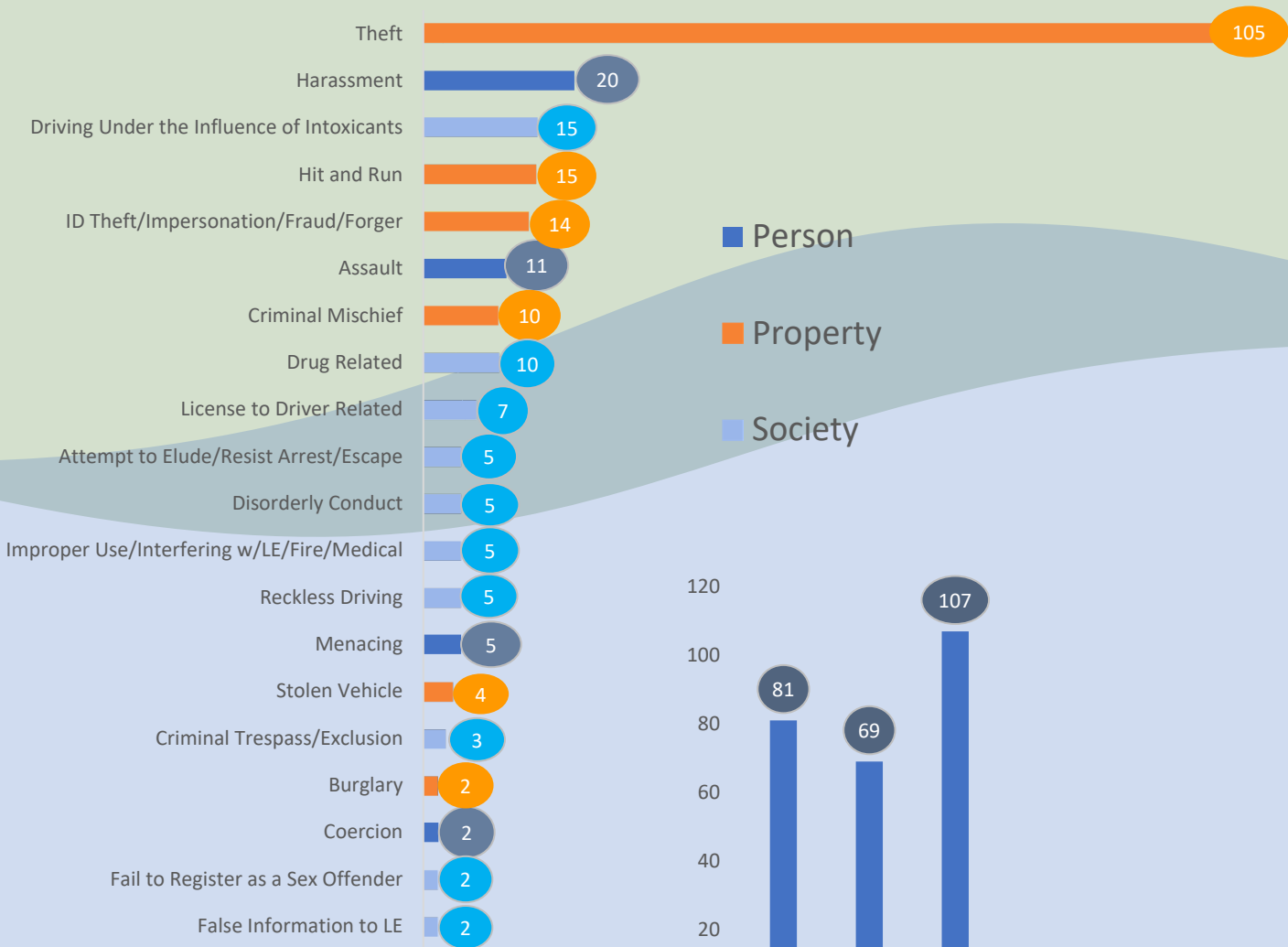
153

Society Crimes

63

Person Crimes

41



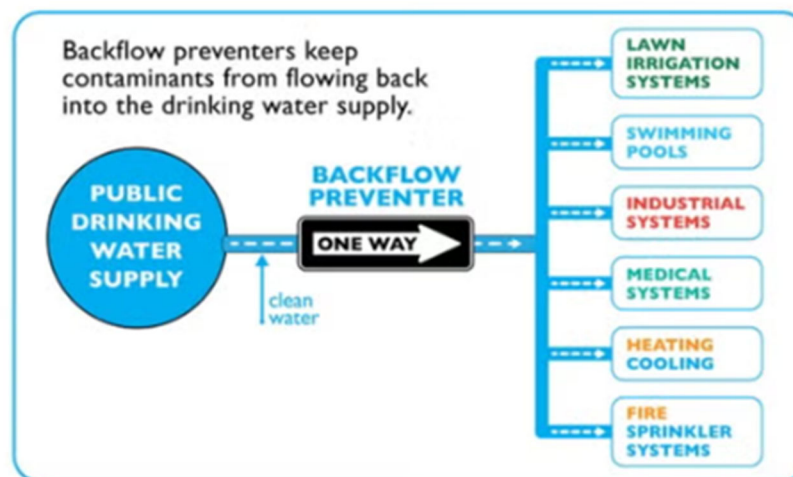
The Clackamas County Sheriff's Office has reformatted its dashboards and narrowed the information presented to crimes resulting in reports.

To review dashboards and the included activity maps, please visit:

[Reported Crime Dashboards | Clackamas County Sheriff's Office \(OR\)](#)

From The Director's Office:

With Spring comes the City's annual Backflow Prevention Assembly testing window. A backflow prevention assembly is a component that helps keep the City's drinking water safe for everyone by preventing a backflow incident. Backflow is the reverse flow of water and other liquids or substances into distribution pipes in the potable water supply. A cross-connection is any actual or potential physical connection between a public water system, and any source of non-potable liquid, solid or gas that could contaminate the potable water supply by backflow. Backflow prevention assemblies are installed to prevent backflow of contaminants into drinking water through cross-connections.



Soon residents will receive a letter reminding them to schedule their annual backflow assembly test—both a City and state required annual test. All properties in Wilsonville that have a device need to be tested between May and July. Each property's specific due date is included in their notification letter.

Testers submit results directly to the City, and notify the City of any failing devices. Maintaining a properly functioning annually tested backflow assembly is one of the easiest ways we can protect ourself and other community from potential water contamination. To learn more about the City's backflow testing requirements, visit the City's website at: <https://www.wilsonvilleoregon.gov/publicworks/page/backflow-prevention>

The community's annual compliance with the backflow assembly testing requirements is a small contribution that makes a big difference in protecting our shared water supply.



Best Regards, Delora Kerber, Public Works Director

Facilities

Fun In The Sun

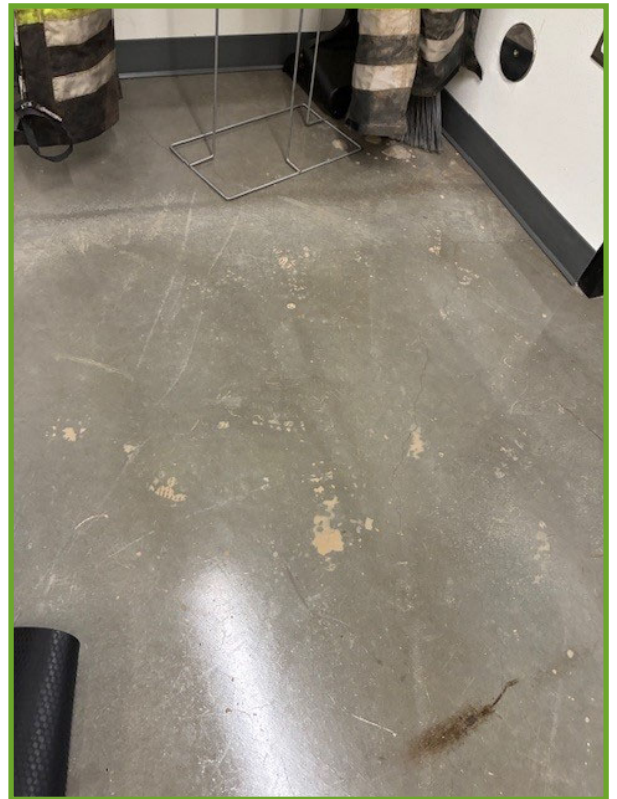
With water feature season quickly closing in, the Facilities team assisted with moving the Town Center Water Feature project to completion. The team previously removed the 20+ years old equipment from the vault and stripped the vault down to bare concrete floor and walls. Next a contractor coated all the walls and floor with a durable white epoxy. This month the Facilities Team assisted the contractor with lowering the manifold pipe and pump/motor into the vault to begin the reconstruction process. Once this project is complete, the Facilities team will turn maintenance and operation responsibilities of the park water features, back to the Parks Department.



Facilities

The Small Details

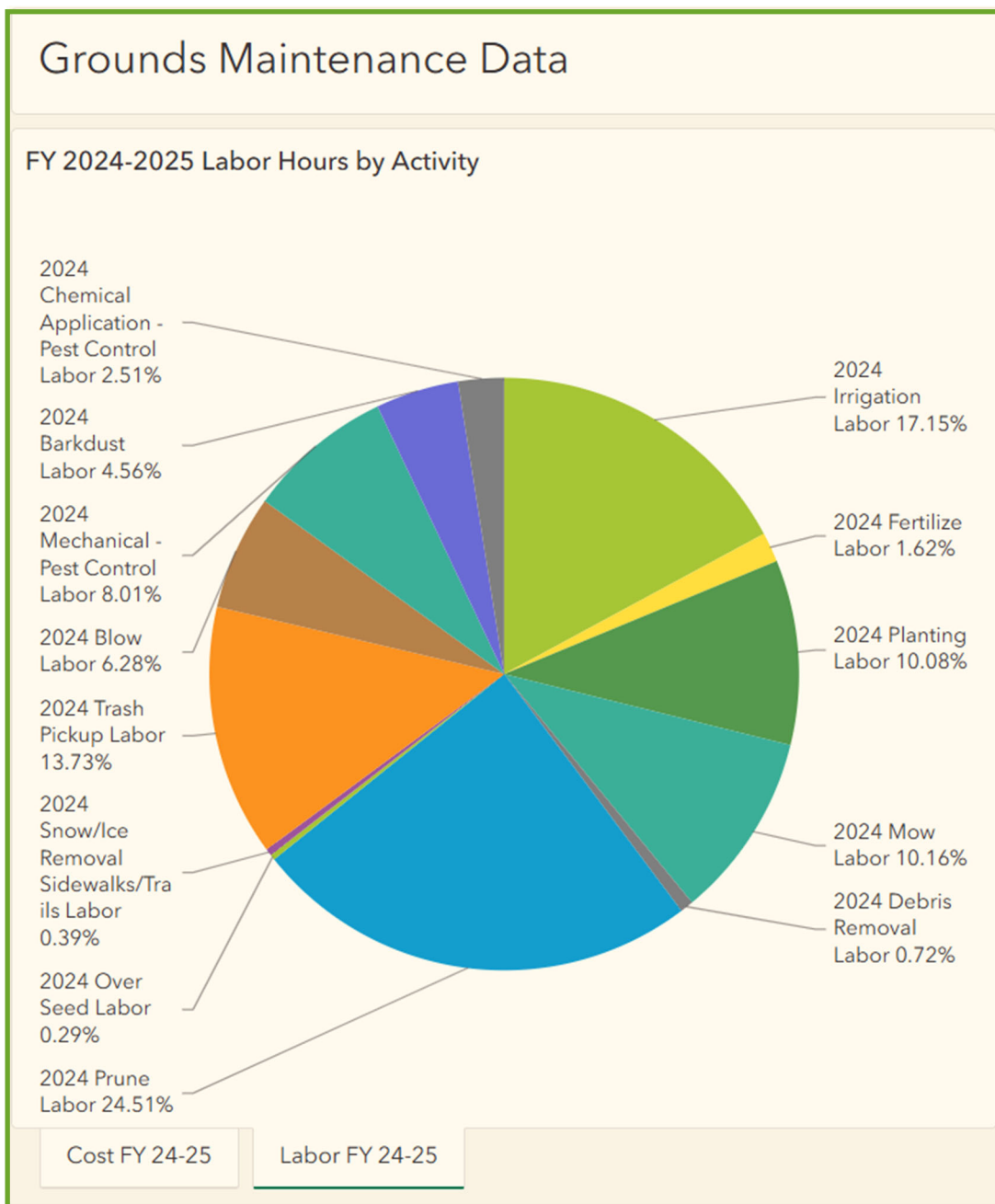
The Facilities Janitorial team clean approximately 110,000 square feet daily; most of their time is spent on floors, restrooms, and garbage/recycling. What many don't see are the multitude of small details that they encounter and address in addition to their larger cleaning responsibilities. From surface wipe downs to switching out trash cans with freshly washed cans, muddy footprints on the base of office chairs, food being splattered and left on cabinets, and mopping up after muddy rain gear, the team cleans it all. Below are just a couple of examples that the crew encounter daily.



Facilities

Always A Student, Sometimes A Teacher

After a successful presentation at the Oregon Recreation and Parks Association (ORPA) conference last Fall, Grounds Maintenance Specialist Luke McKinnon submitted his presentation for consideration at the Oregon and National chapters of the American Public Works Association for their respective 2026 conferences. Luke’s presentation focused on effective labor and cost associated with pesticide use was chosen for both conferences, as well as for the ORPA’s Maintenance and Construction division conference. Below is one of the metrics Luke will be incorporating into his presentation, giving attendees a glimpse at what activities represent the greatest portion of labor. These metrics are generated using asset management software, and reinforce how important accurate data collection is to our organization. Using this data, the Grounds Maintenance team can best plan their groundskeeping schedules for optimal productivity.



Roads

This Is Only A Test

Every March the Roads team turns on irrigation systems in right-of-way median landscapes to ensure things are in good working order before summer. This early activation allows time for any needed repairs while the rain is still keeping the vegetation alive without assistance from irrigation. As you can see, there was a large repair needed on Wilsonville Road; luckily testing was done before the arrival of new bark dust and repairs were finished prior to the Spring refresh of the landscaping!



Roads

And The Hits Keep Rolling

The Roads team can always count on winter rains and frequent temperature fluctuations creating potholes that need repair. March offered many dry days that allowed the crew to address these potholes, especially the extremely heavily traveled Day Road and Grahams Ferry Road areas of the City. Potholes are always on the agenda, and frequent repairs mean that equipment is often used, inspected, and maintained.

Thanks team, for keeping Wilsonville moving!



Roads

Guardrail Repair

A car accident left a section of guardrail on Boeckman Road damaged. These important safety barriers are repaired as soon as possible after an incident, to keep drivers and adjacent properties safe. In this instance, a support beam and damaged guard rail were removed, a new support beam and new section of guardrail were installed and secured, returning the guardrail to the appropriate function and impact resistance.



Stormwater

Wide Turn Trouble

Occasionally commercial vehicles cause damage to infrastructure while navigating through the City. Here is a catch basin that was damaged when a heavy vehicle drove over the curb. The repair involved replacing rebar to reinforce the structural integrity of the curb, then new concrete was poured and the catch basin lid was repositioned after repairs were completed.



Stormwater

Pervious Sidewalk—Phase 1

East of Kinsman Road on Boeckman Road, phase one of a project repairing stormwater swales and pervious sidewalks kicked off in March. This pilot project addressed one of the most urgent areas of pervious walkway needing repair. Step one is to remove the white willow trees that have impacted the existing the pervious sidewalk in this area. Once the sidewalk has been replaced, new trees will be planted where the willows were removed.

There are approximately 1.75 miles of pervious sidewalk along Boeckman that will need be systematically replaced over the next few years.

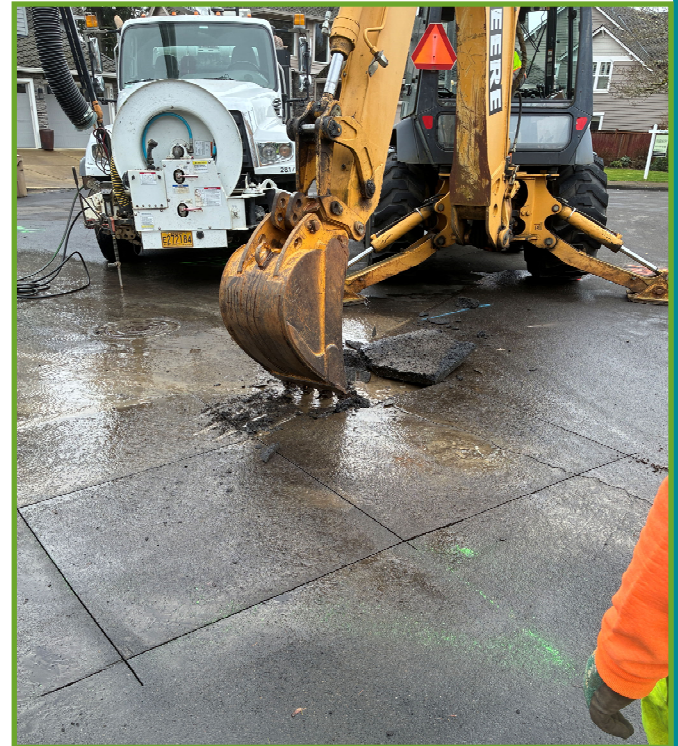
Stay tuned for more improvements.



Utilities

Friday the 13th

A community member report of water in the roadway on Willamette Way East led to an eventful evening on Friday the 13th. A second call from a homeowner reporting extremely low water pressure confirmed the concern. When Utilities team members arrived onsite, they determined that an emergency repair was necessary. The crew went right to work ordering locates before beginning the work of removing a section of roadway to pinpoint the location of the needed repair. Next was the arrival of the large equipment on the scene, and the work begins...



Utilities

Rock, Paper, Scissors?

After removing the asphalt on Willamette Way East, public works teams began using the hydro-excavator to quickly and safely remove gravel and dirt around the service line, which was located quite deep underground. To keep the worksite safe, shoring was used to eliminate the danger of saturated ground giving way while the repair was performed. The third photo shows the damaged pipe causing the problems.



Utilities

Rock!

After uncovering the broken service line, Utilities Water Technicians removed the affected section of pipe. Upon inspection it was discovered that two rocks had become lodged in the pipe, causing an extreme build up of pressure. The pressure became so great that the pipe exploded underground. The affected section was replaced with a new pipe, the worksite filled in with dirt and area barricaded before the crew left at 7pm.

The following day members of the Roads and Stormwater crew lent their expertise and equipment for the final step in the repair—repaving the affected site.



SMART

SOUTH METRO AREA REGIONAL TRANSIT



March

2026 REPORT
Transit/Fleet

Recent events have been a stark reminder to me that life isn't always going to be easy. There are waves of trials that seem to persistently beat down upon me. There have been days when the sun just refused to shine. Days when darkness reigned supreme. But no matter the number of dark clouds that gather in my mental sky, I'm reminded of Henry Wadsworth Longfellow's epic poem *The Rainy Day*, wherein the final stanza, Longfellow offers something I believe to be the perfect analogy to life –

“Be still, sad heart and cease repining;
Behind the clouds is the sun still shining;
Thy fate is the common fate of all,
Into each life some rain must fall,
Some days must be dark and dreary.”

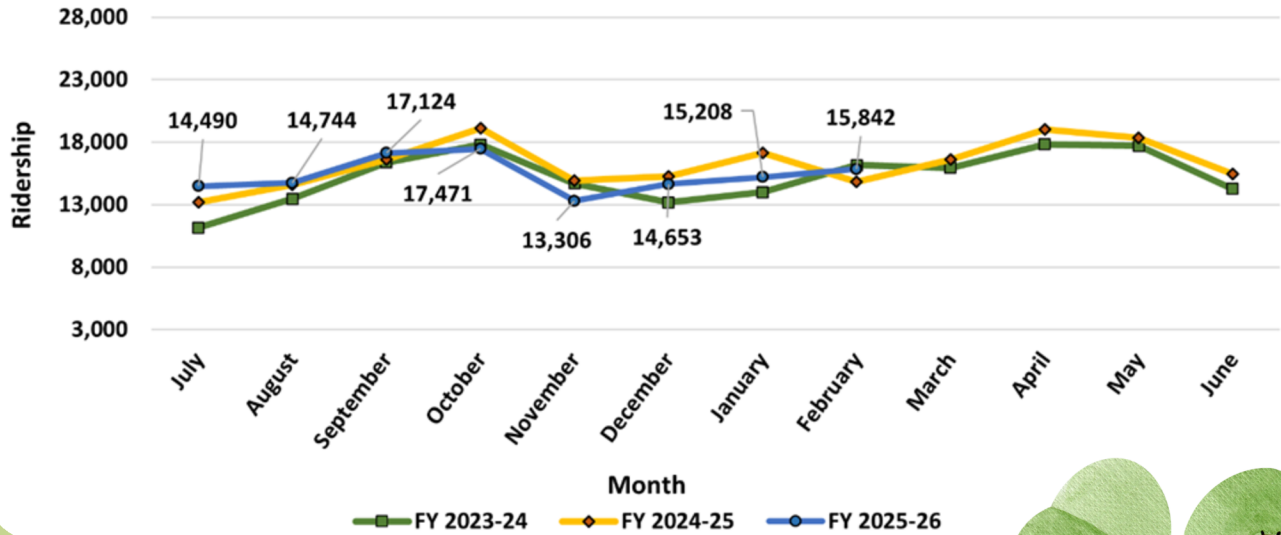
Dwight Brashear
Transit Director



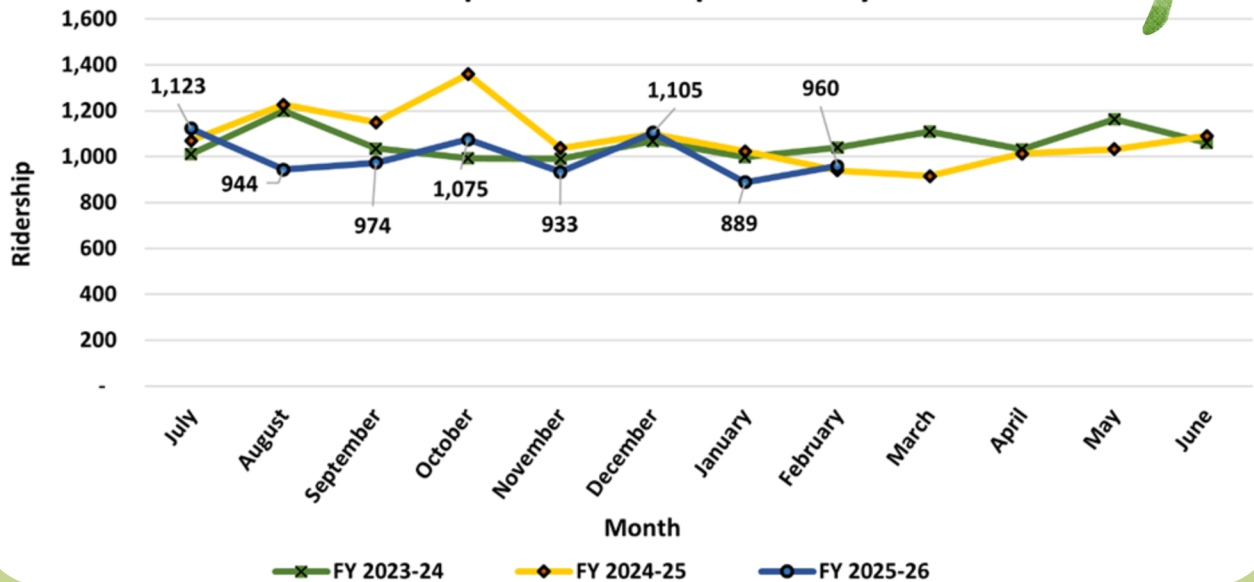
RIDERSHIP TRENDS

Anne MacCracken

Fixed Route Ridership Trends by Month



Demand Response Ridership Trends by Month



OPERATIONS

Diana Kotler

The Wilsonville Transit Center has returned to full pre-construction operations. All bus bays are now open and ready to welcome customers. The newly installed transit center map provides clear visual guidance to amenities and services available on-site, making navigation easier for riders.

The final phase of improvements includes the opening of the Transit Welcome Center. Work is underway to open the SMART Welcome Center doors in mid-May. All building improvements have been completed, and furniture has been delivered and assembled. Real-time passenger information monitors, along with communication and information systems, will be finalized during the week of March 30. Customer service staff training is scheduled to begin on April 6. Progress is moving quickly toward opening the Transit Welcome Center for transit riders and Wilsonville residents.

Beginning on May 4, SMART's Saturday service will be extended to the Wilsonville Transit Center. This expansion aims to provide greater transportation access for Vuela residents, helping connect them to our library, parks, community programs, and local events.

The Wilsonville Transit Center will serve as both a literal and figurative hub - bringing our community together and strengthening connections across our city.



FLEET SERVICES

Scott Simonton

Each year, a handful of City vehicles and equipment are scheduled for replacement based on age and condition. For the past few years, we have found it difficult to complete all these purchases within one budget cycle, due to availability and long lead times.

This year, we have finally seen availability return to pre-pandemic levels. For this budget cycle, we had a total of seven vehicle/equipment purchases scheduled. All these have now been completed.



GRANTS & PROGRAMS

Kelsey Lewis

This March has been grant application time. We are preparing applications to renew our Transportation Options grants for commute and Safe Routes to School programming based on the new Metro Transportation Demand Management Strategy. We are also applying for several grants for replacement vehicles to support our fleet. Our Fleet Department does amazing maintenance work on our buses, and still, eventually we need to replace some vehicles in order to keep our bus fleet operating well and keep the focus on preventative maintenance as opposed to large repairs.

We are applying for grants for electric vehicles to implement our goal of 100% alternative fuel and use our newly upgraded charging infrastructure. We are also seeking grant funds for compressed natural gas (CNG) cutaways which are the majority of our fleet.



COMMUTE OPTIONS

Michelle Marston



This March, every time you traveled by any mode other than driving alone such as bus, bike, carpool, vanpool, and walking, you could earn a chance to win an awesome monthly incentive prize!

By logging just log one or more non-single-occupancy travel trips during March, you were entered into our raffle!

Prize Drawing: April 6, 2026

One lucky winner will be selected and notified by email.

THIS MONTH'S PRIZE:

A \$100 e-gift card of choice!

Winner will be sent an email link to pick their perfect prize.

Participants earned badges for participating.

Achievement Badge: Log just one alternative commute trip

Super User Badge: Log 10 alternative trips during March

Driver Appreciation Day gave us the opportunity to recognize the dedicated professionals who keep our community moving every day. We celebrated our drivers for their commitment to safety, reliability, and outstanding customer service, and thanked them for the vital role they play in connecting people to work, school, and essential destinations. Passengers were invited to provide written comments through our commendation page on the website.



SAFE ROUTES TO SCHOOL

Wyle O'Neill

In March, the Safe Routes to School (SRTS) program continued its regular Walking School Bus from Autumn Park Apartments to Boones Ferry Primary, along with the Lowrie Bike Bus, both operating successfully through Winter term. These programs continue to provide students with safe, active transportation options while building community connections and promoting healthy habits.

During Spring Break, the SRTS program hosted a week of Learn-to-Ride Bike Clinics at Meridian Creek Middle School. These clinics welcomed participants ranging from children as young as 3 years old to adults in their 20s. These sessions focused on building foundational bike skills, primarily helping students find their balance on two wheels.

The clinics were well received and helped many participants gain riding confidence, further supporting long-term goals of increasing safe and active transportation throughout the community.

Additionally, staff began working on the Regional Travel Options (RTO) Grant application with Metro. This effort includes outlining program goals, identifying priorities, and planning initiatives for the next three years. The grant application will support the continued growth of Safe Routes to School programming and expand opportunities for education, engagement, and safe active transportation throughout Wilsonville.



QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027

Goal 1: Financial Health

Project	Staff Lead	FY 2025-26 QUARTER 4 UPDATE (Jan. - Mar. 2026)	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	The City Council updated stormwater rates on February 2, 2026 and sewer rates on March 16, 2026.	
(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 updates.	

QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027

Goal 2: Public Safety

Project	Staff Lead	FY 2025-26 Update (Jan. - Mar. 2026)	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	On March 2, 2026, the City Council directed staff to move forward with draft updates to the City Code to reduce the 72-hour street parking allowance to 48 hours and to update the definition of abandoned vehicles. Council determined to pause moving forward with an RV Permit Program until such time that the Council can evaluate the efficacy of the other proposed Code revisions.	Staff will present an Ordinance for Council consideration at its April 20, 2026 meeting with the proposed updates to the City Code concerning parking allowance and the updated definition of abandoned vehicles.

<p>(2) Strategy: Update Chapter 1 code enforcement process and penalties (incl. admin process instead of police citation)</p>	<p>Guile- Hinman</p>	<p>No updates.</p>	<p>Staff is planning to present draft code language to the Planning Commission at its August meeting and to similarly present draft code language to the City Council in August.</p>
<p>(3) Strategy: Update Nuisance code provisions, with particular review of noxious vegetation, property appearance, noise, and other chronic nuisances</p>	<p>Guile- Hinman</p>	<p>Staff presented additional information to the City Council at its February 2, 2025 work session.</p>	<p>Staff will provide proposed policy updates in late spring 2026.</p>
<p>(4) Strategy: Investigate developing a graffiti enforcement/reward program</p>	<p>Guile-Hinman</p>	<p>On April 6, 2026 Resolution 3260 Of The City Of Wilsonville Establishing Graffiti Abatement Programs was approved by the City Council.</p>	<p>Project Complete</p>
<p>(5) Strategy: Review Clack Co administrative warrant process and consider whether City should adopt a similar local process</p>	<p>Guile-Hinman</p>	<p>The City Council reviewed Clackamas County's administrative warrant process. The City Council directed staff to provide a similar local process for consideration in November 2025. The City Council adopted Ordinance No. 900, creating a process for City staff to seek, obtain, and execute administrative warrants in Municipal Court on December 1, 2025.</p>	<p>Project Complete</p>
<p>Outcome: Expand on-the-ground mental health resources to support community</p>			

(6) Strategy: Develop pilot program for contracted peer support specialist	Guile-Hinman	On June 16, 2025, the City 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	Building Official provided any analysis of rental inspection programs at the January 22, 2026 City Council work session. Based on the presentation, no further action is needed on this project.	Project Complete
(8) Strategy: Investigate developing a local Rental Inspection Program and related funding for program support	D. Carlson	Building Official provided any analysis of rental inspection programs at the January 22, 2026 City Council work session. Based on the presentation, no further action is needed on this project.	Project Complete

QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027

Goal 3: Parks

Project	Staff Lead	FY 2025-26 Update (Jan. - Mar. 2026)	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	Big John/ Rymer	The Parks Maintenance team has developed a draft framework for a strategic and comprehensive park asset replacement schedule to be used as a management tool. Information will also be used to educate and communicate to the community about the City's park funding needs to maintain strong parks operations, protect property values, support community well-being, and prevent higher costs associated with deferred maintenance.	Megan Big John has started as our new Parks and Recreation Director and will take the lead in finalizing the document with the Park Maintenance Manager. Information will be used in capital replacement planning and future budget forecasts.
(2) Strategy: Hire staff for future park/trail maintenance about to become responsibility of City	Big John/ Rymer	Positions identified in the assessment report will be phased in as resources allow.	The Parks Maintenance Manager is working with the maintenance team to enhance teamwork, build capacity, implement new work processes, and revise schedules to maximize existing resources and improve service levels.

(3) Strategy: Evaluate maintenance fee to fund maintaining current parks level of service	Big John/ Rymer	With the transition in City leadership and the recent City Council enterprise fund rate decisions, any additional analysis will be included in a more comprehensive General Fund assessment (see Anticipated Next Steps).	The new City Manager has determined that it is prudent to conduct a comprehensive financial analysis before making any recommendations, including a potential park fee. This process will occur over the next fiscal year.
QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027			
Goal 4: Communications and Engagement			
Project	Staff Lead	FY 2025-26 Update (Jan. - Mar. 2026)	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	Troha/ Mombert	The City Council approved the Town Center Communications Strategy at the March 2, 2026 City Council meeting. CFM and staff are preparing information to be shared with the community this summer.	Provide clear communication regarding the Town Center Plan to community members May - November 2026.
(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	Troha/ Guile-Hinman	The City Council adopted Resolution No. 3244, to review the building height waiver provisions in the Wilsonville Code applicable to Town Center at the March 2, 2026 City Council meeting. A task force was established and will begin meeting in April.	Task force will evaluate the building height waiver provisions in the Wilsonville Code applicable to Town Center. The task force is expected to make a recommendation for City Council consideration in late spring 2026.
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	Staff is drafting an infographic for the annual report that includes statistical data and/or performance measures relevant to many city departments and programs.	
(4) Strategy: Consider re-establishing/reimagining internal communications group	Evans	Staff attended several departmental meetings to discuss program-specific communication and to identify liaisons to begin regular communication.	Assign staff liaison in each division for regular communications planning.

<p>(5) Strategy: Review and evaluate outreach best practices for consistency and reach</p>	<p>Evans</p>	<p>The 2026 Community Survey was distributed to community members in March with a query that helps us understand where they get their information about City programs and services. Communications staff will 'boost' social media posts on Instagram/Facebook to ensure that critical posts reach more community members and limited posts to no more than two (2) per day for consistency and to optimize our visibility.</p>	
<p>(6) Strategy: Provide education on current communication strategies/opportunities (incl. recommended outreach policies reviewed by DEI Committee)</p>	<p>Evans</p>	<p>A sample report is being developed into a quarterly communications update to be included with City Manager reports. A column will be included in the May Boones Ferry Messenger that alerts community members to opportunities to become more directly involved in local government.</p>	