



EXECUTIVE SESSION & WORK SESSION (NO CITY COUNCIL MEETING) AGENDA

January 22, 2026 at 4:00 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>

CITY COUNCIL MISSION STATEMENT

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

EXECUTIVE SESSION [4:00 PM]

1. ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents

To consider the employment of a public officer, employee, staff member or individual agent.

ADJOURN [5:55 PM]

Break to switch Zoom accounts [5 min.]

REVIEW OF AGENDA AND ITEMS ON CONSENT [6:00 PM]

COUNCILORS' CONCERNS [6:05 PM]

PRE-COUNCIL WORK SESSION [6:10 PM]

- B. Update on City Council Goal 2, Rental Housing Inspection Program (Carlson) [30 min]
- C. Public Safety Council Goal - Graffiti Rewards Program Update (Guile-Hinman) [15 min]

ADJOURN [6:55 PM]

INFORMATIONAL ITEMS – No Council Action Necessary

Quarterly Update - Council Work Plan 2025-2027

City Manager Reports

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.

Habrá intérpretes disponibles para aquéllas personas que no hablan Inglés, previo acuerdo. Comuníquese al 503-570-1506



CITY COUNCIL MEETING

STAFF REPORT

ISSUE BEFORE COUNCIL:

Council briefing on a comparative analysis of other cities' rental housing inspection programs and overview of a framework for potentially developing a formalized local program.

EXECUTIVE SUMMARY:

As part of its 2025-27 Council Goals, the City Council adopted Goal 2: Public Safety. The third outcome identified in Goal 2 is to “evaluate rental inspection program,” with two strategies:

- 2.7 Undertake comparative analysis of other cities’ rental inspection programs
- 2.8 Investigate developing a local Rental Inspection Program and related funding for program support

This report will provide an overview of rental housing inspection issues in Wilsonville by answering a few key questions below, followed by an analysis of comparators, then offering key considerations should council choose to continue developing a local rental housing inspection program.

BACKGROUND:

In staff’s collective experience, the number of livability concerns reported to the city, between tenants and landlords, are few.

Concerns that are reported are generally able to be addressed by current regulations, through educational resources, or by referral to other governing authorities with existing resources such as Clackamas County. In addition, staff observe that effectively facilitating communications between parties often resolves the issue, or in some cases, issues are unfounded as parties attempt to leverage the city via complaints in order to break a contractual lease obligation. This dynamic and other complexities of rental housing inspections, along with the lack of complaints, and need for funding, bring to question the necessity of creating a new program.

Aside from this question, what follows are several basic questions to help frame the discussion.

Part 1 - Questions

1) How many rental housing units are in Wilsonville?

- a. Approximately 50% to 53% of housing units in Wilsonville are rentals according to recent US Census data and the Wilsonville 2024 Housing Report. This equates to roughly 6,000 rental housing units. While difficult to accurately pinpoint the quantity of various rental housing types, **Attachment 1** provides a summary.

2) What are the quantity and type of complaints that staff currently receive?

- a. While the Building Division primarily regulates construction activity for new projects, it also investigates and resolves complaints of dangerous or insanitary conditions through locally adopted code. In 2025 the Building Division received two complaints of mold in the interior. While not a code violation, these complaints were resolved by educating the tenant about mold prevention/remediation (currently provided on the Building Division webpage) and a courtesy follow-up with the landlord. No other residential landlord-tenant related complaints about dangerous or insanitary conditions were received.

- b. Many of the multi-family rental units in Wilsonville are professionally managed. Staff experience is that issues are generally quickly addressed when brought to the attention of landlord facilities staff. In addition, several professionally managed complexes proactively undertake regular maintenance initiatives on decks, roofs, windows, bathrooms and other features. In a recent example, this fall, a complex under new ownership with over 200 units proactively completed replacements of aged bath exhaust fans, plumbing systems, and a number of other improvements.
- c. The Code Compliance Program is administered by the Code Compliance Coordinator. Generally, the types of complaints received pertain to a variety of community nuisances or offenses such as trash disposal, noise, signs, tall grass, vehicle and recreational vehicle (RV) parking, camping, sidewalk repairs, tree issues, graffiti, and others which are currently regulated in Wilsonville Code. Very few of these complaints are specific to rental housing issues.

3) How are residential landlord/tenant complaints currently handled in Wilsonville?

- a. Complaints come to the city in a variety of ways but generally through the "Ask the City" link on the city's website, or via phone call or direct email.
- b. Most landlord/tenant complaints are triaged at the initial contact and referred either to the Building Division or to Code Compliance. Unless easily resolved by staff through facilitating communication channels, rental housing complaints are referred to the Building Division if perceived to be a dangerous or insanitary building code issue, or to Code Compliance if the issue involves a general nuisance.
- c. In either case, staff will respond to the complainant in a timely and customer-friendly manner and attempt to offer assistance if possible.
- d. If the issue is outside the scope of Wilsonville Code authority, and regulated by ORS 90 – Landlord/Tenant Law, a referral is made to Clackamas County Housing Authority for assistance which can include mediation or other services.
- e. Clackamas County has numerous housing related resources and regular educational offerings such as Rent Well (<https://rentwell.org/>) for tenants and landlords.

4) What is a formal Rental Housing Inspection Program (RHIP)?

- a. Rental housing inspection programs provide a legal codified mechanism to assist with addressing and resolving livability issues between landlords and tenants at a more local level.
- b. Formal RHIP's usually take two forms – proactive and reactive.

- i. A **proactive** program most often includes required periodic inspections of the interior and exterior of a rental unit. Proactive programs also include reactive mechanisms to respond to complaints.
- ii. A **reactive** program is complaint based, relying on tenants or landlords to report concerns which are then investigated by staff, and either dismissed or ordered to be corrected.
- c. Informal programs tend to respond similarly to Wilsonville and rely on existing codes and referrals to other regulatory authorities as described in item 3 above. Most of Wilsonville's comparators have informal programs or no program.

5) **What laws govern the responsibilities between residential landlords and tenants?**

- a. With formal programs, rental housing issues are usually identified in a locally adopted housing maintenance code such as the International Property Maintenance Code (IPMC) (Gresham and McMinnville), a local homegrown livability code (Tigard, Tualatin and Corvallis), or in a state law such as ORS 90 – Landlord Tenant Law, which applies to all residential rentals in Oregon.
- b. In most cases, the standards mandate that landlords must provide listed amenities in a prescribed condition. In addition, tenants must maintain their space in a prescribed manner. Generally, these are described as being in a safe, sanitary, or maintained manner. For example: A landlord must provide smoke detectors with a battery backup in each sleeping area, and tenant must replace the batteries in said smoke detector(s) when supplied by the landlord.
- c. With informal programs, local jurisdictions generally either do not address ORS 90's lengthy list of tenant/landlord issues, or they refer tenants or landlords to existing countywide housing resources to assist in resolving concerns. Many Wilsonville comparators take this approach.

Part 2 – Comparative Analysis (Item 2.7)

Council goal 2.7 was to undertake a comparative analysis of other cities' rental inspection programs. **Attachment 2** highlights the seven (7) typical comparators for Wilsonville and a few others for good measure for a total of twelve (12) in this sampling.

This comparison provides the population and an Owner-Occupied Housing rate (OOH). The inverse of the OOH rate is a reasonable rate for the number of rental units within each community. For example, Lake Oswego has an OOH rate of 70.8%. The inverse of this places the number of rental units at roughly 30% of their overall housing. In Wilsonville, the OOH rate is approximately 50.1% so roughly half of the housing units are rental in nature across a variety of housing types.

The median rent column provides insights into costs of rent for tenants in various jurisdictions, and over a 5-year period from 2019-2023. This category does not specify the number of rooms, unit size, or age of units which are often distinguishing market factors. However, it does include the cost of utilities per notes in the census data. This information can be useful to inform housing cost burdens in rental housing, particularly if council were to consider adding a new per-unit fee for supporting a rental housing inspection program which is the funding source in Corvallis, Tualatin, and Gresham.

The RHIP column (Rental Housing Inspection Program) denotes whether a jurisdiction has a formal rental housing program or not, and/or if they refer rental housing complaints to their respective county. Counties generally have housing authorities with resources to address tenant/landlord disputes and, as is the case in Clackamas County, include mediation services to facilitate communication and resolution of issues under ORS 90 and the tenant/landlord rental contract.

The proactive/reactive column is simply whether the jurisdiction is proactive or reactive (complaint based). Proactive programs perform annual or regular inspections that must be coordinated with landlords, tenants, and inspectors in order to make observations of the interior conditions of the units to determine compliance with ORS 90, and the locally adopted rental housing codes. Those who have adopted a local code have those codes listed in the code/standard column.

Lastly, there is the funding source column:

- Formal proactive programs are funded by a per-unit fee. The only proactive program in this sampling was Gresham, which charges on a sliding scale ranging from \$79 per unit for 1-2 units, to \$44 per unit for 200+ units. Gresham is increasing this fee with an annual 5% cost of living adjustment (COLA) through 2029.
- Formal reactive (complaint based) programs have funding sources that are either a per-unit fee as with Tualatin at \$10, and Corvallis at \$17 annually, or are general funded as with Tigard and McMinnville.
- Informal programs are all general funded, or in the case of addressing dangerous building issues, are funded by building department funds. It should be noted that building department funds are highly regulated by ORS 455 and OAR 918 and must be dedicated toward building department operations. Outside of dangerous buildings, funding a rental housing inspection program through building permit fee revenues would not be appropriate.

Part 3 – Program Development (Item 2.8)

While staff has effectively managed the few landlord-tenant issues through the current policies and practices, **Attachment 3** provides an overview covering a wide variety of considerations in developing a rental housing inspection program. These insights are provided based on staff

assisting with program development for the City of Corvallis (where they were previously employed), and from recent phone interviews with staff of each of the comparators in Attachment 2.

CONCLUSION:

With this update, Council has completed two strategies (2.7 and 2.8) in Goal 2. Regardless of the direction Council takes with a rental housing inspection program, staff recommends that a resources web page be developed to more easily connect tenants and landlords with valuable information pertaining to county and state resources, general good maintenance practices for tenants and landlords (similar to the mold page on the Building webpage), and links to educational offerings.

EXPECTED RESULTS:

Council has completed two strategies (2.7 and 2.8) in Goal 2. Council can discuss and decide if additional action is needed.

TIMELINE:

N/A

CURRENT YEAR BUDGET IMPACTS:

N/A

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

From staff perspective, the current state landlord/tenant laws, local codes, and partner resources through the County appear to address the most common issues identified by complainants. The number of actual livability types of complaints reported to staff each year is few. Should Council proceed with a directive to pursue development of a formal rental housing inspection program, the issues and impacts would need to be further studied as identified in Attachment 3, with particular attention paid to community stakeholder outreach, program funding sources, and adoption of local property maintenance codes.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:**ATTACHMENTS:**

Attachment 1: Rental Housing Stats – Wilsonville 2024 Housing Report and US Census Data

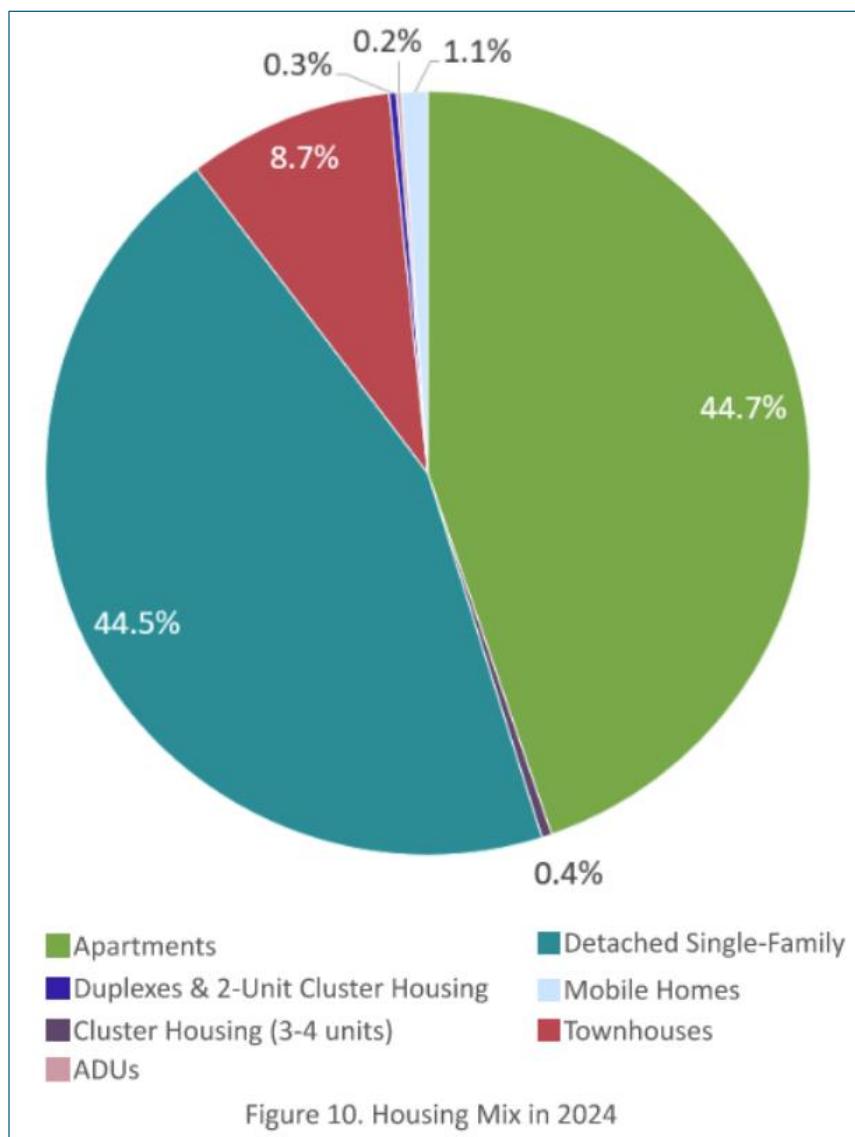
Attachment 2: Comparison of Programs

Attachment 3: Memo - Considerations for Program Development

Wilsonville Housing Types – 2024 Wilsonville Housing Report

In terms of unit type, Wilsonville's housing stock consists of 5,022 (45%) apartments, 4,993 (44.5%) detached single family houses, 979 (8.8%) townhouses, 124 (1.1%) manufactured/mobile homes, 43 (0.4%) three-four unit cluster houses, 41 (0.4%) duplexes and 2-unit cluster houses, and 22 (0.2%) ADUs.

*Numbers on types of housing are based on the City's GIS addressing data



Rental Housing Inspection Programs – Comparison

Jurisdiction (2)(5)(6)	OOH Rate ⁽¹⁾	Median Rent ⁽¹⁾	RHIP Y/N/R ⁽³⁾	Proactive Reactive	Code / Standard	Funding Source
Forest Grove* (27,076)	62.30%	\$ 1,393	No	N/A	N/A	N/A
Lake Oswego* (41,474)	70.80%	\$ 2,031	R-County	Reactive	ORS 90	General Fund
Oregon City* (38,387)	65.80%	\$ 1,606	R-County	Reactive	ORS 90	General Fund
Sherwood* (20,871)	73.90%	\$ 1,967	No	N/A	N/A	N/A
Tigard* (57,091)	61.40%	\$ 1,732	Yes	Reactive	Article 14	General Fund
Tualatin* (28,318)	55.30%	\$ 1,729	Yes	Reactive	TMC 06-13	\$10/unit Annual
West Linn* (27,061)	83.80%	\$ 2,006	No	N/A	N/A	N/A
Wilsonville* (27,371)	50.10%	\$ 1,839	R-County	Reactive	ORS 90	N/A
Corvallis (61,247)	41.40%	\$ 1,342	Yes	Reactive	CMC 9.02	\$17/unit Annual
McMinnville (34,818)	61.80%	\$ 1,290	Yes	Reactive	IPMC	General Fund
Milwaukie (21,361)	60.10%	\$ 1,499	No	N/A	N/A	N/A
Gresham (115,739)	56.10%	\$ 1,508	Yes	Proactive	GRC 9.55 GRC 10.30	Annual & Sliding Scale ⁽⁴⁾

[Clackamas County Housing Assistance](#)

* Wilsonville comparators

Reactive = complaint-based response

(1) Owner Occupied Housing Unit Rate 2019-2023

Rate & Rent Data Source: www.census.gov

(2) PSU 2025 Certified Population Estimate

(3) Rental Housing Inspection Program = Yes / No / Referral

Those cities w/out programs would default to the county and/or civil matter via ORS 90

(4) Annual fee. 5 tiers based on # of units, on a sliding scale, ranging from 1-2 units at \$79/unit, to 200+units at \$44/unit. Fee is subject to annual 5% COLA through 2029.

(5) All jurisdictions respond to complaints about dangerous buildings or hazardous conditions

(6) All jurisdictions respond to general property nuisances through code compliance

MEMORANDUM

From: Dan Carlson, Building Official 
Date: March 7, 2025 (Updated 1/5/26)
Subject: Council Goal 2, Strategy 2.8 – Considerations for Rental Housing Inspection Program

As council considers the potential for pursuing a new rental housing inspection program, the following related topics are offered for consideration:

Needs

A rental housing program would have the following needs:

- Key decision – decide upon the basis of the program. Will it be proactive with periodic inspections (annual) vs. reactive (complaint based)?
 - This decision will determine staffing and funding needs.
- Code adoption - Pursue the adoption of a rental housing code (property maintenance code beyond adopted building code, nuisance code, and dangerous building code).
- Policy – Implement a staff level policy framework for program administration, enforcement, and appeals.
- Software – Procure software or expand existing technologies for tracking complaints, investigations, and reporting on performance metrics.
- Staffing - For administration, inspection, and enforcement:
 - Proactive would likely require roughly 1.5 FTE split between an inspector and part of a manager and admin support.
- Consideration of one-time startup and ongoing expenses.
- Funding - A funding source that does not exacerbate challenges with affordable housing, or place additional strain on existing limited resources.

Timeline

The timeline for adoption is roughly estimated at 1-2 years with the following considerations (many of these could overlap):

- Stakeholder outreach (~6 months)
- Adoption of a code (~6 months)

- Development of program framework (policies, procedures, complaint processing, inspections, etc.) (~2-4 months)
- Software procurement (~6 months)
- Staffing hire (~4-6 months)
- Program setup and rollout (~4-6 months)

Study

As Wilsonville does not have experience with adopting a rental housing inspection program that focusses on property maintenance and tenant/landlord disputes, the issue should be studied in effort to ensure the development of an effective program and successful outcomes. A study would:

- Provide a clear understanding of the number and types of issues, and how best to address them.
- Identify if other codified or programmatic resources already exist at the state or county levels.
- Identify anticipated cost/benefit impacts to all stakeholders.
- Identify any potential adverse impacts to affordable housing.
- Identify if there are opportunities for self-regulation such as through a landlord/tenant association.
- Better identify the potential costs and revenue sources.

Outreach

Landlords and tenants would need to be included in public outreach efforts. These efforts are likely to be time consuming and contentious when adopting a code. This sentiment was expressed during comparator interviews.

- Landlords are historically resistant to property maintenance inquiries and standards.
- Landlords who proactively behave and manage their facilities and their tenant relationships, often feel like they are penalized for doing a good job and paying for those who don't.
- Fees – Landlords pass along per-unit fees to tenants who may already be cost burdened. Some comparators indicated they perceived the implementation of a per-unit fee to be an opportunity for landlords to tack on additional fees.
- Tenants typically fear reporting issues due to perceived potential landlord retribution.

- Tenants with strained landlord relations will often attempt to report issues (unfounded or not) to the city in effort to get out of contractual lease agreements. This practice already occurs.
- Tenant/landlord issues are often issues of lease non-compliance for which the city is not a legal party.
- Clackamas County provides assistance through Rent-Well classes for tenants, and well-established mediation services.

Determination of Costs

- A determination of the level of staffing is needed:
 - Proactive: Rough estimates of a proactive based program put the staffing at approx. 1.5 FTE with a total compensation cost of approximately \$196,139 per year.
 - Reactive: This is roughly estimated at total compensation cost between \$100,000 and \$50,000 per year.
- Materials and supplies, one-time vs ongoing:
 - Large startup - software, vehicle, office, outreach. Estimated at \$50,000 - \$75,000.
- Ongoing internal administrative service charges: Legal, IT, Admin, Facilities, Risk Management, etc. Likely in the \$50,000 range.
- Legal impacts (initial code adoption – significant staff and resource commitment, ongoing compliance, civil penalties, appeals).
- Summary – Rough estimate of costs:
 - Proactive ~\$250,000 ongoing costs plus ~\$50,000 to \$75,000 for startup
 - Reactive ~\$100,000 ongoing costs plus ~\$50,000 to \$75,000 for startup

How to pay for the program

- Formal programs, whether proactive or reactive, generally assess an annual per-unit fee for each rental housing unit, or support from the general fund, or combination of the two. Based on three comparators that charge annually per unit, the following would be the potential revenue assuming a 100% collection rate:
 - Wilsonville has roughly 6,000 units. Using other jurisdictions as examples:
 - Corvallis \$17/unit = \$102,000
 - Tualatin \$10/unit = \$60,000
 - Gresham \$44 to \$79/unit = \$264,000 to \$474,000
 - Wilsonville full cost recovery with an annual charge:
 - Proactive program would likely range from \$41 to \$54 per unit.

- Reactive program would likely range from \$17 to \$29 per unit.
- Council could lower the per-unit cost by supplementing it with general funds.

Recommendation

If Council decides to pursue adoption and implementation of a community rental housing inspection program, staff recommends allocating funds toward procurement of services to study the issues and provide recommendations for program options for consideration.



MEMORANDUM

TO: City Council

FROM: Hannah Young, Law Clerk
Amanda Guile-Hinman, City Attorney

DATE: January 9, 2025

RE: Research Update: Graffiti Rewards Program

I. INTRODUCTION

This memorandum provides an update on the proposed graffiti rewards program for the City of Wilsonville. The goal of graffiti abatement serves Council's public safety initiatives outlined in its 2025 Council goals. The purpose of this process is to explore a rewards incentive for Wilsonville residents who report graffiti to aid efficient and responsive abatement.

Potential abatement programs were presented to Council at the August 15 Work Session, where Council requested additional research and information regarding this program. Although currently no Oregon cities have an active process, staff identified several California cities and others with a program in place. This memo discusses the various findings from those programs and proposes an alternative to best fit Wilsonville's needs.

II. CALIFORNIA RESEARCH:

Staff identified three California jurisdictions with graffiti rewards programs currently in place. In Oregon, ORS 131.892 authorizes an organization, association, or person to offer a reward for information leading to the apprehension and conviction of any person who has committed a criminal offense. Like Oregon, California law grants statutory authority to offer rewards in return for information that may lead to another's arrest and conviction of a crime. *See*

Cal. Pen. § 594(a)(1). California Government Code specifically authorizes local agencies and cities to offer and pay rewards for information leading to abating misconduct. In addition, the cities selected have implemented municipal code granting officers of the City authority to do the same for violations of the municipal code. Staff reached out to individual departments regarding the success and efficacy of the programs discussed herein; however, as of January 9, received no response.

A. San Francisco, California

San Francisco Public Works Department, in collaboration with the District Attorney's Office and Police Department, offers a \$250 reward for information leading to the arrest and conviction of graffiti vandals. Potential applicants of the reward are instructed to report all active vandalism to 911 and existing vandalism to the Police's non-emergency line. To apply for the reward, applicants must file an application for the reward within 90 days of the imposition of the penalty. This Claim Form is attached to this memorandum as **Attachment 1**. To be eligible for the reward, disclosure of the applicant's name and cooperation with law enforcement are required. Additionally, the applicant must be willing to testify as a witness. To receive the reward, the District Attorney's Office will make recommendation to the Public Works Director to authorize payment based on accuracy and any resulting convictions. Payment will not be issued until the suspect's case is resolved successfully. The entire trial process can take up to a year from incident until receipt of the reward, or longer.

1. Public Works Fund

Section 10.100.234 of San Francisco's Public Works Code establishes a littering, nuisance, and graffiti violation reward fund. The fund receives administrative penalties authorized and collected by the Police, Health, and Public Works code. Charged penalties that

contribute to the fund are infractions or misdemeanors ranging from \$80 to \$1000 and are used exclusively by the Public Works Director to fund the rewards program.

B. West Covina, California

The City of West Covina Police Department administers a graffiti reward program to encourage community members to report vandalism to the Police. Community members who report graffiti acts in progress are eligible for a \$100 reward if the following conditions are satisfied: (1) the community member notifies WCPD that the graffiti is occurring; (2) the graffiti act is in progress, just occurred, or is about to occur; (3) the graffiti act occurred within city limits; (4) the suspected violator is detained and arrested; and (5) the charge is for graffiti vandalism or possession of vandalism tools. Notably, the West Covina process does not require that the resident waits until a conviction before receiving the award.

C. Hayward, California

The City of Hayward's graffiti rewards program offers up to \$500 for any information that leads to the arrest and conviction of a graffiti vandal. Information is collected via a rewards hotline. Qualifying useful information includes names and descriptions of vandals, specific tags, or markings, when and where the graffiti was done and anything that assists police in making the arrest. If the information proves to be helpful and leads to an arrest and conviction in a graffiti case, an individual will be eligible for the rewards.

III. POTENTIAL UPDATES AND PROCESS

Previously, at the August 15 Council work session, staff offered several potential programs to address graffiti and vandalism within Wilsonville. Overall, Council expressed interest in considering the following alternatives: subsidizing or reimbursing private property owners whose property is vandalized; offering in-house supplies for loan; coordinating volunteer

efforts towards vandalized private property; and City removal of qualified graffiti or vandalized locations. If Wilsonville remains interested in a graffiti rewards program, staff will provide draft programs for all alternatives in an upcoming work session.

Given the number of alternatives that will have financial implications (subsidies, supplies, City removal), along with a rewards program, an abatement and reward fund may be needed to ensure that the City has adequate resources to fund these programs. Many cities have established abatement funds. Several Oregon jurisdictions, including Gresham and Happy Valley, have instated general nuisance abatement funds that have proved successful in maintaining overall abatement programs within their cities. The graffiti reward program could be implemented and would work alongside any of the previously covered alternatives, with appropriate funding.

If Council decides to move forward with a graffiti tip rewards program, Council must determine an appropriate amount for the reward, the process of obtaining tips—whether that be a hotline, or instruction to Clackamas County/Wilsonville police department or other City staff. Additionally, since there are not any similar jurisdictions in Oregon that have currently implemented, careful consideration should be given to program design, administrative oversight, and evaluation criteria to ensure the program is effective, equitable, and aligned with the City's enforcement and budgetary frameworks.

IV. CONCLUSION

Establishing a graffiti tip rewards system within the Wilsonville Code could encourage community reporting while supporting the City's broader graffiti abatement efforts. Careful consideration must be given to evaluating all graffiti abatement alternatives and to ensuring that any adopted programs are appropriately funded and administered.



1 Dr. Carlton B. Goodlett Place, City Hall, Room 348
 San Francisco, CA 94102
 (415) 554-6900 ■ www.sfdpw.org

Edwin M. Lee, Mayor
 Mohammed Nuru, Interim Director



GRAFFITI REWARDS FUND

Reporting Graffiti Vandalism Can Be Rewarding.

Graffiti vandalism is a great concern for the citizens and employees of the City of San Francisco. The Graffiti Rewards Fund is a partnership between the San Francisco District Attorney's Office, the Office of the Mayor of San Francisco, the San Francisco Police Department, and the San Francisco Department of Public Works.

The San Department of Public Works, under the leadership of Public Works Director Edward Reiskin, is establishing the Graffiti Rewards Fund to partner with the citizens of San Francisco to address the problem of graffiti vandalism.

The City's Graffiti Rewards Fund rewards citizens with \$250 for information leading to the arrest and conviction of graffiti vandals. Graffiti Rewards Fund brochures and claim forms are available to be picked up in person at the San Francisco City Attorney's Office, San Francisco Police Department stations, or the Department of Public Works. To request a Reward Fund claim form by telephone, call 311, or go online to www.sfdpw.org.

REMEMBER – Graffiti Vandalism is a crime

- For information about claiming a graffiti reward, call 311.
- If you have information about a crime that has already occurred, call the San Francisco Police department at 415-553-0123.
- If you see a graffiti crime in progress, **call 911**

Complete the Reward Claim Form, and then send the completed form to:

David P. Burke, Special Projects Manager
 Office of San Francisco District Attorney George Gascón
 850 Bryant Street, Room 322
 San Francisco, CA 94103
 Fax: (415) 575-8815

To be eligible for a reward through the program, you must disclose your name and cooperate with law enforcement. If your claim is accepted, rewards will be granted after the suspect's case is resolved successfully. Diversion of the perpetrator to a community service program or a plea bargain to a lesser offense also constitutes a successful resolution. In some cases, it may take up to a year from the date of the incident before you receive your reward. If the Director of the Department of Public Works at the recommendation of the District Attorney's Office deems that your information is accurate and led to the conviction, the Department of Public Works will authorize the payment of the reward. The Reward Fund is reimbursed and funded through the collection of fines and penalties levied against other offenders. Employees of the City and County of San Francisco are not eligible.



CLAIM FORM

GRAFFITI REWARDS FUND

Before completing this form, please contact the arresting agency to obtain the crime case number relating to the incident that you witnessed.

Send completed form to:

David P. Burke

Office of San Francisco District Attorney George Gascón
850 Bryant Street, Room 322
San Francisco, CA 94103
Fax: (415) 575-8815

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Today's Date: _____

Your Name:	Telephone Number: (day/eve):
Address: City, State, Zip	Crime Case Number:
Date of incident:	Location of incident:
Kind of property damaged or destroyed:	

Please provide the following information relating to the suspect, if known:

Name:		AKA:	
Address:		Telephone Number:	
Race:	Sex:	Ht:	Wt: DOB/Age:
Hair:	Hair Length:	Facial Hair:	Is the suspect under 18 years old?

FOR CITY USE ONLY:		
Name of person convicted:		
Court:	Court number:	Date of conviction
Amount of damage:		
Date forwarded to DPW:		
Additional Comments:		

QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027

Goal 1: Financial Health

PROJECT	STAFF LEAD	FY 2025-26 QUARTER 3 UPDATE (October - December)	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	<p>Concept of a Parks Utility Fee was presented at a City Council work session as part of a Parks and Recreation proposal to support ongoing and future operational and capital needs. The proposed fee would help offset park maintenance costs currently supported by the general fund, freeing general fund resources for other essential services such as public safety and improving long-term funding stability for parks.</p> <p>Indexing for Sewer and Stormwater rates is also proposed as part of the rate structure currently under re-evaluation.</p>	<p>Staff is expected to return to a Council meeting prior to fiscal year end with updates and potential modifications to the proposed Parks Utility Fee based on City Council feedback.</p> <p>Sewer and Stormwater rates will be discussed at a City Council meeting in February 2026.</p>
(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	<ol style="list-style-type: none"> 1. Reduced Planning Department service level by 1.0 FTE 2. As part of the upcoming budgetary process, departments continue to examine opportunities for operational efficiencies, and cost containment. 3. The use of reclaimed water for parks maintenance may be a future option for evaluation by the next Parks and Recreation Director; however, preliminary understanding suggests that significant upfront capital investment would be required. 	<p>Updates will be provided to the Budget Committee in spring 2026.</p>

QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027

Goal 2: Public Safety

PROJECT	STAFF LEAD	FY 2025-26 QUARTER 3 UPDATE (October - December)	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	<p>Legal conducted a second work session on this strategy on December 15, 2025, reviewing with the City Council the outcomes of the prior work session in July and the input received through the public outreach that was concluded in November 2025. The outreach included a questionnaire on Let's Talk Wilsonville!, questionnaires to HOAs, and a questionnaire to RV users. Staff also presented on this project at the French Prairie Forum on October 15, 2025. Staff further provided project information on the project page on Let's Talk Wilsonville!</p>	<p>From the feedback at the December 15 work session, staff will bring back draft policies for Council review and feedback in Spring 2026.</p>

(2)Strategy: Update Chapter 1 code enforcement process and penalties (incl. admin process instead of police citation)	Guile- Hinman	Legal conducted a work session on this strategy on December 1, 2025, providing Council with an overview of the City's current process and examples of how other jurisdictions handle code enforcement. Council indicated support for examining updated code enforcement processes and staff is currently drafting updates to present to Council.	Staff anticipates providing draft code for Council to review in late Spring or early summer 2026.
(3)Strategy: Update Nuisance code provisions, with particular review of noxious vegetation, property appearance, noise, and other chronic nuisances	Guile- Hinman	Staff previously presented on this item during the Council's September 15, 2025 work session. Having been unable to locate a jurisdiction in Oregon that currently offers a reward program for graffiti enforcement, staff has conducted research of graffiti rewards programs in jurisdictions outside of Oregon and is scheduled to present that information to the City Council at its February 2, 2025 work session.	Staff is scheduled to present additional information to the Council at its February 2, 2025 work session. Based on feedback received, staff anticipates Council consideration of possible policy updates in spring 2026.
(4)Strategy: Investigate developing a graffiti enforcement/reward program	Guile- Hinman	Legal conducted the first work session with Council on this strategy on September 15, 2025. Staff is currently preparing draft proposals of each of the alternatives discussed for further Council discussion at a future work session.	Anticipated work session discussion in late 2025/ early 2026 and completion of this Outcome is September 2026.
(5)Strategy: Review Clack Co administrative warrant process and consider whether City should adopt a similar local process	Guile- Hinman	Legal conducted a work session with Council on this strategy on September 15, 2025. Council provided feedback to proceed with a draft ordinance and code amendment for Council consideration.	Staff plans for Council to consider draft code language at its November 3, 2025 meeting.
Outcome: Expand on-the-ground mental health resources to support community			
(6) Strategy: Develop pilot program for contracted peer support specialist	Guile- Hinman	On June 16, 2025, Council adopted Resolution No. 3202 authorizing this pilot program. Other than future project evaluation, this Strategy and Outcome have been completed.	PROJECT COMPLETE

Evaluate rental inspection program			
(7)Strategy: Undertake comparative analysis of other cities' rental inspection programs	D. Carlson	This item has been scheduled for review at the January 22, 2026 work session.	The Building Official will provide a brief comparison of our comparators' rental inspection programs, or lack thereof, and recommendations at the City Council's January 22, 2026 work session to seek City Council direction.
(8)Strategy: Investigate developing a local Rental Inspection Program and related funding for program support	D. Carlson	This item has been scheduled for review at the January 22, 2026 work session.	The Building Official will provide a brief comparison of our comparators' rental inspection programs, or lack thereof, and recommendations at the City Council's January 22, 2026 work session to seek City Council direction.

QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027

Goal 3: Parks

PROJECT	STAFF LEAD	FY 2025-26 QUARTER 3 UPDATE (October - December)	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	Rymer/ Troha	Parks and Recreation staff provided information about current service levels, expanding parks acreage, and anticipated maintenance required to continue to operate parks at the current service levels at the October 20, 2025, City Council work session.	Parks and Recreation staff is creating a comprehensive park infrastructure replacement schedule as a park asset 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.
(2)Strategy: Hire staff for future park/trail maintenance about to become responsibility of City	Rymer/ Troha	Our new Parks Manager, Matt Moritz, will join our team on January 5, 2026. The Parks Manager position is the result of reclassifying the previous Parks Supervisor position.	All other recommendations regarding positions will be phased in based on need and budget approval.

(3)Strategy: Evaluate maintenance fee to fund maintaining current parks level of service	Rymer/ Troha	Finance staff , Parks and Recreation staff, and the FCS Group (consultant) provided background and rate analysis for the creation of a potential park utility rate, also known as a parks utility fee at the November 17, 2025, City Council work session. Following Council direction, the FCS Group is preparing an updated proposal that emphasizes transparency, keeps residential rates low, and reimagines the non-residential (commercial/industrial) rate structure.	Finance and Parks and Recreation staff anticipate returning to Council in Q3 2026 with the updated proposal.
--	--------------	--	--

QUARTERLY UPDATE - COUNCIL WORK PLAN 2025-2027

Goal 4: Communications and Engagement

PROJECT	STAFF LEAD	FY 2025-26 QUARTER 3 UPDATE (October - December)	ANTICIPATED NEXT STEPS
Outcome: Community understands Town Center Plan, Urban Renewal, and other funding sources for infrastructure through engagement to inform Council direction			
(1)Strategy: Hire consultant to develop and conduct education and outreach campaign on Town Center Plan, Urban Renewal, and other infrastructure funding sources	Cosgrove/ Troha/ Mombert	Professional focus groups were conducted Oct. 24 -25 and an additional public outreach opportunity was available on Let's Talk Wilsonville! from Nov. 10 - 24, yielding over 550 unique responses. The findings were presented to City Council at the Dec. 5 work session.	The City's consultant CFM is preparing a draft communications plan for City Council review. It is anticipated that City Council will review the draft in February 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	Cosgrove/ Troha/ Mombert	Not started. Strategy 2 will occur following the public outreach campaign.	
Outcome: Evaluate and improve online engagement tools to expand audience and reach			
(3)Strategy: Develop system(s) for tracking information/measures of success for different policies (e.g., tourism, housing)	Evans	Not started.	
(4) Strategy: Consider re-establishing/reimagining internal communications group	Evans	Not started.	
(5) Strategy: Review and evaluate outreach best practices for consistency and reach	Evans	Not started.	

(6) Strategy: Provide education on current communication strategies/opportunities (incl. recommended outreach policies reviewed by DEI Committee)	Evans	Not started.	
---	-------	--------------	--



December 2025

Monthly Report

Building Division

Special Inspections

Chapter 17 of the Oregon Structural Specialty Code requires the appointment of special inspectors for specific types of construction projects. These special inspectors are independent professionals who are qualified and certified to perform inspections and provide reports on construction projects.

The purpose of having special inspectors is to ensure that construction work complies with the code requirements and the approved plans and specifications. Special inspectors are required to be present at critical stages of construction and to perform inspections and tests to ensure that the work is performed correctly and safely. Some of the types of construction projects that require special inspectors include high-rise buildings, complex structural systems, seismic resistance systems, and specialized materials and components. Special inspectors may also be required for special inspections such as welding, fireproofing, and spray-applied insulation.

To become a special inspector in Oregon, individuals must be certified by a recognized certification agency. The certification agency must be approved by the Building Codes Division of the Oregon Department of Consumer and Business Services. The certification process typically involves passing an examination and meeting certain education and experience requirements. Once certified, special inspectors must be registered with the Building Codes Division and must maintain their certification and registration through ongoing training and education. Special inspectors are also required to carry professional liability insurance and must follow strict ethical guidelines.

The duties of special inspectors include conducting inspections and tests, preparing reports, and issuing certificates of compliance. Special inspectors must also communicate any noncompliance issues to the contractor, engineer, architect, and building official.

Special inspectors play a critical role in ensuring that construction projects comply with the code requirements and are safe for occupants. The certification and registration process for special inspectors in Oregon helps to ensure that only qualified professionals perform this important work.



Economic Development Division

Reasons for Caution and Optimism in the New Year

Between calendar years 2023 and 2024, key indicators suggest a modest contraction in Wilsonville's employment base. While 2025 data are not yet available—making it difficult to assess whether this reflects a short-term fluctuation or a longer-term trend—the QCEW (Quarterly Census of Employment and Wages) data below illustrate the change:

	No. of Establishments	Average Employment	Total Payroll
2023	1,416	23,329	\$1,685,630,214
2024	1,356	22,279	\$1,633,920,799
% change	-4.24%	-4.50%	-3.07%

Source: QCEW Data, Oregon Department of Employment

Some portion of these declines may be attributable to data anomalies or reporting inconsistencies; however, it is unlikely that such factors fully explain the year-over-year differences. Discrete events—such as the closure of the Rite Aid Distribution Center—likely account for part of the decline. While this type of closure could be considered an outlier, it nevertheless affects aggregate employment and payroll figures and may overstate the extent of broader economic contraction.

Even with these caveats, the data warrant caution and underscore the importance of maintaining close communication with Wilsonville's major employers to better understand near-term risks and opportunities.

More Optimistic Indicators

At the same time, there are encouraging signs. Several previously vacant facilities—including the former Rite Aid Distribution Center—have been re-leased or are newly leased but not yet occupied. Notable examples include the Peyton Business Center and the W3 building formerly occupied by SIG Sauer Electro-Optics. Together, these leases are expected to support several hundred jobs once fully operational.

In addition, the City has received multiple development and pre-development applications for new facilities and business expansions. These projects represent substantial capital investment and are expected to generate meaningful employment growth over the coming years, suggesting that recent contraction may be transitional rather than structural. These opportunities will not appear in the data until 2026 and 2027, so it is fully accurate to say, "Time will tell."

Economic Development Division

Wilsonville Area Chamber of Commerce Pauses Operations

On December 23, 2025, the Wilsonville Area Chamber of Commerce announced that it will pause operations effective January 1, 2026. The Chamber cited ongoing economic uncertainty affecting employers, employees, and customers, as well as financial pressures on the organization itself, as the primary reasons for this decision.

The Chamber, which has served the Wilsonville business community since 1973, indicated that the pause is intended to allow the Board and membership to focus on fundraising and to evaluate whether and how a re-imagined Chamber could operate sustainably in the future. During this period, Chamber leadership plans to engage with community partners to assess potential models for continued business advocacy and support.

The announcement acknowledges the Chamber's recent focus on helping businesses maintain viability amid post-pandemic challenges, rising costs, and regulatory pressures. No timeline was provided for resuming operations or establishing a successor organization.

Wilsonville Industrial Land Readiness Project (WILR) (Update)

The "WILR" project steadily moves along. The most recent work includes wrapping up the Economic Development Strategy, with "action sheets" that provide a solid work plan for staff to execute moving forward. The City Council reviewed and commented on this work in December.

Additionally, staff and consultants completed a draft of the Basalt Creek Infrastructure Funding Analysis. This work strives to forecast private development and associated city fee revenues, and to align those revenues and timelines with necessary public improvement infrastructure projects. The study shows a revenue shortfall specifically in several system development

charge (SDC) categories, and explores the potential viability of filling such a gap with TIF (tax increment finance) and/or other revenues. The Analysis is intentionally not a plan per se, but rather a document that will inform future decisions around capital improvement project (CIP) budget and planning, as well policy and strategy (e.g. tax increment finance) as Basalt Creek comes online as an industrial development area. This area is sufficiently nuanced and complex that a rigid plan is probably not of great utility at this time. The Analysis will be presented to Council at their meeting on January 5, 2026.

WILSONVILLE

AREA CHAMBER OF COMMERCE



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 2025 Completed Construction

This summer, the City completed crack sealing, localized pavement spot repairs, and slurry sealing in the Villebois, Park at Merryfield, and other nearby neighborhoods bounded by the following roads: North of Wilsonville Road, South of Boeckman, West of Kinsman, and East of Grahams Ferry Road. Crack sealing is a maintenance technique used to extend the life of roads by filling in cracks to reduce the infiltration of water. Localized pavement spot repairs consist of construction crews removing and replacing small sections of damaged asphalt. These repairs focus only on the areas that are cracked, crumbling, or uneven. Slurry sealing involves spreading a thin layer of asphalt mixed with water and tiny gravel over the road. This layer fills in small cracks and smooths out bumps, protects the road from water and sun damage, improves traction for cars and bikes, and helps the road last longer. The City is currently evaluating additional areas of crack sealing and localized pavement spot repairs to occur in summer 2026, with slurry sealing to follow in summer 2027.

• Planned Construction

Century West is working on preparing plans and specifications for rehabilitation of the following road segments during the respective fiscal years (FY):

- ◊ FY 2025-26
 - 1. Parkway Center Avenue to Town Center Loop East, Parkway Center Court to Town Center Park
 - 2. Grahams Ferry Road from Cahain Road to Day Road
- ◊ FY 2026-27
 - 1. Boones Ferry Road from Boeckman Road to Ridder Road
 - 2. Nike Drive from 95th Avenue to Boones Ferry Road
 - 3. Ridder Road from 95th Avenue to Boones Ferry Road
- ◊ FY 2027-28
 - 1. Parkway Center Drive from Elligsen Road to Burns Way
 - 2. Sun Place from Best Western to Parkway Avenue

The City is currently preparing an Invitation to Bid (ITB) for Construction for the FY 2025-26 projects. We anticipate that the ITB will be released in early 2026 and the construction is expected to occur in summer 2026.

Annual Pedestrian Enhancements (4717)

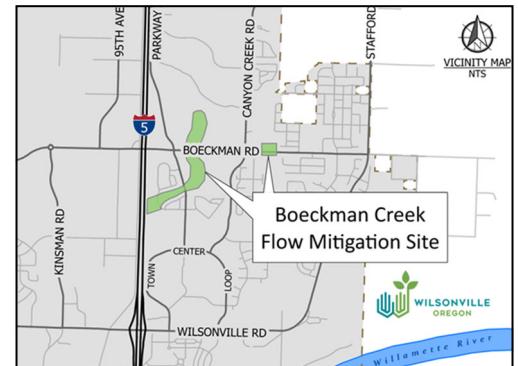
This project provides various high visibility pedestrian crossing enhancements throughout the City, with three currently in design at 90% and construction targeted for spring of 2026. These locations include: mid-block crossing and bus shelter relocation north of SW Freeman Drive SW 95th Avenue, mid-block crossing on SW Wimbledon Circle between SW Courtside Drive and SW Volley Street, and a mid-block crossing on SW Parkway Center Drive north of SW Burns Way. New efforts are underway for upgrades at three locations along Parkway Avenue, including Ash Meadows Lane, Ash Meadows Road, and Thunderbird Drive; additional new efforts are being made at Wilsonville Road to improve accessibility at a SMART bus stop, and for an addition of a bike ramp connection of a south-bound bicycle lane to a shared use path on Town Center Loop W. Engineering design for these five new improvements is anticipated to begin in January 2026.

Engineering Division, Capital Projects

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. Invitation to Bid has been advertised in early January and bid period is anticipated to be open until the end of January.

- The dam removal and dig out under the new Boeckman Bridge
- Replacement of overflow grating and weir modifications internal to the Siemens Campus
- Replacement of an undersized culvert on Boeckman Road at the entrance to the Siemens Campus
- Modifications to City piping under Parkway and Ash Meadows



Boeckman Creek Interceptor and Trail (2107)

This project will upsize the existing Boeckman Creek Interceptor sewer collection pipeline in order to support the development of the Frog Pond area. A regional trail will be installed as a part of the maintenance path from Boeckman Road to Memorial Park. Field investigations of the original area are finished. CIP 7054, Gesellschaft Water Well Channel Restoration, was also brought into this project to minimize City design and construction costs. A State Revolving Fund Loan has been secured to help cover project costs. Additionally, an Oregon Community Path Grant has been secured for the last segment – crossing Boeckman Creek up to Wilsonville Road. This portion of the project will need to be a separate project due to grant requirements.

Preliminary design iterations are complete, and several workable solutions have been identified to meet all project needs. 60% plans were delivered to the City in June and reviewed by City Staff. Minor design refinements are expected to avoid impacts to existing trees and to minimize project costs.

The right of way acquisition process has started on part of this project. At least two resolutions of need will be requested at Council to meet the project timeline. The resolution of need will request authorization of property acquisition up to and including the use of eminent domain.

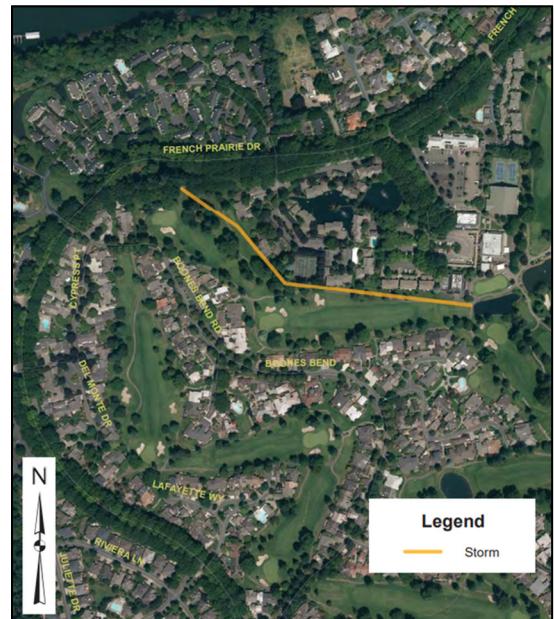
Brown Road Improvements Project (1148)

The Brown Road Improvement Project provides upgrades that bring Brown Road in closer alignment with current City standards for urban roads. The section of roadway to be upgraded extends from SW Wilsonville Road to SW Evergreen Drive. Anticipated upgrades improve connectivity by adding bike lanes, sidewalks, and provide better and safer access to adjacent neighborhoods. 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 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 City anticipates that the consultant will deliver the 100% design to the City in early 2026 and that the Invitation to Bid (ITB) for Construction will be released shortly thereafter. 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)

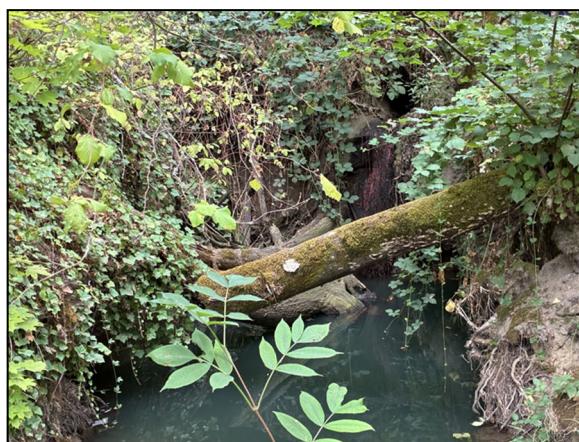
This project provides design and construction for replacement of a portion of the stormwater pipeline as part of the Charbonneau Consolidated Improvement Plan, Project #37 Charbonneau Storm Improvements Phase II. Replacement of the 815-foot long section of 12-inch storm pipe has become a priority project 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. Project is currently negotiating a Task Order for engineering design off the current On-Call Civil Engineering list with engineering design anticipated to begin in January 2026.



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 (PSA) for engineering design and survey fieldwork/data collection was awarded to WSP USA Inc. at the December 15 City Council Meeting.

Data collection and engineering design is anticipated to start in January 2026, and construction of Phase 1 is anticipated for Spring 2027 after permitting is complete. Construction of phase 2 is anticipated to begin in Spring 2028.



Engineering Division, Capital Projects

Stafford Road Improvements Project (4219, 2111, and 1158)

The Stafford Road Improvements Project includes improving a section of Stafford Road between Boeckman Road and Kahle Road to meet current City standards for a major arterial roadway and as detailed in the Frog Pond East and South Master Plan. The roadway improvements consist of urban upgrades to enhance multi-modal connectivity by adding bike lanes, sidewalks, transit stops, and turn lanes that accommodate access to existing and planned adjacent neighborhoods. The project will include two roundabouts with the intersections of SW Brisband Street and SW Kahle Road, as well as an enhanced pedestrian crosswalk with a flashing beacon at Frog Pond Lane. In addition to roadway improvements, this project includes an extension of a 12-inch sanitary sewer pipeline and 12-inch drinking water pipeline, as well as undergrounding of overhead utilities and relocation of Portland General Electric high voltage transmission lines on Stafford Road between Boeckman Road and Kahle Road. Surveying, geotechnical explorations, wetland delineation, archeological survey, transportation studies, and a tree inventory began in August 2025 at the project site. The City anticipates the 30% design will be delivered by the consultant team in early 2026.

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. The project includes earthwork, landscaping, and site drainage improvements. A design consultant has been selected, with a contract award by City Council anticipated in February 2026. Design is tentatively scheduled to be completed in early 2027, followed by construction through 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. Temporary traffic control during restoration will require detours and one-way travel to accommodate construction activities. 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. Temporary traffic control during final restoration efforts will be required to accommodate remaining construction activities. Pipe install on Ridder Road west of 95th Avenue began in June 2025 and a full road closure during construction will be in place for at least seven months.



Engineering Division, Private Development

Residential Construction Activities

Canyon Creek South Phase 3

The status of this project remains the same as last month. The project is being purchased by a new contractor who will finish the improvements. The contractor continues to work on punchlist items for closeout. The City has received building permits for three of the lots. The City has not yet received building permits nor plans for the open space improvements.

Frog Pond West

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

- The contractor is continuing to work to install the new paths at the Frog Pond Neighborhood Park project.
- Frog Pond Cottage Park Place, Phase I, a 12-lot subdivision located on the south side of Frog Pond Lane, just east of the Frog Pond Ridgecrest subdivision, is anticipated to begin construction in spring 2026.
- Frog Pond Petras, a 21-lot subdivision located on the northern corner of Frog Pond Lane and Stafford Road, is under construction. Curbs have been installed. Frog Pond Lane is prepped for paving. Crews are working on installing the wall along Stafford Road. Picture taken looking northeast from Frog Pond Lane
- Construction is nearing completion at Frog Pond Primary, the new West Linn-Wilsonville School District primary school on Boeckman Road. The contractor is working 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, is working on installing the storm facilities and franchise utilities. Curbs have been installed.



Frog Pond Petras



Frog Pond Primary



Frog Pond Ridgecrest

Natural Resources Division

NPDES MS4 Annual Report

An annual report is prepared every fall for the City's National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System (NPDES MS4) stormwater program. The report is submitted to the Oregon Department of Environmental Quality and documents stormwater management practices, land use changes and new development activities, program expenditures, and water quality monitoring.

Highlights from this year's report include:

- Added impervious surface – During the reporting year (July 1, 2024 to June 30, 2025), the total new and replaced impervious surface (i.e., buildings, parking areas, streets, etc.) was 197,806 square feet or 4.5 acres.
- New stormwater facilities – Every year sees an increase in the number of private stormwater facilities constructed to treat and control stormwater runoff from impervious surfaces. During the reporting year, three rain gardens, 41 vegetated swales, 14 planter boxes, and two detention ponds were installed.
- Existing structural controls – During the reporting year, staff inspected 181 public structural controls. All the structural controls were ranked and updated in the City's asset management system (i.e., Cartegraph).
- Public Works monitored 10,259 linear feet of the stormwater conveyance system using closed circuit television (CCTV) during the reporting year.
- And Public Works swept 3,458 miles of City streets during the reporting year.



Vegetated Swale



Planter Box

Planning Division, Current

Administrative Land Use Decisions Issued

- 6 Type A Tree Permits
- 1 Type B Tree Permit
- 2 Class 1 Wireless Reviews

Construction Permit Review, Development Inspections, and Project Management

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

- A new neighborhood park in Frog Pond
- CIS Office Building at Wilsonville Road and Kinsman Road
- Frog Pond Primary School
- Industrial development on Day Road and Garden Acres Road
- Residential subdivisions in Frog Pond West
- Vuela Transit Oriented Development (TOD) on Barber Street

Development Review Board (DRB)

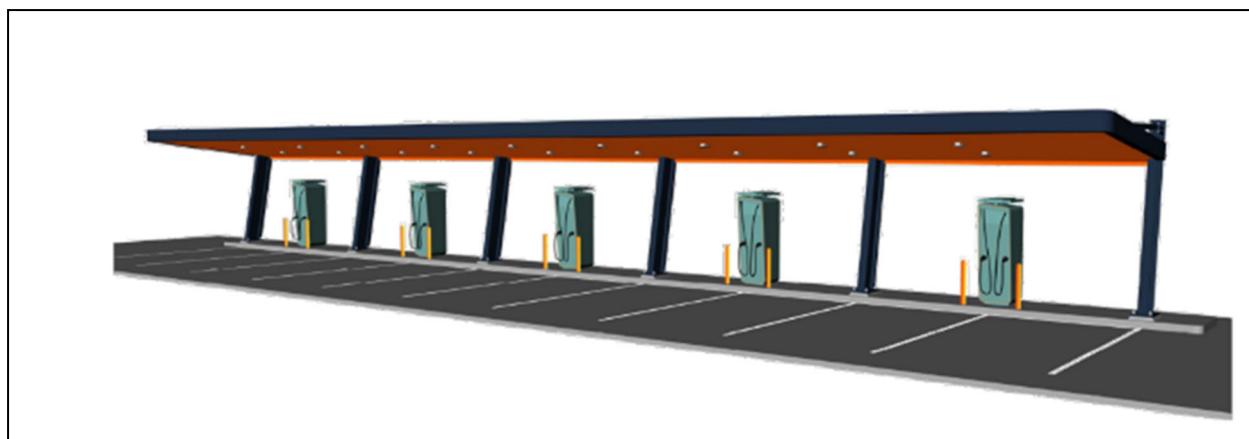
DRB Panel A did not meet in December.

DRB Panel B did not meet in December.

DRB Projects Under Review

During December, 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



Proposed Vehicle Charging Stations with Canopy at Barber Street and Boones Ferry Road

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 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 December, the project team held work sessions with the Planning Commission and City Council to present a Code Audit Memo and gather input on options for Development Code updates that will enable the City to offer a transparent and customer service-friendly residential development review process. Feedback received at these work sessions will inform preparation of draft Development Code amendments. The amendments related to Section 3 of SB 974 must be in effect by July 1, 2026.

Planning Commission

On December 10, the Planning Commission held a work session where they provided 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 and Economic Development Strategy. Together, these efforts are designed to guide long-term job growth and land use planning. In December, staff and the consultant team completed a draft of the Basalt Creek Infrastructure Funding Analysis, which serves as a critical appendix to the WILR project. The draft analysis is scheduled to be presented to the City Council at the January 5, 2026 Council Work Session.



December Monthly Report

FINANCE—The department where everyone counts

- **BUDGET 2026-27:** The City's annual budget development process for fiscal year (FY) 2026–27 is underway. Departments are preparing proposed budgets based on historical trends, projected expenditures, and anticipated operational needs. Concurrently, Finance staff are estimating projected year-end fund balances for each of the City's 24 funds. These estimates will serve as the Budgeted Beginning Fund Balance for the upcoming fiscal year and are a key component of the overall budget framework. A detailed analysis of projected fund balances and underlying assumptions will be provided to the Budget Committee in memorandum form by early March to support review and discussion.
- **UTILITY BILLING:** Staff conducted a year-end wrap-up meeting with InvoiceCloud's Customer Care team. InvoiceCloud provides the City's utility billing customer portal, which allows customers to view their bills, enroll in AutoPay or Pay by Text, make one-time payments, or schedule payments using multiple payment methods, including eCheck, credit card, Apple Pay, Venmo, PayPal, and Google Pay.

InvoiceCloud also distributes electronic invoices to paperless customers and sends automated email reminders for past-due balances and expiring credit cards. The City utilizes InvoiceCloud's secure, automated toll-free phone system to allow customers to make payments by phone. In addition, the City uses InvoiceCloud's outbound campaign feature, which generates automated calls to notify customers who are at risk of water service shutoff due to non-payment. These services enhance customer service while improving the efficiency of payment processing for City staff.

InvoiceCloud expressed strong satisfaction with the City's usage metrics. Currently, 46% of customers are enrolled in AutoPay, 72% of registered customers make payments online, and 67% of accounts are enrolled in paperless billing.

InvoiceCloud highlighted its AI-based customer support and custom reporting tools as key strengths. While the City's experience with these features has been mixed, InvoiceCloud indicated that the AI tools continue to improve as they learn from historical interactions. Staff feedback is expected to contribute to a more effective experience in the coming year. In January, staff plans to evaluate three additional InvoiceCloud features:

1. *Online Bank Direct* – A bill-pay consolidation service similar to the City's current Paymode system.
2. *Cloud Store* – Allows customers to pay online for non-invoiced items, potentially including parking passes, bulk water purchases, or Oregon Liquor and Cannabis Commission (OLCC) permits.
3. *Online Donations* – Allows customers to round up their bill or contribute a fixed amount in support of a designated non-profit organization.

- **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	\$ 11,899,490	\$ 5,629,010	68%
Intergovernmental	3,254,985	378,489	2,876,496	12%
Licenses and permits	171,700	113,405	58,295	66%
Charges for services	384,102	228,351	155,751	59%
Fines and forfeitures	180,000	83,003	96,997	46%
Investment revenue	531,000	260,792	270,208	49%
Other revenues	675,650	617,370	58,280	91%
Transfers in	6,477,241	2,745,202	3,732,039	42%
TOTAL REVENUES	\$ 29,203,178	\$ 16,326,102	\$ 12,877,076	56%
Personnel services	\$ 14,095,430	\$ 6,111,866	\$ 7,983,564	43%
Materials and services	14,992,012	6,276,698	8,715,314	42%
Capital outlay	135,000	78,106	56,894	58%
Transfers out	6,049,658	1,688,385	4,361,273	28%
TOTAL EXPENDITURES	\$ 35,272,100	\$ 14,155,055	\$ 21,117,045	40%
610 - Fleet Fund				
Charges for services	\$ 1,933,368	\$ 966,684	\$ 966,684	50%
Investment revenue	48,000	15,488	32,512	32%
TOTAL REVENUES	\$ 1,981,368	\$ 994,237	\$ 987,131	50%
Personnel services	\$ 1,155,130	\$ 458,891	\$ 696,239	40%
Materials and services	840,440	354,193	486,247	42%
Capital outlay	532,000	162,543	369,457	31%
TOTAL EXPENDITURES	\$ 2,527,570	\$ 975,627	\$ 1,551,943	39%
230 - Building Inspection Fund				
Licenses and permits	\$ 952,000	\$ 642,258	\$ 309,742	67%
Investment revenue	157,000	57,911	99,089	37%
TOTAL REVENUES	\$ 1,109,000	\$ 700,169	\$ 408,831	63%
Personnel services	\$ 1,148,520	\$ 425,883	\$ 722,637	37%
Materials and services	243,155	48,114	195,041	20%
Transfers out	422,808	211,404	211,404	50%
TOTAL EXPENDITURES	\$ 1,814,483	\$ 685,401	\$ 1,129,082	38%
231 - Community Development Fund				
Licenses and permits	\$ 446,718	\$ 497,884	\$ (51,166)	111%
Charges for services	457,002	163,495	293,507	36%
Intergovernmental	598,995	100,000	498,995	17%
Investment revenue	93,000	35,281	57,719	38%
Transfers in	4,627,515	2,457,675	2,169,840	53%
TOTAL REVENUES	\$ 6,223,230	\$ 3,254,335	\$ 2,968,895	52%
Personnel services	\$ 3,995,690	\$ 1,698,932	\$ 2,296,758	43%
Materials and services	1,031,820	411,393	620,427	40%
Transfers out	1,170,209	337,200	833,009	29%
TOTAL EXPENDITURES	\$ 6,197,719	\$ 2,447,526	\$ 3,750,193	39%
240 - Road Operating Fund				
Intergovernmental	\$ 2,181,000	\$ 743,287	\$ 1,437,713	34%
Investment revenue	26,000	12,452	13,548	48%
Transfers in	509,940	489,940	20,000	96%
TOTAL REVENUES	\$ 2,716,940	\$ 1,245,679	\$ 1,471,261	46%
Personnel services	\$ 608,120	\$ 197,960	\$ 410,160	33%
Materials and services	754,894	349,425	405,469	46%
Capital outlay	44,850	-	44,850	0%
Debt service	360,000	41,603	318,397	12%
Transfers out	1,420,588	260,325	1,160,263	18%
TOTAL EXPENDITURES	\$ 3,188,452	\$ 849,313	\$ 2,339,139	27%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
241 - Road Maintenance Fund				
Charges for services	\$ 2,661,000	\$ 1,184,799	\$ 1,476,201	45%
Investment revenue	172,000	63,341	108,659	37%
TOTAL REVENUES	\$ 2,833,000	\$ 1,248,141	\$ 1,584,859	44%
Transfers out	\$ 3,081,080	\$ 1,264,332	\$ 1,816,748	41%
TOTAL EXPENDITURES	\$ 3,081,080	\$ 1,264,332	\$ 1,816,748	41%
260 - Transit Fund				
Taxes	\$ 6,300,000	\$ 1,287,540	\$ 5,012,460	20%
Intergovernmental	2,757,000	1,476,405	1,280,595	54%
Charges for services	20,000	9,574	10,426	48%
Investment revenue	698,000	212,865	485,135	30%
Other revenues	21,000	8,037	12,963	38%
TOTAL REVENUES	\$ 9,796,000	\$ 2,994,421	\$ 6,801,579	31%
Personnel services	\$ 5,871,460	\$ 2,214,281	\$ 3,657,179	38%
Materials and services	2,914,658	1,399,399	1,515,259	48%
Capital outlay	1,158,000	6,292	1,151,708	1%
Transfers out	3,062,248	1,619,462	1,442,786	53%
TOTAL EXPENDITURES	\$ 13,006,366	\$ 5,239,434	\$ 7,766,932	40%
510 - Water Operating Fund				
Charges for services	\$ 10,864,000	\$ 5,495,371	\$ 5,368,629	51%
Investment revenue	412,000	173,570	238,430	42%
Other revenues	40,000	34,437	5,563	86%
TOTAL REVENUES	\$ 11,316,000	\$ 5,703,378	\$ 5,612,622	50%
Personnel services	\$ 753,650	\$ 220,797	\$ 532,853	29%
Materials and services	5,285,211	1,719,354	3,565,857	33%
Capital outlay	2,204,493	321,004	1,883,489	15%
Debt service	375,000	43,273	331,727	12%
Transfers out	3,700,814	693,234	3,007,580	19%
TOTAL EXPENDITURES	\$ 12,319,168	\$ 2,997,663	\$ 9,321,505	24%
520 - Sewer Operating Fund				
Charges for services	\$ 7,833,000	\$ 3,248,038	\$ 4,584,962	41%
Investment revenue	380,000	134,003	245,997	35%
Other revenues	31,500	12,582	18,918	40%
Loan proceeds	10,500,000	-	10,500,000	0%
Transfers in	600,000	-	600,000	0%
TOTAL REVENUES	\$ 19,344,500	\$ 3,394,623	\$ 15,949,877	18%
Personnel services	\$ 505,250	\$ 186,996	\$ 318,254	37%
Materials and services	4,729,522	1,373,900	3,355,622	29%
Capital outlay	114,850	-	114,850	0%
Debt service	2,886,000	136,553	2,749,447	5%
Transfers out	13,823,655	993,617	12,830,038	7%
TOTAL EXPENDITURES	\$ 22,059,277	\$ 2,691,066	\$ 19,368,211	12%
550 - Street Lighting Fund				
Charges for services	\$ 559,000	\$ 234,690	\$ 324,310	42%
Investment revenue	34,000	13,768	20,232	40%
TOTAL REVENUES	\$ 593,000	\$ 248,458	\$ 344,542	42%
Materials and services	\$ 367,290	\$ 97,894	\$ 269,397	27%
Transfers out	1,280,827	72,082	1,208,745	6%
TOTAL EXPENDITURES	\$ 1,648,117	\$ 169,975	\$ 1,478,142	10%
570 - Stormwater Operating Fund				
Charges for services	\$ 3,581,000	\$ 1,508,825	\$ 2,072,175	42%
Investment revenue	242,000	82,843	159,157	34%
TOTAL REVENUES	\$ 3,823,000	\$ 1,591,668	\$ 2,231,332	42%
Personnel services	\$ 480,980	\$ 151,173	\$ 329,807	31%
Materials and services	848,994	241,055	607,939	28%
Capital outlay	44,850	-	44,850	0%
Debt service	325,000	37,504	287,496	12%
Transfers out	4,759,006	724,110	4,034,896	15%
TOTAL EXPENDITURES	\$ 6,458,830	\$ 1,153,842	\$ 5,304,988	18%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
336 - Frog Pond Development				
Licenses and permits	\$ 2,500,000	\$ 841,760	\$ 1,658,241	34%
Investment revenue	27,000	55,899	(28,899)	207%
TOTAL REVENUES	\$ 2,527,000	\$ 897,658	\$ 1,629,342	36%
Materials and services	\$ 19,540	\$ -	\$ 19,540	0%
Transfers out	3,573,177	481,754	3,091,423	13%
TOTAL EXPENDITURES	\$ 3,592,717	\$ 481,754	\$ 3,110,963	13%
348 - Washington County TDT				
Washington County TDT	\$ -	\$ -	\$ -	-
Investment revenue	112,000	33,759	78,241	30%
TOTAL REVENUES	\$ 112,000	\$ 33,759	\$ 78,241	30%
346 - Roads SDC				
System Development Charges	\$ 2,100,000	\$ 2,534,487	\$ (434,487)	121%
Investment revenue	287,000	116,182	170,818	40%
TOTAL REVENUES	\$ 2,387,000	\$ 2,650,669	\$ (263,669)	111%
Materials and services	\$ 40,760	\$ -	\$ 40,760	0%
Transfers out	8,213,181	135,510	8,077,671	2%
TOTAL EXPENDITURES	\$ 8,253,941	\$ 135,510	\$ 8,118,431	2%
396 - Parks SDC				
System Development Charges	\$ 1,320,000	\$ 1,030,512	\$ 289,488	78%
Investment revenue	77,000	31,455	45,545	41%
TOTAL REVENUES	\$ 1,397,000	\$ 1,061,968	\$ 335,032	76%
Materials and services	\$ 9,490	\$ -	\$ 9,490	0%
Transfers out	918,557	47,972	870,585	5%
TOTAL EXPENDITURES	\$ 928,047	\$ 47,972	\$ 880,075	5%
516 - Water SDC				
System Development Charges	\$ 1,000,000	\$ 1,247,205	\$ (247,205)	125%
Investment revenue	65,000	40,287	24,713	62%
TOTAL REVENUES	\$ 1,065,000	\$ 1,287,492	\$ (222,492)	121%
Materials and services	\$ 14,570	\$ -	\$ 14,570	0%
Debt service	453,000	76,512	376,488	17%
Transfers out	3,888,490	1,830,192	2,058,298	47%
TOTAL EXPENDITURES	\$ 4,356,060	\$ 1,906,704	\$ 2,449,356	44%
526 - Sewer SDC				
System Development Charges	\$ 1,000,000	\$ 915,760	\$ 84,241	92%
Investment revenue	30,000	18,348	11,652	61%
TOTAL REVENUES	\$ 1,030,000	\$ 934,107	\$ 95,893	91%
Materials and services	\$ 12,380	\$ -	\$ 12,380	0%
Transfers out	1,751,531	47,207	1,704,324	3%
TOTAL EXPENDITURES	\$ 1,763,911	\$ 47,207	\$ 1,716,704	3%
576 - Stormwater SDC				
System Development Charges	\$ 170,000	\$ 218,352	\$ (48,352)	128%
Investment revenue	144,000	43,293	100,707	30%
TOTAL REVENUES	\$ 314,000	\$ 261,645	\$ 52,355	83%
Materials and services	\$ 5,650	\$ -	\$ 5,650	0%
Transfers out	647,645	55,301	592,344	9%
TOTAL EXPENDITURES	\$ 653,295	\$ 55,301	\$ 597,994	8%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
815 - Westside Capital Projects				
Investment revenue	\$ 224,000	\$ 72,240	\$ 151,760	32%
TOTAL REVENUES	\$ 224,000	\$ 72,240	\$ 151,760	32%
Materials and services	\$ 375,000	\$ 51,753	\$ 323,248	14%
Capital outlay	2,851,000	269,333	2,581,667	9%
TOTAL EXPENDITURES	\$ 3,226,000	\$ 321,085	\$ 2,904,915	10%
825 - Coffee Creek Capital Projects				
Investment revenue	\$ 14,000	\$ 4,312	\$ 9,688	31%
Transfers in	500,000	500,000	-	100%
TOTAL REVENUES	\$ 514,000	\$ 504,312	\$ 9,688	98%
Materials and services	\$ 236,004	\$ 70,235	\$ 165,769	30%
TOTAL EXPENDITURES	\$ 866,004	\$ 70,235	\$ 795,769	8%
827 - Coffee Creek Debt Service				
Taxes	\$ 718,000	\$ 727,498	\$ (9,498)	101%
Investment revenue	29,000	8,854	20,146	31%
TOTAL REVENUES	\$ 747,000	\$ 736,352	\$ 10,648	99%
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	\$ 809,502	\$ 364,598	69%
TOTAL REVENUES	\$ 1,174,100	\$ 809,502	\$ 364,598	69%
Materials and services	\$ 1,174,100	\$ -	\$ 1,174,100	0%
TOTAL EXPENDITURES	\$ 1,174,100	\$ -	\$ 1,174,100	0%



WILSONVILLE
PUBLIC LIBRARY

December 2025

Monthly Report



Library clerk Xiaolin created the holiday decoration displays, including making these book crafts.

From the Director

The library celebrated a festive December with programs and displays that celebrated the spirit of the season. Holiday-themed book crafts and creative displays welcomed visitors of all ages, while a winter scavenger hunt encouraged families to explore the library's collections in a playful, interactive way.

The library hosted a special Book Notes concert featuring pianist and composer John Nilsen, drawing a warm and enthusiastic audience for an afternoon of live music.

Seasonal programs continued with a lively winter edition of Trivia Night, and a performance of *The Nutcracker* at Family Storytime. The library brought storytime into the community by performing at the City's annual Tree Lighting event.

It was a month filled with creativity, music, and shared holiday spirit.

-Shasta Sasser, Library Director

Children's Services

Series Saturday

School age fans of "The Baby-sitters Club" chapter book series gathered on Dec. 6 for an afternoon of activities and treats based on the popular series.

Pink Pig Puppet Theater

Steven Engelfried and his wondrous Pink Pig Puppet Theater presented three humorous tales about goofy animals, including a singing rabbit, a sneezing elephant, and a tricky cow, on Saturday, Dec. 20. Thirty-six children and adults attended the energetic program.



Young patrons enjoy book-related snacks at the Series Saturday program on Dec. 6.

UPCOMING:

- Series Saturday on Saturday, Jan. 3, at 2pm.
- Weekly programs Baby Storytime, Toddler Time, Family Storytime, and Play Group return Jan. 6
- Stuffed Animal Sleep-over drop-off on Saturday, Jan. 17, from 3-5:30pm.
- Family Loteria on Thursday, Jan. 29, at 6pm.

Teen Services

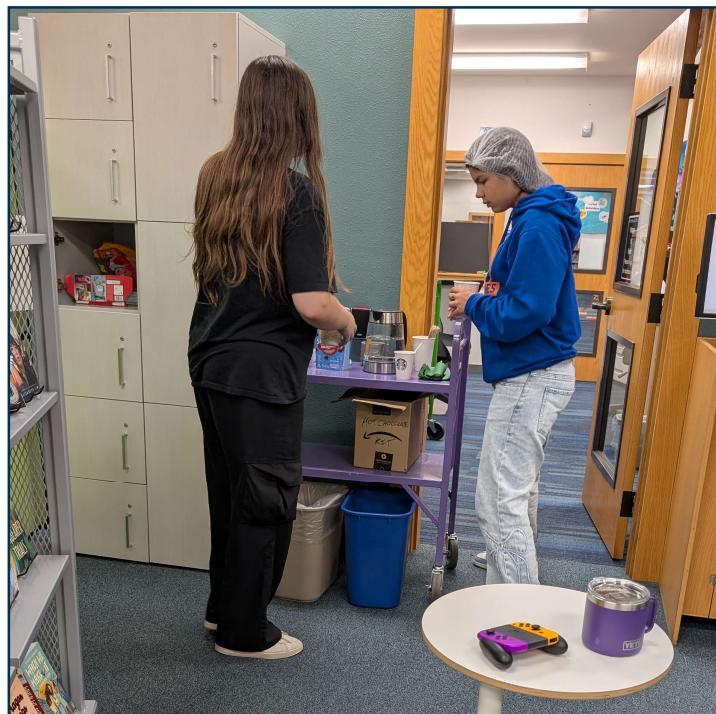
Teen Afterschool Drop-in Activities

Every Wednesday afternoon from 3-6pm, teens are invited to drop-in to the library's Teen Area for video games, movies, crafts, and snacks.

On Dec. 3, the teens held a special "Hot Cocoa Day" event, where they put together their own mugs of hot cocoa with a variety of toppings.

UPCOMING:

- Teen Afterschool Drop-in Activities return Jan. 7.
- Author Cathy Camper's "Create Your Own Zine" workshop on Wednesday, Jan. 21 at 3pm



Teens enjoying Hot Cocoa Day at the Teen Afterschool Drop-in event on Dec. 3.

Adult Services

"The Holiday Trifecta"

In the holiday spirit, Dr. Bill Thierfelder explored three works that are the centerpieces of the holiday experience for millions of people across the world: Charles Dickens' *A Christmas Carol*, George Frederick Handel's *Messiah*, and Peter Tchaikovsky's *The Nutcracker* at this online program on Dec. 3.

Space Talks: Parker Solar Probe

On Dec. 13, docents from Evergreen Aviation & Space Museum shared updates about NASA's Parker Solar Probe, which orbited the Sun to study the Sun's outer corona.

UPCOMING:

- Online program "Profiles" about Albert Einstein on Wednesday, Jan. 7, at 11am.
- Martin Luther King, Jr. Day film "Selma" on Friday, Jan. 16, at 3pm.
- "Celebration of India: Arts, Culture, and Food" on Saturday, Jan. 17, from 2-4pm
- "Bridgerton Tea Party" on Saturday, Jan. 24, from 2-4pm



Members of the "Sit & Stitch" group held a holiday party on Monday, Dec. 15.



Library volunteers helped assemble goodie bags for the City of Wilsonville's Las Posadas celebration.

Around the Library

Library volunteers assist with Las Posadas preparations

Library volunteers usually help by shelving books, straightening shelves, and finding items patrons have placed on hold. And then sometimes they get to do something a little different.

In preparation for the City of Wilsonville's Las Posadas celebration, on Saturday, Dec. 13, library volunteers assembled over 150 goodie bags called "aguinaldos" for the event. The aguinaldos included mandarin oranges, peanuts, and assorted candy. What a fun change from the usual duties!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Computer Basics 11am-12pm Sit and Stitch 1:30-3pm	2 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	3 Family Storytime 10:30-11am Profiles The Holiday Trifecta 11am-12:30pm Zoom Teen After School Drop-in 3-6pm	4 Family Storytime 10:30-11am Wilsonville Tree Lighting Story & Songs 5pm Tabletop Night 6-7:30pm	5 WIC Pop-Up Clinic 10am-12pm 1-4pm Play Group 10:30am-12pm	6 Series Saturday 2-3pm
7	8 Gmail 11am-12pm Sit and Stitch 1:30-3pm Teen Advisory Board 4:30-5:30pm	9 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	10 Family Storytime 10:30-11am Teen After School Drop-in 3-6pm	11 Family Storytime 10:30-11am Trivia Night 6-7:30pm Tween Crochet Corner 6:30-7:30pm	12 Play Group 10:30am-12pm	13 Space Talks 11am-12:30pm Spanish Storytime 11am-11:30am Booknotes Concert 2-3pm
14	15 Microsoft Word 11am-12pm Genealogy Club 1-2:30pm Sit and Stitch 1:30-3pm	16 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	17 Family Storytime 10:30-11am Community Center Book Club 1-2pm Teen After School Drop-in 3-6pm	18 Family Storytime 10:30-11am Book Walk 1-2pm Las Posadas Celebration 4-6pm	19 WIC Pop-Up Clinic 10am-12pm 1-4pm Play Group 10:30am-12pm Celebration Cinema 3-5pm	20 Pink Pig Puppet Theater 11-11:45pm
21	22 Online Job Searches 11am-12pm Blood Drive 1-6pm Sit and Stitch 1:30-3pm Teen Advisory Board 4:30-5:30pm	23 ODHS 10am-12pm 1-3pm Intermediate ESL 10-11:30am	24 Library Closed	25 Library Closed	26 Library Closed	27
28	29 Sit and Stitch 1:30-3pm	30 ODHS 10am-12pm 1-3pm Intermediate ESL 10-11:30am	31			

DECEMBER

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

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



WILSONVILLE
PUBLIC LIBRARY



Parks and Recreation Report | December 2025

Director's Report

With the departure of Kris Ammerman to Post Falls, Idaho, the recruitment for a new Parks and Recreation Director has begun. Luckily, the Department is in capable hands in the interim as Steve Rymer has taken the reigns. Steve has a long list of experiences in Parks and Recreation and City Administration and the team is excited to learn from him during this transitional period.

Speaking of new staff....

Please welcome Matt Moritz as Wilsonville's Parks Manager. His first day was Monday, January 5.

Matt comes to us from Oregon State Parks where he served as Park Manager for the State Capitol Management Unit, which includes State Capitol State Park and Willamette Mission State Park. He has also served the City of Astoria as Parks Maintenance Supervisor and Superintendent of Ocean View Cemetery. Additionally, Matt has worked as the Maintenance Supervisor for Snow Peak Campfield, located in Long Beach, WA.

Matt lives in Salem, Oregon and enjoys exploring the great outdoors with his wife and two kiddos.

He is very excited to join Team Wilsonville!



Community Center & Recreation Updates

Community Tree Lighting, Toy Drive & Letters to Santa

The annual Community Tree Lighting was held in December in Town Center Park. Due to the forecasted wet weather, the Recreation team once again rented a large covered tent for additional weather proof space, which held a craft area, and a pictures with Santa Station. Mayor O'Neil gave the countdown to the lighting of the holiday tree. A big thank you to Wilsonville Choral Arts Society Director, John Hillan-Payne for organizing this year's choir performances!

The annual Letters to Winter Wonderland tradition continued again this year as some of our youngest community members dropped off their handwritten letters to Santa in the big red mailbox at the Parks and Recreation Office. All participants who included their return mailing address on their letter received a letter back in the mail from Santa. Santa mailed out nearly 100 letters this year, and he shared with the Parks and Recreation team that he loves to read all the letters from the community.

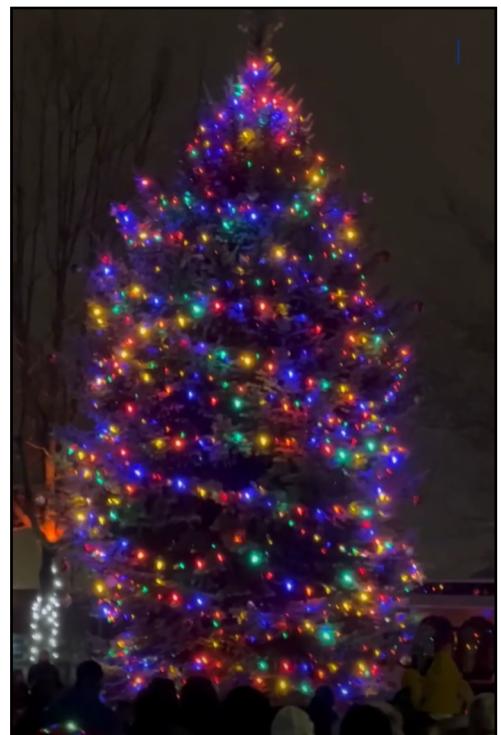
This year, the Community Center was the collection point for the popular community toy drive. The Wilsonville community came together and made 2025 the biggest year yet with over 1,500 toys donated. The new toys were then distributed through Clackamas Compassion in Action and the Family Empowerment Center.

Senior Stockings

Once again, the community came together to provide overflowing stockings of holiday treats and goodies for the 85 individuals on the City's home delivered meal program, plus an additional 150 stockings which were given to members of the Center's congregate lunch program and residents at local care facilities.

Holiday Lunch and Party

Over 90 community members came to the Community Center for a festive holiday lunch. Another 60 attended the Wilsonville Community Seniors Inc holiday party. The party included a performance by the Wilsonville Ukulele Group, crafts, a white elephant gift exchange and everyone went home with a goodie bag.





Kitakata Sister City Visit

This December, a delegation of 14 students and two (2) chaperones from Kitakata, Japan came to Wilsonville for a visit from December 6 through 14. All members of the delegation staid with local host families. Host families go through an application process, which includes a home visit, background check, and orientation night.

During their visit, students spent time at Meridian Creek Middle School and Wilsonville High School where they shadowed students to their classes. The group also toured local area colleges like Clackamas Community College and Lewis & Clark. Oil painting, bowling, pizza making, and gingerbread house building were also on the schedule.

The Kitakata Sister City Advisory Board hosted a welcome dinner at the Wilsonville McMenamins Old Church, and a farewell dinner at the Wilsonville Community Center. Mayor O'Neil gave remarks at both events.

The week was jam packed full of activities, and while the jet lag barely wore off by the time the students had to say goodbye, it was a wonderful visit. This summer, a group of Wilsonville High School students will visit Kitakata, Japan chaperoned by the Wilsonville High School Japanese language teacher, Shinobu Chrisman. The next student delegation to Wilsonville from Kitakata will be in October 2027. Wilsonville and Kitakata will have their fortieth anniversary of the sister city relationship in October 2028. It is anticipated that an adult delegation to or from Wilsonville will take place for the 40th anniversary.



Arts Updates

This month staff prepared for the upcoming online silent auction which will consist of selling five of the ten heARTs of Wilsonville sculptures. The auction will take place online in Mid February. Staff continued to work with Julia Hunkler, who is the awarded artist for the Children's Section Murals at the Wilsonville Library, who will be submitting her design for review and approval in January. Staff is also preparing the Arts, Culture and Heritage Commission for their January Grant Review meeting as the Community Cultural Events and Programs Grant received six (6) applications.

Board Highlights

Arts, Culture, and Heritage Commission

The ACHC did not meet in December.

Kitakata Sister City Advisory Board

The Kitakata Sister City Advisory Board hosted 14 students and 2 chaperones from Kitakata in December. All members of the delegation stayed with local host families. The board will meet in January to debrief the visit.

Parks and Recreation Advisory Board

The Parks and Recreation Advisory Board did not meet in December

Upcoming Events

Daddy Daughter Dance: February 20, 7-9pm, Wilsonville Community Center

Community Egg Hunt: April 4, 10am, Memorial Park

WERK Day: April 25, 8am, Wilsonville Community Center



Parks Updates

December was a busy month for the Parks Team.

Preparing for tree lighting was a team effort as they set up, monitored the event and tore down all in one day!

The team handled many downed trees that occurred during the inclement weather earlier in the month.

The team was preparing for their new Parks Operations Manager to start on January 5 and are also working through their budget for fiscal year 2026-27 as they gear up for the new year!

Frog Pond Park project continues as well as the Memorial Park playground replacement with removal of the previous playground and equipment being delivered for the new playground.





City of Wilsonville Police

DECEMBER 2025



Wilsonville Police Department Shares Success of Recent Food Drive

The City of Wilsonville held its annual tree lighting on December 4. Captain Jed Wilson, the City's new Chief of Police, Traffic Deputy Nate Banfi, and LCSW Brenda Evans attended the event, enjoying the music, hot cocoa, and time spent mingling with the community. Santa Claus even photobombed a picture that was being taken of the group.



With Gratitude

After years of dedicated service, we bid a fond farewell to Detective Bill Rowlands as he retires from the Sheriff's Office. His insight, breadth of knowledge, and commitment to service made a lasting difference. He will be missed for both his expertise and his friendship, and we wish him the very best in his well-earned retirement.

Community Spotlight

Wilsonville High School girls' basketball coach Tyler VanAcker and his team recently demonstrated leadership beyond the court by stopping by the police department with boxes of oranges to share. We sincerely thank Coach VanAcker and his players for their thoughtful kindness and support.

Thank you, Captain Wurpes, for your years of dedicated service

Though we were sad to see him go, we celebrated Captain Rob Wurpes as he retired after serving several years as our Chief of Police. Captain Wurpes has been not only a prominent figure in the Wilsonville community, but also someone deeply respected throughout the Clackamas County Sheriff's Office. He began his career in 1999 as a deputy and, over the years, worked his way to the rank of Captain.

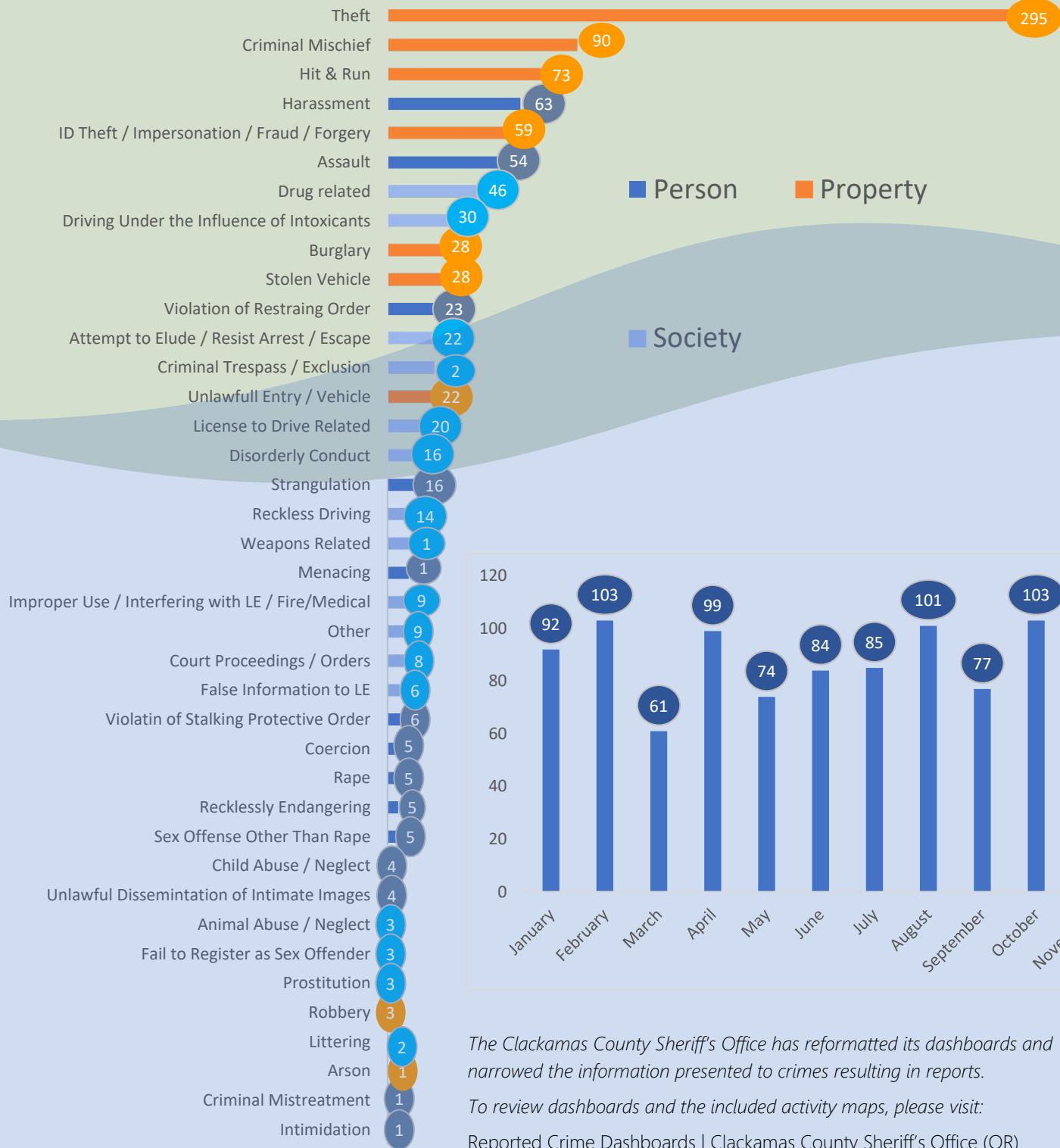
Throughout his career, Captain Wurpes served as one of our Public Information Officers, was a member of the Marine and Dive Unit, acted as a liaison between Patrol and Clackamas 911 (our dispatch center), and oversaw—or was involved with—the Transit Police Unit, Medic Unit, Explosive Device Unit, and the Reserves Program. Captain Wurpes was truly a legend, and he will be greatly missed.





Property Crimes

599



Society Crimes

225

Person Crimes

203

■ Person ■ Property

■ Society



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 \(OR\)](#)



DECEMBER 2025 Monthly Report

From The Director's Office:

As 2025 comes to a close, I would like to acknowledge the dedication, skills, and contributions of our Public Works staff to the health and safety of our community.

Each day Public Works (PW) employees provide essential services to ensure people living or working in our city enjoy clean and reliable water, safe and tidy streets and well-maintained infrastructure.

Additionally, PW staff provide emergency response services to clear roadways from debris, stop water leaks, and unclog drains, often working tirelessly in tough conditions of high wind, heavy rain and snow.

It is an honor to work with individuals who consistently exhibit "The Wilsonville Way" through their competence, collaboration, commitment and customer service actions.

Thanks to the Public Works Team for another productive year.



PUBLIC WORKS

FIRST RESPONDER

Best Regards,

Delora Kerber, Public Works Director

Utilities

The Root Of The Problem

Wilsonville is home to many beautiful trees, many of them located in sidewalk strips or areas of a property that may also share space with Utilities assets. Shown below, Utilities Water Technician David Perfecto is working to remove a meter box that had become engulfed with tree roots. Care is always taken to preserve the health of the tree when making these replacements. In this instance, the new meter box was customized to ensure it would fit in the new space created after removing the offending roots, while still keeping the main root system intact, and the tree healthy and viable for years to come. As a result, the new meter box and the tree are set up for many years of future success.



Utilities

The Bulk Of The Meter

Bulk Water Meters are heavy duty meters attached directly to hydrants for calculating water units used by construction, landscaping, large scale power washing, street sweeping or other industrial uses. Each water unit represents 748 gallons. Bulk water meters are installed, monitored and removed by City staff.

Depending on the type of equipment associated with the water use, the City may also require and install a backflow prevention device in conjunction with the meter, to prevent any backflow and protect the public water system. Bulk water meters are read individually by a member of the Utilities Water Team, and monitored periodically to ensure the equipment is being used appropriately. Water obtained with a Bulk Water Meter is intended for use only within the City limits, and cannot be transported outside of City limits for any use. Shown below is a hydrant with a Bulk Water Meter attached.



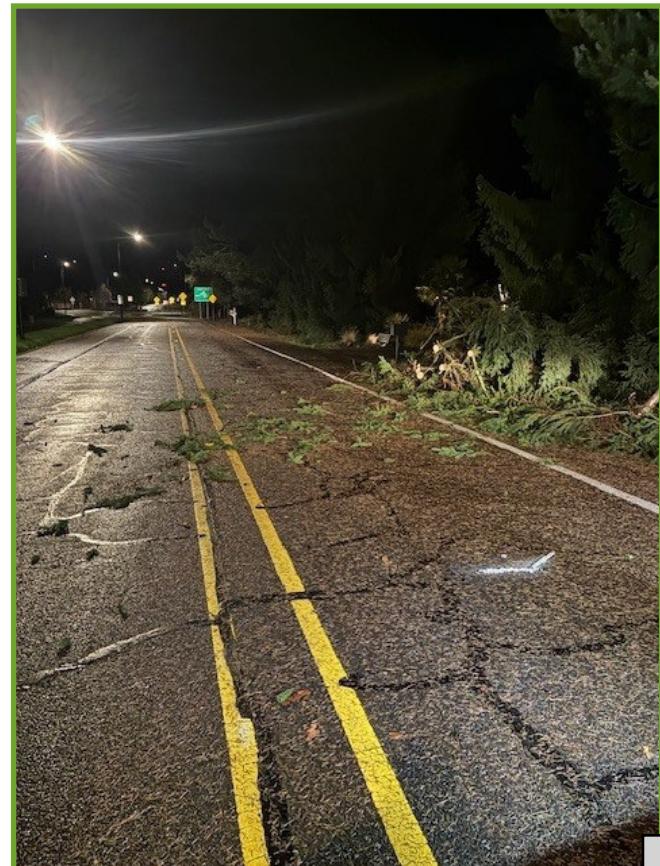
Facilities

After Hours

No matter what time the call comes in, Public Works staff are ready to assist in keeping the City of Wilsonville safe.

After a windstorm, a call for a fallen tree blocking a City roadway was received at 12:50am. Robert Todd, the Operations On-Call staff that week, responded to the report of one tree, only to find two more blocking roadways. Robert was onsite from 1:30 am—5:00 am cutting trees and clearing debris from the roads.

After the work was completed, Robert arrived back at Public Works for his regularly scheduled shift starting at 7:00 am. All members of the Public Works and Parks Maintenance teams take their turn working On-Call shifts throughout the year. Thanks team!



Facilities

Merry and Bright

The Facilities Grounds Maintenance crew answered the call of residents requesting more holiday décor, lights and cheer. The team brought out their holiday best to festoon City Hall with lights and ornaments to keep the winter blues away.



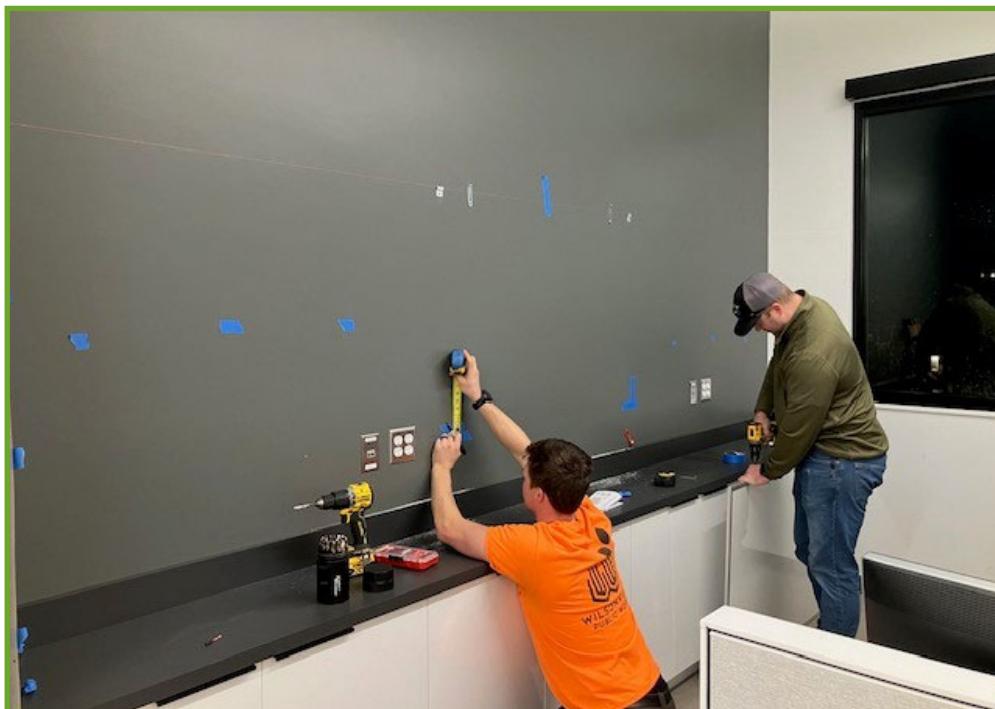
After careful inspection by a special surprise guest, we are calling these efforts a success!



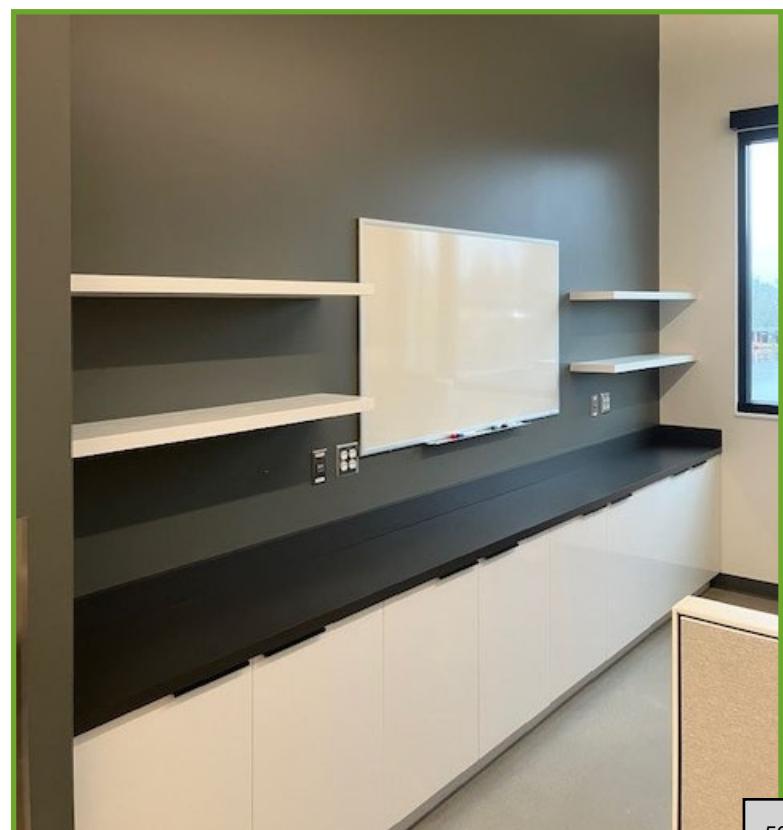
Facilities

New Year, New You

Facilities Maintenance Technicians Trevor Denfeld and Konnen Bell designed and installed new shelving and white boards in all the Public Works crew rooms. Each crew room received four 48" shelves and a five-foot white board above their cabinets. The additional shelves and white board allow for staff to better organize specialized equipment and important documents, and brainstorm projects on the white board.



With these additions the crews are ready to tackle 2026 project planning and execution.



Roads

Communication Is Key

The in-house sign shop and equipment at Public Works are used almost daily. Responding quickly and efficiently to sign installation and replacement needs keeps the City moving smart and safely.



The Roads crew also made tidy work of replacing a few railroad crossing markings at the intersection of the rail tracks with Boeckman Road and Barber Street. Old pavement markings are ground off before new decals are applied and bonded to the roadway with heat.

When it comes to keeping the City safe, bright, highly visible pavement markings and signage are both high priority.



Roads

Just In Time

The first part of December included numerous blow outs and leaf disposal efforts for City-maintained medians. This project was completed with just a few days to spare before the rainstorm; one median has enough leaves to potentially impact drainage if not properly maintained. It seems the Roads and Stormwater teams are always racing to beat inclement weather, and in this round, they won!



Stormwater

You're On Candid Camera

Every dry day offers opportunity for the Stormwater team of Jay Herber and Elijah Herrmann to continue surveying and cleaning Stormwater conveyance pipes.



Video inspection of the pipes helps identify any problematic areas such as root intrusion or excessive debris collections.

Currently staff is using the closed-circuit television (CCTV) equipment to explore the pipes in the Town Center Loop location, preparing for the anticipated growth in this part of town.



Stormwater

Eager Beavers

The Stormwater team was in very high demand during the torrential December rains. A well executed fall clean-up meant most areas were in tip-top shape when the rains began. One precaution involved removing debris from a large beaver dam off of Barber Boulevard that was damaged during high water flow through this area. This location may be easy for a beaver to access but is a challenging one to navigate equipment through.



The dam debris removal aided in preventing a back-up of water flow along Coffee Creek during the intense rains mid-month. Not all work takes place in plain sight, but preventative maintenance always pays off.

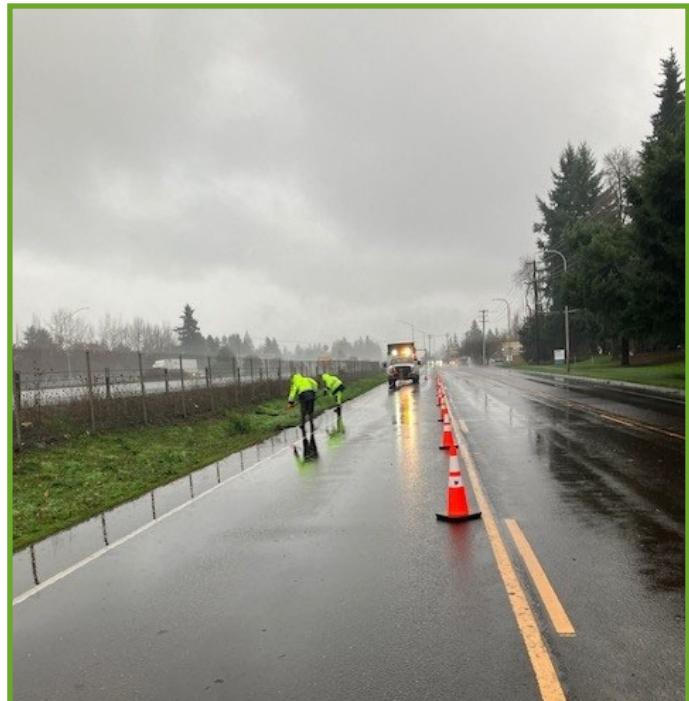
No beavers were harmed during the removal of the dam debris as they had already vacated the area.



Stormwater

Wild Weather Response Season

Happy Atmospheric River Season to those who celebrate! Unusually warm temperatures accompanied severe rainstorms that brought more than two inches of rain in 24 hours, creating a few challenges for existing infrastructure. The Stormwater and Roads teams jumped into action to ensure inlets and catch basins in known problem areas were cleared and functional, keeping roads open and safe for normal traffic flow.





DECEMBER **2025 REPORT**

Transit/Fleet

Public service has been an inextricable part of my life for over four decades. Why is that you might ask? Well, I can only answer that question this way. Why is water a part of snow? Why does the sun rise in the East and set in the West? Why does winter follow fall? Why does the thought of my wife cause my heart to skip a beat? I guess the answer to all these questions is exactly the same...it's just got to be that way. Happy Holidays!

Dwight Brashear
Transit Director



OPERATIONS

Diana Kotler

As 2025 comes to a close, it is time to recognize the accomplishments achieved and look ahead to the coming year as SMART continues to expand its family of services for Wilsonville residents and the local business community.

Grassroots transit systems are built to provide essential public services that open doors to opportunity, promote social engagement, and help communities stay connected and thrive. In 2025, SMART led the way by providing more than 150,000 fixed-route trips and over 11,000 demand-responsive trips, reinforcing our commitment to accessible and reliable transportation.

In 2026, the SMART Transit Center will reopen to its original operating footprint with the goal of serving Vuela residents, commuters, and the broader Wilsonville community. Once construction is complete, the SMART Customer Service Center will open its doors. SMART staff will work closely with Wilsonville Community Sharing and Vuela property management to inform and design services that accommodate transportation needs of Vuela residents.

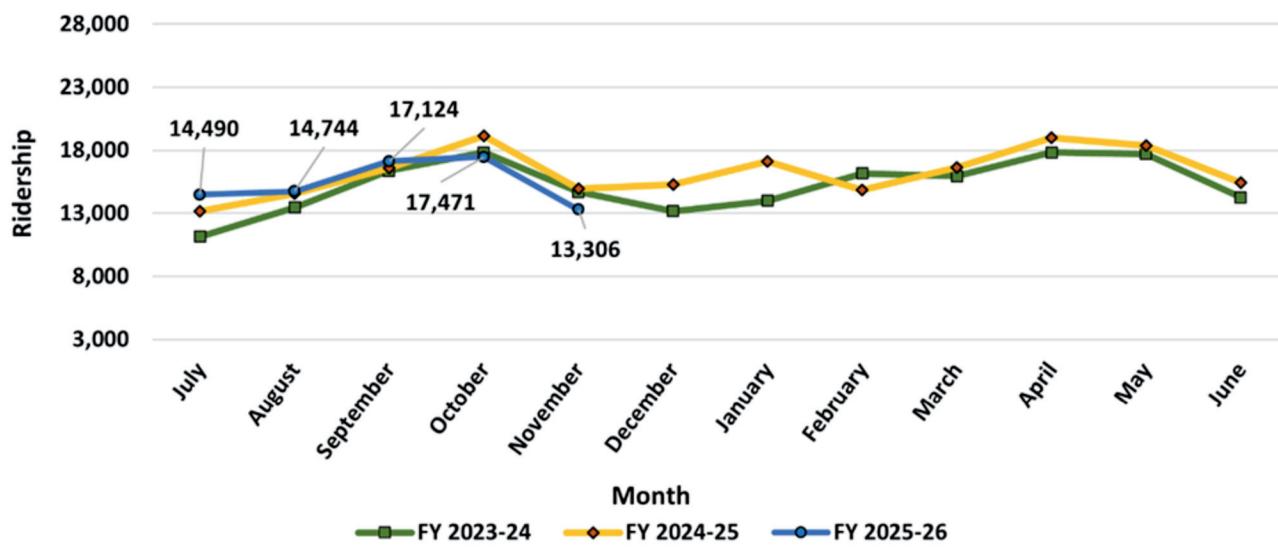
Looking ahead, 2026 will begin with the launch of a new SMART service route to the Amazon Fulfillment Center in Woodburn on January 5, 2026. Additional service enhancements, streamlining efforts, and the introduction of a new route to Clackamas Town Center are also planned for 2026. Staff will continue to provide regular updates as these initiatives move forward.



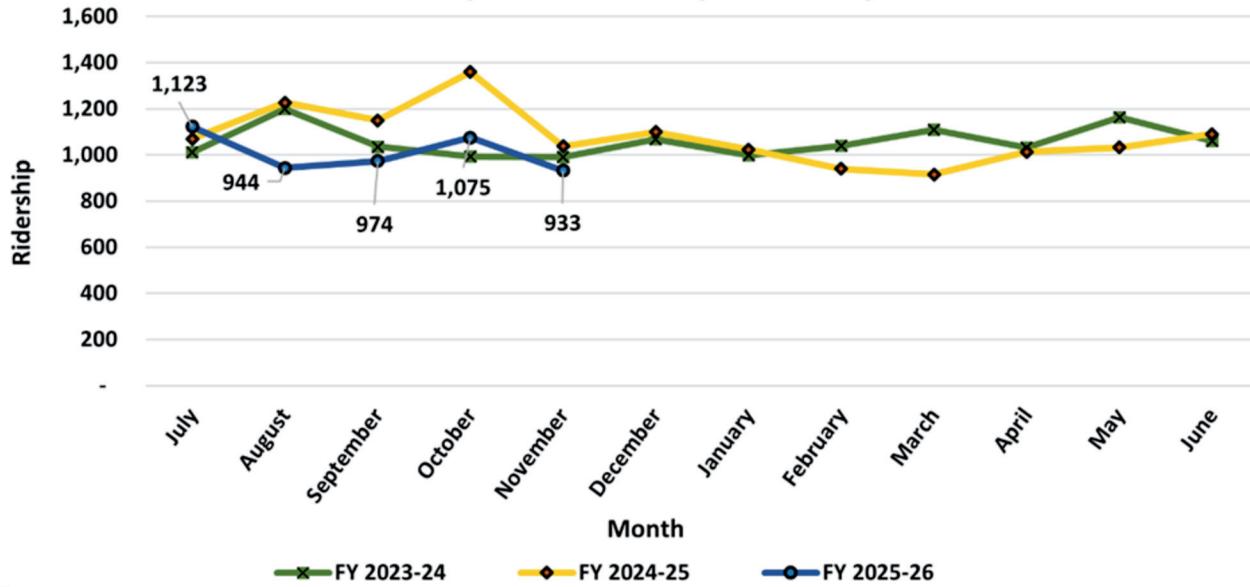
RIDERSHIP TRENDS

Anne MacCracken

Fixed Route Ridership Trends by Month



Demand Response Ridership Trends by Month



FLEET SERVICES

Scott Simonton

Updating signage for SMART has been one of Fleet's main projects. As two new routes begin soon, destination signs in all buses are being updated to include the new Woodburn and Clackamas routes. Signs at bus stops also are being changed to reflect the additional service.

With the completion of the Vuela project coming, the transit center is set to reopen soon. New bus stop signage is being installed in the bus turnaround as a part of the reopening and realignment process.



GRANTS & PROGRAMS

Kelsey Lewis

In the week of December 8, we experienced an atmospheric river here in Wilsonville. It made for a great opportunity to observe how well our new maintenance yard expansion was built to deal with stormwater. I am happy to report that despite the large volume of water hitting our expanded lot for many days in a row, it was all flowing away as designed and intended. This is a good sign for the longevity of our maintenance yard and our ability to run quality transit service in unusual weather.



COMMUTE OPTIONS

Michelle Marston

SMART has introduced a new challenge to keep commuters motivated and engaged during the winter months. The *Winter Blues Community Transportation Challenge* runs from December 1, 2025, through January 31, 2026.

Participants are encouraged to log their walk, bike, bus, train, carpool, vanpool, or remote work trips to help reduce emissions and strengthen community connections.



Each trip logged earns an entry into a \$100 eGift Card raffle and the opportunity to unlock exclusive Winter Blues Challenge badges for participation and achievement. The raffle drawing will take place on February 3, 2026. Bundle up, stay warm, and travel SMART this winter!



In preparation for the launch of the new 12X-Woodburn route, staff completed the development of a comprehensive set of outreach and informational materials. These efforts included the creation of advertising assets, posters, media screen displays, bus stop signage, and informational brochures designed to raise awareness and support public understanding of the upcoming service. The route schedule has been finalized and is now available to the public at RideSMART.com/12X.



SAFE ROUTES TO SCHOOL

Wyle O'Neill

This year, SMART Safe Routes to School (SRTS) staff supported students and families through a range of programming that encouraged active transportation and built community around walking, biking, and taking SMART. Highlights included starting and reaching a critical mass of 20 students for the Lowrie Bike Bus, coordinating Ruby Bridges Walk to School Day outreach and celebrations where we supported a student-led walking school bus, collaborating with the Wilsonville Public Library on the I Am Ruby Bridges Story Walk installation, bike maintenance programming, and partnering across schools to deliver bike education and

events that included learn to ride bike clinics and bike rodeos. These efforts helped increase visibility, participation, and excitement around safe, healthy ways to get to school.

As we wrap up the year, planning is already underway for next year's SRTS programming, with a focus on expanding opportunities for walking school buses, bike adventures, strengthening partnerships, and continuing to build momentum with all the schools in Wilsonville.

