



CITY COUNCIL AGENDA

November 17, 2025 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

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

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

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

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with the City Recorder:

CityRecorder@wilsonvilleoregon.gov

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

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

City Recorder – Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

CITY COUNCIL MISSION STATEMENT

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

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

COUNCILORS' CONCERNS [5:05 PM]

PRE-COUNCIL WORK SESSION [5:10 PM]

A. [Parks Utility Rate \(Fee\) Funding Strategy \(Ammerman/Katko\) \[45 min\]](#)

B. [SMART Annual Rider Survey Results \(MacCracken/Kotler\) \[15 min.\]](#)

ADJOURN [6:10 PM]

Break to switch Zoom accounts [10 min.]

EXECUTIVE SESSION [6:20 PM]

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

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

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

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

ADJOURN [6:50 PM]

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, November 17, 2025 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on November 4, 2025. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.

CALL TO ORDER [7:00 PM]

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

MAYOR'S BUSINESS [7:05 PM]

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

COMMUNICATIONS [7:10 PM]

5. Community Enhancement Project Update: Book Bike (*Friends of the Library*) [15 min]

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:25 PM]

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

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

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

CONSENT AGENDA [7:55 PM]

10. [Resolution No. 3224](#)

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Modification No. 2 To The Tri-County Metropolitan Transportation District Of Oregon \(TriMet\) Subrecipient Agreement For Fiscal Years 2026 And 2027. \(Lewis/Kotler/Guile-Hinman\)](#)

11. [Minutes of the November 3, 2025 City Council Meeting. \(City Recorder\)](#)

NEW BUSINESS [8:00 PM]

12. [Resolution No. 3226](#)

[A Resolution Adopting Hiring Standards, Criteria, And Policy Directives For The Employment Of A Public Officer. \(Villaqrana\)](#)

CONTINUING BUSINESS [8:15 PM]

PUBLIC HEARING [8:15 PM]

13. [Ordinance No. 900 -1st Reading \(Legislative Non-Land Use Public Hearing\)](#)

[An Ordinance Of The City Of Wilsonville Implementing An Administrative Warrants Process By Amending Chapter 1 Of The Wilsonville Code To Add Sections 1.100 Through 1.180. \(Guile-Hinman/Montalbo\)](#)

CITY MANAGER’S BUSINESS [8:30 PM]

LEGAL BUSINESS [8:35 PM]

ADJOURN [8:40 PM]

INFORMATIONAL ITEMS – No Council Action Necessary

[Small Business Saturday Proclamation](#)

[City Manager Reports](#)

**AN EXECUTIVE SESSION MEETING WILL
IMMEDIATELY FOLLOW THE WORK SESSION**

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 aquellas personas que no hablan Inglés, previo acuerdo. Comuníquese al 503-570-1506



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 17, 2025		Subject: Parks Utility Rate (Fee)	
		Staff Member: Kris Ammerman, Parks and Recreation Director and Keith Katko, Finance Director	
		Department: Parks and Recreation, Finance	
Action Required		Advisory Board/Commission Recommendation	
☐	Motion	☐	Approval
☐	Public Hearing Date:	☐	Denial
☐	Ordinance 1 st Reading Date:	☐	None Forwarded
☐	Ordinance 2 nd Reading Date:	☒	Not Applicable
☐	Resolution	Comments: N/A	
☒	Information or Direction		
☐	Information Only		
☐	Council Direction		
☐	Consent Agenda		
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
☒ Council Goals/Priorities: Maintain existing park maintenance levels of service with upcoming expansion	☒ Adopted Master Plan(s): 2018 Parks and Recreation Comprehensive Master Plan	☐ Not Applicable	

ISSUE BEFORE COUNCIL:

Staff and the FCS Group (consultant) will provide background and rate analysis for the creation of a potential park utility rate, also known as a parks utility fee. This is in response to city council goal to “maintain existing park maintenance levels of service with upcoming expansion”.

EXECUTIVE SUMMARY:

This is the third phase of a three-part series.

Phase 1: Staffing Assessment-September 15 city council meeting

Phase 2: System Analysis-October 20 city council meeting

Phase 3: Future Funding-November 17 city council meeting

Background

The first phase was an analysis of staffing levels within the parks maintenance division. A staffing assessment is critical to better understand current and future costs. The City contracted with Matrix Consulting to conduct a holistic review of the parks maintenance division staffing levels. These findings were presented to the City Council on September 15. Based on the assessment, Matrix determined the parks maintenance division is currently understaffed by two (2) full-time equivalent (FTE) positions. As the City's park system continues to grow, Matrix Consulting recommends adding one (1) FTE for every sixteen (16) acres. This is based on industry standards to maintain a quality park system.

The second phase included information about the City's current park system and future expansion. This information was presented to the City council in October. Soon, the City will be assuming responsibility for maintenance of several parks in Villebois currently maintained by homeowner's associations. This arrangement is unique and part of Villebois development agreements. In addition to the Villebois parks just mentioned, the City will be responsible for maintaining the new three-acre Frog Pond Community Park which will open in spring 2026. As the city continues to grow, so will the number of parks. The city has a long-standing requirement for developers to construct open space and/or parks as part of development. This has resulted in an award-winning parks system that is appreciated by the community and touted as a reason to live in and visit Wilsonville. However, a high-quality and growing park system is expensive to maintain.

The third phase was to examine a parks utility fee. Staff contracted with FCS Group for the financial analysis. Currently, the parks department is almost entirely funded by the general fund. The general fund forecast shows revenues will not keep up with cost of operations and service levels. This is especially true for parks maintenance where the operational needs will continue to grow each year. To sustain the same level of service for current and future parks, the City must look for stable revenue that reduces financial pressure on the general fund. A parks utility fee is a flat rate included on the monthly utility bill and paid by residential and non-residential rate payers. The fee can be used for both maintenance and capital costs, making it a versatile option that many municipalities already have in place.

At the November 17 work session, staff and the FCS project team will present information on the City's expenditures, financial forecast, and potential revenue generated by a parks utility fee. The project team will present three (3) funding scenarios, fiscal policy best practices, rate structure and implementation options should the City Council decide to pursue a parks utility fee. The project team will also provide example rates from comparable jurisdictions. The purpose of the

fee is to supplement other existing revenue sources and in the long-term become less dependent on the general fund.

EXPECTED RESULTS:

Staff would like direction from Council regarding the proposed parks utility fee. Does City Council want to pursue a parks utility fee and if so, which of the three scenarios (rate) presented by staff is preferred.

TIMELINE:

N/A

CURRENT YEAR BUDGET IMPACTS:

The adopted fiscal year (FY) 2025- 2026 budget included \$30,000 (CIP # 9180) for the Park Infrastructure Fee Study.

COMMUNITY INVOLVEMENT PROCESS:

If the City Council is interested in pursuing a parks utility fee, staff will develop a public information process for the community.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The benefits of implementing a park utility fee would be the creation of a secure, dedicated, and versatile funding source to help offset the cost of providing park and recreation services. The fee would not replace but rather supplement existing revenue sources and would help alleviate the burden on the general fund.

ALTERNATIVES:

The Council can choose not to implement a park utility fee or reconsider a park utility fee.

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

N/A



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 17, 2025		Subject: SMART Annual Rider Survey Results	
		Staff Member: Diana Kotler, Transit Operations Manager and Anne MacCracken, Transit Management Analyst Department: SMART	
Action Required		Advisory Board/Commission Recommendation	
☐ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☐ Resolution ☐ Information or Direction ☒ Information Only ☐ Council Direction ☐ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
☐ Council Goals/Priorities:	☐ Adopted Master Plan(s):	☒ Not Applicable	

ISSUE BEFORE COUNCIL:

Each September, South Metro Area Regional Transit (SMART) conducts an on-board passenger survey. Survey types alternate between passenger demographics/ characteristics and passenger satisfaction. This year SMART surveyed our riders to find out how satisfied they were with various elements of our transit service.

EXECUTIVE SUMMARY:

In September 2025, SMART completed its third annual satisfaction survey. This year, a total of 201 surveys were collected by Summit Employment Professional Associates. Surveys were collected on all SMART routes starting on Saturday, September 20, 2025, through Thursday, September 25, 2025. No significant changes were made to survey questions from 2023. Surveys were available in English and Spanish.

EXPECTED RESULTS:

The average rating of all service elements was 4.6 out of 5. This is approximately the same overall rating as in the 2023 Satisfaction Survey.

From the results, SMART rated high in operator customer service conduct with 86 percent ranking as completely satisfied. SMART system safety and cleanliness was tied at 83 percent as completely satisfied.

TIMELINE:

The rider satisfaction survey occurred from Saturday, September 30 and Tuesday, September 23 through Thursday, September 25, 2025.

CURRENT YEAR BUDGET IMPACTS:

SMART operating budget includes cost for this annual survey effort. The cost for fiscal year (FY) 2025-26 survey process totaled \$4,365.

COMMUNITY INVOLVEMENT PROCESS:

This survey project relies on community input and participation. More specifically, the responses that the community provides are used by staff to ascertain customers' current and future needs, and to consider adjustments to SMART service, if necessary. The customers' willingness to provide feedback indicates high level of care and interest in the SMART transit system.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Conducting annual passenger surveys allows SMART staff to check-in with our customers to ensure our service meets their needs. The survey responses are presented to management and City Council to guide future policy decision making considerations for SMART service.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. 2025 Rider Survey English and Spanish (combined)
2. Rider Survey Results

Rider Satisfaction Survey 2025
Encuesta de Satisfacción del Pasajero 2025

Item B.

1. Surveyor code number, this is found on your QR slip or from your onboard surveyor. *Número de código de encuesta, se encuentra en su comprobante de código QR o con su topógrafo a bordo.*

2. What Route are you currently riding? *¿Qué ruta estás recorriendo actualmente?*

- ☐ 1X ☐ 2X ☐ 3X ☐ 4
☐ 5 ☐ 6 ☐ 7 ☐ Villebois Shopping Shuttle

3. Select how satisfied you are with each item listed below. From being not satisfied to being completely satisfied. *Seleccione su grado de satisfacción con cada uno de los elementos enumerados a continuación. De no estar satisfecho a estar completamente satisfecho.*

	Not Satisfied No Satisfecho					Completely Satisfied Completamente Satisfecho	N/A
3a. Bus stop amenities (i.e. bus stop lighting, seating) <i>Servicios de la parada de autobús (es decir, iluminación de la parada de autobús, asientos)</i>	☐	☐	☐	☐	☐	☐	☐
3b. Cleanliness of bus stop. <i>Limpieza de la parada de autobús.</i>	☐	☐	☐	☐	☐	☐	☐
3c. Cleanliness inside the bus. <i>Limpieza dentro del autobús.</i>	☐	☐	☐	☐	☐	☐	☐
3d. Comfort on bus (i.e. noise level, seat availability). <i>Comodidad en el autobús (es decir, nivel de ruido, disponibilidad de asientos).</i>	☐	☐	☐	☐	☐	☐	☐
3e. Safety on the bus. <i>Seguridad en el autobús.</i>	☐	☐	☐	☐	☐	☐	☐
3f. Bus reliability (i.e. on-time). <i>Confiabilidad del autobús (es decir, llegar a tiempo).</i>	☐	☐	☐	☐	☐	☐	☐
3g. Convenience (i.e. to reach stop or destination). <i>Conveniencia (es decir, llegar a la parada o al destino)</i>	☐	☐	☐	☐	☐	☐	☐
3h. Operator conduct (i.e. friendly, knowledgeable). <i>Conducta del operador (es decir, amigable, bien informado).</i>	☐	☐	☐	☐	☐	☐	☐
3i. Ease of payment, if any. <i>Facilidad de pago, si lo hay.</i>	☐	☐	☐	☐	☐	☐	☐
3j. Clarity of information from SMART. <i>Claridad de información de SMART.</i>	☐	☐	☐	☐	☐	☐	☐
3k. Frequency of notifications. <i>Frecuencia de notificaciones</i>	☐	☐	☐	☐	☐	☐	☐
3l. Accuracy of information. <i>Exactitud de la información</i>	☐	☐	☐	☐	☐	☐	☐

4. Communication preference for service alerts and for SMART events (i.e. Rider Appreciation Days, Be Seen Be SMART.) . Check all that apply.

Preferencia de comunicación para alertas de servicio y eventos SMART (p. ej., Días de Agradecimiento al Pasajero, Ser Visto, Ser SMART). Marque todas las opciones que correspondan.

- | | | |
|--|--|--|
| ☐ App notification
<i>Notificaciones de aplicación</i> | ☐ Facebook | ☐ Onboard announcement
<i>Anuncios a bordo</i> |
| ☐ Physical posters
<i>Carteles físicos</i> | ☐ Website
<i>Sitio web</i> | |

5. Does our service: / Nuestro servicio:

- | | | |
|---|---|--|
| ☐ Exceed your expectations
<i>Supera sus expectativas</i> | ☐ Meet your expectations
<i>Cumple sus expectativas</i> | ☐ Not meet your expectations
<i>No cumple sus expectativas</i> |
|---|---|--|

6. Would you recommend SMART to family and friends? *Usted recomendaría SMART a su familia y amigos?*

- ☐ Yes/ Sí ☐ No / No

7. For future service enhancements, what is your highest priority? Select only one. *Para futuras mejoras del servicio, ¿cuál es su mayor prioridad? Seleccione solo uno.*

- ☐ Less wait time for bus. / *Menos tiempo de espera para el autobús.*
- ☐ Service to new destinations./ *Servicio a nuevos destinos.*
- ☐ Longer service hours on weekdays. / *Más horas de servicio entre semana.*
- ☐ Longer service hours on Saturdays. / *Más horas de servicio los sábados.*
- ☐ Service on Sundays. / *Servicio el domingo.*
- ☐ None of the above. / *Ninguna de las anteriores.*

8. What is your age? *¿Cual es su edad?*

- ☐ 18 and under/ *Menos de 18*
- ☐ 19-29
- ☐ 30-65
- ☐ Over 65/ *Más de 65*

9. For demographic purposes select the option that best represents your gender. *Para propósitos demográficos, seleccione la opción que mejor represente su género.*

- ☐ Woman/ *Mujer*
- ☐ Man/ *Hombre*
- ☐ Non-binary/ *No-binario*
- ☐ Prefer not to disclose/ *Prefiero no revelar*
- ☐ Self Identify / *Auto identificarse*

10. To which racial or ethnic group(s) do you most identify with? *¿Con qué grupo(s) racial o étnico(s) se identifica más?*

- ☐ Asian or Asian American or Pacific Islander/ *Asiático o Asiático Americano o Isleño del Pacífico*
☐ Caucasian or White/ *Caucásica o blanca*
☐ Multi-racial/ *Multiracial*
☐ African American or Black/ *Afroamericano o negro*
☐ Latino or Hispanic/ *Latino o Hispano*
☐ Native American or American Indian/ *Nativo Americano o Indio Americano*
☐ Not listed: / *No listado:* _____

11. What is your annual income? *Cual es sus ingresos anual?*

- ☐ Student/ *alumno*
☐ Under \$10,000/ *Menos de \$10,000*
☐ \$10,000 to \$49,999
☐ \$50,000 to \$69,999
☐ \$70,000 to \$89,999
☐ Over \$89,000/ *Más de \$89,000*

12. Enter email raffle drawing for \$100 gift card

Participa en el sorteo por correo electrónico para ganar una tarjeta de regalo de \$100.

13. Please feel free to share any further comments or feedback

No dudes en compartir cualquier comentario o sugerencia adicional.



2025 Rider Satisfaction Survey

City Council Work Session - November 17, 2025



THINK SMART OPTIONS

2025 On-Board Rider Satisfaction Survey

Item B.

Thank you for
exceptional
service without
cost to me.
Appreciated!

WHEN:

September 20, 2025
September 23 - 25, 2025

WHAT:

201 Survey Responses
Offered in English & Spanish

WHERE:

On-Line
On-Board with Third-Party Assistance



Overall Satisfaction Results

Item B.

Ranking 1-5

5 = Very Satisfied

1 = Not Satisfied

I love my bus driver. He is always so kind and polite and the bus is so clean!

▶ Overall System Satisfaction	4.6
▶ System Safety	4.8
▶ System Reliability	4.3
▶ Operator Conduct	4.8
▶ Clarity of Information	4.4
▶ Accuracy of Information	4.5

Overall Satisfaction Results_Continued

Item B.

Ranking 1-5

5 = Very Satisfied

1 = Not Satisfied

- | | |
|-----------------------------------|-----|
| ► Recommend to friends and family | 99% |
| ► Bus Stop amenities | 4.5 |
| ► Bus Stops Cleanliness | 4.6 |
| ► Vehicle Cleanliness | 4.7 |
| ► Vehicle Comfort | 4.6 |

I love the service
and tell coworkers
about it all the
time!

Key Takeaways

Item B.

- ▶ SMART riders continue to give our service high marks
- ▶ Our drivers were ranked high for being friendly and knowledgeable
- ▶ High level of satisfaction from SMART passengers
 - ▶ Safety on-board our buses
 - ▶ Cleanliness inside our buses
 - ▶ Cleanliness at bus stops

I would not have been able to relocate here and succeed if not for this transportation availability. Thank you!



Questions?



2025 Rider Satisfaction Survey

Question 1

Surveyor code number, this is found on your QR code slip or from your onboard surveyor. Número de código de encuesta, se encuentra en su comprobante de código QR o con su topógrafo a bordo.

Answered	201
Skipped	0

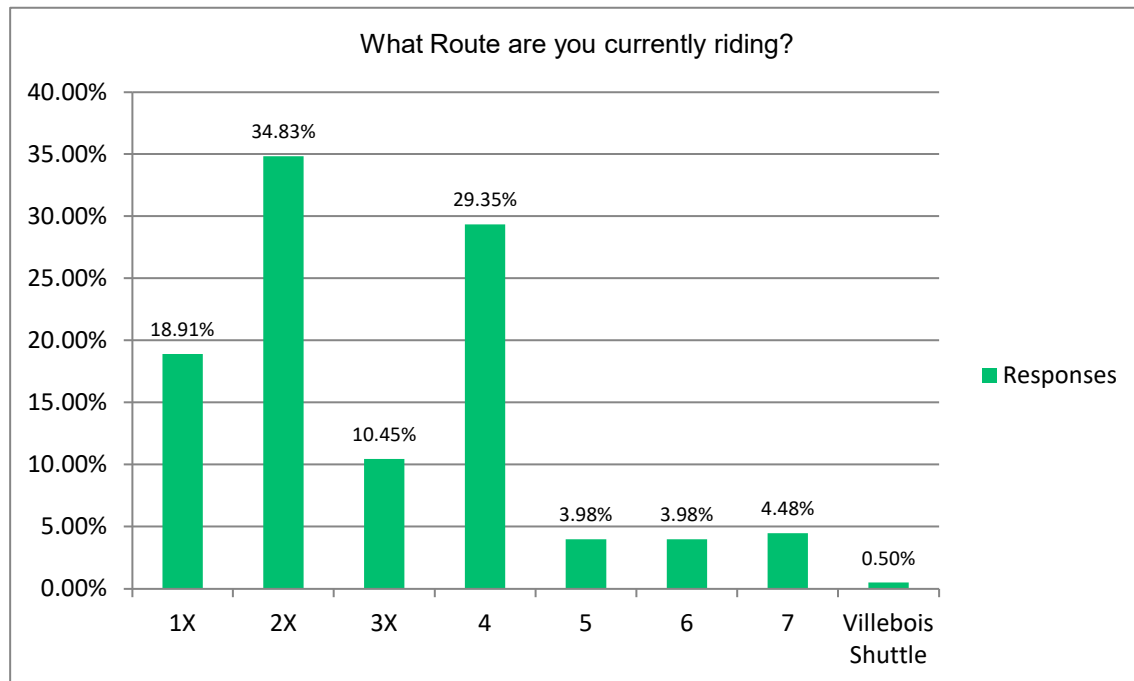
Question 2

What Route are you currently riding? ¿Qué ruta estás recorriendo actualmente?

Answer Choices	Responses	
1X	18.91%	38
2X	34.83%	70
3X	10.45%	21
4	29.35%	59
5	3.98%	8
6	3.98%	8
7	4.48%	9
Villebois Shuttle	0.50%	1

Answered
Skipped

201
0

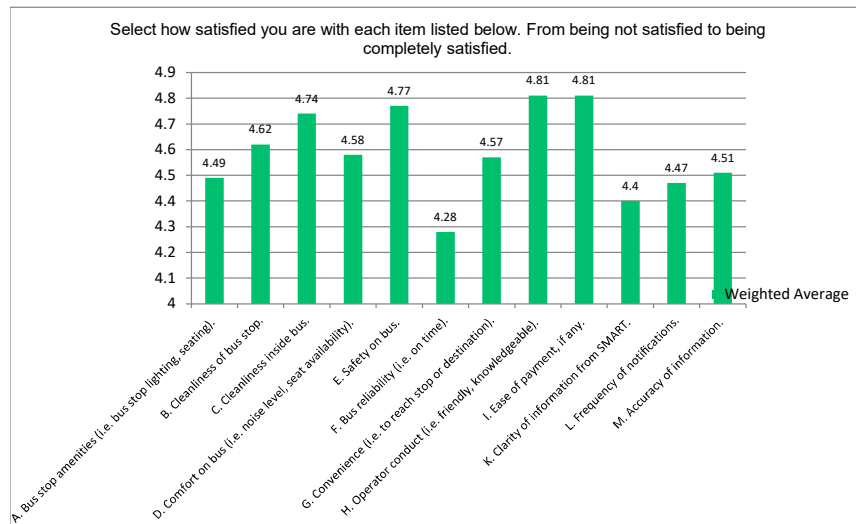


Question 3

Select how satisfied you are with each item listed below. From being not satisfied to being completely satisfied. Seleccione su grado de satisfacción con cada uno de los elementos enumerados a continuación. De no estar satisfecho a estar completamente satisfecho.

	Not SatisfiedNo Satisfecho		2		Neutral/ neutral		4		Completely SatisfiedCompletamente Satisfecho		N/A		Total	Weighted Average
A. Bus stop amenities (i.e. bus stop lighting, seating).	1.52%	3	2.54%	5	9.14%	18	18.78%	37	68.02%	134	0.00%	0	197	4.49
B. Cleanliness of bus stop.	1.01%	2	1.01%	2	7.07%	14	16.67%	33	74.24%	147	0.00%	0	198	4.62
C. Cleanliness inside bus.	1.52%	3	1.02%	2	2.03%	4	12.69%	25	82.74%	163	0.00%	0	197	4.74
D. Comfort on bus (i.e. noise level, seat availability).	0.50%	1	2.01%	4	8.04%	16	18.09%	36	71.36%	142	0.00%	0	199	4.58
E. Safety on bus.	0.50%	1	0.50%	1	3.52%	7	12.06%	24	82.91%	165	0.50%	1	199	4.77
F. Bus reliability (i.e. on time).	3.02%	6	6.03%	12	13.07%	26	16.08%	32	61.81%	123	0.00%	0	199	4.28
G. Convenience (i.e. to reach stop or destination).	1.00%	2	2.00%	4	8.50%	17	16.50%	33	72.00%	144	0.00%	0	200	4.57
H. Operator conduct (i.e. friendly, knowledgeable).	0.50%	1	1.00%	2	1.00%	2	12.50%	25	85.00%	170	0.00%	0	200	4.81
I. Ease of payment, if any.	0.50%	1	1.01%	2	2.51%	5	3.52%	7	62.81%	125	29.65%	59	199	4.81
K. Clarity of information from SMART.	2.01%	4	3.02%	6	12.06%	24	17.09%	34	63.32%	126	2.51%	5	199	4.4
L. Frequency of notifications.	2.02%	4	1.01%	2	9.09%	18	14.65%	29	56.06%	111	17.17%	34	198	4.47
M. Accuracy of information.	2.50%	5	1.50%	3	5.50%	11	21.00%	42	64.00%	128	5.50%	11	200	4.51

Answered 201
Skipped 0

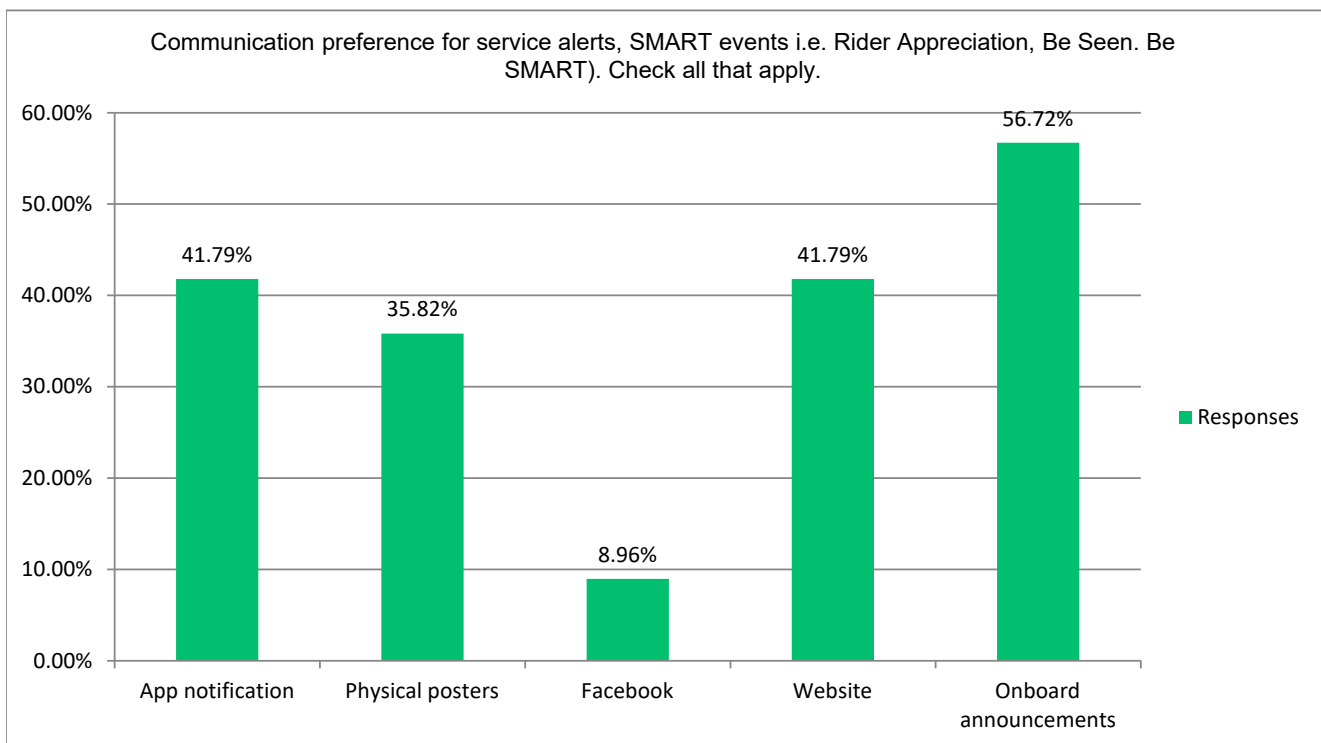


Question 4

Communication preference for service alerts, SMART events i.e. Rider Appreciation, Be Seen. Be SMART). Check all that apply. Preferencias de comunicación para alertas de servicio, eventos SMART (p. ej., Reconocimiento del pasajero, Ser visto, Ser SMART). Marque todas las opciones que correspondan.

Answer Choices	Responses	
App notification	41.79%	84
Physical posters	35.82%	72
Facebook	8.96%	18
Website	41.79%	84
Onboard announcements	56.72%	114

Answered 201
Skipped 0



Question 5

Does our service:Nuestro servicio:

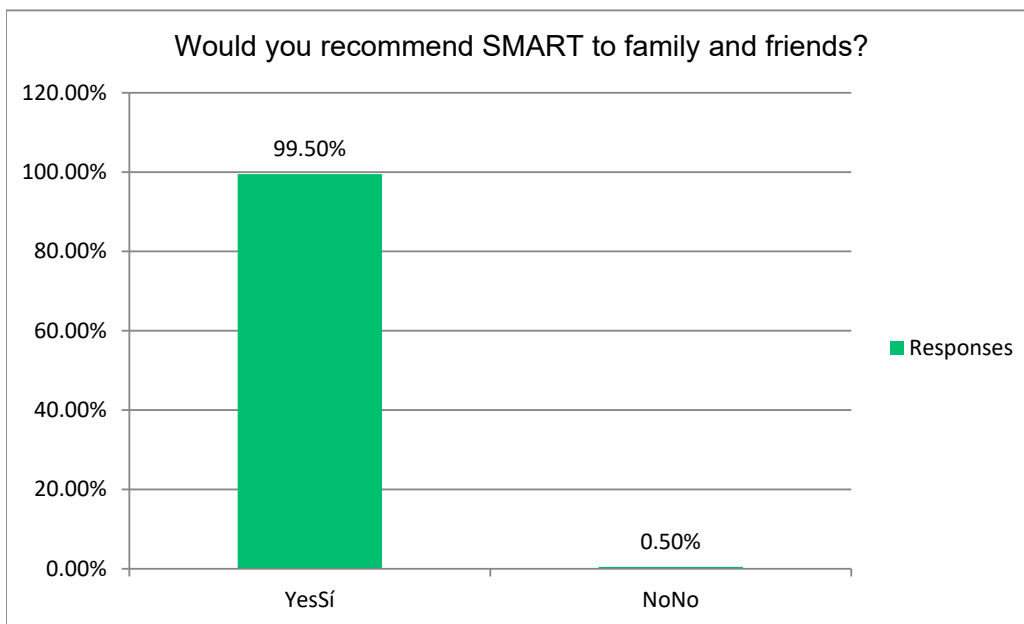
Answer Choices	Responses	
Exceed your expectations	41.79%	84
Meet your expectations	57.21%	115
Not meet your expectations	1.00%	2
Answered		201
Skipped		0



Question 6

Would you recommend SMART to family and friends? Usted recomendaría SMART a su familia y amigos?

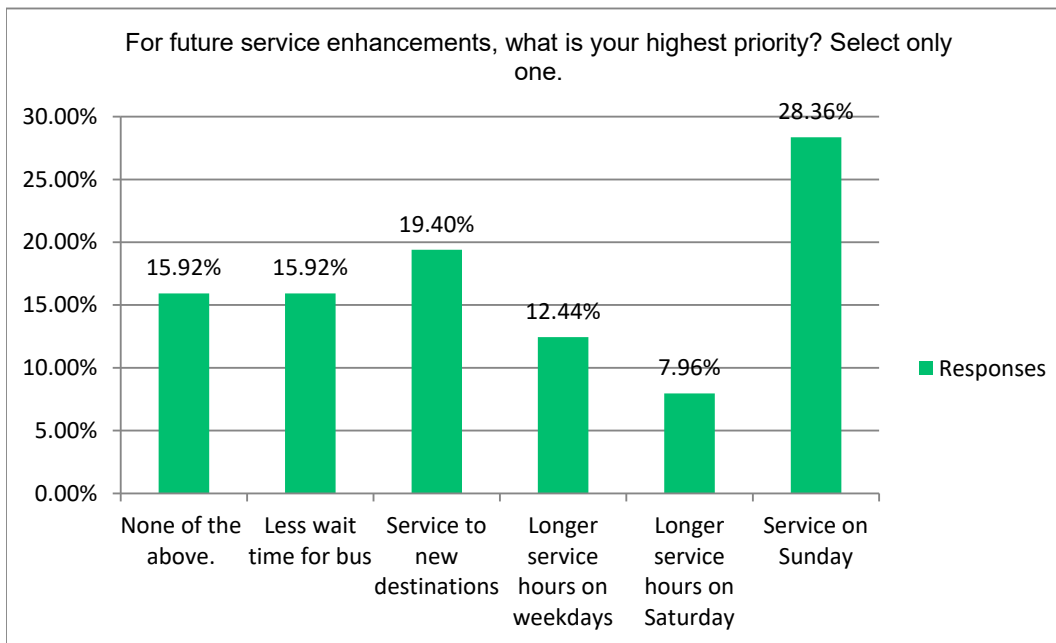
Answer Choices	Responses	
YesSí	99.50%	200
NoNo	0.50%	1
Answered		201
Skipped		0



Question 7

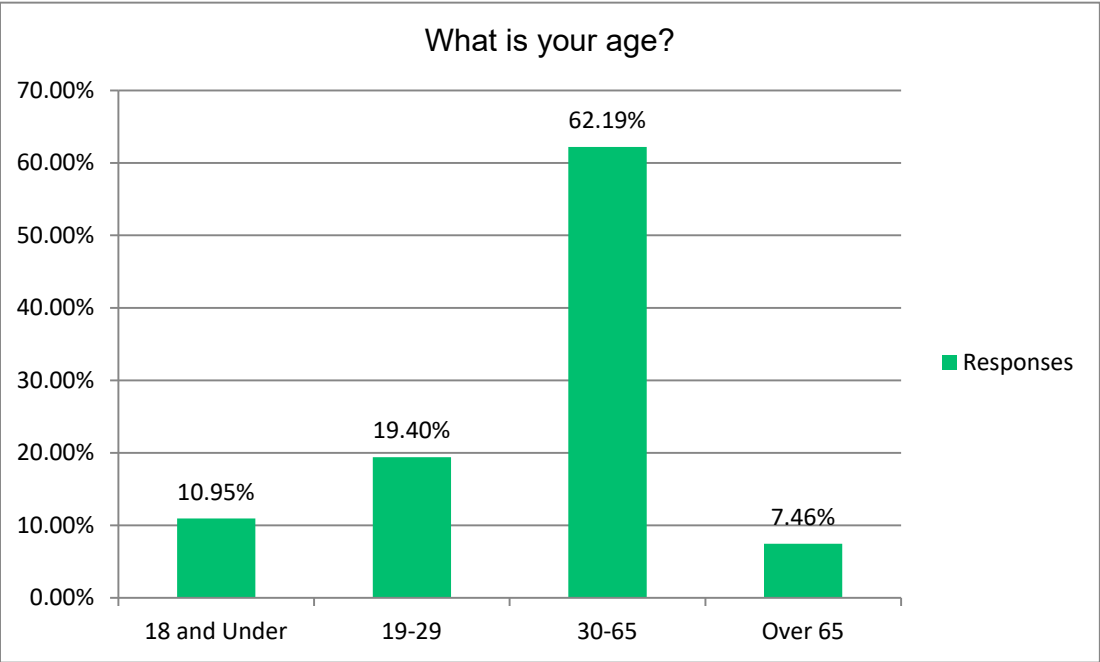
For future service enhancements, what is your highest priority? Select only one. Para futuras mejoras del servicio, ¿cuál es su mayor prioridad? Seleccione solo uno.

Answer Choices	Responses	
None of the above.	15.92%	32
Less wait time for bus	15.92%	32
Service to new destinations	19.40%	39
Longer service hours on weekdays	12.44%	25
Longer service hours on Saturday	7.96%	16
Service on Sunday	28.36%	57
Answered		201
Skipped		0



Question 8
What is your age?Cual es su edad?

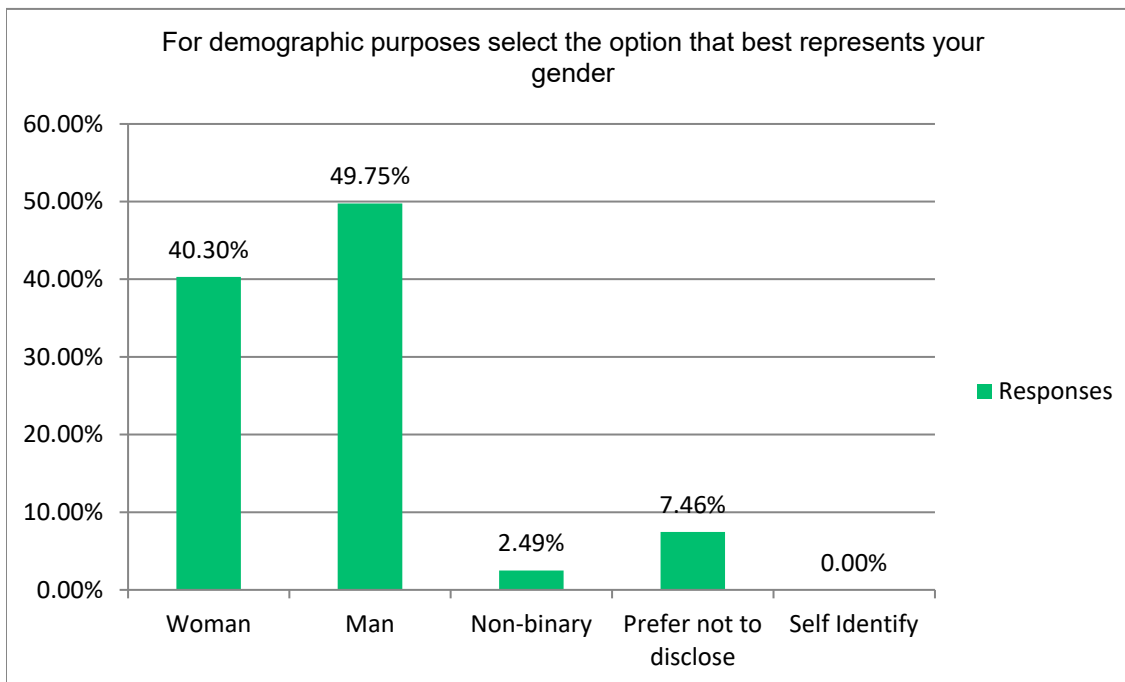
Answer Choices	Responses	
18 and Under	10.95%	22
19-29	19.40%	39
30-65	62.19%	125
Over 65	7.46%	15
Answered		201
Skipped		0



Question 9

For demographic purposes select the option that best represents your gender. Para propósitos demográficos, seleccione la opción que mejor represente su género.

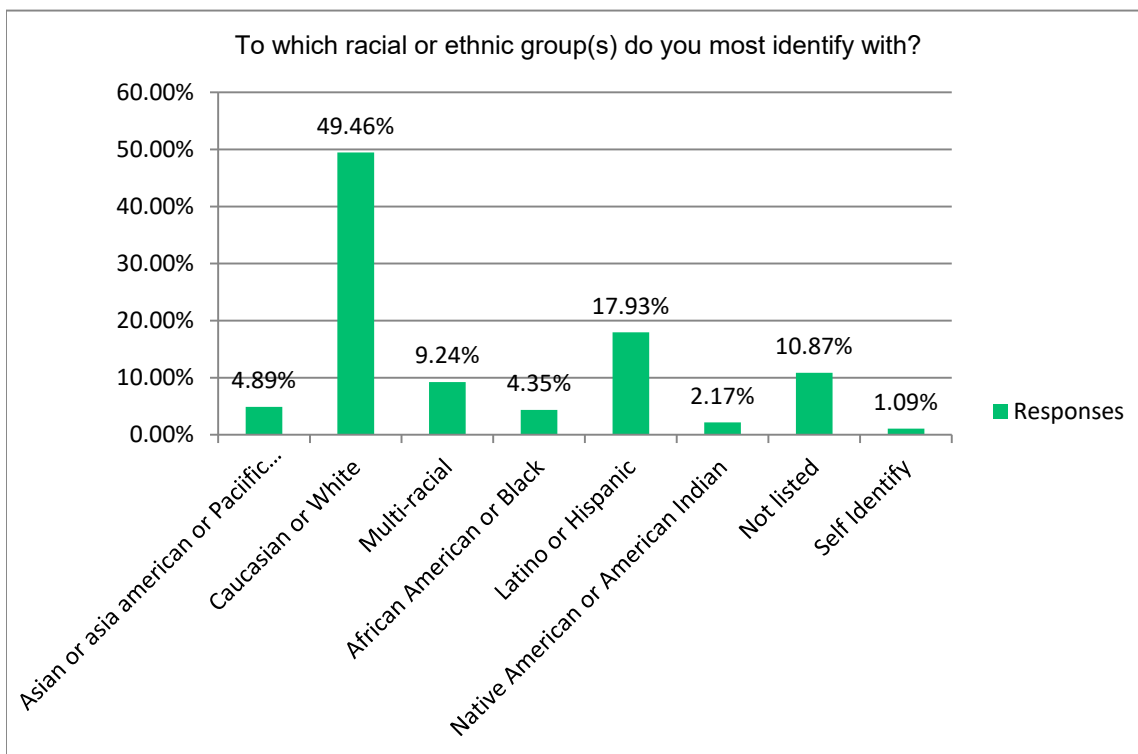
Answer Choices	Responses	
Woman	40.30%	81
Man	49.75%	100
Non-binary	2.49%	5
Prefer not to disclose	7.46%	15
Self Identify	0.00%	0
Answered		201
Skipped		0



Question 10

To which racial or ethnic group(s) do you most identify with? ¿Con qué grupo(s) racial(es) o étnico(s) te identificas más?

Answer Choices	Responses	
Asian or asia american or Paciific Islander	4.89%	9
Caucasian or White	49.46%	91
Multi-racial	9.24%	17
African American or Black	4.35%	8
Latino or Hispanic	17.93%	33
Native American or American Indian	2.17%	4
Not listed	10.87%	20
Self Identify	1.09%	2
Answered		184
Skipped		17

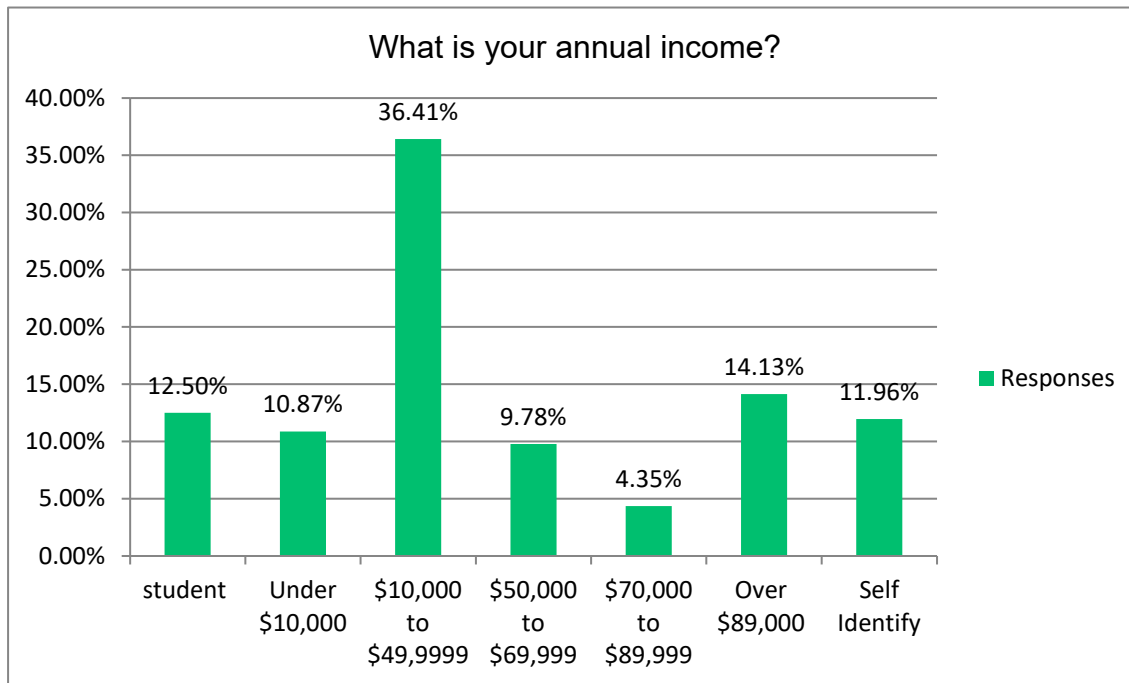


Question 11

What is your annual income? ¿Cual es su ingreso anual?

Answer Choices	Responses	
student	12.50%	23
Under \$10,000	10.87%	20
\$10,000 to \$49,999	36.41%	67
\$50,000 to \$69,999	9.78%	18
\$70,000 to \$89,999	4.35%	8
Over \$89,000	14.13%	26
Self Identify	11.96%	22

Answered 184
Skipped 17





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 17, 2025	Subject: Resolution No. 3224 A Resolution of the City of Wilsonville Authorizing the City Manager to Execute Modification 2 to the Subrecipient Agreement between TriMet and the City of Wilsonville Staff Member: Kelsey Lewis, Grants & Programs Manager, Diana Kotler, Transit Operations Manager and Amanda Guile-Hinman, City Attorney Department: Transit/Legal	
Action Required	Advisory Board/Commission Recommendation	
☒ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☒ Resolution ☐ Information or Direction ☐ Information Only ☐ Council Direction ☒ Consent Agenda	☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable Comments: N/A	
Staff Recommendation: Staff recommend Council adopt the Consent Agenda.		
Recommended Language for Motion: I move to adopt the Consent Agenda.		
Project / Issue Relates To:		
☐ Council Goals/Priorities:	☒ Adopted Master Plan(s): Transit Master Plan	☐ Not Applicable

ISSUE BEFORE COUNCIL:

Agreement for distribution of State funds between TriMet and SMART.

EXECUTIVE SUMMARY:

HB 2017 created the Statewide Transportation Improvement Fund (STIF). Each transit agency receives 90% of the STIF funds generated from employees working within its jurisdiction – referred to as STIF Formula Funds.

The STIF Formula Funds are collected by the State, which distributes the STIF Formula Funds to designated Qualified Entities. Despite the City's efforts to have SMART designated as a Qualified Entity, the State designated TriMet as the Qualified Entity for the Portland metro region and SMART as one of the Subrecipients that will receive its STIF Formula Funds from TriMet.

Because of TriMet's designation as the Qualified Entity and SMART's designation as a Public Transit Service Provider (PTSP) and Subrecipient, TriMet and SMART must enter into an agreement for the disbursement of STIF Formula Funds from TriMet to SMART. TriMet, SMART, and the other Subrecipients under TriMet's jurisdiction as a Qualified Entity, negotiated terms of the agreement with input from ODOT regarding the disbursement of STIF Formula Funds.

The STIF Formula Funds will be used by SMART to fund its projects/programs listed in Transit Master Plan Chapter 6 – Financial Context and Project Costs (updated in 2023), which was incorporated into SMART's STIF Plan that was approved by the Oregon Transportation Commission. The STIF Plan was created to receive and expend STIF Formula Funds.

This agreement is for the funding in Fiscal Years 2026 and 2027. Negotiations for this agreement were recently finalized and therefore the agreement is coming before City Council after the start of the plan period.

EXPECTED RESULTS:

Upon execution of this agreement, TriMet will disburse funding that has accumulated since the beginning of the plan period. SMART will continue to implement its STIF Plan.

TIMELINE:

This agreement will be effective from July 1, 2025 to June 30, 2027. SMART is set to receive STIF Formula Funds collected beginning in fiscal year (FY) 2025-26 upon execution of the agreement, and regularly through the terms of the agreement.

CURRENT YEAR BUDGET IMPACTS:

Year Collected	Projected Revenue
FY 2025-26	\$2,727,427
FY 2026-27	\$4,013,542
Total	\$6,740,969

COMMUNITY INVOLVEMENT PROCESS:

As part of the 2023 Transit Master Plan, SMART conducted an extensive public involvement process to develop the projects. Businesses and community members identified needs and desires through workshop, community survey, public events, a *Let's Talk Wilsonville!* project page, and several other formats. A complete list of public participation efforts is detailed in the Transit Master Plan Public Involvement Summary Appendix B.

SMART worked with other transit agencies that are also Subrecipients of TriMet to ensure the most equitable terms that meet the requirements and goals of HB 2017. This is an amendment to the agreement executed for the previous biennium.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

These projects and service enhancements respond to numerous public comments from the Transit Master Plan expressing a desire for more service. These enhancements will increase ridership, reduce traffic congestion, and improve the public transit experience for customers.

ALTERNATIVES:

The Council could choose not to adopt the agreement with TriMet and not receive STIF formula funds in the amount of \$6,740,969.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

A. Resolution No. 3224

1. Tri-County Metropolitan Transportation District of Oregon Subrecipient Agreement Modification 2

RESOLUTION NO. 3224**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE MODIFICATION NO. 2 TO THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) SUBRECIPIENT AGREEMENT FOR FISCAL YEARS 2026 AND 2027.**

WHEREAS, the City Council for the City of Wilsonville adopted an updated Transit Master Plan ("Transit Master Plan") on June 19, 2023; and

WHEREAS, the Transit Master Plan outlines future goals for the City of Wilsonville's ("City") transit system through South Metro Area Regional Transit ("SMART") and supportive transportation options to meet the City's mobility needs; and

WHEREAS, the Oregon State Legislature passed House Bill (HB) 2017 in 2017 that provides additional transit funding to transit agencies throughout the State of Oregon through the Statewide Transportation Improvement Fund ("STIF"); and

WHEREAS, the State has designated TriMet as the Qualified Entity that will receive STIF Formula Funds from the State for all transit agencies in the Portland metropolitan area, including STIF Formula Funds due to the City; and

WHEREAS, the City adopted a STIF Plan in order to receive STIF Formula Funds pursuant to ORS 184.758 and OAR Chapter 732, Divisions 40 and 42; and

WHEREAS, TriMet and the City, by and through SMART, have negotiated Modification No. 2 to the Tri-County Metropolitan Transportation District of Oregon Subrecipient Agreement, which is attached hereto as Exhibit 1, regarding TriMet's disbursement of STIF Formula Funds to the City.

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

Section 1. The City of Wilsonville authorizes the City Manager to enter into, on behalf of the City of Wilsonville and SMART, Modification No. 2 to the Tri-County Metropolitan Transportation District of Oregon Subrecipient Agreement in substantially similar form to Exhibit 1 attached hereto.

Section 2. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 17th day of November, 2025, and filed with the Wilsonville City Recorder this date.

Shawn O'Neil, Mayor

ATTEST:

Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Cunningham

Councilor Shevlin

Councilor Scull

EXHIBIT:

1. Modification No. 2 to Subrecipient Agreement with TriMet



AGREEMENT MODIFICATION

Modification No. 2
 Agreement No. GG230853EVL
 City of Wilsonville/South Metro
 Area Regional Transit (SMART)

This Modification amends the above-referenced Agreement for Disbursement of State of Oregon, Public Transit Section Statewide Transportation Improvement Funds (STIF) between TriMet and the **City of Wilsonville/South Metro Area Regional Transit** (Subrecipient).

The effective date of this Modification is the date of the last signature below.

RECITALS

1. The Oregon Transportation Commission (OTC) has approved TriMet's STIF Plan for use of STIF Formula Funds for the period of Fiscal Year 2026 (beginning July 1, 2025) through the end of Fiscal Year 2027 (June 30, 2027).
2. The Parties wish to modify and update the above referenced Agreement to provide Subrecipient with STIF Formula Funds for the period as detailed in TriMet's STIF Plan.

AMENDMENT TO THE AGREEMENT

Based on the forgoing, the Agreement is amended as follows:

1. A new Exhibit D, appended to this Modification 2, replaces the prior Exhibit D and reflects Subrecipient's new Scope of Work for the FY 2026-27 period.
2. A new Exhibit E, Parts 1 and 2, appended to this Modification 2, replaces the prior Exhibit E Parts 1 and 2 and reflects the distribution of new STIF Formula Funds to Subrecipients for the FY 2026-27 period. Exhibit E, Part 3 has been removed from the Agreement, as this table is no longer relevant.
3. Subrecipient may use STIF Formula Funds for allowable costs incurred after July 1, 2025 and through the term of this Agreement, June 30, 2027, unless the Agreement is terminated earlier as provided in this Agreement. Section 10 (Term), of the Agreement is modified accordingly.
4. The total Agreement is hereby increased by \$6,740,969 to account for SMART's FY 2026-27 STIF Formula Plan funds as approved by the OTC. The revised Agreement amount shall not exceed \$14,961,616.
5. The Oregon Department of Transportation (ODOT) and TriMet have executed Agreement No. 35860 to formalize the OTC approved FY 2026-27 STIF Plan. As required by ODOT,

Agreement No. 35860, appended to this Modification 2 as Exhibit G, is made part of the Agreement between TriMet and Subrecipient. Qualified Entities and their Subrecipients must comply with all applicable provisions of Agreement No 35860, including but not limited to Section 10 of Agreement No. 35860 unless exempted in writing by ODOT.

6. The parties acknowledge and agree that ODOT is a third-party beneficiary of the obligations of Subrecipient as outlined in the Agreement, and ODOT shall be entitled to enforce such obligations in its own name and on its own behalf.
7. The Subrecipient's STIF plan, appended to this Modification 2 as Exhibit H, is made part of the Agreement.
8. Exhibit A, Section 1.A of the Agreement is replaced with the following:

Disbursement and Recovery of STIF Formula Funds.

- A. **Disbursement Generally.** TriMet shall promptly disburse STIF Formula Funds to Subrecipient after the Oregon Department of Transportation provides funding to TriMet in accordance with and subject to approval of the STIF Plan, the terms and conditions of this Agreement, and Subrecipient's compliance with this Agreement. As used in this Section, "promptly, means within 10 business days of TriMet's receipt of STIF Formula Funds from ODOT, absent a written notification from TriMet to Subrecipient explaining the reason(s) for any delay beyond 10 business days. Subject to the forgoing and based on the current and best available information, TriMet anticipates the following schedule for distribution of STIF Formula funds to Subrecipient:

NO OTHER CHANGES

By executing below, both Parties agree to the Modification. Contractor certifies under penalty of perjury as provided in ORS 305.385(6) that it is not, to the best of its knowledge, in violation of any Oregon tax law. For the purposes of this certification, "Oregon Tax Laws" are state taxes imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS Chapters 118, 314, 316, 317, 318, 321 and 323, and local taxes administered by the Oregon Department of Revenue under ORS 305.620

CITY OF WILSONVILLE/
SOUTH METRO AREA
REGIONAL TRANSIT (SMART)

TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF
OREGON (TRIMET)

(signature)

(signature)

Name:

Name: Nancy Young-Oliver

Title:

Title: Chief Financial Officer

Date:

Date:

Approved as to Form:

TriMet Legal Counsel

Date:

EXHIBIT D

SUBRECIPIENT SCOPE OF WORK

Subrecipient Contact Information:

- Name of Organization: City of Wilsonville
- Contact Person: Dwight Brashear, Transit Director – South Metro Area Regional Transit
- Address: 29799 SW Town Center Loop, Wilsonville, OR 97070
- Telephone: 503-682-7790 ext. 1576
- E-mail: brashear@ridesmart.com

TriMet Contact for Reporting and Compliance:

- Contact Person: John Paul (JP) Gonzalez, Senior Grants Compliance Analyst
- Address: 101 SW Main St., Suite 700, Portland, OR 97204
- Telephone: 503-962-4854
- E-mail: gonzajoh@trimet.org and/or STIFCompliance@trimet.org

TriMet Contact about HB2017 Program:

- Contact Person: Tom Mills, Director – Mobility Planning & Policy
- Address: 101 SW Main St., Suite 700, Portland, OR 97204
- Telephone: 503-962-4883
- E-mail: millst@trimet.org

Term of Contract: 7/1/2025 through 6/30/2027

Total FY26-27 STIF Formula Funds (with unspent funds/interest from prior STIF Plans):
\$9,628,969

Total New FY26-27 STIF Formula Funds (no unspent funds/interest): \$6,740,969

PROJECT DESCRIPTION:

City of Wilsonville will conduct the following activities with FY26-27 STIF Payroll-Based and Population-Based Formula Funds received via TriMet:

STIF Plan Project Number	Project Name	Project Description	Task Number & Description
1	Capital- Vehicles & Bus Stop Improvements	Purchase or contribute match funds to purchase 4 buses and 1 van, and purchase replacement signage and/or amenities for bus stops.	Task 1: Vehicle Purchase
			Task 2: Vehicle Purchase
			Task 3: Preventive Maintenance

STIF Plan Project Number	Project Name	Project Description	Task Number & Description
2	Service Operations	Provide Route 2X service between Tualatin Park and Ride and Wilsonville Transit Center (RCP); provide service between Wilsonville and Clackamas Town Center (RCP); provide continued service on Route 1X, Route 2X in-town and Route 7; provide service between Wilsonville and Woodburn; fund transit customer service personnel at Wilsonville Transit Center; and provide Dial-a-Ride transportation service to medical facilities in the greater metro area.	Task 1: Operations
			Task 2: Operations
			Task 3: Operations
3	Planning and Administration	Pay costs of administering the STIF program; create a plan to determine the best location and/or designs for a Town Center transit hub; and provide Program Reserve for up to an additional 10% of total projected agency funding.	Task 1: Project Administration
			Task 2: Planning
			Task 3: Program Reserve/Contingency

PLAN BUDGET:

STIF Plan Project Number	FY26 New Funds	FY27 New Funds	Prior Biennia STIF Funds Unspent	Prior Biennia STIF Interest Unspent
1	\$325,000	\$610,000	\$0	\$0
2	\$2,347,427	\$2,892,000	\$2,588,000	\$300,000
3	\$55,000	\$511,542	\$0	\$0
<i>Subtotal</i>	<i>\$2,727,427</i>	<i>\$4,013,542</i>	<i>\$2,588,000</i>	<i>\$300,000</i>
Grand Total (all funds): \$9,628,969				
Grand Total (new funds): \$6,740,969				

REPORTING:

Required Elements	FY26-27 Plan	Quarterly Report	Annual Report
Plan Outcomes			
Revenue Miles	1,103,169	X	

Required Elements	FY26-27 Plan	Quarterly Report	Annual Report
Revenue Hours	132,615	X	
Rides	183,010	X	
Number of new shared stops with other transit providers	4	X	
Number of students in grades 9-12 served by demand response	N/A	X	
Number of students in grades 9-12 with free or reduced fares	N/A	X	
Other outcomes	7	X	
Number of individuals within a ½-mile of a transit stop for fixed-route transit	30,599		X
Number of low-income households within a ½-mile of a transit stop for fixed-route transit	1,291		X
Number of students in grades 9-12 attending a school served by transit	N/A		X
Number of rides to students in grades 9-12	N/A		X
Program Criteria			
Increased frequency to areas with a high percentage of low-income households	N/A		X
Expanded routes or services to areas with a high percentage of low-income households	N/A		X
Reduced fares in communities with a high percentage of low-income households	N/A		X
Procurements of low or no emission buses for use in areas with a population of 200,000 or more	N/A		X
Improved frequency and reliability of service between communities in and out of the Qualified Entity's area	N/A		X
Improved coordination among Public Transportation Service Providers to reduce fragmentation of service	N/A		X
Implementation of programs to provide student transit service for students in grades 9-12	N/A		X
Capital Assets			
Acquired, purchased or leased capital assets Qualified Entities and Public Transportation Service Providers using STIF funds	N/A	X	
Low-Income Tax Mitigation			
Report on mitigating the tax on low-income passengers	N/A		X
Audit Reports			
Copy of financial audits, including STIF procedures	N/A		X

EXHIBIT E

STIF FORMULA FUNDS - DISBURSEMENT FORMULA

EXHIBIT E – PART 1

PAYROLL-BASED FORMULA FUNDS DISBURSEMENT AMOUNTS AND METHODOLOGY

	FY26 Planned New Funds				
Jurisdictions	TriMet In-District / Regional Coordination	TriMet In-District / Human Services	Out-of-District	Out-of-District Percent of Total	Total
TriMet	\$ 58,100,087.00	\$ 253,465.00	\$ -	0.00%	\$ 58,353,552.00
Clackamas County	\$ 1,141,757.00	\$ -	\$ 669,908.00	0.91%	\$ 1,811,665.00
Multnomah County	\$ 1,049,000.00	\$ -	\$ 70,000.00	0.10%	\$ 1,119,000.00
Washington County	\$ 3,046,900.00	\$ -	\$ 459,000.00	0.62%	\$ 3,505,900.00
City of Wilsonville/South Metro Area Regional Transit	\$ 1,812,000.00	\$ -	\$ 915,427.00	1.24%	\$ 2,727,427.00
City of Canby	\$ -	\$ -	\$ 371,856.00	0.51%	\$ 371,856.00
City of Sandy	\$ 450,000.00	\$ -	\$ 161,646.00	0.22%	\$ 611,646.00
South Clackamas Transportation District	\$ -	\$ -	\$ 299,000.00	0.41%	\$ 299,000.00
City of Portland/Portland Streetcar	\$ 3,000,000.00	\$ -	\$ -	0.00%	\$ 3,000,000.00
Ride Connection	\$ -	\$ 1,746,535.00	\$ -	0.00%	\$ 1,746,535.00
Total	\$ 68,599,744.00	\$ 2,000,000.00	\$ 2,946,837.00	4.01%	\$ 73,546,581.00

	FY27 Planned New Funds				
Jurisdictions	TriMet In-District / Regional Coordination	TriMet In-District / Human Services	Out-of-District	Out-of-District Percent of Total	Total
TriMet	\$ 61,597,088.00	\$ 191,994.00	\$ -	0.00%	\$ 61,789,082.00
Clackamas County	\$ 1,141,756.00	\$ -	\$ 670,463.00	0.86%	\$ 1,812,219.00
Multnomah County	\$ 1,092,000.00	\$ -	\$ 71,739.00	0.09%	\$ 1,163,739.00
Washington County	\$ 2,775,414.00	\$ -	\$ 474,960.00	0.61%	\$ 3,250,374.00
City of Wilsonville/South Metro Area Regional Transit	\$ 1,812,000.00	\$ -	\$ 2,201,542.00	2.82%	\$ 4,013,542.00
City of Canby	\$ -	\$ -	\$ 390,255.00	0.50%	\$ 390,255.00
City of Sandy	\$ 450,000.00	\$ -	\$ 174,370.00	0.22%	\$ 624,370.00
South Clackamas Transportation District	\$ -	\$ -	\$ 299,168.00	0.38%	\$ 299,168.00
City of Portland/Portland Streetcar	\$ 3,000,000.00	\$ -	\$ -	0.00%	\$ 3,000,000.00
Ride Connection	\$ -	\$ 1,808,006.00	\$ -	0.00%	\$ 1,808,006.00
Total	\$ 71,868,258.00	\$ 2,000,000.00	\$ 4,282,497.00	5.48%	\$ 78,150,755.00

Notes:

1. Percent of Total factor is based on the NEW Payroll funds not TOTAL Payroll funds that include carry over from previous biennia.
2. Total biennium disbursements are not-to-exceed total biennium planned amounts.
3. Total STIF Formula Payroll funds disbursed to the Subrecipient quarterly will be based on the Subrecipient's Percentage of the Total for Out-of-District apportionments, as referenced in the table above, relative to the total STIF quarterly allocation received from ODOT.
4. Funds disbursed to the Subrecipient for TriMet In-District's Regional Coordination and Human Services apportionments will be based on a fixed quarterly amount (0.25 x amount shown in the tables above).

EXHIBIT E – PART 2

POPULATION-BASED FORMULA FUNDS DISBURSEMENT AMOUNTS AND METHODOLOGY

	FY26		
Jurisdictions	Total	Quarterly	Percent of Total
TriMet	\$ -	\$ -	0.00%
Clackamas County	\$ 815,463.50	\$ 203,866.00	15.99%
Multnomah County	\$ 557,359.00	\$ 139,340.00	10.93%
Washington County	\$ -	\$ -	0.00%
City of Wilsonville/South Metro Area Regional Transit	\$ -	\$ -	0.00%
City of Canby	\$ 126,803.00	\$ 31,701.00	2.49%
City of Sandy	\$ 211,745.00	\$ 52,936.00	4.15%
South Clackamas Transportation District	\$ 77,026.00	\$ 19,257.00	1.51%
City of Portland/Portland Streetcar	\$ -	\$ -	0.00%
Ride Connection	\$ 3,311,595.00	\$ 827,899.00	64.93%
Total	\$ 5,099,991.50		100.00%

	FY27		
Jurisdictions	Total	Quarterly	Percent of Total
TriMet	\$ -	\$ -	0.00%
Clackamas County	\$ 815,463.50	\$ 203,866.00	15.99%
Multnomah County	\$ 557,359.00	\$ 139,340.00	10.93%
Washington County	\$ -	\$ -	0.00%
City of Wilsonville/South Metro Area Regional Transit	\$ -	\$ -	0.00%
City of Canby	\$ 126,803.00	\$ 31,701.00	2.49%
City of Sandy	\$ 211,746.00	\$ 52,937.00	4.15%
South Clackamas Transportation District	\$ 77,026.00	\$ 19,257.00	1.51%
City of Portland/Portland Streetcar	\$ -	\$ -	0.00%
Ride Connection	\$ 3,311,597.00	\$ 827,899.00	64.93%
Total	\$ 5,099,994.50		100.00%

Notes:

1. Total biennium disbursements are not-to-exceed total biennium planned amounts.
2. Total STIF Formula Population funds disbursed to the Subrecipient quarterly will be based on the recommended amounts by the Accessible Transportation Fund Advisory Committee, as referenced in the table above and relative to the total STIF quarterly allocation received from ODOT.

EXHIBIT G

ODOT AGREEMENT NO. 35860 – STIF FORMULA PROGRAM

Refer to attached agreement.

EXHIBIT H

SMART'S (CITY OF WILSONVILLE) BIENNIUM 2025-27 STIF PLAN

Refer to attached STIF Plan.

PUBLIC TRANSPORTATION DIVISION
OREGON DEPARTMENT OF TRANSPORTATION

STIF FORMULA PROGRAM

This Grant Agreement ("Agreement") is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation, Public Transportation Division, hereinafter referred to as "State," and **Tri County Metropolitan Transportation District of Oregon**, acting by and through its Governing Body, hereinafter referred to as "Recipient," and collectively referred to as the "Parties." Recipient is a "Qualified Entity" as that term is defined in ORS 184.752(2).

AGREEMENT

1. **Authority.** ORS 184.766(2).
2. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2025** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, grant funds under this Agreement shall be available for eligible project costs incurred on or after the Effective Date and on or before **June 30, 2027** (the "Expiration Date").
3. **Agreement Documents.** This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

Exhibit A: Project Description

Exhibit B: Financial Information

Exhibit C: Contractor Insurance Requirements

Exhibit D: Approved Statewide Transportation Improvement Fund (STIF) Plan

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit D; Exhibit B; Exhibit C.

4. **Grant Funds; STIF Plan Maximum; Reserve Payment.** In accordance with the terms and conditions of this agreement and applicable administrative rules:
 - a. State will provide Recipient with up to an amount of funds ("Grant Funds") not to exceed the lesser of:
 - i. The total amount of Grant Funds calculated using the methods described in OAR 732-042-0010(4) ("QE Allocation"); or
 - ii. \$161,897,322.00, which is the amount of total funding sought in Recipient's STIF Plan, as that term is defined in OAR-732-040-0005(35), and approved by the OTC ("STIF Plan Maximum").
 - b. If the QE Allocation exceeds the STIF Plan Maximum, ODOT will hold in reserve an amount of Grant Funds that equals the difference between the QE Allocation and the STIF Plan Maximum ("Reserve Payment"). Recipient will receive the Reserve Payment at the beginning of the next biennium, after its STIF plan for the next biennium is approved by OTC, as part of its first quarterly disbursement. The Reserve Payment will count towards the maximum Grant Funds available to Recipient under its OTC-approved STIF plan for the next biennium.
5. **Project.** The Grant Funds shall be used solely for the project(s) described in Exhibit A (the "Project") and shall not be used for any other purpose.
6. **Progress Reports.** Recipient shall submit quarterly progress reports ("Reports") to State no later than forty-five (45) days after the close of each quarterly reporting period. Reporting

periods are July through September, October through December, January through March, and April through June. Reports must be in a format acceptable to State and must be entered into the Oregon Public Transit Information System (OPTIS), which may be accessed at <https://www.oregon.gov/odot/RPTD/Pages/optis.aspx>. Reports shall include a statement of revenues and expenditures for each quarter, project progress, and measures achieved. State reserves the right to request such additional information as may be necessary to comply with federal or state reporting requirements.

7. Disbursement and Recovery of Grant Funds.

Disbursement Generally. During the 2025-2027 biennium, State shall make quarterly installment payments of the Grant Funds to Recipient within sixty (60) days of the beginning of each calendar quarter described in Section 5. State shall determine the amount of each quarterly payment based on the amount of Grant Funds divided by the number of calendar quarters for which payments are scheduled to be made, with any adjustments as may be determined by State if Grant Funds are adjusted as provided in Section 4.

a. **Conditions Precedent to Disbursement.** State's obligation to disburse funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:

- i. State has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to make the disbursement.
- ii. Recipient is in compliance with the terms of this Agreement, Recipient's STIF Plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) and STIF statutes (ORS 184.751-184.766).
- iii. Recipient's representations and warranties set forth in Section 8 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
- iv. Any audit findings relating to Recipient's use of Grant Funds under this Agreement or any other agreement with State have been resolved.

b. Recovery of Grant Funds

- i. **Recovery of Misexpended Grant Funds.** Any Grant Funds disbursed to Recipient under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement, Recipient's STIF plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or STIF statutes (ORS 184.751-.766) ("Misexpended Grant Funds") must be returned to State. Recipient shall return all Misexpended Grant Funds to State no later than fifteen (15) days after State's written demand.
- ii. **Recovery of Grant Funds upon Termination.** If this Agreement is terminated under either Section 10(a)(i) or Section 10(a)(v) below, Recipient shall return to State all funds disbursed to Recipient within 15 days after State's written demand for the same.
- iii. **Recovery of Grant Funds for Violation of Agreement.** Pursuant to ORS 184.766(2), Recipient shall repay, in full, distributions paid to Recipient, if the Oregon Transportation Commission determines that Recipient has failed to meet or comply with any terms or conditions of this Agreement, Recipient's STIF plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or STIF statutes (ORS 184.751-.766).

8. Representations and Warranties of Recipient. Recipient represents and warrants to State as follows:

- a. **Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the funds. Recipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement

(1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.

- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. **No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subcontracts, except as permitted by applicable law. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify State immediately if it is debarred, suspended or otherwise excluded by any state or federal agency or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

9. Records Maintenance and Access; Audit.

- a. **Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Recipient shall require that each of its subrecipients and contractors complies with these requirements. State, the Secretary of State of the State of Oregon ("Secretary") and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the Grant Funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, State, the Secretary, and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of State and the Secretary to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.
- b. **Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, including, without limitation, records relating to capital assets funded by this Agreement, the Grant Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the Expiration Date. If there are unresolved audit questions at the end of the six (6) year period, Recipient shall retain the records until the questions are resolved.
- c. **Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by State under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in

sufficient detail to permit State to verify how the Grant Funds were expended.

d. Audit Requirements.

- i. Recipient shall comply with the audit and compliance review requirements set out in OAR 732-040-0015 and, at Recipient's own expense, submit to State, Public Transportation Division, 355 Capitol Street N.E., MS43, Salem, Oregon, 97301-4179 or ODOTPTDreporting@odot.oregon.gov, a copy of, or electronic link to, any annual audit covering the Grant Funds expended under this Agreement by Recipient or a party to any contract with Recipient, as well as the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of Recipient responsible for the financial management of Grant Funds received under this Agreement.
- ii. Recipient shall save, protect and hold harmless State from the cost of any audits or special investigations performed by the Secretary with respect to the Grant Funds expended under this Agreement. Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and State.
- iii. Recipient shall provide State with documentation of compliance with ODOT's STIF Agreed Upon Procedures (AUP) for audits. Documentation of compliance with ODOT's STIF AUP for audits is due 30 days after the Recipient's receipt of the auditor's final report of the Recipient's annual audit, or by a date established by rule, each year this agreement is in effect.

This Section 9 shall survive any expiration or termination of this Agreement.

10. Recipient Contracts and Procurements

Recipient may enter into contracts with subrecipients or contractors ("contractor") for performance of the Project. If Recipient enters into a contract, Recipient agrees to comply with the following:

a. Contracts.

- i. All contracts must be in writing, executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the contract(s). Use of a contract does not relieve Recipient of its responsibilities under this Agreement.
- ii. Recipient shall require all of its contractors performing work under this Agreement to name State as a third-party beneficiary of Recipient's contract with the contractor.
- iii. Recipient shall require its construction contractor to submit a performance bond and payment bond to Recipient for an amount equal to or greater than the estimated cost of the construction contract price. Recipient shall require its construction contractor to name State as an additional or dual obligee on construction contractors' performance and payment bonds.
- iv. Recipient shall provide State with a copy of any signed contract, as well as any other purchasing or contracting documentation, upon request by State. This subparagraph shall survive expiration or termination of this Agreement.
- v. Recipient must report to State any material breach of a term or condition of a contract within ten (10) days of Recipient discovering the breach.

b. Contract Indemnification.

- i. **Recipient's contracts(s) shall require the other party to such contract(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, the Oregon Transportation Commission, and the Oregon Department of Transportation and their officers, members, employees and agents from and against any and all claims, actions, liabilities, damages, losses, cost or expenses, including attorneys' fees, of any nature whatsoever resulting from arising out of or related to, in whole or in part, the negligent or willful acts or omissions of the other party to Recipient's contract or any of such**

party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that the State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the other party to Recipient's contract(s) from and against any and all Claims.

- ii. **Any such indemnification shall also provide that neither Recipient's subrecipient(s), contractor(s) nor subcontractor(s) (collectively "Contractor"), nor any attorney engaged by Recipient's contractor(s), shall defend any claim in the name of the State or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's contractor is prohibited from defending State or that Recipient's contractor is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against Recipient's contractor if the State of Oregon elects to assume its own defense.**
- iii. Recipient shall include provisions in each of its contracts requiring its contractor(s) to comply with the indemnification requirements within this Contract Indemnification section.

c. Contractor Insurance.

- i. Recipient shall require its contractors(s) to meet the minimum insurance requirements provided in Exhibit C. Recipient shall perform a risk assessment for the work to be performed under its contract(s) and may specify insurance requirements of its contractor(s) above the minimum insurance requirements specified in Exhibit C. Recipient shall verify its contractor(s) meet the insurance requirements in Exhibit C.
 - ii. Recipient shall require its contractor(s) to require and verify that all subcontractors carry insurance coverage deemed appropriate based on the risk of the subcontracted work.
 - iii. Recipient shall include provisions in each of its contrast requiring its contractor(s) to comply with the insurance requirements within this Contract Insurance section.
- d. Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code, Oregon Revised Statutes (ORS) 279 A, B and C, and rules, ensuring that all procurement transactions are conducted in a manner providing full and open competition. In addition, the Recipient shall:
- i. obtain approval from State, prior to solicitation, of any procurements for rolling stock, facilities and personal services for any amount, and all procurements for an amount greater than \$100,000.
- e. Conflicts of Interest.** Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 et seq., as those laws may be subsequently amended.

11. Termination and Additional Remedies

- a. Termination by State.** State may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by State in such written notice, under any of the following circumstances:
 - i. If Recipient fails to perform the Project within the time specified in this Agreement or any extension thereof or commencement, continuation or timely completion of the Project by Recipient is, for any reason, rendered improbable, impossible, or illegal;
 - ii. State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative

- discretion, to continue to make payments for performance of this Agreement;
- iii. If Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement;
 - iv. If the Project would not produce results commensurate with the further expenditure of Grant Funds;
 - v. If Recipient has failed to comply with: (a) any provision of this Agreement, (b) Recipient's STIF plan, (c) STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or (d) STIF statutes (ORS 184.751-184.766); or
 - vi. If Recipient takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the approval of State.
- b. **Additional Remedies Available to the State.** If Recipient has failed to comply with any provision of this Agreement, Recipient's STIF plan, STIF program administrative rules (OAR chapter 732, divisions 40 and 42) or STIF statutes (ORS 184.751-184.766) or takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the approval of State, then State may, in its sole discretion, impose remedies in addition to or in lieu of termination under Section 10.a.(v) and 10.a.(vi) above. Such remedies include, without limitation, (i) imposing additional reporting requirements on Recipient; (ii) withholding further distribution of Grant Funds; and (iii) the partial or full recovery of Grant Funds already distributed to Recipient.
- c. **Termination by Recipient.** Recipient may terminate this Agreement effective upon delivery of written notice of termination to State, or at such later date as may be established by Recipient in such written notice:
- i. Upon notification to State of its desire to withdraw from eligibility to receive the Grant Funds and providing to State a reason acceptable to State for the withdrawal; or
 - ii. If federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- d. **Termination by Either Party.** Either Party may terminate this Agreement upon at least ten (10) days' notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Agreement.

12. General Provisions

- a. **Contribution.** For purposes of this Section 12.a., the term "State" means "the State of Oregon, the Oregon Transportation Commission, the Oregon Department of Transportation, and their respective officers, members, agents, and employees."
- i. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
 - ii. With respect to a Third Party Claim for which State is jointly liable with Recipient (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the State on the

one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

- iii. With respect to a Third Party Claim for which Recipient is jointly liable with State (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
- iv. This Contribution Section shall survive termination of this Agreement.
- b. **Insurance; Workers' Compensation and Employer's Liability.** All employers, including Recipient, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability insurance with limits not less than \$500,000 each accident. Recipient shall ensure that each of its contractor(s) complies with these requirements.
- c. **Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- d. **No Third-Party Beneficiaries.** State and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.
- e. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Recipient Contact or State Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this section. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.
- f. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles

of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between State (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.

- g. **Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, as applicable to Recipient. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- h. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- i. **Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of State. Recipient has no right or authority to incur or create any obligation for or legally bind State in any way. State cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of State, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- j. **Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- k. **Counterparts.** This Agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- l. **Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. Recipient, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
- m. **Survival.** The following provisions survive termination of this Agreement: Sections 7.b, 9, 12, and any Sections that by their nature survive termination.
- n. **Electronic Signatures.** Signatures showing on PDF documents, including but not limited to PDF copies of the Agreement, Work Orders, and amendments, submitted or exchanged via email are "Electronic Signatures" under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. State reserves the right at any time to require the submission of the hard copy originals of any documents.

The Parties, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

**Tri County Metropolitan Transportation
District of Oregon**, by and through its

By _____
(Legally designated representative)

Name _____ Nancy Young - Digitally signed by
(printed) Oliver, CPA Nancy Young-Oliver,
CPFO CFE CPA CPFO CFE CISA
CISA Date: 2025.08.15
09:01:04 -07'00'

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Erika Turney
101 SW Main Street, Suite 700
Portland, OR 97204
1 (503) 962-4832
turneye@trimet.org

State Contact:

Jennifer Cooper
355 Capitol St NE, MS43
Salem, OR 97301
1 (971) 446-0225
Jennifer.COOPER@odot.oregon.gov

Signed Agreement Return Address: ODOTPTDReporting@odot.oregon.gov

State of Oregon, by and through its
Department of Transportation

By 
Suzanne Carlson
Public Transportation Division Administrator

Date 08/20/2025

APPROVAL RECOMMENDED

By _____ Drew Orr

Date 06/06/2025

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250,000)

By _____
Assistant Attorney General

Name _____ Nina R. Englander by email
(printed)

Date 06/04/2025

EXHIBIT A
Project Description

Project Description

Recipient shall comply with all terms of its OTC-approved STIF Plan, a copy of which is Exhibit D to this Agreement and shall complete the Projects, tasks and outcomes measures described in Section 6 of the STIF Plan ("Section 6") consistent with the expenditure estimates, also described in Section 6.

EXHIBIT B
FINANCIAL INFORMATION

This Agreement is financed by the funding source indicated below:

State Program STIF: ORS 184.758 through ORS 184.766 and OAR Chapter 732, Divisions 040, 042, and 044.	State Funding Agency Oregon Department of Transportation 355 Capitol St. N.E. Salem, OR 97301-3871		
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Administered By Public Transportation Division 355 Capitol St NE, MS43 Salem, OR 97301
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EXHIBIT C

Insurance Requirements

Contractor Insurance Requirements

1. GENERAL.

- a. Recipient shall require in its contracts with entities that are not units of local government as defined in ORS 190.003 (if any) that its subrecipients or contractors ("contractor"): i) obtain insurance specified in this Exhibit under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the contract commences, and ii) maintain the insurance in full force throughout the duration of the contract. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the state of Oregon and that are acceptable to the Recipient. Recipient shall not authorize work to begin under contracts until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the contract permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a contract when Recipient is aware that the contractor is not in compliance with the insurance requirements. All references to "contractor" in this Exhibit refer to Recipient's contractor(s) as identified in this Paragraph 1.a.
- b. The insurance specified below is a minimum requirement that the Recipient shall require each of its contractors to meet, and shall include such requirement in each of Recipient's contracts with its contractors. Recipient may determine insurance types and amounts in excess of the minimum requirement as deemed appropriate based on the risks of the work outlined within the contract.
- c. Recipient shall require each of its contractors to require that all of its subcontractors carry insurance coverage that the contractor deems appropriate based on the risks of the subcontracted work. Recipient's contractors shall obtain proof of the required insurance coverages, as applicable, from any subcontractor providing services related to the subcontractor contract(s).

2. TYPES AND AMOUNTS.

- a. **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.**
All employers, including Recipient's contractors, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability insurance with limits not less than \$500,000 each accident. **Recipient's contractors shall require compliance with these requirements in each of their subcontractor contracts.**
- b. **COMMERCIAL GENERAL LIABILITY.**
Commercial General Liability insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Recipient's contractors shall provide the Contractual Liability - Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy.

Amounts below are a minimum requirement as determined by State:

Prime construction contractor: Coverage shall be written on an occurrence basis in an

amount of not less than **\$1,000,000** per occurrence. Annual aggregate limit shall not be less than **\$2,000,000**.

Other contractor(s): Coverage shall be written on an occurrence basis in an amount of not less than **\$1,000,000** per occurrence. Annual aggregate limit shall not be less than **\$2,000,000**.

c. **AUTOMOBILE LIABILITY.**

Automobile Liability insurance covering business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property. Amount below is a minimum requirement as determined by State: Coverage shall be written with a combined single limit of not less than **\$1,000,000**.

d. **EXCESS/UMBRELLA LIABILITY.**

A combination of primary and Excess/Umbrella Liability insurance may be used to meet the minimum required limits of insurance. If any Excess/Umbrella Liability policies are in place, they must be on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying insurance.

e. **ADDITIONAL INSURED.**

The liability coverages, except Professional Liability and Workers' Compensation/Employer's Liability, if included, must endorse the **"State of Oregon, the Oregon Transportation Commission and the Oregon Department of Transportation, and their respective officers, members, agents and employees"** as an **endorsed** Additional Insured but only with respect to the contractor's activities to be performed under the contract. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations.

Additional Insured Endorsements shall be submitted with the certificate(s) of insurance and must be acceptable to the Recipient.

f. **"TAIL" COVERAGE.**

If any of the required insurance policies is on a "claims made" basis, such as Professional Liability insurance or Pollution Liability insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the contract, for a minimum of twenty-four (24) months following the later of : (i) the contractor's completion and Recipient's acceptance of all services required under the contract or, (ii) the expiration of all warranty periods provided under the contract. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and State may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If State approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

3. **NOTICE OF CANCELLATION OR CHANGE.**

The contractor or its insurer must provide thirty (30) days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

4. **CERTIFICATE(S) OF INSURANCE.**

Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the contract. The certificate(s) or an attached endorsement must endorse: i) **"State of Oregon, the Oregon Transportation Commission and the Oregon Department of Transportation, and their respective officers, members, agents and employees"** as an **endorsed** Additional Insured in regards to the Commercial General Liability and Automobile Liability policies and ii) that all

liability insurance coverages shall be primary and noncontributory with any other insurance and self-insurance, with exception of Professional Liability and Workers' Compensation/Employer's Liability.

The Recipient shall immediately notify State of any change in insurance coverage.

Exhibit D

See attached OTC Approved STIF Plan 2025-27

1. Qualified Entity
- 1.2 Sub-Recipients in STIF Plan
2. Advisory Committees
- 2.1 Advisory Committee Website
3. Local Plan Compliance
- 3.1 Existing Local Plans from which project(s) are derived.
- 3.2 Local Plan Requirements
4. Accountability
- 4.1 Accountability methods
- 4.2 Sub-Allocation method
- 4.3 High Percentage of Low-Income Households
5. STIF Plan Period and Adoption
- 5.1 Period Covered by STIF Plan
- 5.2 STIF Plan Adoption
6. Projects
- 6.1 Project Detail Entry
- 6.1.1 Project Scope
- 6.1.2 Expenditure Estimates
- 6.2 Allocations of STIF funds by project
- 6.3 Oregon Public Transportation Plan Goals
- 6.4 Project Summary
7. STIF Plan Summary



STIF Subrecipient Project Application 2025-27

For alternative formats / accessibility questions please reach out to: The Regional Transit Coordinator in your region or Brian Roth: brian.roth@odot.oregon.gov

1. Subrecipient Information

Service Provider Name

South Metro Area Regional Transit (City of Wilsonville)

Service Provider Contact Name

Kelsey Lewis

Service Provider Contact Title

Grants and Programs Manager

Service Provider Phone Number

(503) 682-7790

Service Provider Email

klewis@ridesmart.com

Service Provider Type

City

Employer Identification Number (EIN)

93-0580494

Service Provider Website

<https://www.ridesmart.com>

2. Qualified Entity representing Subrecipient

Qualified Entity Name

Tri County Metropolitan Transportation District of Oregon

STIF Plan Contact Name

JP Gonzalez

STIF Plan Contact Title

Senior Grants Compliance Analyst

STIF Plan Contact Phone Number

(503) 962-4854

STIF Plan Contact Email

gonzajoh@trimet.org

End Date of QE STIF Plan

6/30/2027

3. Local Plan Compliance

3.1 Existing Local Plans from which project(s) are derived.

Local Plan 1

Local Plan Name

SMART Transit Master Plan

Governing Body that adopted Local Plan

City of Wilsonville

Plan Adoption Date

7/17/2023

Local Plan Web Address

<https://www.ridesmart.com/transit/page/transit-master-plan>

Upload copy of Local Plan if it's not available on a website.

3.2 Local Plan requirements

I agree that the Local Plan(s), either separately or together, contain all of the information required by OAR 732-040-0005(19).

Yes

4. Projects

4.1 Project Detail Entry

Project 1

Subrecipient or Qualified Entity Name

South Metro Area Regional Transit (City of Wilsonville)

Project Name

Capital- Vehicles & Bus Stop Improvements

Project Description

Purchase or contribute match funds to purchase 4 buses and 1 van, and purchase replacement signage and/or amenities for bus stops.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?

No

Percent of project budget in district

0%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service

30%

Maintain Service

70%

Please explain why all or part of this project is maintaining an existing service.

All replacements and preventive maintenance included in this plan are from current/past STIF expansions that are planned for continued service.

Local Plan this project is derived from:

SMART Transit Master Plan, page 92

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?

No

4.1.1 Project Scope

Task 1

Task Description

Provide matching funds for Federal Grant to replace three buses with battery electric models.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Vehicle Purchase 111-00

By checking this box, I affirm that all projects requesting funds for capital expenses are in compliance with the Capital Asset Requirements outlined in OAR 732-042-0040.

Yes

What type of capital vehicle purchases are included in this task?

Replacement

Vehicle Replacement 11.12

Replacement Vehicle Information

1. Vehicles to be Replaced

Year	Make/Model	Category	VIN	Total Seats / ADA Seats	Current Miles
2,007	Blue Bird CRSE	A (11.XX.01)	1BDJNBKA67F255277	41/2	102,907
2,012	Gillig LF40	A (11.XX.01)	15GGD2715C1180354	38/2	380,831
2,013	Gillig LF40	A (11.XX.01)	15GGD2714D1182078	38/2	343,312

2. Condition of Vehicles

VIN	Condition	Vehicle Maintenance History (Issues, Repairs, etc.)
1BDJNBKA67F255277	Marginal	Beyond useful life
15GGD2715C1180354	Marginal	Beyond useful life and high mileage
15GGD2714D1182078	Marginal	Beyond useful life and high mileage

11.12 Vehicle Information

Vehicle ALI	Make/Model	Quantity	Cost Each	Total	Length	# of seats / # ADA stations	# of seats with ADA deployed	Fuel System
11.1X.01 Bus STD 40 FT	TBD	3	\$1,300,000 .00	\$3,900,000 .00	40	38/2	33	Battery Electric
				\$3,900,000 .00				

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$0.00	\$585,000.00			\$585,000.00
Federal	\$0.00	\$3,315,000.00			\$3,315,000.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00			\$0.00

Prior Biennia Interest Accrued	\$0.00	\$0.00	\$0.00
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\$0.00	\$3,900,000.00	\$0.00	\$0.00	\$3,900,000.00
--------	----------------	--------	--------	----------------

By checking this box, I confirm that this project task is only funded by STIF.
No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

Yes

4.1.3 Outcome Measures

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Vehicles Purchased

Number of Units:

3

Task 2

Task Description

Purchase one cutaway bus and one supervisor van to support service expansion.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Vehicle Purchase 111-00

By checking this box, I affirm that all projects requesting funds for capital expenses are in compliance with the Capital Asset Requirements outlined in OAR 732-042-0040.

Yes

What type of capital vehicle purchases are included in this task?

Expansion

Vehicle Expansion 11.13

11.13 Vehicle Information

Vehicle ALI	Make/Model	Quantity	Cost Each	Total	Length	# of seats / # ADA stations	# of seats with ADA deployed	Fuel System
11.1X.15 Vans	TBD	1	\$100,000.00	\$100,000.00	18	5/1	3	Gas
11.1X.04 Bus < 30 FT	TBD	1	\$200,000.00	\$200,000.00	26	20/2	14	Compressed Natural Gas
				\$300,000.00				

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$300,000.00	\$0.00			\$300,000.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia	\$0.00	\$0.00			\$0.00

STIF Funds

Prior Biennia Interest Accrued	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00
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By checking this box, I confirm that this project task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Vehicles Purchased

Number of Units:

2

Task 3

Task Description

Purchase replacement signage and/or amenities for bus stops.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Preventive Maintenance 11.7A.00

Preventive Maintenance Task

Category

Task Category Amount

\$50,000.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$25,000.00	\$25,000.00			\$50,000.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00			\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00			\$0.00
	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$50,000.00

By checking this box, I confirm that this project task is only funded by STIF.

No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

Yes

4.1.3 Outcome Measures

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Capital Improvements Completed

Number of Units:

1

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total

\$325,000.00

FY 2027 STIF Total

\$610,000.00

FY 2028 STIF Total

\$0.00

FY 2029 STIF Total

\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	10%	0%		

Criterion 2	20%	0%		
Criterion 3	0%	0%		
Criterion 4	0%	60%		
Criterion 5	10%	0%		
Criterion 6	10%	10%		
Criterion 7	20%	10%		
Criterion 8	30%	20%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 1 Mobility: Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 5: Health

Goal 6: Safety and Security

Goal 7: Environmental Sustainability

Goal 10: Communication, Collaboration, and Coordination

4.4 Project Summary

Project Name

Capital- Vehicles & Bus Stop Improvements

Subrecipient Project Total

\$935,000.00

FY 2026 STIF Project

Total

\$325,000.00

FY 2027 STIF Project

Total

\$610,000.00

Funds Supporting Student Transportation

**FY 2026 STIF Funds
supporting student
transportation**

\$65,000.00

**FY 2027 STIF Funds
supporting student
transportation**

\$61,000.00

**FY 2026 percent of STIF
Funds supporting
student transportation**

20%

**FY 2027 percent of
STIF Funds supporting
student transportation**

10%

Funds Supporting Older and Disabled Persons Transportation

**FY 2026 STIF Funds
supporting older and
disabled persons
transportation**
\$97,500.00

**FY 2027 STIF Funds
supporting older and
disabled persons
transportation**
\$122,000.00

**FY 2026 percent of STIF
Funds supporting older
and disabled persons
transportation**
30%

**FY 2027 percent of
STIF Funds
supporting older and
disabled persons
transportation**
20%

Funds from Previous Biennia

**FY 2026 STIF Funds
From Previous Cycle**
\$0.00

**FY 2027 STIF Funds
From Previous Cycle**
\$0.00

Project 2

Subrecipient or Qualified Entity Name

South Metro Area Regional Transit (City of Wilsonville)

Project Name

Service Operations

Project Description

Provide Route 2X service between Tualatin Park and Ride and Wilsonville Transit Center (RCP); provide service between Wilsonville and Clackamas Town Center (RCP); provide continued service on Route 1X, Route 2X in-town and Route 7; provide service between Wilsonville and Woodburn; fund transit customer service personnel at Wilsonville Transit Center; and provide Dial-a-Ride transportation service to medical facilities in the greater metro area (STIF population).

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?

No

Percent of project budget in district

70%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service
50%

Maintain Service
50%

Please explain why all or part of this project is maintaining an existing service.

All existing operations included in this plan are from current/past STIF expansions that are planned for continued service.

Local Plan this project is derived from:
SMART Transit Master Plan, page 88-90

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?

No

4.1.1 Project Scope

Task 1

Task Description

Provide Route 2X service between Tualatin Park and Ride and Wilsonville Transit Center, and provide service between Wilsonville and Clackamas Town Center. Both are funded under TriMet's Regional Coordination Program (RCP), including prior biennia STIF specifically from RCP.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Fixed Route

Operations Task Category

Task Category Amount

\$5,424,000.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$1,812,000.00	\$1,812,000.00		\$3,624,000.00	
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$900,000.00	\$900,000.00		\$1,800,000.00	
Prior Biennia Interest Accrued	\$0.00	\$0.00			\$0.00
	\$2,712,000.00	\$2,712,000.00	\$0.00	\$0.00	\$5,424,000.00

By checking this box, I confirm that this project task is only funded by STIF.
Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles	Revenue Hours	Rides
612,986	44,687.00	81,217

Number of people with access to transit (within ½ mile of transit stop for fixed route)
10,078

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed

route)
480

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

4

Is this project supporting student transportation?

No

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Routes Added

Number of Units:

1

Task 2

Task Description

Provide continued service on Route 1X, Route 2X in-town and Route 7; provide expansion service between Wilsonville and Woodburn; and fund transit customer service personnel at Wilsonville Transit Center.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Fixed Route

Operations Task Category

Task Category Amount

\$2,415,427.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF

funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$535,427.00	\$1,080,000.00		\$1,615,427.00	
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$500,000.00	\$0.00			\$500,000.00
Prior Biennia Interest Accrued	\$150,000.00	\$150,000.00			\$300,000.00
	\$1,185,427.00	\$1,230,000.00	\$0.00	\$0.00	\$2,415,427.00

By checking this box, I confirm that this project task is only funded by STIF.

No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles	Revenue Hours	Rides
452,869	86,144.00	98,215

Number of people with access to transit (within ½ mile of transit stop for fixed route)

16,521

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)

641

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

0

Is this project supporting student transportation?

No

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

FTEs/Contractors Added

Number of Units:

2

Task 3

Task Description

Provide Dial-a-Ride transportation service to medical facilities in the greater metro area, funded by STIF Population funds, formerly STF. Listed as Prior Biennia STIF Funds because these are carryover STIF Population funds from 24-25 biennium.

Is this task supporting services for older adults and people with disabilities?

Yes

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Operations 30.09.00 (State Operating Assistance)

Specify the mode that this task will support.

Demand Response

Operations Task Category

Task Category Amount

\$288,000.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of

expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$0.00	\$0.00			\$0.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$144,000.00	\$144,000.00			\$288,000.00
Prior Biennia Interest Accrued	\$0.00	\$0.00			\$0.00
	\$144,000.00	\$144,000.00	\$0.00	\$0.00	\$288,000.00

By checking this box, I confirm that this project task is only funded by STIF.

No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles

Revenue Hours

Rides

37,314

1,784.00

3,578

Number of people with access to transit (within ½ mile of transit stop for fixed route)

4,000

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)

170

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

0

Is this project supporting student transportation?

No

Optional Outcome Measures

Outcome Measure 1

Outcome Measures for Older Adults and People with Disabilities

Revenue Miles

37,314

Revenue Hours

1,784.00

Rides

3,578

Other Measure

Paratransit Rides Provided

Number of Units:

3578

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.

4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total
\$4,041,427.00

FY 2027 STIF Total
\$4,086,000.00

FY 2028 STIF Total
\$0.00

FY 2029 STIF Total
\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	20%	20%		
Criterion 2	20%	20%		
Criterion 3	0%	0%		
Criterion 4	0%	0%		
Criterion 5	20%	20%		
Criterion 6	20%	20%		
Criterion 7	0%	0%		
Criterion 8	20%	20%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 1 Mobility: Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 5: Health

Goal 8: Land Use

Goal 10: Communication, Collaboration, and Coordination

4.4 Project Summary

Project Name

Service Operations

Subrecipient Project Total

\$8,127,427.00

**FY 2026 STIF Project
Total**

\$4,041,427.00

**FY 2027 STIF Project
Total**

\$4,086,000.00

Funds Supporting Student Transportation

**FY 2026 STIF Funds
supporting student
transportation**

\$0.00

**FY 2027 STIF Funds
supporting student
transportation**

\$0.00

**FY 2026 percent of STIF
Funds supporting
student transportation**

0%

**FY 2027 percent of
STIF Funds supporting
student transportation**

0%

Funds Supporting Older and Disabled Persons Transportation

**FY 2026 STIF Funds
supporting older and
disabled persons
transportation**

\$808,285.40

**FY 2027 STIF Funds
supporting older and
disabled persons
transportation**

\$817,200.00

**FY 2026 percent of STIF
Funds supporting older
and disabled persons
transportation**

20%

**FY 2027 percent of
STIF Funds
supporting older and
disabled persons
transportation**

20%

Funds from Previous Biennia

**FY 2026 STIF Funds
From Previous Cycle**

\$1,694,000.00

**FY 2027 STIF Funds
From Previous Cycle**

\$1,194,000.00

Project 3

Subrecipient or Qualified Entity Name

South Metro Area Regional Transit (City of Wilsonville)

Project Name

Administration & Planning

Project Description

Pay costs of administering the STIF program; create a plan to determine the best location and/or designs for a Town Center transit hub; and provide Program Reserve for up to an additional 10% of total projected agency funding. The Program Reserve is designated to support current STIF plan projects if project expenses exceed total planned expenses or if other funding (match) sources are reduced.

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?

No

Percent of project budget in district

0%

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service

50%

Maintain Service

50%

Please explain why all or part of this project is maintaining an existing service.

All administrative costs included in this plan are from current/past STIF expansions that are planned to continued service.

Local Plan this project is derived from:

SMART Transit Master Plan, page 92

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project?

No

4.1.1 Project Scope

Task 1

Task Description

Costs of administering the STIF program, primarily STIF audit expense.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Project Administration 11.79.00

Project Administration Task Category**Task Category Amount**

\$10,000.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$5,000.00	\$5,000.00			\$10,000.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00			\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00			\$0.00
	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$10,000.00

By checking this box, I confirm that this project task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Plans Created

Number of Units:

2

Task 2

Task Description

Create a plan or study to determine the best location and/or designs for a Town Center transit hub.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Planning 44.20.00

Planning Task Category

Task Category Amount

\$50,000.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you

received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as "Prior Biennia Interest Accrued," for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$50,000.00	\$0.00			\$50,000.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00			\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00			\$0.00
	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00

By checking this box, I confirm that this project task is only funded by STIF.

No

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

Yes

4.1.3 Outcome Measures

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Plans Created

Number of Units:

1

Task 3

Task Description

Program Reserve for up to an additional 10% of total projected agency funding. The Program Reserve is designated to support all current STIF plan projects if project expenses exceed total planned expenses or if other funding (match) sources are reduced, as a contingency.

Is this task supporting services for older adults and people with disabilities?

No

Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit?

No

Category

Program Reserve/Contingency 11.73.00

Program Reserve Task Category

Task Category Amount

\$506,542.00

4.1.2 Expenditure Estimates

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

“Federal,” “Other State,” “Local,” and “Other Funds” categories may be used for funding other than STIF funding that is allocated to this task, including when STIF money is being used as matching funds for another funding source.

“Prior Biennia STIF Funds” refers to “old” STIF money. It includes any unspent STIF money that you received during the 2023-2025 biennium (including any unspent program reserves), which you are carrying forward for use during the 2025-2027 biennium. It does not include interest earned on STIF money during the 2023-2025 biennium, which should be listed as “Prior Biennia Interest Accrued,” for use during the 2025-2027 biennium.

Expenditures by Fund Source and Fiscal Year

Fund Type	FY 2026	FY 2027	FY 2028	FY 2029	Total
STIF Population Funds	\$0.00	\$0.00			\$0.00
STIF Payroll Funds	\$0.00	\$506,542.00			\$506,542.00
Federal	\$0.00	\$0.00			\$0.00

Other State	\$0.00	\$0.00	\$0.00
Local	\$0.00	\$0.00	\$0.00
Other Funds	\$0.00	\$0.00	\$0.00
Prior Biennia STIF Funds	\$0.00	\$0.00	\$0.00
Prior Biennia Interest Accrued	\$0.00	\$0.00	\$0.00
	\$0.00	\$506,542.00	\$0.00
			\$0.00
			\$506,542.00

By checking this box, I confirm that this project task is only funded by STIF.

Yes

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 4.1.1.

No

4.1.3 Outcome Measures

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Reserve Funds Created

Number of Units:

1

4.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income

Households.

3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.

4. Procurement of low or no emission buses for use in areas with 200,000 or more.

5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.

6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.

7. Implementation of programs to provide student transit service for students in grades 9-12.

8. Services for older adults and people with disabilities.

FY 2026 STIF Total

\$55,000.00

FY 2027 STIF Total

\$511,542.00

FY 2028 STIF Total

\$0.00

FY 2029 STIF Total

\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

Criterion	FY 2026	FY 2027	FY 2028	FY 2029
Criterion 1	0%	0%		
Criterion 2	30%	25%		
Criterion 3	0%	0%		
Criterion 4	0%	0%		
Criterion 5	25%	30%		
Criterion 6	10%	10%		
Criterion 7	10%	10%		
Criterion 8	25%	25%		
	100.00%	100.00%	0.00%	0.00%

4.3 Oregon Public Transportation Plan Goals

Select the OPTP goals that apply to your STIF Plan Projects.

Goal 1 Mobility: Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 4: Equity

Goal 8: Land Use

Goal 9: Funding and Strategic Investment

4.4 Project Summary

Project Name

Administration & Planning

Subrecipient Project Total

\$566,542.00

FY 2026 STIF Project Total

\$55,000.00

FY 2027 STIF Project Total

\$511,542.00

Funds Supporting Student Transportation

FY 2026 STIF Funds supporting student transportation

\$5,500.00

FY 2027 STIF Funds supporting student transportation

\$51,154.20

FY 2026 percent of STIF Funds supporting student transportation

10%

FY 2027 percent of STIF Funds supporting student transportation

10%

Funds Supporting Older and Disabled Persons Transportation

FY 2026 STIF Funds supporting older and disabled persons transportation

\$13,750.00

FY 2027 STIF Funds supporting older and disabled persons transportation

\$127,885.50

FY 2026 percent of STIF Funds supporting older and disabled persons transportation

25%

FY 2027 percent of STIF Funds supporting older and disabled persons transportation

25%

Funds from Previous Biennia

FY 2026 STIF Funds From Previous Cycle

\$0.00

FY 2027 STIF Funds From Previous Cycle

\$0.00

5. All Projects Totals

Subrecipient Projects	Planned Carried	Amount in District	Amount out of District
Grand Total	Forward	\$5,689,198.90	\$3,939,770.10
\$9,628,969.00	\$0.00		

Subrecipient Projects Total
\$6,740,969.00

FY 2026 Total Prior	FY 2027 Total Prior
Biennia Funds	Biennia Funds
\$1,694,000.00	\$1,194,000.00

FY 2026 Total STIF	FY 2027 Total STIF
Funds	Funds
\$4,421,427.00	\$5,207,542.00

FY 2026 Student STIF	FY 2027 Student STIF
Funds	Funds
\$70,500.00	\$112,154.20

FY 2026 Percent of STIF	FY 2027 Percent of
Funds supporting	STIF Funds supporting
student transportation	student transportation
1.59%	2.15%

FY 2026 Older and	FY 2027 Older and
Disabled Persons STIF	Disabled Persons STIF
Funds	Funds
\$919,535.40	\$1,067,085.50

FY 2026 Percent of STIF	FY 2027 Percent of
Funds supporting older	STIF Funds
and disabled persons	supporting older and
transportation	disabled persons
20.80%	transportation
	20.49%

By signing below, I certify that I am authorized to submit this Subrecipient Project Application to Tri County Metropolitan Transportation District of Oregon on behalf of South Metro Area Regional Transit (City of Wilsonville).

Yes

Name of authorized representative
Kelsey Lewis

Title of authorized representative
Grants and Programs Manager

Signature

Signature Date
11/13/2024

Kelsey Lewis



CITY COUNCIL MINUTES

November 03, 2025, at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, November 3, 2025. The Mayor called the meeting to order at 7:00 p.m., followed by the roll call and the Pledge of Allegiance.

PRESENT

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

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
 Andrea Villagrana, Human Resource Manager
 Bill Evans, Communications & Marketing Manager
 Bryan Cosgrove, City Manager
 Everett Wild, Government Affairs Manager
 Fred Weinhouse, Municipal Court Judge
 Jeanna Troha, Assistant City Manager
 Kerry Rappold, Natural Resources Manager
 Kimberly Veliz, City Recorder
 Zoe Mombert, Assistant to the City Manager

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

Motion: Moved to approve the following order of the Agenda.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Voting Yea:

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

Vote: Motion carried 4-0.

4. Oath of office administered by Judge Fred Weinhouse to newly appointed Councilor Sam Scull.
5. Break for Refreshments

The Mayor recessed the meeting at 7:02 p.m. for refreshments.

The meeting was then called back to order at 7:10 p.m.

MAYOR'S BUSINESS

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

The Mayor submitted his written report to be added to the record.

In closing the Mayor announced the next City Council meeting was scheduled for Monday, November 17, 2025.

COMMUNICATIONS

7. Diversity, Equity and Inclusion (DEI) Committee Update

Zoe Mombert, Assistant to the City Manager and staff liaison to the DEI Committee, provided an introduction about the committee's history. She then introduced Karla Brashaeear, DEI Committee Chair who provided updates on committee activities and accomplishments. The PowerPoint displayed has been added to the record.

In closing, the Mayor thanked the DEI Committee for their work, noting that he and his family have enjoyed many of the events and learned a great deal about various cultures and differences. Councilor Shevlin also expressed appreciation for their work. Councilor Scull indicated his interest in attending future events and offering assistance.

8. Community Enhancement Project Update - Heart of the City Project Report

The Mayor announced this presentation had been rescheduled to December 1, 2025.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

The following individuals provided public comments:

Brad Williams	Katie Dunwell	Kyle Bunch	Andrew Engel
Athena Contreras	Lee Barckman	Susan Reed	Tim Knapp
Rick Wallace	Mary Rooney	Brittney Carr	Chris Heydemann
Bill Bagnall			

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

9. Council President Berry

Council President Berry thanked citizens for providing input at the meeting.

The Council President explained that she had recently undergone a total knee replacement and was participating remotely, noting that she was behind on email correspondence as a result. She also reported on her experience using the City's Dial-A-Ride program during her recovery.

The Council President welcomed newly sworn in City Councilor Sam Scull.

In addition, the Council President reported on the following:

- Town Center Focus Group meetings
- Tourism Promotion Committee meeting

10. Councilor Cunningham

Councilor Cunningham reported on his participation in the Tualatin Valley Fire and Rescue (TVF&R) Community Fire Academy on October 24, 2025. He described the experience, which included CPR training, operating fire hoses, breaching doors, driving a fire truck, and cutting apart vehicles. The photos displayed during the Councilor's comments have been added to the record.

In addition, the Councilor reported on the following:

- Bulky Waste Day on October 25, 2025
- Willamette Intake Facilities (WIF) meeting on October 27, 2025
- Wayne Lowries' celebration of life on November 1, 2025

In closing, Councilor Cunningham encouraged Councilors to read a blog post by Sherwood Mayor Tim Rosener titled *Sherwood Takes Action to Protect Our Right to Self-Govern*. A copy of the blog post was added to the record.

11. Councilor Shevlin

Councilor Shevlin welcomed Councilor Sam Scull to the Council and thanked Mayor O'Neil for advocating for the City. She noted that the Mayor had just returned from Washington DC where he met with US Senators and Representatives about the Boone Bridge and other matters.

Moreover, Councilor Shevlin expressed appreciation for the Mayor's advocacy for immigrant and refugee neighbors and the time he spent representing the City at numerous meetings and events. The City Councilor added she had found the Mayor to be a reasonable, dedicated, and well-informed individual who handles disagreements by seeking more information. She expressed confidence that the Council would work together respectfully under the Mayor's leadership.

12. Councilor Scull

Councilor Scull thanked the Mayor, fellow Councilors, City staff, and community members for their support, as well as former Councilor Dunwell for her service to the City. He acknowledged his family, including his wife Robin, his parents, and his extended family. He also thanked lifelong friends Mayor Bill Velto and Ed Masters for their mentorship.

Councilor Scull provided his background, shared his hobbies and prior community service roles which included the Development Review Board (DRB), Budget Committee (BC), Planning Commission (PC), Red Cross, and neighborhood board.

Councilor Scull then outlined his focus areas in his new role which included economic development, supporting local businesses, attracting opportunity, revitalizing commercial and industrial space; public safety, including disaster preparedness and community resilience; and communication to ensure residents, organizations, and businesses have a voice in shaping the City's future.

CONSENT AGENDA

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

13. Resolution No. 3215

Resolution Of The City Of Wilsonville Approving A Construction Contract With Buell Recreation LLC For The Memorial Park Playground Replacement Project.

14. Minutes of October 20, 2025, City Council Meeting.

Motion: Moved to adopt the Consent Agenda as read.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Voting Yea:

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

Vote: Motion carried 5-0.

NEW BUSINESS

15. 2026 Legislative Agenda Adoption and DC Lobby Trip Recap

Everett Wild, Government Affairs Manager, summarized the presentation he gave during Work Session regarding the 2026 Legislative Agenda.

It was noted that the agenda would be amended to add the City's Lobbyist Greg Leo to the agenda.

Motion: Moved to adopt the 2026 State Legislative Agenda.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

Voting Yea:

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

Vote: Motion carried 5-0.

Everett Wild, Government Affairs Manager, then recapped the federal lobbying trip to Washington DC, which included Mayor O'Neil, Assistant City Manager Jeanna Troha, and himself. It was reported that the trio met with Senator Wyden's staff, Senator Merkley, and Congresswoman Salinas to discuss housing, infrastructure, the Aurora Airport, and the Boone Bridge. They also met with the House Transportation and Infrastructure Committee majority staff to emphasize the Boone Bridge's role in interstate commerce. A scheduled meeting with US Department of Transportation (DOT) was affected by the federal shutdown, but materials were left for future discussion. They met with the FAA about the Aurora Airport and had dinner with Oregon Institute of Technology (OIT) leadership who happened to be in DC at the same time.

The Mayor added that he raised concerns from City of Wilsonville residents about federal funding cuts, rising corporate-controlled residential and commercial rents, and recent Immigration and Customs Enforcement (ICE) activity. With OIT leadership, discussions included increased enrollment and exploring Wilsonville's future for workforce and student housing.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

The City Attorney read the title of Resolution No. 3218 into the record.

16. **Resolution No. 3218**

A Resolution Of The City Of Wilsonville Adopting The Climate Action Plan.

The Mayor provided the public hearing format and opened the public hearing at 8:38 p.m.

Kerry Rappold, Natural Resources Manager along with consultant Maurya Braun of Sustainability Solutions Group (SSG), summarized the staff report and presented PowerPoint, which has been made a part of the record.

Council asked clarifying questions and provided comments.

The Mayor invited public testimony. The following individuals provided testimony:

- Brad Williams - opposed.
- Jeff Zundell - supported.
- Andrew Engel - support
- Doris Wehler - opposed.
- Lee Barckman - supported.

The Mayor asked for additional public comment hearing none the Mayor closed the public hearing on Resolution No. 3218 at 9:23 p.m.

The Mayor then requested a motion on Resolution No. 3218.

Motion: Moved to adopt Resolution No. 3218, Climate Action Plan.

Motion made by Councilor Berry, Seconded by Councilor Scull.

Councilor discussion ensued.

During Council deliberation, Councilor Shevlin supported the Climate Action Plan, emphasizing that it incentivizes rather than mandates changes. The Councilor noted that as equipment needs replacement, incentives might make cleaner alternatives more attractive, like Portland's approach to gas-powered lawn equipment.

Councilor Cunningham opposed the Climate Action Plan, expressing concerns about costs, questioning the funding sources, and noting the city's projected budget deficit. The Councilor objected to the plan's call for multi-unit mixed use developments when focus groups indicated resistance to such density. He stated that the plan conflicts with what residents want for the community's development.

Councilor Scull supported the Climate Action Plan, focusing on "the cost of inaction" and viewing it as a starting point with a 20–30-year horizon. The Councilor described it as a data-driven path to reduce greenhouse gas emissions, boost energy efficiency, and strengthen community resilience, with details to be determined by future budget committees and councils.

Councilor Cunningham reiterated his prior comments.

The Mayor expressed support for the Climate Action Plan, stating that future generations might question why the City did not act if they chose not to adopt a Climate Action Plan. The Mayor acknowledged concerns about community members struggling financially but noted that the plan was not responsible for those issues and that financial assessments would guide implementation through annual budget processes.

Voting Yea:

Mayor O’Neil, Council President Berry, Councilor Shevlin, Councilor Scull

Voting Nay:

Councilor Cunningham

Vote: Motion carried 4-0-1.

CITY MANAGER’S BUSINESS

The City Manager welcomed newly sworn City Councilor Sam Scull.

LEGAL BUSINESS

There was no report.

ADJOURN

The Mayor adjourned the meeting at 9:38 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Shawn O’Neil, Mayor



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 17, 2025	Subject: Resolution No. 3226 A Resolution Adopting Hiring Standards, Criteria, And Policy Directives For The Employment Of A Public Officer. Staff Member: Andrea Villagrana, Human Resources Manager Department: Human Resources	
Action Required ☒ Motion ☐ Public Hearing Date ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☒ Resolution ☐ Information or Direction ☐ Information Only ☐ Council Direction ☐ Consent Agenda	Advisory Board/Commission Recommendation ☒ Approval ☐ Denial ☐ None Forwarded ☐ Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt Resolution No. 3226.		
Recommended Language for Motion: I move to adopt Resolution No. 3226.		
Project / Issue Relates To:		
☐ Council Goals/Priorities:	☐ Adopted Master Plan(s):	☒ Not Applicable

ISSUE BEFORE COUNCIL:

Resolution No. 3226, Adopting Hiring Standards, Criteria, and Policy Directives for the City Manager Recruitment.

EXECUTIVE SUMMARY:

Council has contracted with the executive search firm, GMP Consultants, to identify the next City Manager. Executive interviews for recruitment of this nature are often held in executive sessions. To hold chief executive officer interviews in executive session, Council must adopt hiring standards, criteria, and policy directives during a public meeting, with opportunity for public comments.

EXPECTED RESULTS:

GMP will utilize the hiring standards, criteria, and policy directives to recruit qualified candidates for the City Manager position.

TIMELINE:

Council intends to conduct executive interviews in February 2026.

CURRENT YEAR BUDGET IMPACTS:

The City Manager recruitment was included in the fiscal year 2025-26 budget.

COMMUNITY INVOLVEMENT PROCESS:

The community will have the opportunity to provide public comments at the November 17, 2025, City Council Meeting.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The new City Manager, selected by the City Council, will be the chief executive officer for the City of Wilsonville. The incumbent will oversee day – to – day organizational operations and provide leadership to the organization.

ALTERNATIVES:

Council can elect to hold chief executive officer interviews in an open session and therefore choose not to adopt Resolution No. 3226.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3226
 - A. City Manager position profile.

RESOLUTION NO. 3226**A RESOLUTION ADOPTING HIRING STANDARDS, CRITERIA, AND POLICY DIRECTIVES FOR THE EMPLOYMENT OF A PUBLIC OFFICER.**

WHEREAS, the Council is undertaking a selection process to identify and appoint a new City Manager; and

WHEREAS, the Council has contracted with an executive search firm, GMP Consultants, to compile information received from the public and create a position profile reflecting public input, and listing Council hiring standards, criteria, and policy directives employed to identify a new City Manager, a copy of which, marked Exhibit A, is attached hereto and incorporated by reference as if fully set forth herein; and

WHEREAS, the Council requested and has received, both prior to and at the public meeting on November 17, 2025, input and comments from the public regarding hiring standards, criteria, and policy directives employed to identify a new City Manager as set forth in Exhibit A; and

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

1. Having received input and comments from the public, and being fully advised in the matter, the City Council adopts Exhibit A, which lists the hiring standards, criteria, and policy directives for the employment of the next City Manager, together with the following amendments: [delete this last clause if no amendments/add amendments if there are any]
2. This resolution becomes effective upon adoption.

ADOPTED, by the City Council of the City of Wilsonville at a regular meeting thereof this 17th day of November 2025 and filed with the Wilsonville City Recorder this date.

Shawn O'Neil, Mayor

ATTEST:

Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Cunningham

Councilor Scull

Councilor Shevlin

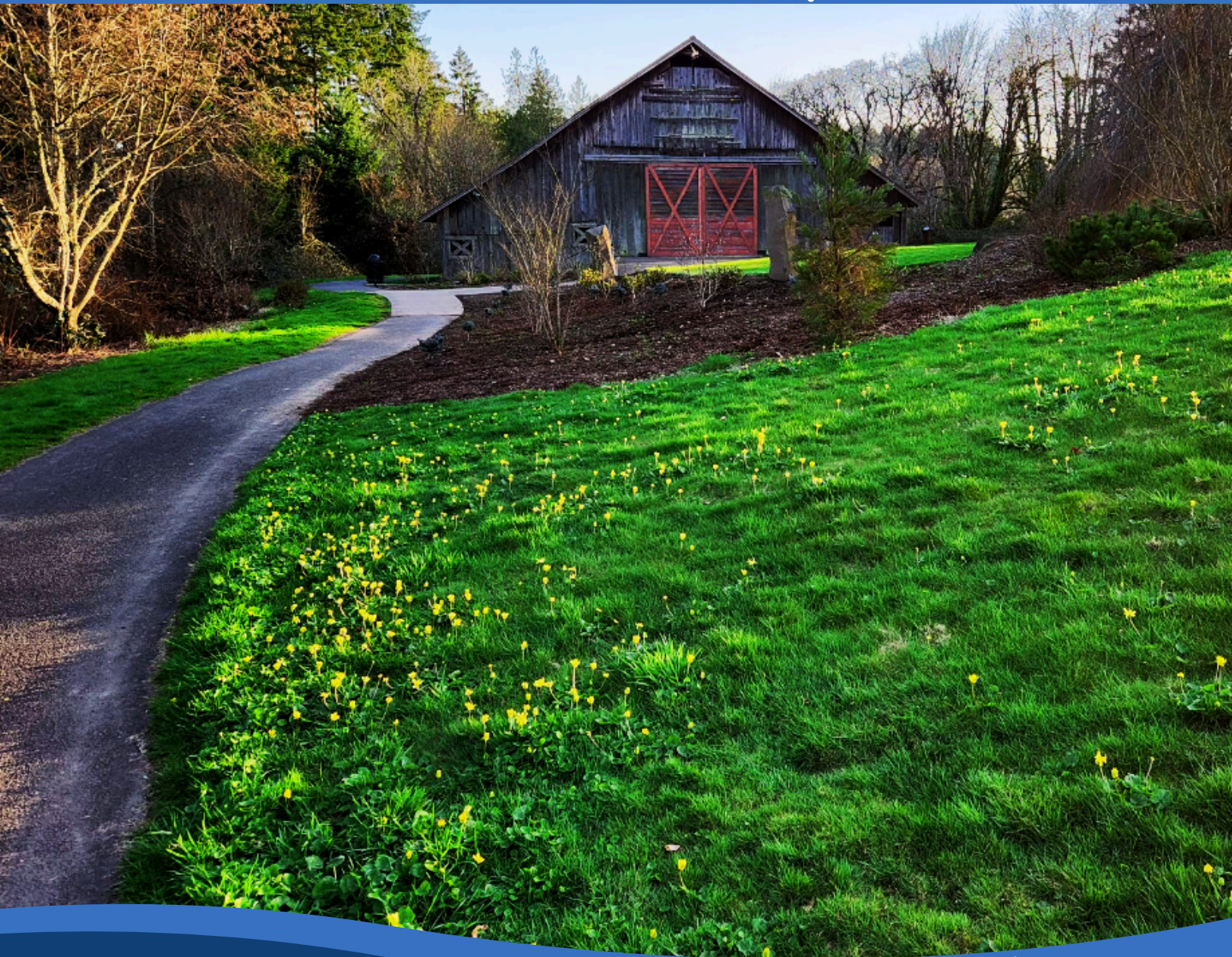
EXHIBIT:

A. Position Profile – City Manager Recruitment

CITY MANAGER

Item 12.

WILSONVILLE *Oregon*



Why Apply?



This is an exceptional opportunity to help shape the future of Wilsonville, a city that combines small-town charm with the benefits of big-city services. The City Manager will work alongside dedicated City employees committed to providing outstanding service through collaboration and excellence. This commitment is reflected not only in high citizen satisfaction ratings for a clean and safe community but also in making Wilsonville a great place to live, work, and thrive. Situated on the Willamette River at the southern edge of the Portland metro area, Wilsonville lies halfway between Portland and Salem along I-5, offering convenient access to urban amenities while maintaining a rural Oregon atmosphere.



WELCOME TO WILSONVILLE

Wilsonville is a vibrant and growing community of 27,048 residents, located 17 miles south of Portland. As the gateway between the Portland metropolitan area and Oregon's fertile Willamette Valley, the city offers high-quality amenities on a welcoming small-town scale with easy access to Portland's urban offerings and Oregon's natural wonders.

Wilsonville is conveniently positioned along Interstate 5, midway between the state's largest city, Portland, and the capital, Salem. Due to its prime location and business friendly environment, Wilsonville has its own diverse and growing economy, supported by small businesses as well as regional and international employers such as Sysco, Siemens, and Swire Coca-Cola. An estimated 16,000 people work within the city limits.

Despite steady growth, Wilsonville maintains a strong sense of community with well-planned neighborhoods, a low crime rate, and one of Oregon's best public school systems. Distinctive neighborhoods include Charbonneau, a scenic golf course community, and Villebois, a European-inspired urban village recognized with a national design award. The Frog Pond West neighborhood also gained attention as the site of the 2019 NW Natural Street of Dreams.

Wilsonville also places a high value on parks and open spaces, with 19 public parks, nearly 300 acres of open space, and 19 miles of interconnected trails. The centerpiece of the community, Town Center Park, is a popular 5-acre community gathering space featuring a signature cascading water feature with a zero-depth entry pond and bubbler elements, along with a playground, walking paths, and open lawn areas that host various events throughout the year. The Willamette River runs through the city, offering a scenic backdrop and opportunities for boating, canoeing, kayaking, and fishing. Within a two-hour drive are Oregon's renowned wine country, the Columbia River Gorge, Mt. Hood, and the Pacific Coast.

Wilsonville is home to a growing mix of restaurants, breweries, and gathering places. The city also supports a strong arts and culture scene, with public art installations and annual events like outdoor movies, a concert series, and beer festival. Portland International Airport serves the region and is just 30 miles away.



THE CITY OF WILSONVILLE

Item 12.

The City of Wilsonville serves a population of 27,048 across 7.6 square miles with a total 2025-26 budget of \$228.9 million and a team of 202 FTEs. The City is located in both Clackamas and Washington Counties and within the Portland metropolitan area's urban growth boundary.

As a full-service city, Wilsonville provides a wide range of public services, including public works, library services, parks and recreation, and public transportation. Police protection is provided through a contract with the Clackamas County Sheriff's Office, while fire and emergency services are delivered by Tualatin Valley Fire & Rescue. The City also owns its water and wastewater treatment facilities, which are operated under private sector contracts.

Incorporated in 1968, the City operates under a council-manager form of government, with a Mayor and four Council Members elected at large to four-year terms. The City Council also serves as the Urban Renewal Agency Board. The City Manager is responsible for implementing Council policies and ordinances, managing day-to-day operations, and appointing department heads. The current City Manager is retiring after 14 years of service to Wilsonville.

The City takes pride in maintaining high standards of performance, accountability, and service to its community members, supported by a positive organizational culture that reinforces the City's core values: Customer Service, Collaboration, Commitment, and Competence.

FTEs
202

BUDGET
\$228.9 million

AREA
7.6 square
miles

POPULATION
27,048





View job
description at
gmphr.com

THE CITY MANAGER

The City Manager serves as the chief executive officer of the City and is responsible for its overall administration and operational leadership. The City Manager plays a critical role in shaping the strategic vision of the City and ensuring that all functions align with the goals and priorities established by the City Council. Working with broad authority through a structured management team, the City Manager promotes accountability, innovation, and transparency in municipal operations and fosters collaborative relationships. Direct reports include the Assistant City Manager, Assistant to the City Manager, Government Relations Manager, Communications & Marketing Manager, Finance Director, Community Development Director, and Public Works Director.

THE IDEAL CANDIDATE:

- Value-driven, with the ability to both embody and inspire the City's core values and to continuously pursue improvements in the delivery of municipal services that enhance the quality of life and well-being of all community members.
- An experienced leader who meets difficult, challenging, or divisive situations with respect, integrity, and passion.
- Demonstrates sincere appreciation for and responsiveness to elected officials, community members, and staff. Thoughtful and intentional in all interactions, demonstrating empathy, kindness, and active listening while inspiring collaboration.
- Conveys a long-range vision and consistently seeks, values, and enjoys opportunities for community engagement. Comfortable building relationships, open to community-generated ideas, and committed to bringing people together around common goals. Seeks opportunities to ensure that every member of the community feels valued and included.
- Excellent communication skills and follow-through to resolve issues. Skilled in leading and facilitating policy discussions that support and enable the Council to reach consensus, especially on difficult issues. Able to be candid in providing responses to Council while finding solutions or common ground.
- Experienced in growth and economic development, with a strong understanding of financing tools and opportunities. Comfortable facilitating discussions on the impacts and benefits of growth, and skilled at promoting, managing, and leveraging developments to achieve the goals established by the Council.



OPPORTUNITIES & CHALLENGES

Item 12.

Financial Sustainability

Wilsonville has a strong history of stable funding and fiscal responsibility, with nearly 30 years of awards for budgeting and financial reporting. However, rising costs, state-imposed limitations, unfunded mandates, and broader economic conditions are taking a toll. The City will need to explore cost savings, operational efficiencies, and alternative revenue options to strengthen long-term financial sustainability. Careful consideration of alternatives by the Council, along with support from community members, will be essential to addressing local financial challenges.

Healthy Economy

The City is taking a broad approach to strengthening the community's economic health through the adoption of the Tourism Development Strategy, supporting existing businesses and attracting new investments, and planning for funding to support the Basalt Creek Planning Area and infrastructure improvements in the Coffee Creek Industrial Area. Wilsonville is well positioned for continued success with available land and well-maintained infrastructure. Exploring additional opportunities and funding sources will help ensure long-term economic vitality.

Community Engagement

Wilsonville has a wealth of tools to inform and involve community members. The City Council desires specific engagement efforts around the adopted 2019 Town Center Plan to better understand the community's sentiments of the plan.

Nuisance Crimes

The City receives very high marks for being a clean and safe place to live. As a proactive effort to improve that rating, the City is exploring improvements to the code enforcement process.

Staffing

Thanks to a strong, value-based work environment that makes working for the City rewarding and meaningful, the City has been fortunate to retain long-term employees. To anticipate and manage future staffing transitions, ongoing efforts are needed to maintain organizational knowledge and skills.

EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited college or university in public administration, political science, business administration, urban planning, or a closely related field. (Master's degree is highly desirable.)
- A minimum of 7 years of progressively responsible experience in municipal administration or executive leadership, including significant experience in budgeting, policy development, organizational management, and intergovernmental relations.
- **PREFERRED:** At least 5 years of experience in a senior management role in a comparably sized or larger local government organization.

Or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to successfully perform the job.

COMPENSATION & BENEFITS

The City of Wilsonville offers an annual salary of \$190,000 to \$220,000 for this position, depending on qualifications and experience, along with a comprehensive benefits package.

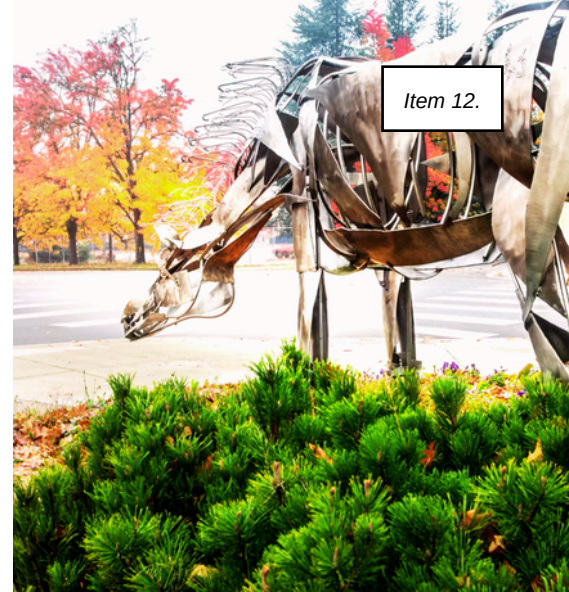
- Health, Dental, Vision (90/10 cost share)
- \$50,000 Basic Life/ADD Insurance
- PERS, 6% employer contribution
- 401a
- Vacation Leave, 15 hours/month
- Sick Leave, 8 hours/month
- Administrative Leave
- 12 paid Holidays
- \$200/year Wellness reimbursement
- Car & Tech allowance
- Voluntary supplemental insurance options

TO APPLY

Apply Online: gmphr.com

First Review: **December 28, 2025**

More Info: Richard Meyers, GMP Consultants
rmeyers@gmphr.com / (541) 228-6042



RESOURCES

[2025-2026 Budget Book](#)

[City Council Goals & Action Plan](#)

[2025 Annual Report](#)

[Comprehensive Plan](#)

[Org Chart](#)

[Wilsonville by the Numbers](#)

[Boones Ferry Messenger](#)

[Wilsonville Chamber of Commerce](#)

[Explore Wilsonville](#)





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 17, 2025		Subject: Ordinance No. 900 (First Reading) An Ordinance of the City of Wilsonville Implementing an Administrative Warrants Process by Amending Chapter 1 of the Wilsonville Code to Add Sections 1.100 through 1.180 Staff Member: Amanda Guile-Hinman, City Attorney Tobin Montalbo, Legal Intern Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
☒ Motion ☒ Public Hearing Date: November 17, 2025 ☒ Ordinance 1 st Reading Date: November 17, 2025 ☒ Ordinance 2 nd Reading Date: December 1, 2025 ☐ Resolution ☐ Information or Direction ☐ Information Only ☐ Council Direction ☐ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable	
		Comments: N/A	
Staff Recommendation: Adopt, on first reading, Ordinance No. 900.			
Recommended Language for Motion: I move to adopt Ordinance No. 900 on first reading.			
Project / Issue Relates To:			
☒ Council Goals/Priorities: 2025-27 Council Goal No. 2: Public Safety; Strategy 2.5	☐ Adopted Master Plan(s):	☐ Not Applicable	

ISSUE BEFORE COUNCIL:

Consider proposed code provisions regarding administrative warrants (proposed Wilsonville Code Sections 1.100 through 1.180).

EXECUTIVE SUMMARY:

Ordinance No. 900, and Exhibit A attached thereto, create a process for City staff to seek, obtain, and execute administrative warrants in Municipal Court.

An administrative warrant would grant City employees right of entry to private property for purposes such as engineering, public works, building inspections, and general nuisance inspection, investigation, removal, or abatement.

Clackamas County currently has a process in place to issue administrative warrants, which the Sheriff's Office utilizes in certain motor vehicle towing situations. However, this process is only available for law enforcement officers and county staff when there is cause to believe that a violation of County Code is occurring.

Currently, there is no process for staff to obtain administrative warrants to enter premises where probable cause exists of violations of provision(s) of the Wilsonville Code. For example, staff may receive a report from a community member about possible Wilsonville Code violations involving the removal of trees and development activity along the Willamette River embankment in a property owner's backyard, and staff may not have the legal ability to enter the site to confirm whether significant damage to protected areas is occurring.

An administrative warrant process for staff would have the following benefits:

- Allow for a clear and consistent process to investigate potential Wilsonville Code violations. Currently, staff may not enter into private property unless through an agreement with the property owner, or by seeking litigation (which can both time-consuming, lead to delayed responses to emergent situations, and costly).
- Provide staff with a tool in conducting required periodic inspections when owner/occupant consent is withheld.
- Fill the current gap between the County process and City needs for inspection, investigation, removal, and abatement of Wilsonville Code violations.

Below are highlights of the proposed Wilsonville Code provisions in Exhibit A to Ordinance No. 900.

- Grant the Municipal Court Judge authority to issue administrative warrants upon application by staff.
 - o A warrant shall be issued only upon probable cause of a Wilsonville Code violation, supported by affidavit.
 - o Cause for warrant shall be deemed to exist upon reasonable belief of a nonconformity with a health, public protection or safety ordinance or rule, or if an investigation is reasonably believed to be necessary in order to verify the condition of the location.
- Allow staff to seek, obtain, and execute administrative warrants in Municipal Court.
 - o In executing the warrant, the authorized person will make a reasonable effort to present credentials, authority, and purpose of the warrant to an occupant, unless at the time the location is unoccupied or believed to be abandoned.

- A warrant must be executed within ten (10) Business Days of issuance and returned to the Municipal Judge who issued it within ten (10) Business Days from its execution date, unless granted an extension by the same Judge.

Staff presented to the Council on this project at work session held on September 15 and November 3, 2025. Council generally indicated support for staff to move forward with draft code language to create an administrative warrant process. Staff made one clarification, including the word “probable” before “cause” in the provisions. This revision makes clear that the Municipal Judge will only issue an administrative warrant if probable cause exists.

EXPECTED RESULTS:

Adoption of an administrative warrant process will provide City officials with an additional tool when likely violations of the Wilsonville Code are occurring on private property. Administrative warrants will allow City staff, when other options are exhausted, to access sites to determine whether a violation is occurring, and to potentially stop or limit the occurrence of further damage to public infrastructure and preserved and sensitive areas. Adoption of this proposed code update will close existing gaps and promote the City’s ability to address code enforcement and public safety needs efficiently.

TIMELINE:

Council consideration of Ordinance No. 900, on first reading, at the Council’s November 17, 2025 Council meeting, and, on second reading, at its December 1, 2025 meeting. While the administrative warrant process, if adopted, will go into effect 30 days after adoption, this tool is part of the larger planned update to the City’s code enforcement processes, which is set to come before Council in 2026.

CURRENT YEAR BUDGET IMPACTS:

Since staff anticipate that administrative warrants will be utilized in rare circumstances, any potential budget impacts through time billed by the Municipal Judge and staff time to prepare the necessary documents will be nominal.

With regard to the larger project of updating the Wilsonville Code provisions governing code enforcement, staff anticipates proposing code language that allows the City to seek reimbursement of costs to the City related to compliance/abatement processes.

COMMUNITY INVOLVEMENT PROCESS:

The Administrative Warrant information is provided on the City’s Public Safety – Code Enforcement project page on *Let’s Talk, Wilsonville!* and a public hearing is planned for November 17, 2025 for community input.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

An administrative warrant process will improve the ability of City staff to respond to and mitigate violations of City Code in a timely manner. Establishing an administrative warrants process will provide Wilsonville staff with a clear, lawful and consistent process to gain right of entry when necessary to enforce code requirements or conduct inspections.

ALTERNATIVES:

Continue to rely solely on the Clackamas County administrative warrant process, which is only available to the Sheriff's Office for violation of County Code.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Ordinance No. 900
 - A. Proposed City Administrative Warrant Code Provisions – 1.100 through 1.180

ORDINANCE NO. 900**AN ORDINANCE OF THE CITY OF WILSONVILLE IMPLEMENTING AN ADMINISTRATIVE WARRANTS PROCESS BY AMENDING CHAPTER 1 OF THE WILSONVILLE CODE TO ADD SECTIONS 1.100 THROUGH 1.180.**

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

WHEREAS, within the Public Safety Goal, Council set Strategy 2.5 to consider an administrative warrant process; and

WHEREAS, City Council desires an improvement of public safety measures, including an improvement of the ability of City officials to respond to and prevent the occurrence of damage to public infrastructure and preserved and sensitive areas; and

WHEREAS, a gap in Wilsonville Code exists in the lack of an administrative warrant process for City employees who may need right of entry for different purposes, such as engineering, public works, building inspections and general nuisance inspection, investigation, removal, and abatement; and

WHEREAS, City Council has determined that an administrative warrant process should be implemented.

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

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

Section 2. Chapter 1 of the Wilsonville Code is hereby amended to add Sections 1.100 through 1.180 as set forth in **Exhibit A** attached hereto and incorporated by reference herein.

Section 3. Effective Date. This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED by the Wilsonville City Council at a regular meeting thereof this 17th day of November 2025, and scheduled the second reading on December 1, 2025, commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

Kimberly Veliz, MMC, City Recorder

ENACTED by the City Council on the ____ day of ____, 2025, by the following votes:

Yes: ____ No: ____

Kimberly Veliz, City Recorder

DATED and signed by the Mayor this ____ day of ____, 2025

Shawn O'Neil, Mayor

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Cunningham

Councilor Shevlin

Councilor Scull

EXHIBIT:

A. Wilsonville Code Sections 1.100 through 1.180

Exhibit A to Ordinance No. 900

Administrative Warrants

1.100 – Definitions.

For purposes of this Section, the following terms are defined as follows:

- (1) “Business Days” means days of the week excluding Saturdays, Sundays, and holidays observed by the City.
- (2) “City” means the City of Wilsonville, Oregon.
- (3) “City Manager” means the City of Wilsonville City Manager or designee.
- (4) “Code” or “Wilsonville Code” means the Code of Ordinances of the City of Wilsonville, Oregon.
- (5) “Municipal Judge” means the judicial officer described in Section 22 of the City of Wilsonville Charter and Section 2.140 of the Wilsonville Code or designee.
- (6) “ORS” means the Oregon Revised Statutes.

1.110 – Authorizing Municipal Judge.

The Municipal Judge is hereby authorized to issue administrative search warrants upon application by the City Manager, acting in the course of their official duties, whenever an inspection, investigation, removal, or Code violation abatement within any place is required or authorized by any City ordinance or regulation. An administrative warrant is an order, in writing, in the name of the City, signed by the Municipal Judge directed to the City Manager commanding the City Manager to conduct any inspection, investigation, removal, or abatement required or authorized by any provision of law. An administrative warrant shall not be deemed a warrant of arrest within the meaning of ORS Chapter 133.

1.120– Right of Entry.

- (1) The City Manager may enter property, including the interior of structures, at all reasonable times whenever an inspection is necessary to enforce any regulations of this Code, or whenever the City Manager has probable cause to believe that there exists in any structure or upon any property any condition which constitutes a violation of provisions of this Code.
- (2) In the case of entry into areas of property that are plainly enclosed to create privacy and prevent access by unauthorized persons, the following steps shall be taken.

- (a) The City Manager shall first make a reasonable attempt to locate the owner or other persons having charge or control of the property, present proper credentials and request entry.
- (b) If entry is refused or if the owner or other persons having charge or control of the property cannot be located, the City Manager may attempt to obtain entry by obtaining a warrant pursuant to this Section.

1.130 – Grounds for Issuance.

- (1) A warrant for inspection, investigation, removal or abatement purposes shall be issued only upon probable cause, supported by affidavit, particularly describing:
 - (a) The applicant's status in applying for the warrant hereunder;
 - (b) The Wilsonville Code provision, ordinance, or regulation requiring or authorizing the inspection, investigation, removal, or abatement;
 - (c) The location, building, and/or structure to be inspected, investigated, or entered;
 - (d) The purpose for which the inspection, investigation, removal, or abatement is to be made, including the basis upon which probable cause exists to inspect;
 - (e) The basis upon which probable cause exists to inspect, investigate, remove, or abate the violation; and
 - (f) In the case of removal or abatement, a statement of the general types and estimated quantity of items to be removed or conditions to be abated.
 - (g) In addition, the affidavit shall contain either a statement that entry has been sought and refused, that the property is unoccupied or not in the possession of any person or at the time reasonably believed to be unoccupied, or facts or circumstances reasonably showing that the purposes of the inspection, investigation, removal, or abatement might be frustrated if entry were sought without a warrant.
- (2) Probable cause shall be deemed to exist if:
 - (a) Reasonable legislative or administrative standards for conducting a routine, periodic, or area inspection or for removing and abating violations are satisfied with respect to any building or structure or upon any property; or
 - (b) An investigation is reasonably believed to be necessary in order to discover or verify the condition of the property for conformity with regulations; or

- (c) There is probable cause to believe that a violation exists for which removal or abatement is required or authorized by this Chapter.

1.140 – Procedure for Issuing Administrative Warrant.

- (1) Before issuing any warrant, the Municipal Judge may examine under oath the applicant and any other witness and must be satisfied of the existence of grounds for granting such application.
- (2) If the Municipal Judge is satisfied that probable cause for the inspection exists, the Municipal Judge shall issue a warrant particularly describing:
 - (a) The name and title of the person or persons authorized to execute the warrant;
 - (b) The property to be entered; and
 - (c) The purpose and any limitations of the inspection, investigation, or abatement.

The warrant shall contain a directive that it be executed on any day of the week between the hours of 8:00 a.m. and 6:00 p.m., or where the Municipal Judge has specially determined upon a showing that it cannot be effectively executed between those hours, that it be executed at any additional or other time of the day or night.

1.150 – Execution of Administrative Warrant.

- (1) Except as provided in subsection 2 of this Section, in executing a warrant on occupied property, the person authorized to execute the warrant shall, before entry, make a reasonable effort to present credentials, authority and purpose to an occupant or person in possession of the location designated in the warrant and show the warrant or a copy thereof upon request.
- (2) In executing a warrant on unoccupied property, the person authorized to execute the warrant need not inform anyone of the person's authority and purpose, as prescribed in Subsection 1 of this Section, but may promptly enter the designated location if it is at the time unoccupied or not in the possession of any person or at the time reasonably believed to be in such condition. A copy of the warrant shall be left in a conspicuous place if the property is unoccupied.
- (3) If any items are seized as specified by the warrant, a list of property taken shall be left in a conspicuous place.
- (4) A peace officer may be requested to assist in the execution of the administrative warrant.

- (5) An inspection pursuant to an administrative warrant shall not be made by means of forcible entry, except that the judge may, by an endorsement on the face of the warrant, expressly authorize execution of the warrant by forcible entry where the affidavit, or a supplemental affidavit after the warrant has once been issued, contains information sufficient to satisfy the judge that there are reasonable grounds to believe that any of the following situations exists:
- a. A probable violation of any of the provisions of this code which, if such violation in fact existed, would represent an immediate threat to health or safety; or
 - b. Where prior attempts to serve a warrant or obtain consent have met with refusal of the owner or occupant of the place described in the warrant; or
 - c. Where reasonable attempts have been made to secure the cooperation of the owner of the property described in the warrant, which property is unoccupied and entry cannot be gained except with such owner's cooperation or by force, and such cooperation has been refused or is not obtainable after reasonable efforts.
- (6) A warrant must be executed within ten (10) Business Days of its issue and returned to the Municipal Judge by whom it was issued within ten (10) Business Days from its date of execution, unless such Municipal Judge before the expiration of such time, by endorsement thereon, extends the time for five (5) Business Days. When the warrant is returned to the Municipal Judge, it must include a list of any and all items seized in the execution of the warrant. After the expiration of the time prescribed by this subsection, the warrant, unless executed, is void.

1.160 – Execution of Warrant by Forcible Entry.

- (1) In execution of a properly endorsed administrative warrant by forcible entry, any city official acting under the warrant shall be accompanied by a peace officer who shall execute the warrant as to the manner of gaining entry, and who shall stand by during the inspection to prevent any interference therewith.
- (2) In the execution of an administrative warrant by forcible entry the officer has the same power and authority, in all respects, to break open any door or window, to use all necessary and proper means to overcome any forcible resistance made to the officer or to call any other person to the officer's aid that the officer has in the execution or service of a warrant of arrest.

1.170 – Disposal of Seized Property.

The City Manager may cause any items removed pursuant to an abatement warrant to be disposed of in an approved manner whenever the City Manager, in their sole discretion, finds that the fair and reasonable value of the items at resale would be less than the cost of storing and

selling the items. In making the above determination, the City Manager may include in the costs of sale the reasonable cost of removing the items to a place of storage, of storing the items for resale, of holding the resale including reasonable staff allowances and all other reasonable and necessary costs of holding the sale.

1.180 – Severability.

The provisions of these Sections 1.100 through 1.170 are severable, and if any part of these Sections 1.100 through 1.170 should be held void by any court of competent jurisdiction, such invalidity shall not affect the remainder of Sections 1.100 through 1.170, and the remainder of Sections 1.100 through 1.170 shall remain in full force and effect.

Small Business Saturday Proclamation

WHEREAS, the City of Wilsonville, Oregon, celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration, there are 34.7 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States; and

WHEREAS, 68 cents of every dollar spent at a small business in the U.S. stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

WHEREAS, 59% of U.S. consumers aware of Small Business Saturday shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday 2023; and

WHEREAS, the City of Wilsonville, Oregon supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW THEREFORE, I, Shawn O’Neil, by virtue of the authority vested in me as Mayor of the City of Wilsonville do hereby proclaim November 29, 2025 Small Business Saturday, in Wilsonville, and urge all the residents of our community and communities across the country, to support small businesses and merchants on Small Business Saturday – celebrating its 16th year in 2025 – and Shop Small throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Wilsonville to be affixed this 17th day of November 2025.

Shawn O’Neil, Mayor

Building Division

Preparing Your Home for Cold Weather: A Building Inspector's Perspective

As temperatures begin to drop, homeowners should take proactive steps to prepare their homes for the challenges of cold weather. From preventing costly damage to improving energy efficiency, winter preparation is one of the best investments you can make on your property. Building inspectors see firsthand how a few overlooked details can lead to big problems once the frost sets in. Here's what every homeowner should focus on before winter arrives.

Inspect the Roof and Gutters

Your roof is the first line of defense against snow, ice, and rain. Check for missing or damaged shingles and make sure flashing is intact around chimneys and vents. Even small leaks can lead to major water intrusion once ice dams form.

Clean gutters and downspouts thoroughly so melting snow can drain properly. Ensure downspouts extend several feet away from the foundation to prevent basement leaks and frost heaving.

Seal the Building Envelope

Cold air infiltration can significantly increase heating costs and create uncomfortable drafts. Inspect caulking around windows, doors, and siding joints. Replace any cracked or deteriorated sealant.

Weatherstrip exterior doors and ensure storm doors and windows close tightly. Pay special attention to attic hatches and utility penetrations — these are common sources of heat loss that many homeowners overlook.

Check Insulation Levels

Proper insulation is critical for maintaining comfort and reducing energy consumption. Inspect attic insulation for even coverage and adequate depth — typically 12–15 inches of fiberglass or equivalent.

If you can see the tops of ceiling joists, you probably need more insulation. Don't forget to insulate rim joists in the basement or crawlspace, as this is another common area for heat loss.

Protect Plumbing Systems

Frozen pipes are one of the most frequent and expensive cold-weather emergencies. Insulate exposed plumbing in unheated spaces, such as crawlspaces, garages, and basements. Disconnect and drain outdoor hoses, and shut off exterior water valves if your home has them.

Consider installing heat tape on vulnerable pipes and keep cabinet doors open during extreme cold to allow warm air to circulate around indoor plumbing.



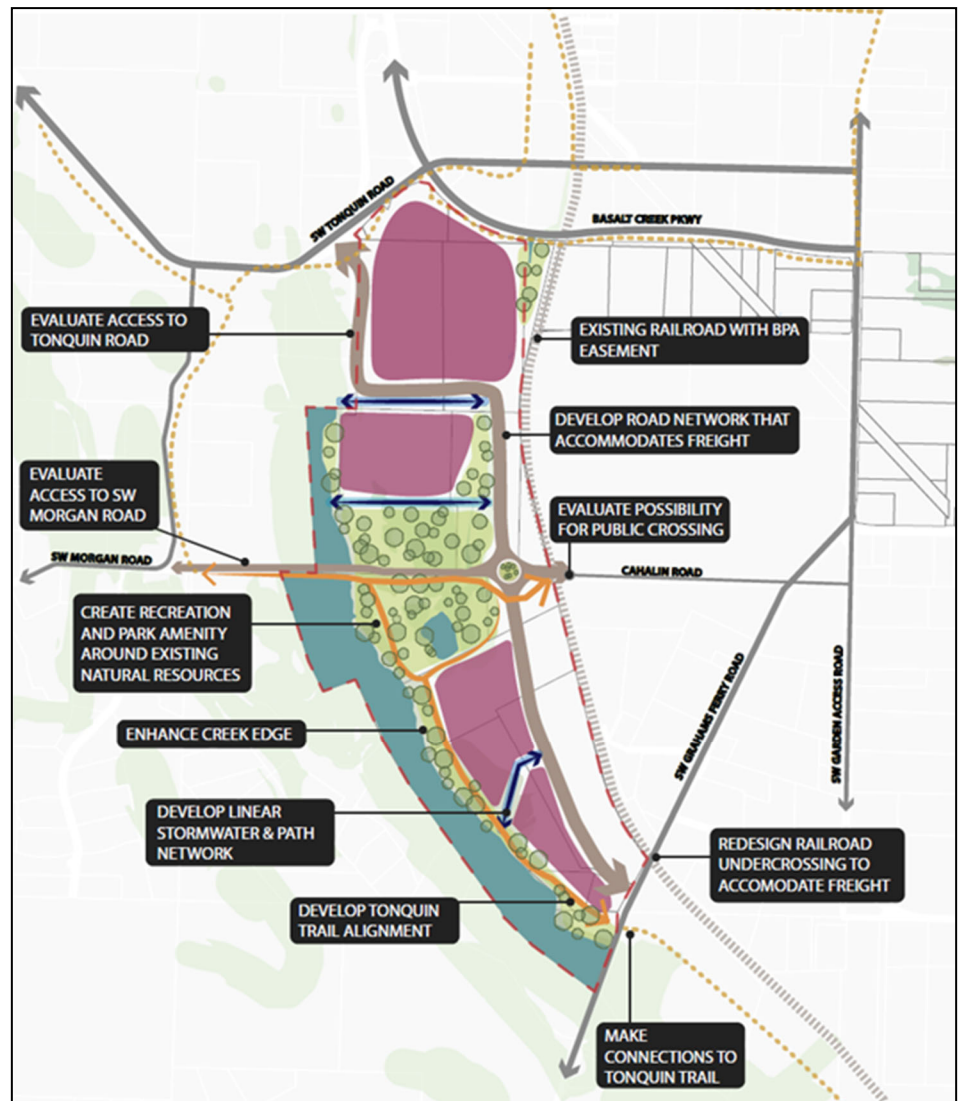
Economic Development Division

Economic Development Strategy Taking Shape

As part of the WILR (Wilsonville Industrial Site Readiness) project, led by the Planning Division, we are working on a fresh Economic Development Strategy to guide the work program for the coming 5-10 years. The strategy is informed by technical analysis, in the form of an Economic Opportunities Analysis, which aims to analyze market trends; local, regional, state, and national economic shifts; local land inventory; and demand for land for industrial and commercial development. Also guiding the development of the Strategy, is a technical advisory committee, comprised of city staff as well as regional partners such as Business Oregon, Greater Portland Inc, and the Wilsonville Chamber of Commerce. The Planning Commission and City Council have provided feedback throughout the WILR project, and will be reviewing the Strategy, presented by staff and consultants, in the month of December.

West Railroad Planning

Another component of the WILR project, is to adopt zoning and an infrastructure plan for the so-called West Railroad area—the area west of the railroad tracks, in the northwest quadrant of the City, west of Coffee Creek and Basalt Creek areas. Staff is working with consultants, MIG, the Planning Commission (PC), and City Council (CC) to identify a “preferred concept” for land-use, vehicular access and circulation, as well as open space and other utilities. Staff briefed a joint work session of the PC and CC in October. We are taking their feedback and continuing to refine the concept they preferred. One critical question for this work is access. Current access, in and out of this area, is at the south end, from Graham’s Ferry Road. Staff is exploring the feasibility of upgrading the current, private at-grade crossing at the western terminus of Cahalin Road. If that crossing could be improved to a signalized public access, it would be a game-changer for facilitating future development in this area. Portland and Western Railroad would have to sign off on any such improvements. We are meeting with them soon to introduce the concept. ODOT, the owner of the railroad right-of-way, is at this point supportive.



Economic Development Division

Washington County Economic Development Forum

On October 29, staff participated as a panelist at the Washington County Chamber Economic Development Forum. The discussion reflected many of the same themes raised in other recent regional and state meetings—concerns about the economy, job losses, disinvestment, and other signs of a potential recession.

Staff highlighted the Northwest Industrial lands in Coffee Creek and Basalt Creek, emphasizing the need for stronger state support to enable development and job creation in these areas of southern Washington County. The primary tools available to local economic developers—urban renewal and enterprise zones—are politically challenging and rely on property tax abatements or diversions. Yet, while cities and local agencies bear the cost of preparing industrial land and creating jobs, the resulting income tax growth primarily benefits the state.

This imbalance underscores the need for the state to become a true partner in economic development by sharing responsibility for infrastructure, land readiness, and other foundational investments.

Pacific Northwest Aerospace Alliance

Staff has been coordinating with the Pacific Northwest Aerospace Alliance (PNAA), who expressed interest in hosting an “AeroConnect” meeting in Wilsonville, to spotlight a Wilsonville company, tour an aerospace industry facility, and build connections through networking and a social hour. Unfortunately, Collins was unable to accommodate such an event, but another local aerospace company, Allied Technologies, has stepped forward and is looking forward to hosting early next year. Staff will remain involved and highlight the city’s Wilsonville Investment Now (WIN) program and other competitive advantages at the event.



Washington County Economic Development Forum

Wednesday, October 29, 2025



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, localized pavement spot repairs, and slurry sealing to occur in summer 2026.

- **Planned Construction**

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

- ◇ FY 2025-26

1. Parkway Center Avenue to Town Center Loop East, Parkway Center Court to Town Center Park
2. Grahams Ferry Road from Cahain Road to Day Road

- ◇ FY 2026-27

1. Boones Ferry Road from Boeckman Road to Ridder Road
2. Nike Drive from 95th Avenue to Boones Ferry Road
3. Ridder Road from 95th Avenue to Boones Ferry Road

- ◇ FY 2027-28

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

Annual Pedestrian Enhancements (4717)

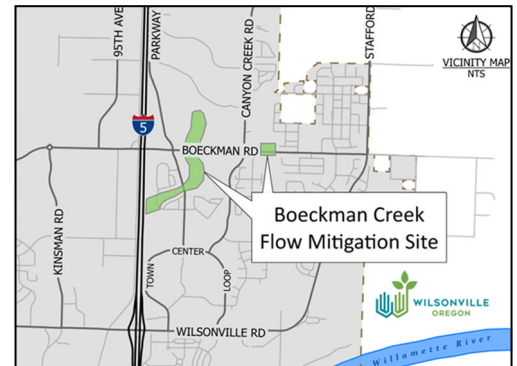
This project provides various high visibility pedestrian crossing enhancements throughout the City, with three currently in design at 90% and construction targeted for spring of 2026. These locations include: mid-block crossing and bus shelter relocation north of Freeman Drive, on 95th Avenue, mid-block crossing on Wimbledon Circle between Courtside Drive and Volley Street, and a mid-block crossing on Parkway Center Drive north of Burns Way. New efforts are underway for upgrades at three locations along Parkway Avenue, including Ash Meadows Lane, Ash Meadows Road, and Thunderbird Drive, with engineering design in winter of 2025.

Engineering Division, Capital Projects

Boeckman Creek Flow Mitigation (7068)

This project will look at storm water flows coming off the Siemens site towards Boeckman Creek. Historically, these flows were directed towards the Coffee Creek wetlands, but with development of the Siemens site, flows were altered to head towards Boeckman Creek in the early 1980s. These flows are needed to return to their natural waterways with the installation of the new Boeckman bridge. 100% plans have been submitted to the City and are under review. Property acquisition is underway with purchase offers recently presented to property owners. Several Owners have agreed and easements are being recorded. Bidding is expected this winter. Project work will occur at several different locations including:

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



Boeckman Creek Interceptor and Trail (2107)

This project will upsize the existing Boeckman Creek Interceptor sewer collection pipeline in order to support the development of the Frog Pond area. A regional trail will be installed as a part of the maintenance path from Boeckman Road to Memorial Park. Field investigations of the original area are finished. 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.

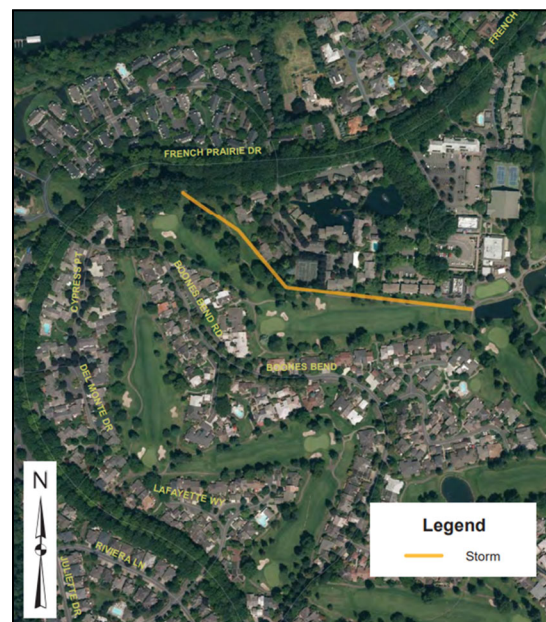
Brown Road Improvements Project (1148)

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. The consultant delivered the 90% design to the City in September 2025, and the City has provided comments. A third Community Open House is being planned for this fall or winter to present updated designs and concepts with the community and any other interested partners. Council approved property acquisitions required to complete the project in August 2025, and the right of way acquisition process is underway. The City anticipates construction will begin in spring 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 in pre-design, with engineering design in winter of 2025.



Miley Road – Storm Sewer Improvements (7071)

This project will remove and replace the existing storm sewer and pipe outfall within Miley Road, which is in very poor condition and is a concern for erosion and pipe collapse during a large rain event. Construction is anticipated to be split into two phases: the first phase being the replacement of the sewer outfall and upstream pipe/inlets to the east up to the intersection of Airport Road, and the second phase being removal and replacement of the remainder of the upstream pipe and structures that run parallel to Miley Road up to Armitage Road. A Request for Proposals has been advertised for engineering design and survey fieldwork/data collection, and the submitted proposals are currently being reviewed for selection.

Data collection and engineering design is anticipated to start late this next year, and construction of Phase 1 is anticipated for spring of 2027 after permitting is complete. Construction of phase 2 is anticipated to begin in spring of 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.

West Side Level B Reservoir and Transmission Main (1149)

This project includes design and construction of a new 3 -million-gallon water reservoir just west of City limits, along with approximately 3500 feet of 24-inch transmission main in Tooze Road. connecting to the City water system. City Council awarded the construction contract to Tapani, Inc. in June 2024. Construction began in July 2024 and is scheduled for completion in November 2025.

Completed Major Elements: Mass grading of the site, concrete foundation, floor, wall, roof installation, concrete pre-stressing, onsite utilities, transmission main installation, and paving of Tooze Road.



Backfilling around reservoir

Tank construction and pre-stressing were completed in March, with transmission main testing completed in August, followed by disinfection and testing of the reservoir in September. The Tooze Road transmission main installation and paving are complete. Final testing and commissioning of the new reservoir are scheduled for late October – early November 2025.

WTP Expansion to 20 MGD (1144)

This project expands the water treatment plant (WTP) capacity to 20 million gallons per day to support water demands in the City and Sherwood. Construction began in June 2022, with completion expected in the fall of 2025. The majority of work is complete, including testing, commissioning, and troubleshooting of new equipment.

Completed Major Elements: Larger pumps, electrical equipment, and generator, seismic improvements, and replacement of portions of the treatment process. Remaining work includes installation of a new electrical transformer and switchgear, currently underway, after which the project will be complete.

Engineering Division, Capital Projects

WWSP Coordination (1127)

Ongoing coordination efforts continue with the Willamette Water Supply Program (WWSP). Here are the updates on major elements within Wilsonville:

- **Phase 1, Wilsonville Road (PLM_1.1)** Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM_1.2)** Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM_1.3)** The WWSP's last section of transmission pipeline to be constructed in the City of Wilsonville began in fall of 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 will extend through the end of the year. Temporary traffic control during restoration will require detours and one-way travel to accommodate construction activities. Pipe install on Ridder Road west of 95th Avenue began in June 2025 and a full road closure during construction will be in place for at least 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 plat has been recorded. The City has not yet received building permits nor plans for the open space improvements.

Frog Pond West

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

- The contractor has graded the site and is working 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 of 2026.



Frog Pond Petras

- Frog Pond Petras, a 21-lot subdivision located on the northern corner of Frog Pond Lane and Stafford Road, is under construction. The contractor is working on widening Frog Pond Lane.



Frog Pond Primary

- Construction has started again at Frog Pond Primary, the new West Linn-Wilsonville School District (District) primary school on Boeckman Road. The contractor is primarily working onsite. The District anticipates the building will be substantially complete by January 2026.



Frog Pond Ridgecrest

- 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 system.

Natural Resources Division

Citywide Wildlife Monitoring

In August 2023, the City began monitoring wildlife year-round using a network of city-owned and managed motion detect cameras funded through the Wilsonville—Metro Community Enhancement Program. A consultant, Samara Group, installed the cameras on city-owned and school district property, including Memorial Park, Boones Ferry Park, Boeckman Creek corridor, Boones Ferry Primary School, and Boeckman Creek Primary School. Since 2009, in cooperation with Portland State University and Samara Group, the City has documented through wildlife monitoring the extensive use and effectiveness of the Boeckman Road and Kinsman Road wildlife passages.

To date, the cameras have documented more than twenty species, which include deer, bobcat, coyote, gray fox, rabbit, raccoon, opossum, skunk, beaver, mink, river otter, short- and long-tailed weasel, rodents, frogs, and snakes.



A bobcat photographed at Boones Ferry Primary School (the camera is located on the fence separating the school from Graham Oaks Nature Park)

Planning Division, Current

Administrative Land Use Decisions Issued

- 3 Type A Tree Permits
- 6 Type B Tree Permits
- 2 Class 1 Administrative Reviews
- 2 Class 2 Administrative Reviews
- 1 Class 1 Sign Permit

Construction Permit Review, Development Inspections, and Project Management

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

- A new neighborhood park in Frog Pond
- CIS Office Building at Wilsonville Road and Kinsman Road
- Frog Pond Primary School
- Industrial development on Day Road and Garden Acres Road
- Residential subdivisions in Frog Pond West

Development Review Board (DRB)

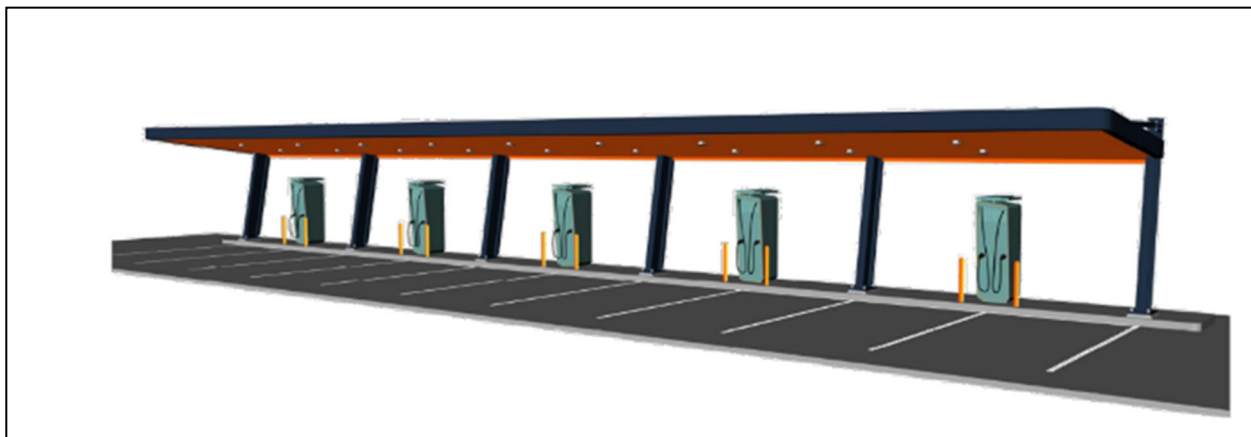
DRB Panel A met on October 13 and unanimously approved Republic Services' request to make its modular offices permanent. The offices are located adjacent to the maintenance shop in the west-central portion of the Republic Services campus on SW Ridder Road.

DRB Panel B did not meet in October.

DRB Projects Under Review

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

- Modular offices at Republic Services
- Vehicle charging station at Barber Street and Boones Ferry Road
- Stafford Ridge, the first proposed development in Frog Pond East



Proposed Vehicle Charging Stations with Canopy at SW Barber Street and SW 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 October, the City kicked off work on this part of the project, sharing information and gathering initial feedback on the project approach and outreach at a work session with City Council. Development Code edits related to Section 3 of SB 974 must be in effect by July 1, 2026.

Legislative Session and State Rulemaking Involvement

In October, staff continued analyzing and learning about adopted bills to prepare for local implementation and compliance.

Planning Director Miranda Bateschell continues to serve on the Oregon Housing Needs Analysis Rulemaking Advisory Committee (RAC), which is currently focused on housing capacity rules and safe harbors for cities developing Housing Production Strategies. The City testified at a rulemaking hearing held on October 23. These strategies must be adopted by the Land Conservation and Development Commission by the end of the year.

Planning Commission

On October 8, the Planning Commission held a public hearing after which they unanimously recommended that the City Council adopt the Climate Action Plan.

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 October, consultant work in Basalt Creek focused on developing land use options for the West Railroad area and advancing an infrastructure funding plan. The consultant team also completed draft Economic Development Strategies and the Economic Opportunities Analysis, which will be presented to the City Council later this year.

- **PROPERTY TAX :** The City has received its property tax certifications for fiscal year (FY) 2025–26 collections from both Washington and Clackamas County Assessors. For the City’s General Fund, the total combined certified amount is **\$12,826,245**, representing a **4% increase** over the prior year—reflecting healthy growth, though slightly below the average year-over-year increases seen in recent years. This growth is also somewhat lower than the **5.0%–5.5%** range previously estimated by the County.

Certified taxes are based on assessed value. Assessed value increased **4.1%** over the prior year in the portion of the City within **Clackamas County** (to **\$4.8 billion**) and **5.5%** in the **Washington County** portion (to **\$448 million**). The City’s **total assessed value** is **\$5.2 billion**.

- **UTILITIES / STREETLIGHT SERVICE CHARGE:** All accounts are billed based on the lighting fixture type. Multifamily is multiplied by the number of dwellings and non-residential are multiplied by employee count, requiring time-consuming manual reconciliation of utility and business license data. Multi-location licenses, multi-tenant accounts, nonprofits, and new subdivisions add complexity. Staff is exploring options for a revenue- and fee-neutral simplification: a uniform residential rate, continued unit-based multifamily charges, and non-residential fees based on impervious surface or trip generation. This approach would reduce workload, minimize annual fluctuations, and provide clearer, more transparent billing for customers. More to come soon.
- **UTILITIES / RATE INDEXING:** Every city approaches rate indexing a bit differently. This variation is typical, as each community has unique infrastructure lifecycles, expansion plans, and maintenance needs. Cities often index utility fees between major comprehensive rate studies to keep pace with inflation and construction cost increases, avoid sudden, large rate hikes, and maintain financial stability for capital improvement programs (CIPs).

In the region, cities such as **Tualatin, Lake Oswego, and Sherwood** apply annual indexing as part of a yearly resolution that adjusts a wide range of fees. **Sherwood**, for example, implements a standardized **2% increase** across many of its fees each year.

Depending on the outcome of current discussions regarding **Water and Storm fees**, another area that could be considered for indexing is the **City’s water rates**, which have not been adjusted since **May 1, 2023**.

- **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	\$ 409,598	\$ 17,118,902	2%
Intergovernmental	3,254,985	211,122	3,043,863	6%
Licenses and permits	171,700	110,193	61,507	64%
Charges for services	384,102	159,929	224,173	42%
Fines and forfeitures	180,000	56,110	123,890	31%
Investment revenue	531,000	253,374	277,626	48%
Other revenues	675,650	558,475	117,175	83%
Transfers in	6,477,241	1,894,123	4,583,118	29%
TOTAL REVENUES	\$ 29,203,178	\$ 3,652,923	\$ 25,550,255	13%
Personnel services	\$ 14,095,430	\$ 4,043,242	\$ 10,052,188	29%
Materials and services	14,992,012	4,029,863	10,962,149	27%
Capital outlay	135,000	77,480	57,520	57%
Transfers out	6,049,658	133,140	5,916,518	2%
TOTAL EXPENDITURES	\$ 35,272,100	\$ 8,283,725	\$ 26,988,375	23%
610 - Fleet Fund				
Charges for services	\$ 1,933,368	\$ 644,456	\$ 1,288,912	33%
Investment revenue	48,000	15,488	32,512	32%
TOTAL REVENUES	\$ 1,981,368	\$ 672,009	\$ 1,309,359	34%
Personnel services	\$ 1,155,130	\$ 304,862	\$ 850,268	26%
Materials and services	840,440	273,922	566,518	33%
Capital outlay	532,000	67,900	464,100	13%
TOTAL EXPENDITURES	\$ 2,527,570	\$ 646,684	\$ 1,880,886	26%
230 - Building Inspection Fund				
Licenses and permits	\$ 952,000	\$ 353,250	\$ 598,750	37%
Investment revenue	157,000	57,911	99,089	37%
TOTAL REVENUES	\$ 1,109,000	\$ 411,160	\$ 697,840	37%
Personnel services	\$ 1,148,520	\$ 275,823	\$ 872,697	24%
Materials and services	243,155	25,512	217,643	10%
Transfers out	422,808	140,936	281,872	33%
TOTAL EXPENDITURES	\$ 1,814,483	\$ 442,271	\$ 1,372,212	24%
231 - Community Development Fund				
Licenses and permits	\$ 446,718	\$ 323,992	\$ 122,726	73%
Charges for services	457,002	75,297	381,705	16%
Intergovernmental	598,995	-	598,995	0%
Investment revenue	93,000	34,955	58,045	38%
Transfers in	4,627,515	887,920	3,739,595	19%
TOTAL REVENUES	\$ 6,223,230	\$ 1,322,164	\$ 4,901,066	21%
Personnel services	\$ 3,995,690	\$ 1,146,021	\$ 2,849,669	29%
Materials and services	1,031,820	220,793	811,027	21%
Transfers out	1,170,209	224,800	945,409	19%
TOTAL EXPENDITURES	\$ 6,197,719	\$ 1,591,614	\$ 4,606,105	26%
240 - Road Operating Fund				
Intergovernmental	\$ 2,181,000	\$ 338,892	\$ 1,842,108	16%
Investment revenue	26,000	12,452	13,548	48%
Transfers in	509,940	13,333	496,607	3%
TOTAL REVENUES	\$ 2,716,940	\$ 364,677	\$ 2,352,263	13%
Personnel services	\$ 608,120	\$ 134,256	\$ 473,864	22%
Materials and services	754,894	227,952	526,942	30%
Capital outlay	44,850	-	44,850	0%
Debt service	360,000	41,603	318,397	12%
Transfers out	1,420,588	122,602	1,297,986	9%
TOTAL EXPENDITURES	\$ 3,188,452	\$ 526,413	\$ 2,662,039	17%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
241 - Road Maintenance Fund				
Charges for services	\$ 2,661,000	\$ 710,932	\$ 1,950,068	27%
Investment revenue	172,000	63,341	108,659	37%
TOTAL REVENUES	\$ 2,833,000	\$ 774,273	\$ 2,058,727	27%
Transfers out	\$ 3,081,080	\$ 274,012	\$ 2,807,068	9%
TOTAL EXPENDITURES	\$ 3,081,080	\$ 274,012	\$ 2,807,068	9%
260 - Transit Fund				
Taxes	\$ 6,300,000	\$ 418,627	\$ 5,881,373	7%
Intergovernmental	2,757,000	36,054	2,720,946	1%
Charges for services	20,000	6,508	13,492	33%
Investment revenue	698,000	212,865	485,135	30%
Other revenues	21,000	4,049	16,951	19%
TOTAL REVENUES	\$ 9,796,000	\$ 678,103	\$ 9,117,897	7%
Personnel services	\$ 5,871,460	\$ 1,429,822	\$ 4,441,638	24%
Materials and services	2,914,658	829,494	2,085,164	28%
Capital outlay	1,158,000	2,539	1,155,461	0%
Transfers out	3,062,248	1,311,251	1,750,997	43%
TOTAL EXPENDITURES	\$ 13,006,366	\$ 3,573,106	\$ 9,433,260	27%
510 - Water Operating Fund				
Charges for services	\$ 10,864,000	\$ 4,300,717	\$ 6,563,283	40%
Investment revenue	412,000	173,570	238,430	42%
Other revenues	40,000	11,502	28,498	29%
TOTAL REVENUES	\$ 11,316,000	\$ 4,485,789	\$ 6,830,211	40%
Personnel services	\$ 753,650	\$ 133,948	\$ 619,702	18%
Materials and services	5,285,211	773,327	4,511,884	15%
Capital outlay	2,204,493	135,724	2,068,769	6%
Debt service	375,000	43,273	331,727	12%
Transfers out	3,700,814	463,439	3,237,375	13%
TOTAL EXPENDITURES	\$ 12,319,168	\$ 1,549,712	\$ 10,769,456	13%
520 - Sewer Operating Fund				
Charges for services	\$ 7,833,000	\$ 2,026,700	\$ 5,806,300	26%
Investment revenue	380,000	134,003	245,997	35%
Other revenues	31,500	7,490	24,010	24%
Loan proceeds	10,500,000	-	10,500,000	0%
Transfers in	600,000	-	600,000	0%
TOTAL REVENUES	\$ 19,344,500	\$ 2,168,194	\$ 17,176,306	11%
Personnel services	\$ 505,250	\$ 137,266	\$ 367,984	27%
Materials and services	4,729,522	943,963	3,785,559	20%
Capital outlay	114,850	-	114,850	0%
Debt service	2,886,000	29,456	2,856,544	1%
Transfers out	13,823,655	791,134	13,032,521	6%
TOTAL EXPENDITURES	\$ 22,059,277	\$ 1,901,820	\$ 20,157,457	9%
550 - Street Lighting Fund				
Charges for services	\$ 559,000	\$ 140,957	\$ 418,043	25%
Investment revenue	34,000	13,768	20,232	40%
TOTAL REVENUES	\$ 593,000	\$ 154,725	\$ 438,275	26%
Materials and services	\$ 367,290	\$ 56,868	\$ 310,422	15%
Transfers out	1,280,827	59,750	1,221,077	5%
TOTAL EXPENDITURES	\$ 1,648,117	\$ 116,618	\$ 1,531,499	7%
570 - Stormwater Operating Fund				
Charges for services	\$ 3,581,000	\$ 905,387	\$ 2,675,613	25%
Investment revenue	242,000	82,843	159,157	34%
TOTAL REVENUES	\$ 3,823,000	\$ 988,230	\$ 2,834,770	26%
Personnel services	\$ 480,980	\$ 91,258	\$ 389,722	19%
Materials and services	848,994	122,986	726,008	14%
Capital outlay	44,850	-	44,850	0%
Debt service	325,000	37,504	287,496	12%
Transfers out	4,759,006	453,898	4,305,108	10%
TOTAL EXPENDITURES	\$ 6,458,830	\$ 705,646	\$ 5,753,184	11%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
336 - Frog Pond Development				
Licenses and permits	\$ 2,500,000	\$ 480,860	\$ 2,019,141	19%
Investment revenue	27,000	55,899	(28,899)	207%
TOTAL REVENUES	\$ 2,527,000	\$ 536,758	\$ 1,990,242	21%
Materials and services	\$ 19,540	\$ -	\$ 19,540	0%
Transfers out	3,573,177	65,805	3,507,372	2%
TOTAL EXPENDITURES	\$ 3,592,717	\$ 65,805	\$ 3,526,912	2%
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	\$ 628,105	\$ 1,471,895	30%
Investment revenue	287,000	116,182	170,818	40%
TOTAL REVENUES	\$ 2,387,000	\$ 744,287	\$ 1,642,713	31%
Materials and services	\$ 40,760	\$ -	\$ 40,760	0%
Transfers out	8,213,181	78,436	8,134,745	1%
TOTAL EXPENDITURES	\$ 8,253,941	\$ 78,436	\$ 8,175,505	1%
396 - Parks SDC				
System Development Charges	\$ 1,320,000	\$ 113,433	\$ 1,206,567	9%
Investment revenue	77,000	31,455	45,545	41%
TOTAL REVENUES	\$ 1,397,000	\$ 144,889	\$ 1,252,111	10%
Materials and services	\$ 9,490	\$ -	\$ 9,490	0%
Transfers out	918,557	5,003	913,554	1%
TOTAL EXPENDITURES	\$ 928,047	\$ 5,003	\$ 923,044	1%
516 - Water SDC				
System Development Charges	\$ 1,000,000	\$ 292,284	\$ 707,716	29%
Investment revenue	65,000	40,287	24,713	62%
TOTAL REVENUES	\$ 1,065,000	\$ 332,571	\$ 732,429	31%
Materials and services	\$ 14,570	\$ -	\$ 14,570	0%
Debt service	453,000	76,512	376,488	17%
Transfers out	3,888,490	1,536,385	2,352,105	40%
TOTAL EXPENDITURES	\$ 4,356,060	\$ 1,612,897	\$ 2,743,163	37%
526 - Sewer SDC				
System Development Charges	\$ 1,000,000	\$ 122,488	\$ 877,513	12%
Investment revenue	30,000	18,348	11,652	61%
TOTAL REVENUES	\$ 1,030,000	\$ 140,835	\$ 889,165	14%
Materials and services	\$ 12,380	\$ -	\$ 12,380	0%
Transfers out	1,751,531	31,750	1,719,781	2%
TOTAL EXPENDITURES	\$ 1,763,911	\$ 31,750	\$ 1,732,161	2%
576 - Stormwater SDC				
System Development Charges	\$ 170,000	\$ 30,983	\$ 139,017	18%
Investment revenue	144,000	43,293	100,707	30%
TOTAL REVENUES	\$ 314,000	\$ 74,276	\$ 239,724	24%
Materials and services	\$ 5,650	\$ -	\$ 5,650	0%
Transfers out	647,645	35,347	612,298	5%
TOTAL EXPENDITURES	\$ 653,295	\$ 35,347	\$ 617,948	5%

	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	\$ 19,426	\$ 355,575	5%
Capital outlay	2,851,000	100,697	2,750,303	4%
TOTAL EXPENDITURES	\$ 3,226,000	\$ 120,122	\$ 3,105,878	4%
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	\$ 45,901	\$ 190,103	19%
TOTAL EXPENDITURES	\$ 866,004	\$ 45,901	\$ 820,103	5%
827 - Coffee Creek Debt Service				
Taxes	\$ 718,000	\$ 2,971	\$ 715,029	0%
Investment revenue	29,000	7,912	21,088	27%
TOTAL REVENUES	\$ 747,000	\$ 10,883	\$ 736,117	1%
Debt service	\$ 780,000	\$ 500,000	\$ 280,000	64%
TOTAL EXPENDITURES	\$ 780,000	\$ 500,000	\$ 280,000	64%
830 - Wilsonville Investment Now Program				
Taxes	\$ 1,174,100	\$ 3,228	\$ 1,170,872	0%
TOTAL REVENUES	\$ 1,174,100	\$ 3,228	\$ 1,170,872	0%
Materials and services	\$ 1,174,100	\$ -	\$ 1,174,100	0%
TOTAL EXPENDITURES	\$ 1,174,100	\$ -	\$ 1,174,100	0%



Library staff visit Triskelee Farm for a team-building experience on the All-Staff In-service Day on Oct. 13.

From the Director

October was buzzing with excitement at the library! One of our favorite moments was welcoming back the much-loved Book Notes concert series—what a joy to hear music filling our spaces again.

We also had a blast hosting trick-or-treaters of all ages during our daytime Halloween event. The library turned into a fun, spooky wonderland, and it was such a treat to see kids (and grown-ups!) in costume, enjoying the festivities together.

Behind the scenes, our team took a well-deserved pause to connect and recharge during All-Staff Day, with some great training and team-building sprinkled in. We also kicked off training for a new group of on-call staff, getting them ready to jump in and help us keep serving our community with heart.

-Shasta Sasser, Library Director

Children's Services

Kindergarten Carnival

Wilsonville Kindergarteners and their families came to learn about the library on Wednesday, Oct. 8. Kindergarteners earned an "Elephant & Piggie" book by doing fun activities at the library.

Series Saturday: "Warriors" series

Fans of the "Warriors" book series about cat clans enjoyed themed activities and snacks at this event on Saturday, Oct. 4.

Library Halloween Spookfest

Trick-or-treaters came in costume and trick-or-treated throughout the library. Fun activities and crafts accompanied the festivities.

UPCOMING:

- Music class with Heart Strings Mandarin on Saturday, Nov. 22, at 11am.



Kindergarteners play with bubbles at the Kindergarten Carnival on Oct. 8



Teens await the result of the costume contest at the Teen Murder Mystery Event on Oct. 24.

Teen Services

Teen Murder Mystery & Costume Contest

We held our 23rd annual Teen Murder Mystery Event on Friday, Oct. 24, from 7-9pm. 50 teens attended this escape room-style event set in the world of the musical and book "Wicked."

UPCOMING:

- "Zine Rhymes with Say What You Mean" with author, Cathy Camper, on Saturday, Nov. 15, at 2pm. Learn about the history zines, examine some zines, and then create zines we can copy, publish, and share!

Adult Services

Adult Murder Mystery Event

Our 4th annual Adult Murder Mystery Event on Saturday, Oct. 25, featured a “Wicked” musical theme. Participants explored Shiz University set up throughout the library as they solved puzzles to acquire clues necessary to solve the mystery.

Before the Show Began: Theaters of Oregon

Oregon’s Traveling Historian Darrell Jabin provided a history of theaters, vaudeville, drive-ins, and nickelodeons in Oregon, sharing photos and tales of these historic places on Monday, Oct. 6.

UPCOMING:

- Celebration Cinema celebrates National Native American Heritage Month with “Geronimo: An American Legend” on Friday, Nov. 21, at 3pm.



Adults enjoy sodas and snacks at the start of the Adult Murder Mystery Event on Oct. 25.



Julia Hunkler's artwork often features adorable whimsical creations, like these space goats.

Around the Library

Children's Room mural artist selected

A panel consisting of library staff, Wilsonville Public Library Foundation members, and Arts, Culture, and Heritage Commissioners, reviewed artist applications and chose artist Julia Hunkler to create a mural for the walls of the library's Children's Room. The mural will be funded by the Wilsonville Public Library Foundation, and feature whimsical art that integrates feedback received from the public about how the Children's Room makes them feel.

Julia Hunkler will visit the library in November to discuss the process and gather more information.



Parks and Recreation Report | October 2025

Director's Report

Every October the Parks and Recreation Department hosts our annual Harvest Festival. This event continues to be a favorite among community members with too many activities to list. Some of the highlights include horse and carriage rides, live music, free pumpkins, pumpkin decorating, artisan vendor booths and a costume parade. Once again the weather cooperated this year helping drive a record turn out.

The nice weather has also helped construction progress on the Frog Pond Park project. The dry weather this month has enabled the construction team to get a few weeks ahead of schedule.

Also this month several Parks and Recreation Department team members were able to attend the Oregon Recreation and Park Association's (ORPA) annual conference in Eugene, Oregon. This was an extra special occasion for our team as our disc golf project partner was recognized for two awards at the conference.

One award was the 2025 Private Sector Partner Award and the other was for the same project from Maintenance and Construction Section (MACS). This project was a collaborative effort between the City's Parks team, private disc golf enthusiast and course designer Joey Tomaino, and the Wilsonville disc golf community. The project expanded the existing 9 hole course into a 19 hole course that is fun and enjoyable for all skill levels. Disc golf is a growing sport because it is a fun, family friendly activity that has few barriers to entry—it is free to play and the equipment is fairly inexpensive to get started. It is a great way to get outdoors and get some exercise while also engaging in a fun and social game.

In other exciting news, the Arts, Culture, and Heritage Commission selected the artist for the Boones Ferry Park public art project. Please read on for more details on that and other happenings department wide...

~Kris Ammerman

Recreation Updates

Wilsonville Harvest Festival

The annual Wilsonville Harvest Festival took place on Saturday, October 18 in Murase Plaza at the Stein-Boozier Barn from 10am-1pm. The event was a huge success, and included over 30 local craft vendors, food trucks, a petting zoo, horse and carriage rides, face painting, free pumpkins and decorating kits, live music, a library Storytime and more! The weather was excellent, and the day was filled with lots of fall family fun. A big thank you to this year's repeat title sponsor, Nichols Family Agency!



Mini Hoopers 1st & 2nd Grade Basketball

The Mini Hoopers basketball program for first and second graders is in full swing. This youth basketball program is a noncompetitive basketball league centered around fun, skill development, and fair play, and it uses gym space at Boones Ferry Primary School. The program is run with volunteer coaches, while rosters, schedules, and oversight is provided by Wilsonville Parks and Recreation. For the 2025 season there are 48 first and second grade girls, 46 first grade boys, and 59 second grade boys enrolled. The season will run from mid-October through early December.



Kitakata Student Delegation to Visit Wilsonville, December 6-16

A Kitakata student delegation of 14 middle school students and two (2) chaperones will visit Wilsonville from December 6 through 16. The Kitakata Sister City Advisory Board has put together a 10 day itinerary for the group which will include trips to Meridian Creek Middle School and Wilsonville High School. The students will also partake in activities like bowling at Bullwinkle's, Oil Painting at the Community Center, and take trips into Portland to places like Voodoo Donuts, the Portland Art Museum, and the Consulate Building. Every member of the delegation will be staying with local host families in Wilsonville. The board would like to thank our generous community for hosting these students during their stay.

Winter/Spring Program Registration to Open December 1

Registration for the next sessions of classes and programs will start on Monday, December 1. A long time favorite returns this year as the Daddy Daughter Dance will take place February 20 with a "neon night" theme. A number of cake and cookie decorating workshops have been added to the program offerings to pair with the health and fitness offerings. This spring, new moms will be invited to Memorial Park for a "New Moms Walk" where they can enjoy a stroller friendly walk while building community with others enjoying similar joys and struggles as a new mom.

Community Center

In October, the Community Center continued a lecture series with Attorney Michael Rose sharing information about Medicaid planning, and preserving and protecting assets and a representative of NW Medicare Advisors sharing the basics of Medicare and available plan options.

October also saw the start of the Center's Grief Support Group. The five week group, led by Ed Nelson, CT focuses on bereavement education, resources, and the opportunity to share one's grief journey.

The Community Center's nutrition team continued to provide high quality, nutritious meals to the older adults in our community. In October 833 meals (48 more meals than October 2024) were served as part of the Center's in-person lunch program and 1,655 meals (92 more meals more than October 2024) were sent out to clients who are part of the Center's home delivered meals program.

Board Highlights

Arts, Culture, and Heritage Commission (ACHC)

At the October ACHC meeting the Commission awarded the Boones Ferry Park Public Art Project 'Essence of the River' to Todji Kurtzman. The project began with over 150 applicants which then got narrowed down to a top three (3) who created unique design proposals.

Also at the October meeting the ACHC approved the Library Children's Section Mural project to artist Julia Hunkler. Julia will be working with staff to develop a unique design for the Children's sections four (4) interior walls.

Kitakata Sister City Advisory Board (KSCAB)

The Kitakata Sister City Advisory Board met in October to continue preparations for the student delegation December 6-16. The board is actively recruiting host families, and reviewing applications.

Parks and Recreation Advisory Board

The Parks and Recreation Advisory Board awarded Opportunity Grant funds at their October meeting. The following projects were awarded:

- | | |
|--|---------|
| • Cynthia Anglin (Wilsonville Ukelele Players Society) | \$520 |
| • Dana Brenner (Inner and Outer Peace Project) | \$3,000 |
| • Wilsonville Robotics Stewardship Group | \$2,500 |

Upcoming Events

- November 3—December 8 | Toy Drive & Senior Stockings, Community Center
- November 11 - Veterans Day Ceremony, Town Center Park
- December 1, 8am | Winter/Spring Registration Opens— WilsonvilleParksandRec.com/Register
- December 1—December 17| Letters to Winter Wonderland, Parks and Rec Admin Office
- December 4, 5 pm | Community Tree Lighting, Town Center Park
- December 6 - 16 | Kitakata Student Visit
- February 20, 7-9 pm | Daddy Daughter Dance— Neon Night, Community Center
- April 4, 10am | Wilsonville Community Egg Hunt, Wilsonville Memorial Park

Parks Team Updates

In October the Parks Team was hard at work taking care of the leaves in the parks!



The Parks team helped out with Harvest Festival! Our Recreation team couldn't pull off this great event without their amazing help.

The Parks team shut down fields for the season and began field restoration to prepare for the 2026 season! Members of the team also attended the annual Oregon Recreation and Parks Conference where they learned about new projects and park maintenance techniques from others in the field.



City of Wilsonville Police

OCTOBER 2025

Wilsonville Police at Harvest Fest

On Saturday, October 18, Deputies Leffler and Fooladjoush from the City of Wilsonville Police Department stopped by the community's annual Harvest Fest at Stein-Boozier Barn in Murase Plaza. They enjoyed chatting with residents and taking in the fun atmosphere, which featured a costume parade, live music, horse and carriage rides, and plenty of pumpkins.



Peaceful Protest in Wilsonville

In October, a "No Kings" protest took place in Wilsonville. The event remained peaceful, with City of Wilsonville Police maintaining a steady presence to ensure the safety and calm of all participants.

Photo credit: Wilsonville Spokesman



It was a
Spooktacularly Safe
Halloween!





Property Crimes

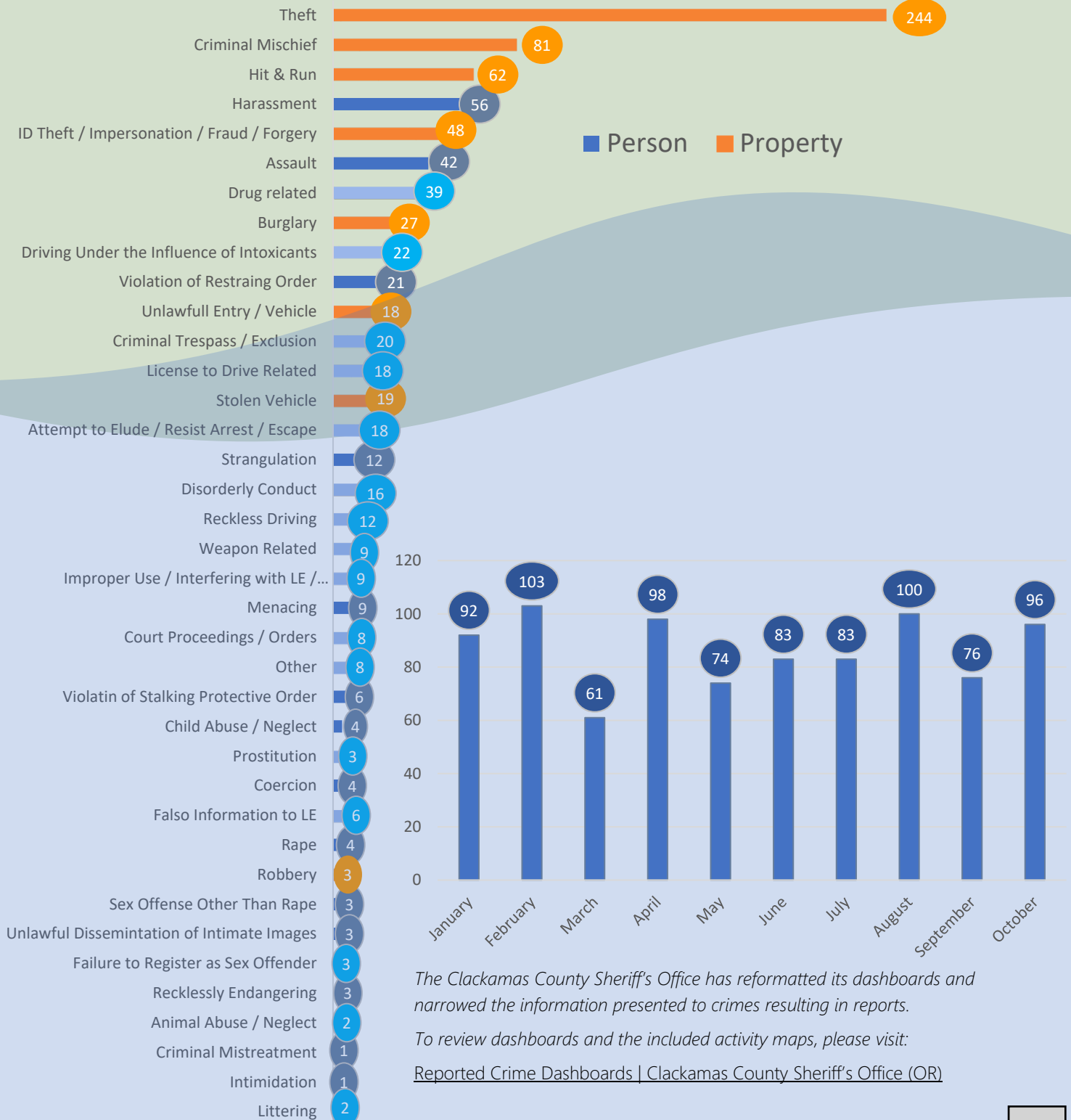
502

Society Crimes

195

Person Crimes

169



From The Director's Office:

Luke McKinnon presents at the ORPA Annual Conference

In October, the Oregon Recreation & Park Association (ORPA) hosted its annual conference. Presenting at this educational conference was City of Wilsonville's Facilities Grounds Specialist Luke McKinnon, with his segment "Balancing Ecology and Efficiency: Smarter Park and Facilities Grounds Maintenance". Luke's session taught attendees practical and budget friendly methods for maximizing existing assets and managing time and resources efficiently. The session had many participants and he received positive feedback from the crowd which included peers with many years of experience and newcomers alike. It is great that Luke was able to share his knowledge with others.



Best Regards,

Delora Kerber, Public Works Director

Roads

Clean And Clear

Ensuring traffic signals and signs are visible is just one way the Roads team helps keep Wilsonville safe. The Roads crew are getting the City ready for the Winter season by trimming vegetation to improve sight lines and traffic signal clearances on City – maintained roadways before severe weather arrives.



Roads

Rapid Response

While traveling between jobsites, members of the Roads and Stormwater team found a large downed tree that was blocking a public roadway. Timing is everything, as this tree had fallen just minutes before the crew drove by. Due to a public roadway being blocked by the fallen tree, the team jumped into action and brought in the equipment needed to reopen the roadway safely and quickly. We remind private property owners to have the trees near their property inspected and pruned regularly. The City is unable to assist with trees fallen on private property, and can only provide assistance when public roadways are impeded by debris. More information about trees and adjacent property owner responsibility can be found in Wilsonville City Code section 6.208.

Homeowners are welcomed to bring their collected fallen leaves (no other debris, please) to the City's annual Leaf Collection Event on Saturday, November 22. Leaves will need to be dumped from plastic bags or brought in biodegradable paper leaf collection bags. More information on Leaf Day can be found on the City's website.



Roads

Share The Road

Taking full advantage of the dry weather was the name of the game in October. Dozens of crosswalks and bike lanes received a refresh with new pavement markings. These highly reflective markings will help keep bicyclists, pedestrians and drivers safe during the dark winter months. Shown below is the assembly and installation of a bike lane marker using thermos plastic decals designed for weather resistance and long wear.



Stormwater

Swale Superstars

Stormwater crew members Elijah Mann (shown here) and Jay Herber recently planted eight new Willamette Valley Ponderosa Pines in filtration swales along Coffee Lake Drive. These trees are superstars in ponds and swales, as they are extremely hardy and resilient to extreme weather variations from winter flooding to summer drought.



Stormwater

Getting To The Root Of The Problem

The Stormwater team is in its second year of using closed-circuit television (CCTV) to inspect the stormwater system. This program is offering valuable insights into the condition of the stormwater pipe infrastructure, which will inform future decisions about capital improvements to the system. Currently the team is focused on investigating the Town Center Loop area, where some sections of pipe are over 30 years old, and are beginning to experience root inclusion and general wear and tear due to age.



Utilities

Who You Gonna Call? Public Works!

An angle stop valve controls water flow from the mainline to the City water meter, and should always be managed by a Public Works Utilities technician. Recently there have been disruptions to residential customers that are the result of improper manipulation of these angle stop valves by private parties.

In the photo below, Utilities Water Technicians Randy Burnham and Randal Magnusen were called out to repair a leak as a result of one of these angle stops being broken. To repair this damage, the crew had to shut off water service for several adjacent properties. Nearby homes were without water for about two hours while the City crew repaired the plumbers damage. It's always best to call the City before beginning any work, we are happy and ready to help eliminate unnecessary interruptions to service by assisting with needed support.



Utilities

Heavy Equipment Practice

The City maintains several reservoir sites around the City. These sites are the locations of storage tanks filled with potable water which may be used in the event of fire or emergency response. The water in these storage tanks is continually refreshed and mixed with newly produced potable water, to ensure the quality of the stored water is maintained at all times.

These sites also function as temporary storage areas for excess soil that was removed for locating a meter or utility line. In the photo below, Utilities crew member Luis del Rio is using a backhoe to clean out a storage bin to make room for new material. Practice makes perfect, and working within the bin area allows team members to refine their skills operating large machinery, ensuring accuracy and safety when the machinery is used in the tighter quarters of a jobsite.



Facilities

Season Of Change

Facilities Grounds Maintenance has been engaged with many fall landscape tasks. Recently the team pruned and cleaned up several hundred landscape grasses at the Public Works Complex. With help from the Clackamas County work crew the job took approximately 105 labor hours to complete.

In addition, Facilities Ground Specialist Luke McKinnon and Reynaldo Fuerte Pineda applied preemergent to the entire site prior to overseeing bark mulch being added by the mulch vendor. These efforts will keep the complex looking great throughout the winter months.

Luke McKinnon got some air time removing a potentially dangerous tree at the Charbonneau Lift station.

Making quick work of potential hazards ensures that City assets are safe, keeping residents services up and running. All in all it was a very productive month for the Grounds team!

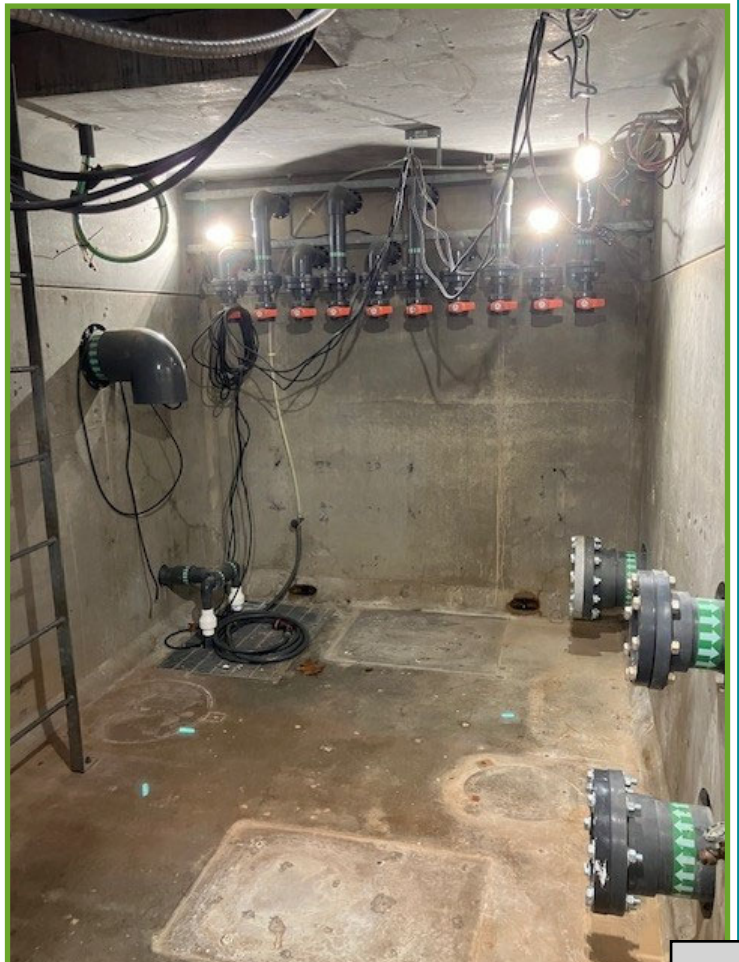


Facilities

The Upgrades Continue

The water feature at Town Center Park is being stripped and reconfigured as part of an ongoing series of updates to the beloved summer amenities. It is up to the Facilities Maintenance team to start the project by gutting the equipment vault, jack hammering out the concrete pump blocks, and grinding multiple fasteners flush with the vaults surface. You can see the immense amount of work involved in the before and after photos below. Now prepped, the vault will receive two coats of white epoxy prior to the equipment replacement by the mechanical contractor, and the reconfiguration of the plumbing.

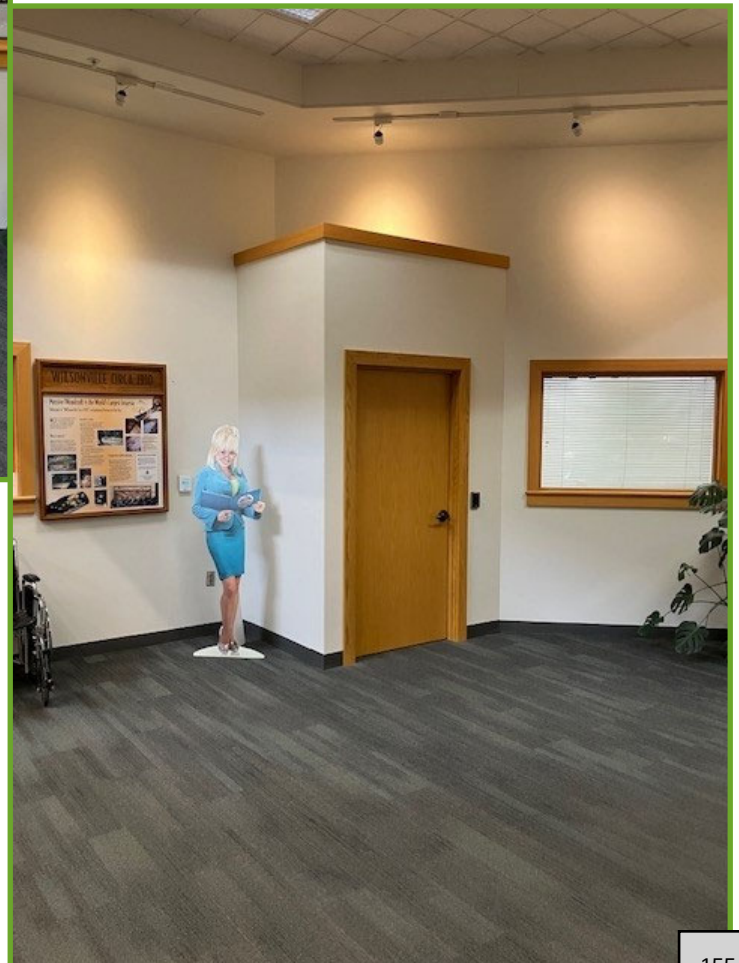
The vault will be up and running with new state-of-the-art equipment well before the next season opener in the summer.



Facilities

Library Staff Access Only

Library Director Shasta Sasser expressed concern for the safety and security of two staff offices located on the public side of the secured staff door and with limited visibility from the working library staff. This allowed potential for the public to access the offices, it also left staff vulnerable in the event of a disgruntled patron or lock down situation. The Facilities Maintenance team embraced the opportunity to extend the hallway and move the secured door to provide the needed security of the two offices. The crew performed all the project tasks except for the sheetrock tape, texture, and paint.

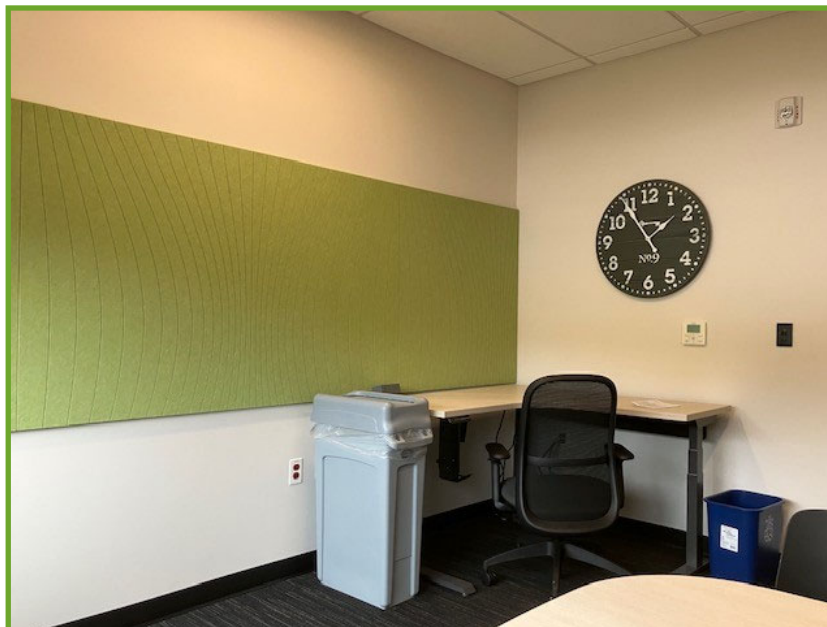


Facilities

Finishing Touches

The Facilities crew checked several boxes in October, completing a slew of projects: the Canyon Creek shade structure replacement is now completed, the finishing touches to the makeover of the Community Center's Fitness Specialist office are finished, and the Smart Admin breakroom update is ready for use.

On to the next round of projects!



SMART

SOUTH METRO AREA



REGIONAL TRANSIT

2025

October Report Transit/Fleet

The truth matters and character counts. There are so many things to like about the truth. "The truth will set you free." The truth will never test your memory. The truth defeated is always stronger than a lie triumphant. Finally, the truth may be battered and beaten but it always remains the truth. All that said, I recall not too long-ago receiving praise during a high-profile transportation roundtable discussion. Facing a statewide transportation funding shortage, each member of the roundtable was asked to list one thing that can't be controlled. When it was my turn, I responded, "greed." No context given and no explanation required. It was during the roundtable wrap up that one of the high-ranking committee members suggested to the room filled with VIPs, "Dwight is the only honest person in this room today." I guess if you're going to be accused of something, being honest should be top of the list.

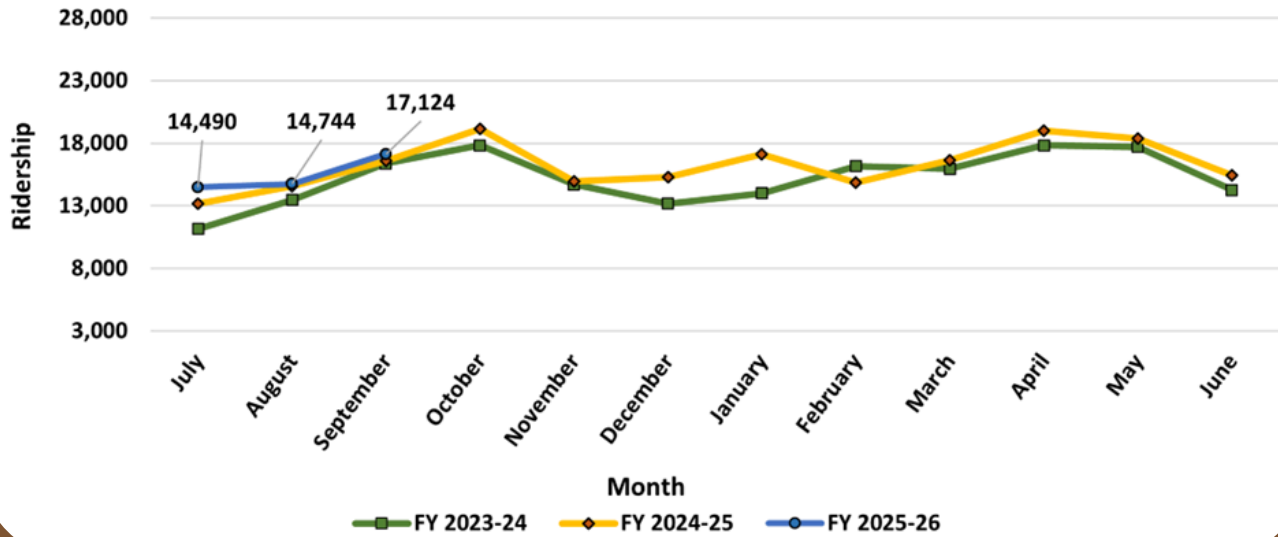
Dwight Brashear
Transit Director



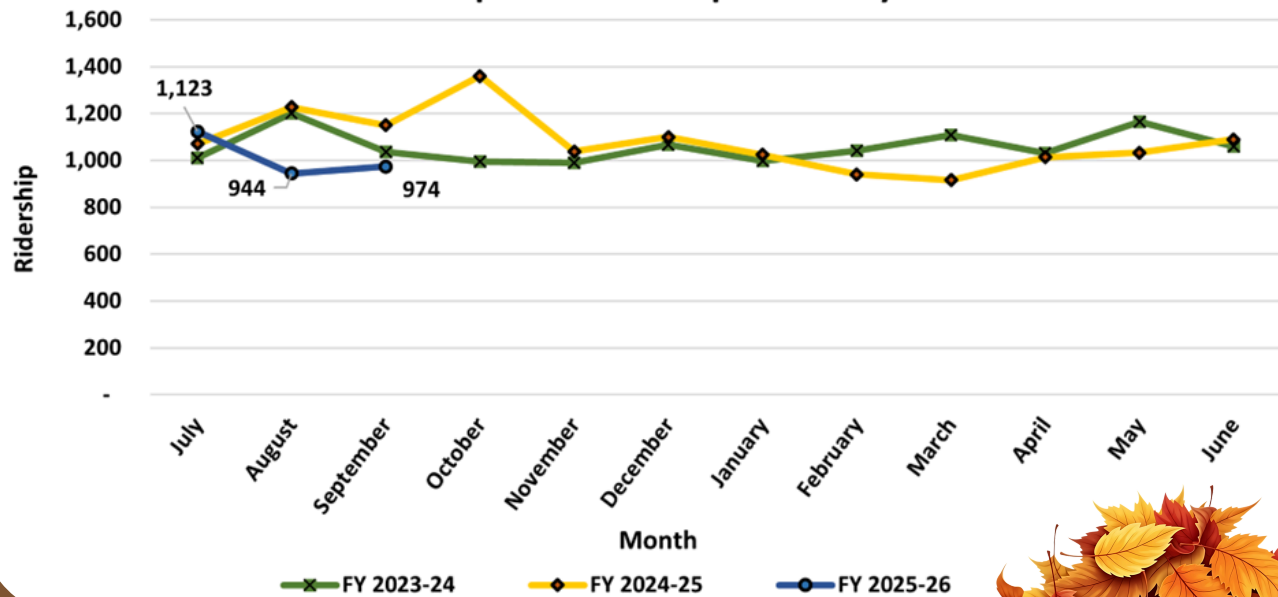
RIDERSHIP TRENDS

Anne MacCracken

Fixed Route Ridership Trends by Month



Demand Response Ridership Trends by Month



FLEET SERVICES

Scott Simonton

As our yard expansion project is nearing final completion, we have been able to begin operation of the new automated bus wash. These first few weeks of operation will be important; we will take note of any adjustments or changes that need to be made during the early part of the warranty period.



OPERATIONS

Diana Kotler

As we approach the holiday season, SMART reaffirms its commitment to providing Wilsonville residents with reliable connections – to resources, to jobs, to local activities, and to time with family and friends. Access to transportation opens doors to opportunity, helping our community stay connected and thrive.

In October, SMART provided over 11,000 trips connecting Wilsonville residents to local businesses and community resources. In addition, our Dial-a-Ride service supported our community's most vulnerable members with 962 trips, offering vital connections to medical, recreational, and other essential destinations.

To ensure SMART's continued ability to serve the community now and in the future, we have welcomed five new drivers to our team. Looking ahead, a new five-person driver training class will begin on November 3, 2026. These dedicated professionals will help SMART meet both current and future operational needs.

With quality of our service always in mind, SMART remains dedicated to providing vital and accessible transportation that connects Wilsonville residents to the people, places, and opportunities that make our community thrive.



COMMUTE OPTIONS

Michelle Marston



Oregon's Get There Challenge returned October 1–14, encouraging Oregonians to log trips and remote work in the Get There Connect tool for a chance to win prizes and gain recognition.

Participants could log bus, train, carpool, vanpool, bike, walk, and/or remote work trips. New this year, participants had to be part of a network—with each trip contributing not only to individual progress but also to their network's overall performance in the challenge.

If you live in Wilsonville, you were invited to join the Wilsonville SMART Network. If you work in Wilsonville, you could join the SMART Employer Network and represent your workplace in the competition.

Alongside the statewide challenge, SMART kept the excitement going with a local competition of our own! Anyone who logged trips between October 1–14 was automatically entered into a drawing for a \$50 e-gift card, with the winner announced on October 20. The more trips participants logged, the greater their chances were to win! The SMART Challenge had 41 participants with 682 trips logged!

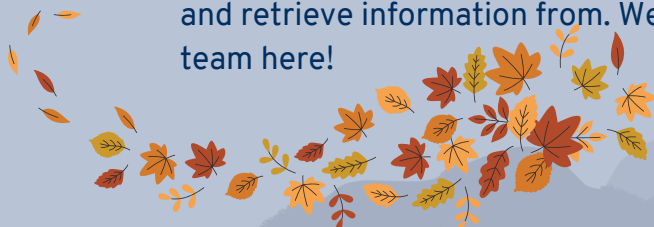


GRANTS & PROGRAMS

Kelsey Lewis

October in Transit is when we prepare grant reporting on all of our grants, including all State (Departments of Transportation (ODOT), Federal (Federal Transit Administration) and Metro grants. These reports vary, but all of them require some kind of description of the work accomplished and financial accounting of the funds we have spent in the last quarter or year. This is a busy time for us.

This year we are also preparing for a review, or audit, with TriMet regarding our Statewide Transportation Improvement Fund (STIF) formula funding. As we organize these records for each grant, I am grateful for all the prior work that our Information Technology, Finance, City Recorder, and Legal staff have done to make our systems easier to navigate and retrieve information from. We have a great team here!



SAFE ROUTES TO SCHOOL

Wyle O'Neill

October helped Safe Routes to School programming roll smoothly into fall. SMART staff partnered with Reborn Bikes to support Lowrie Primary's annual Wheel-a-thon. This year's event took on a more educational focus as SMART hosted Bike Rodeo activities, helping students build confidence with balancing, stopping, turning, and following the rules of the road. Reborn Bikes also provided bikes and helmets to students in need, creating more riders for years to come.



SMART staff highlighted and celebrated International Walk + Roll to School Day on Wednesday, October 8. In the days leading up to the event, SMART's Safe Routes programming distributed snacks and prizes to students who walked to Boones Ferry Primary and Wood Middle School. On the day of the celebration, SMART led a Walking School Bus along Wilsonville Road for students at Meridian Creek Middle School.



October also marked the launch of Wilsonville's first Bike Bus for students at Lowrie Primary. A Bike Bus is a variation of the walking school bus which provides students the opportunity to bike to and from school with adult supervision. With the help of parent volunteers, SMART staff led a small group of students from the Villebois Skate Park to school, picking up more riders along the way.

BIKE BUS

