



CITY COUNCIL AGENDA

July 15, 2024 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@ci.wilsonville.or.us or 503-570-1506

Individuals may submit comments online at: <https://www.ci.wilsonville.or.us/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.

JOINT CITY COUNCIL & PLANNING COMMISSION WORK SESSION [5:00 PM]

- A. [Housing Our Future \(Rybold/Pauly\) \[85 min\]](#)

ADJOURN [6:25 PM]

Break to switch Zoom accounts [5 min.]

EXECUTIVE SESSION [6:30 PM]

ORS 192.660(2)(d) Labor Negotiator Consultations

ORS 192.660(2)(e) Real Property Transactions

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

ADJOURN [6:55 PM]

Break to switch Zoom accounts [5 min.]

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, July 15, 2024 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on July 2, 2024. 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. [Boards/Commission Appointments/Reappointments](#)
5. [Upcoming Meetings](#)

COMMUNICATIONS [7:15 PM]

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:15 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 [7:25 PM]

6. Council President Akervall
7. Councilor Linville
8. Councilor Berry
9. Councilor Dunwell

CONSENT AGENDA [7:45 PM]

10. [Minutes of the May 20, 2024 City Council Meeting. \(City Recorder\)](#)

NEW BUSINESS [7:50 PM]

11. [Resolution No. 3163](#)

[A Resolution Adopting Collective Bargaining Agreement Between the City of Wilsonville and Service Employees International Union Local 503 \(SEIU\). \(Troha/Villagrana\)](#)

12. [Resolution No. 3164](#)

[A Resolution Adopting Collective Bargaining Agreement Between The City Of Wilsonville And Wilsonville Municipal Employees Association \(WILMEA\). \(Troha/Villagrana\)](#)

CONTINUING BUSINESS [8:00 PM]

PUBLIC HEARING [8:00 PM]

CITY MANAGER'S BUSINESS [8:00 PM]

LEGAL BUSINESS [8:05 PM]

ADJOURN [8:10 PM]

INFORMATIONAL ITEMS – No Council Action Necessary

[City Manager Reports](#)

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the City Recorder at 503-570-1506 or CityRecorder@ci.wilsonville.or.us: 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.



**JOINT CITY COUNCIL – PLANNING COMMISSION MEETING
STAFF REPORT**

Meeting Date: July 15, 2024		Subject: Housing Our Future	
		Staff Members: Kimberly Rybold, AICP, Senior Planner Daniel Pauly, AICP, Planning Manager	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Review the draft Housing Needs and Capacity Analysis and discuss ideas for housing strategies.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Increase housing opportunities for all and reach functional zero homelessness	<input checked="" type="checkbox"/> Adopted Master Plan(s): Comprehensive Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The project team will present initial findings from the project’s Housing Needs and Capacity Analysis (HNCA) and seek feedback on goals for the project’s Housing Production Strategy (HPS).

EXECUTIVE SUMMARY:

The purpose of the Housing Our Future project is to analyze Wilsonville’s housing capacity and need followed by creating strategies to meet housing needs. The City’s last Housing Needs Analysis was adopted in 2014. Since that time the City has taken a number of follow up actions related to housing including completing Town Center and Frog Pond master plans and adopting the Equitable Housing Strategic Plan. The current project will build on these past housing initiatives and newly adopted policies. The project is required for continued compliance with Statewide Planning Goal 10 (Housing) under House Bill 2003 adopted by the Oregon legislature in 2019 and must be completed in 2025.

The project, led by consultants from ECONorthwest under a grant from the Oregon Department of Land Conservation and Development (DLCD), includes two primary work products – the Housing Needs and Capacity Analysis (HNCA) and the Housing Production Strategy (HPS). The HNCA will identify unmet housing need in Wilsonville over the next 20 years, focusing on issues related to land need, as well as demographic change and housing affordability. Upon substantial completion of the HNCA, the project team will begin work on the HPS. Using the recommended actions of the 2020 Equitable Housing Strategic Plan (EHSP) as a starting point, the HPS will provide additional information about key unmet housing needs in Wilsonville and propose actions that Wilsonville can take to help address the unmet housing needs.

The Draft HNCA (Attachment 1) examines Wilsonville’s existing land supply, anticipated household growth, and demographic trends to determine if Wilsonville has sufficient land to accommodate anticipated housing needs over the next 20 years. The information and conclusions contained within this report will inform the actions the City will consider in developing the project’s HPS. Key components of this analysis include the following:

- **Buildable Lands Inventory (BLI):** Examines the location of land within Wilsonville and its adjacent planning areas to determine where vacant and redevelopable land exists, excluding areas with environmental constraints and areas not planned for future residential use.
- **Historical and Recent Development Trends:** Summarizes the state, regional, and local housing market trends affecting Wilsonville’s housing market.
- **Demographic Factors Affecting Development:** Presents factors affecting housing need in Wilsonville, focusing on age, income, and household composition, and describes housing affordability in Wilsonville relative to the larger region.
- **Housing Need:** Presents the forecast for housing growth in Wilsonville, describing housing need by density ranges and income levels.
- **Residential Land Sufficiency:** Estimates if there is sufficient land to accommodate the expected housing growth over the next 20 years.

In June, the Housing Our Future Task Force held its first meeting, focused on the presentation of key information, data, and assumptions from the HNCA. Task Force members provided feedback on the BLI and forecast of housing need, and made suggestions about how information about housing policies could most effectively be communicated to the Wilsonville community. Comments raised by the Task Force, along with input from Planning Commission and City Council at this work session, will be incorporated into a revised Draft HNCA draft. The Draft HNCA also identifies areas where additional data or analysis will be added in the coming months to provide the best information and conclusions possible to decision-makers determining the actions that Wilsonville can take to help address current and future unmet housing needs.

To ensure that the HNCA document reflects the City's anticipated housing needs and informs Planning Commission and City Council in development of the HPS, the project team looks for the following questions to be answered at this work session:

1. What questions do you have about the information in and preliminary conclusions of the HNCA? Is there any additional information you would like to understand about Wilsonville's anticipated future growth and housing need?
2. Based on the data and preliminary conclusions presented in the HNCA, what information is most important to respond to as part of this project?

EXPECTED RESULTS:

Presentation of initial HNCA findings and discussion of goals and priorities for the HPS.

TIMELINE:

Preliminary work on the HNCA was completed in mid-2023. Initial public engagement events for the project occurred in summer and fall 2023. Work to finalize the HNCA and develop the HPS will occur throughout 2024 into mid-2025.

CURRENT YEAR BUDGET IMPACTS:

A portion of City staff time in fiscal year (FY) 2024-2025 is funded by a \$40,000 Department of Land Conservation and Development (DLCD) grant. Phase 3 consultant costs are funded directly by DLCD for a total estimated project cost of \$115,000. Additional project outreach costs of approximately \$10,000 will be funded by the Planning Division's professional services budget.

COMMUNITY INVOLVEMENT PROCESS:

The Housing Our Future project will be guided by an inclusive public outreach process. Proposed engagement includes creation of a project task force, participation in a variety of public events, and engagement through *Let's Talk, Wilsonville!* Outreach will focus on engaging those most impacted by the high costs of housing, particularly those who are typically underrepresented in these conversations such as renters and lower income households.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

As a result of this project, the City will have a clearer understanding of housing needs for the next 20 years and analysis to confirm if there is sufficient land area for the City to accommodate these needs. Creation of a HPS will provide an opportunity to assess the City's progress in implementing recommendations contained within the 2020 Equitable Housing Strategic Plan and prioritize additional actions the City should undertake to meet future housing needs of the community. Pursuit of strategies resulting from this project will continue Wilsonville's efforts to make housing more affordable and attainable for City residents and employees, ensuring Wilsonville provides housing opportunity for different household compositions, ages, and income ranges.

ALTERNATIVES:

City Council and Planning Commission may seek additional clarifying information within the HNCA.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Draft Housing Needs and Capacity Analysis (June 27, 2024)



City of Wilsonville

2025–2045 Housing Needs and Capacity Analysis

July 2024

Prepared for: City of Wilsonville

DRAFT REPORT

ECONorthwest

ECONOMICS • FINANCE • PLANNING

KOIN Center
222 SW Columbia Street
Suite 1600
Portland, OR 97201
503-222-6060

This page intentionally blank

Acknowledgements

ECONorthwest prepared this report for the City of Wilsonville. ECONorthwest and the City of Wilsonville thank those who helped develop the Wilsonville Housing Needs and Capacity Analysis. This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development (DLCD). The contents of this report do not necessarily reflect the views or policies of the State of Oregon.

Housing Our Future Task Force

- Katie Dunwell, City Council
- Jennifer Willard, Planning Commission
- Diane Imel, DEI Committee
- Chris Aiosa, Housing Authority of Clackamas County
- Thea Chroman, DLCD
- Robert Gibson, Palindrome
- Trell Anderson, Northwest Housing Alternatives
- Erik Pattison, Network of Oregon Affordable Housing
- Leigh Crosby, Wilsonville Community Sharing
- Ana Bozich, Pahlisch Homes
- Samuel Goldberg, Fair Housing Council of Oregon
- Maria Vargas, Latino Network

Alternates

- Caroline Barry, City Council
- Sam Scull, Planning Commission
- Gloria Lafleur, Housing Authority of Clackamas County
- Asaf Paz, Latino Network

City Council

- Mayor Julie Fitzgerald
- Kristin Akervall, Council President
- Dr. Joann Linville, Councilor
- Caroline Berry, Councilor
- Katie Dunwell, Councilor

Planning Commission

- Ronald Heberlein, Chair
- Jennifer Willard, Vice-Chair
- Nicole Hendrix
- Andrew Karr
- Matt Constantine
- Samuel Scull
- Yana Semenova

City of Wilsonville

- Miranda Bateschell, Planning Director
- Dan Pauly, AICP, Planning Manager
- Kimberly Rybold, AICP, Senior Planner

Consulting Team (ECONorthwest)

- Beth Goodman, Project Director
- Barrett Lewis, GIS Analyst
- Nicole Underwood, Project Manager
- Scott Goodman, Associate

City of Wilsonville Contact:

Dan Pauly, AICP
Planning Manager
City of Wilsonville
503-570-1536

pauly@ci.wilsonville.or.us

ECONorthwest Contact:

Beth Goodman, Project Director
ECONorthwest
503-222-6060

goodman@econw.com

Table of Contents

ACKNOWLEDGEMENTS	III
EXECUTIVE SUMMARY	I
1. INTRODUCTION	1
FRAMEWORK FOR A HOUSING NEEDS AND CAPACITY ANALYSIS.....	2
ORGANIZATION OF THIS REPORT	6
2. RESIDENTIAL BUILDABLE LANDS INVENTORY	7
RESIDENTIAL BUILDABLE LANDS INVENTORY RESULTS	8
3. HISTORICAL AND RECENT DEVELOPMENT TRENDS	14
DATA USED IN THIS ANALYSIS	15
TRENDS IN HOUSING MIX	16
TRENDS IN HOUSING DENSITY.....	20
TRENDS IN TENURE	22
VACANCY RATES.....	26
GOVERNMENT-ASSISTED HOUSING.....	27
MANUFACTURED HOMES.....	28
4. DEMOGRAPHIC AND OTHER FACTORS AFFECTING RESIDENTIAL DEVELOPMENT IN WILSONVILLE	29
DEMOGRAPHIC AND SOCIOECONOMIC FACTORS AFFECTING HOUSING CHOICE	29
REGIONAL AND LOCAL TRENDS AFFECTING AFFORDABILITY IN WILSONVILLE	49
SUMMARY OF THE FACTORS AFFECTING WILSONVILLE’S HOUSING NEEDS.....	61
5. HOUSING NEED IN WILSONVILLE	64
PROJECTED NEW HOUSING UNITS NEEDED IN THE NEXT 20 YEARS.....	64
NEEDED HOUSING BY INCOME LEVEL.....	71
6. RESIDENTIAL LAND SUFFICIENCY IN WILSONVILLE	75
CAPACITY ANALYSIS	75
RESIDENTIAL LAND SUFFICIENCY	77
CONCLUSIONS.....	78
APPENDIX A: RESIDENTIAL BUILDABLE LANDS INVENTORY	82
OVERVIEW OF THE METHODOLOGY.....	82
METRO BUILDABLE LANDS INVENTORY	83
INVENTORY STEPS.....	84
APPENDIX B: NATIONAL AND STATE DEMOGRAPHIC AND OTHER TRENDS AFFECTING RESIDENTIAL DEVELOPMENT IN WILSONVILLE	92
NATIONAL TRENDS	92
STATE TRENDS	100

This page intentionally blank

Executive Summary

Wilsonville is an attractive residential destination in the Portland metro region, strategically located between Portland and Salem. This positioning offers residents proximity to both urban centers while providing access to rural landscapes, outdoor recreational opportunities, and wine country. Between 2000 and 2022, the city more than doubled in population, outpacing the growth rate of both the Portland region and the state. This growth has been fueled by well-planned communities that offer a diverse mix of housing types. Wilsonville's appeal is further enhanced by its local job market, providing employment opportunities within city limits.

Despite its diversity of housing types and a greater share of multifamily than seen in many other parts of the Portland Metro region, housing affordability remains a challenge for many Wilsonville residents consistent with state and national trends. Over the past decade, housing costs outpaced growth in incomes. The median home sales price in Wilsonville increased 72% from 2014-2024. Multifamily rents rose 58% from 2013-2023. Household income increased at a slower rate, by 29% between 2014 and 2022 (not adjusted for inflation). In 2022, 38% of all households in Wilsonville were cost burdened. Cost burden was most common among renters, with 55% of renters experiencing cost burden – 29% of which were severely cost burdened.

What is Cost Burden?

A household is defined as cost burdened if their housing costs exceed 30% of their gross income.

A household that spends 50% or more of their gross income on housing costs is said to be severely cost burdened.

Wilsonville last conducted a housing capacity analysis in 2014 and has implemented the recommendations from that report. Additionally, since the previous housing capacity analysis, the city has had substantial housing growth, particularly in the Villebois and Frog Pond neighborhoods. Strong housing growth combined with increasing housing prices across the Portland region makes now an opportune time for Wilsonville to update its Housing Needs and Capacity Analysis (HNCA). This update aligns with Wilsonville's forward-thinking approach to urban planning and meets the state's timeline for this work. The new HNCA will enable the City to effectively plan for its housing needs over the next two decades, ensuring Wilsonville continues to address evolving housing challenges proactively.

This report presents Wilsonville's HNCA for the 2025 to 2045 period. It is intended to comply with statewide planning policies that govern planning for housing and residential development, including Goal 10 (Housing) and OAR 660 Division 8. This report focuses on the technical analysis to understand Wilsonville's housing needs over the next twenty years. It presents information about buildable land and the capacity to meet residential housing needs in Wilsonville, as well as expected housing growth. It provides decision makers with the necessary information to develop policy responses to Wilsonville's housing needs.

This report distinguishes between housing *need* and housing *demand*. Goal 10 requires that communities to plan for housing that meets the needs of households at all income levels,

considering the demographics of people living in Wilsonville. Housing *need* focuses on access to housing that is affordable to each household, assuming that housing costs are less than 30% of a household's gross income, a definition used by the Department of Housing and Urban Development (HUD). Housing market *demand* is what households demonstrate they are willing to purchase in the marketplace, regardless of whether they can afford the housing based on HUD's standard for affordability.

The technical analysis, which is the focus of this report, required a broad range of assumptions that influenced the outcomes. The City of Wilsonville and ECONorthwest solicited input about these assumptions from the City's Housing Our Future Task Force, Planning Commission, City Council, and the public. Local review and community input were essential to developing a locally appropriate and politically viable housing needs and capacity analysis that will feed into *Wilsonville's Housing Production Strategy* report.

How much housing will Wilsonville need?

To accommodate the city's forecasted household growth, Wilsonville needs to plan for 2,815 new dwelling units or about 141 new dwelling units per year over the twenty-year planning period. This is a slower rate of growth than Wilsonville experienced over the past decade. Between 2013 and 2023, the City issued an average of 222 permits per year. The housing mix for this growth is expected to consist of 45% single-family detached homes, 15% townhouses, 5% duplexes, triplexes, and quadplexes, and 35% multifamily housing with five or more units in each structure. The proposed housing mix is comparable to Wilsonville's historical housing mix and aligns with the city's anticipated need for a diverse range of housing types across various price points, described in more detail in the key findings section below.

How much buildable residential land does Wilsonville currently have?

Wilsonville has 269 acres of unconstrained vacant or partially vacant land, much of which is in the master planned areas of Frog Pond (about 198 acres). Additionally, the City expects Town Center to redevelop over the 20-year planning period as outlined in the Town Center Plan. When combining the capacity of the unconstrained vacant and partially vacant land with the expected redevelopment in Town Center, the city is anticipated to have capacity for more than 3,480 new dwelling units.

It is important to note that while this document provides specific projections for housing development and capacity, actual development outcomes will vary. Town Center's redevelopment is complex due to existing structures and infrastructure, which could result in fewer or more units than the 880 anticipated capacity over the planning period. Frog Pond East and South, being a greenfield site, offers more straightforward development potential. However, actual build-out may differ from that projected in the master plans (and shown in this report). Factors such as development feasibility, market conditions, and developer interest will influence the final number of units constructed. These projections serve as guidelines, acknowledging that real-world conditions may lead to outcomes that deviate from our current

estimates. The city will need to remain flexible and responsive to these potential variations in development patterns.

What are the key findings of the Housing Capacity Analysis?

The key findings and conclusions of Wilsonville's Housing Needs and Capacity Analysis are:

- **Based on Metro's forecast for growth, Wilsonville has sufficient land to accommodate household growth over the twenty-year planning period.** Metro's forecast projects that household growth will result in the demand for 2,815 new dwelling units between 2025 and 2045, averaging 141 new dwelling units annually. Wilsonville's vacant land and areas with active master plans have capacity for about 3,634 new dwelling units.

Wilsonville has the largest supply of vacant and unconstrained land in the master planned areas of Frog Pond East and South with an expected capacity to accommodate 1,587 units (as outlined in the Frog Pond East and South Master Plan). To accommodate Metro's forecast of growth, two-thirds of this capacity would need to develop over the 20-year planning period. Town Center is expected to redevelop over the planning period with 880 new residential units (as outlined in the Town Center Plan). The City's ability to accommodate multifamily growth will depend, in part, on redevelopment in Town Center.

- **Wilsonville's household growth may exceed Metro's forecast.** Since 2014, the City has been tracking development activity through annual housing reports, as recommended in the 2014 Housing Needs Analysis (HNA). The 2014 HNA projected a demand for 3,749 new housing units between 2014 and 2034. As of 2023, approximately 55% of this forecast has occurred in the last nine years, indicating slightly faster growth than anticipated.

Development slowed in the past five years and may remain lower in the near term due to high interest rates and difficulties with financing multifamily development. The current HNCA estimates that Wilsonville has capacity for 3,634 new dwelling units and demand for 2,815 over the 2025-2045 planning period. The result is that Wilsonville has an anticipated surplus of capacity for housing of about 819 dwelling units, beyond the forecast of housing growth over the next twenty years. That surplus provides the ability to accommodate additional housing if Wilsonville grows faster than Metro's forecast.

Wilsonville will be required to update its HNCA in 2029 and every six years thereafter. This regular review process is crucial, as it allows the city to revise estimates and, if necessary, pursue additional land with Metro should growth outpace expectations. The city should maintain its practice of monitoring development activity and housing needs. Furthermore, as Oregon implements the new Oregon Housing Needs Analysis (OHNA) process, cities will receive new housing targets that consider the needs of various demographic groups. Wilsonville's annual housing reports will play a vital role in ensuring compliance with new state laws and in identifying and implementing timely strategies to meet the evolving housing needs of its residents.

- **Diverse demographic trends are shaping Wilsonville’s housing needs.** Wilsonville has an aging population, which is driving demand for senior-specific housing. Simultaneously, Wilsonville has a higher share of young adults than the region, influencing demand for rentals and affordable homeownership options. The city has a smaller average household size than the county and state, but a higher share of households with children. A growing Latine/Hispanic population is expected to increase demand for larger, affordable units suitable for multigenerational living. These varied trends necessitate a wide range of housing types. These trends and their implications are described in more detail below:

- **Aging Population.** Wilsonville’s aging population mirrors state-wide patterns. Between 2010 and 2021, the number of residents aged 60 and over increased by 1,648, a 47% growth. This age group now comprises 20% of Wilsonville's population, up from 18% in 2010.

The trend is expected to continue, with seniors projected to make up 29% of Clackamas County's population by 2040, compared to 27% in 2020. This demographic shift will drive demand for senior-specific housing options, such as such as small and easy-to-maintain dwellings, single-story dwellings, cottage housing, assisted living facilities, or age-restricted developments.

- **Younger Adult Households (Millennials and Gen Z).** Wilsonville has a higher share of young adults (20-39 years old) than the region and state. This demographic is more likely to rent early in their lifecycle, driving demand for multifamily rental units. Affordability is a major concern for these generations. As young adults pursue homeownership, they will likely seek more affordable options such as smaller single-family detached homes, cottage cluster housing, middle housing types (townhouses, duplexes, triplexes, quadplexes), and multifamily housing. These housing types are often more affordable than traditional single-family detached homes and can provide a steppingstone to homeownership for younger residents.

- **Household Composition.** Wilsonville has a smaller average household size than Clackamas County and the state, with a higher share of one- and two-person households. These smaller households will increase need for smaller housing units.

Despite smaller household sizes, Wilsonville also has a higher share of households with children than the region and state, including a higher proportion of single-parent households. Single-parent households especially may face affordability concerns.

- **Latine/Hispanic Population Growth.** The growing Latine/Hispanic population in Wilsonville will influence housing needs. First, and to a lesser extent second and third generation Hispanic/Latine immigrants, are more likely to have larger household sizes. Hispanic/Latine households are also twice as likely to live in multigenerational households. Hispanic/Latine households are also more likely to have lower incomes than the overall median. This demographic trend will drive demand for larger dwelling units that are affordable for lower income households.

These homes need to be designed to meet the needs of diverse populations, including features that support multigenerational living arrangements.

- **Wilsonville has affordability challenges that require diverse housing solutions.** Wilsonville has a lower median household income than the region. Housing costs have been rising faster than incomes, consistent with state and national trends, decreasing housing affordability in Wilsonville and across the state. Thirty-eight percent of households in Wilsonville are cost-burdened, with renter households more likely to face this challenge. This pattern of cost burden, particularly among renters, aligns with broader trends observed at the state and national levels. Decreasing housing affordability indicates that Wilsonville needs a wider range of housing price points than currently available. This includes providing opportunities for developing housing types across the affordability spectrum, including income-restricted housing and other lower-cost housing types such as accessory dwelling units, townhouses, duplexes, triplexes, quadplexes, and multifamily buildings with five or more units.
 - **Wilsonville will need more income-restricted, affordable housing.** Currently, about 42% of Wilsonville households (approximately 4,400) have incomes below 60% of Clackamas County’s Median Family Income (MFI). These households are the most vulnerable to experiencing cost burden. Looking ahead, Wilsonville expects to add about 1,180 households in this income range over the next 20 years. At present, Wilsonville has about 635 income-restricted affordable rental units. Given the high proportion of current and projected low-income households, Wilsonville will need to increase its stock of income-restricted affordable housing to adequately address housing affordability needs.
- **Wilsonville’s housing mix is expected to shift to meet changing demographic needs and begin to address affordability concerns.** As of 2021, Wilsonville’s housing stock consisted of 43% single-family detached homes, 10% townhouses, 5% middle housing (duplexes, triplexes, quadplexes), and 42% multifamily units. Between 2013 and 2023, 2,217 new units were permitted in the city, of which 73% were for single-family detached units, 17% were for townhouses, and 10% for multifamily units. Looking ahead, Wilsonville projects a future housing mix of 45% single-family detached homes, 15% townhouses, 5% duplexes, triplexes, and quadplexes, and 35% multifamily units. This distribution represents a shift from the 2013-2023 trends and the 2014 housing needs analysis, which planned for 50% single-family detached homes and 10% for townhouses. This shift responds to demographic changes and affordability issues, with townhouses expected to gain market share as detached homes become less affordable. The implementation of House Bill 2001, allowing middle housing in traditionally single-family zones, should further diversify options, especially in areas like Frog Pond.

What are the City's next steps?

The *City of Wilsonville Housing Needs and Capacity Analysis* (this report) examines how household choices and the housing market have interacted in the Portland region, Clackamas County, and Wilsonville. It provides an overview of Wilsonville's current residential land inventory, demographics, market trends, and housing needs. The report also forecasts housing needs for 2025 to 2045 and assesses whether current land and zoning are sufficient to meet these projected needs.

Following this analysis, the City will develop a *Housing Production Strategy* (HPS) which is a six-year action plan to address Wilsonville's unmet housing needs. The HPS will dig deeper into housing needs by demographic groups than is done in the HNCA. It will outline policies and strategies to support housing development and preservation, with a focus on achieving equitable outcomes for all residents. It will emphasize improving conditions for underserved communities, lower-income households, and state and federal protected classes. These strategies will provide the city with a range of tools to support housing development and address housing needs in Wilsonville.

1. Introduction

In the next draft, ECO will include a high-level overview of the recommendations from the previous Housing Capacity Analysis and the progress the city made on it

Wilsonville is an attractive residential destination in the Portland metro region, strategically located between Portland and Salem. This positioning offers residents proximity to both urban centers while providing access to rural landscapes, outdoor recreational opportunities, and wine country. Between 2000 and 2022, the city more than doubled in population, outpacing the growth rate of both the Portland region and the state (Exhibit 24). This growth has been fueled by well-planned communities that offer a diverse mix of housing types. Wilsonville's appeal is further enhanced by its local job market, providing employment opportunities within city limits.

Despite its diversity of housing types and a greater share of multifamily than seen in many other parts of the Portland Metro region, housing affordability remains a challenge for many Wilsonville residents. From 2000 to 2022, the percentage of cost-burdened households increased from 31% to 38% (Exhibit 58). Renters were disproportionately impacted, with 55% experiencing cost-burden in 2022 (Exhibit 60). In Wilsonville, growth of housing costs outpaced growth in incomes. Between January 2014 and January 2024, the median home sales prices increased 72% (Exhibit 51). Multifamily asking rents increased by 58% between 2013 and 2023 (Exhibit 54). Household income increased at a slower rate, by 29% between 2014 and 2022 (not adjusted for inflation) (Exhibit 39). The challenge of housing affordability is consistent with state and national trends.

Wilsonville last conducted a housing capacity analysis in 2014. Since then, there has been substantial housing growth, particularly in the Villebois and Frog Pond neighborhoods. The Villebois neighborhood added just over 1,400 new housing units since 2013. Initial housing construction as outlined in the Villebois Master Plan is almost complete. Frog Pond is, and will continue to, be an area of strong housing growth for the City. The Frog Pond West Master Plan was adopted in 2017, and the Frog Pond East and South Master Plan was adopted in 2022. About 271 units have been built since 2017 in the Frog Pond area, with more units in the development pipeline.

Wilsonville's decision to update its Housing Needs and Capacity Analysis (HNCA) comes at an opportune time. Housing prices in the Portland region have continued to rise raising affordability concerns for many residents. The City's previous housing capacity analysis is now 10 years old, and Wilsonville has implemented all the recommendations from that analysis. The new HNCA, covering 2025 to 2045, aligns with Oregon's statewide planning policies, including Goal 10 (Housing) and OAR 660 Division 8. It provides decision-makers with current data on the housing market and community needs and an assessment of whether the city has sufficient land for 20-year growth projections. This analysis provides decision makers with the information needed to develop policy responses to Wilsonville's housing needs.

Framework for a Housing Needs and Capacity Analysis

The *City of Wilsonville Housing Needs and Capacity Analysis* (this report) examines how household choices and the housing market have interacted in the Portland region, Clackamas County, and Wilsonville. It provides an overview of Wilsonville's current residential land inventory, demographics, housing needs, and affordability issues. The report also forecasts housing needs for 2025 to 2045 and assesses whether current land and zoning are sufficient to meet these projected needs.

Following this analysis, the City will develop a *Housing Production Strategy* (HPS), a six-year action plan to address Wilsonville's unmet housing needs as identified in the *Housing Needs and Capacity Analysis*. The HPS will dig deeper into housing needs by demographic groups than is done in the HNCA. It will outline policies and strategies to support housing development and preservation, with a focus on achieving equitable outcomes for all residents. It will emphasize improving conditions for underserved communities, lower-income households, and state and federal protected classes. These strategies will provide the city with a range of possible tools to support housing development and address housing needs in Wilsonville.

Statewide Planning Goal 10

The passage of the Oregon Land Use Planning Act of 1974 (ORS Chapter 197) established the Land Conservation and Development Commission (LCDC) and the Department of Land Conservation and Development (DLCD). The Act required the Commission to develop and adopt a set of statewide planning goals. Goal 10 addresses housing in Oregon and provides guidelines for local governments to follow in developing their local comprehensive land use plans and implementing policies.

At a minimum, local housing policies must meet the requirements of Goal 10 and the statutes and administrative rules that implement it (including ORS 197A.335, 197A.348, 197A.350, 197A.400, and OAR 600-008). Goal 10 requires incorporated cities to complete an inventory of buildable residential lands. Goal 10 also requires cities to encourage the numbers of housing units in price and rent ranges commensurate with the financial capabilities of its households.

Goal 10 defines needed housing types as “all housing on land zoned for residential use or mixed residential and commercial use that is determined to meet the need shown for housing within an urban growth boundary at price ranges and rent levels that are affordable to households within the county with a variety of incomes, including but not limited to households with low-incomes, very low-incomes and extremely low-incomes.” ORS 197A.348 defines needed housing types:

- (a) Attached and detached single-family housing, middle housing types, and multifamily housing for both owner and renter occupancy.

- (b) Government assisted housing.¹
- (c) Mobile home or manufactured dwelling parks as provided in ORS 197.475 to 197.490.
- (d) Manufactured homes on individual lots planned and zoned for single-family residential use that are in addition to lots within designated manufactured dwelling subdivisions.
- (e) Housing for farmworkers.
- (f) Single room occupancies as defined in ORS 197A.430.

Wilsonville must identify needs for all the housing types listed above as well as adopt policies that increase the likelihood that needed housing types will be developed. This Housing Needs and Capacity Analysis was developed to meet the requirements of Goal 10 and its implementing administrative rules and statutes.

This report distinguishes between housing *need* and housing *demand*.

- **Housing need.** Goal 10 requires that communities to plan for housing that meets the needs of households at all income levels, considering the demographics of people living in Wilsonville. Housing need focuses on access to housing that is affordable to each household, assuming that housing costs are less than 30% of a household’s gross income, a definition used by the Department of Housing and Urban Development (HUD). Since everyone needs shelter, Goal 10 requires that a jurisdiction address, at some level, how every household will be affected by the housing market over a 20-year period. Households with unmet needs do not generally include households that can purchase or rent housing at an “affordable” price, consistent with the requirements of their household characteristics (e.g., household size or disability status). Households that cannot find and afford such housing have unmet need: they are either unhoused, in housing of substandard condition, overcrowded, or paying more than their income and federal standards say they can afford.
- **Housing demand.** Housing market *demand* is what households demonstrate they are willing to purchase in the market place, regardless of whether they can afford the housing based on HUD’s standard for affordability. Growth in population means growth in the number of households and implies an increase in demand for housing units. That demand is met, to the extent it is, primarily by the construction of new housing units by the private sector based on its judgments about the types of housing that will be absorbed by the market. In concept, recent development trends typically describe the effective demand for new housing: it is the local equilibrium of demand factors, supply factors, and price.

The State of Oregon is developing a new approach to implementing Goal 10 through the Oregon Housing Needs Analysis Program, per the requirements of House Bill 2001 (2023). The new methodology for forecasting growth of housing will be available by January 2025. New

¹ Government assisted (income restricted) housing can be any housing type listed in ORS 197A.348 (a).

rules for developing a Housing Capacity Analysis (which this report is) will be available by January 2026. This report is based on the rules for conducting a housing needs analysis in 2024 because Wilsonville is required by the State to complete and adopt its housing needs and capacity analysis by December 2025. When Wilsonville conducts a new housing capacity analysis in 2029, the City will use the Oregon Housing Needs Analysis Program methodology.²

The Metropolitan Housing Rule

OAR 660-007 (the Metropolitan Housing rule) is designed to “assure opportunity for the provision of adequate numbers of needed housing units and the efficient use of land within the Metropolitan Portland (Metro) urban growth boundary.” OAR 660-0070-005(12) provides a Metro-specific definition of needed housing:

"Needed Housing" is defined as housing types determined to meet the need shown for housing within an urban growth boundary at particular price ranges and rent levels.

The Metropolitan Housing Rule also requires cities to develop residential plan designations:

(1) Plan designations that allow or require residential uses shall be assigned to all buildable land. Such designations may allow nonresidential uses as well as residential uses. Such designations may be considered to be "residential plan designations" for the purposes of this division. The plan designations assigned to buildable land shall be specific so as to accommodate the varying housing types and densities identified in OAR 660-007-0030 through 660-007-0037.

OAR 660-007 also specifies the mix and density of new residential construction for cities within the Metro UGB:

“Provide the opportunity for at least 50 percent of new residential units to be attached single family housing or multiple family housing or justify an alternative percentage based on changing circumstances” OAR 660-007-0030 (1).

OAR 660-007-0035 sets specific density targets for cities in the Metro UGB. Wilsonville’s average density target is eight dwelling units per net buildable acre.³

Metro Urban Growth Management Functional Plan

The Metro Urban Growth Management Functional Plan describes the policies that guide development for cities within the Metro UGB to implement the goals in the Metro 2040 Plan.

² For more information about the Oregon Housing Needs Analysis Program rulemaking, see the following web page: <https://www.oregon.gov/lcd/Housing/Pages/Rulemaking.aspx>

³ OAR 660-024-0010(6) defines net buildable acres as “43,560 square feet of residentially designated buildable land after excluding future rights-of-way for streets and roads.”

Title 1: Housing Capacity

Title 1 of Metro's Urban Growth Management Functional Plan is intended to promote efficient land use within the Metro UGB by increasing housing capacity. Each city is required to determine its housing capacity based on the minimum number of dwelling units allowed in each zoning district that allows residential development and maintains this capacity.

Title 1 requires that a city adopt minimum residential development density standards by March 2011. If the jurisdiction did not adopt a minimum density by March 2011, the jurisdiction must adopt a minimum density that is at least 80% of the maximum density.

Title 1 provides measures to decrease development capacity in selected areas by transferring the capacity to other areas of the community. This may be approved as long as the community's overall capacity is not reduced.

Metro's *2023 Compliance Report* concludes that Wilsonville is in compliance with the City's Title 1 responsibilities.

Title 7: Housing Choice

Title 7 of Metro's Urban Growth Management Functional Plan is designed to ensure the production of affordable housing in the Metro UGB. Each city and county within the Metro region is encouraged to voluntarily adopt an affordable housing production goal.

Each jurisdiction within the Metro region is required to ensure that their comprehensive plans and implementing ordinances include strategies to:

- Ensure the production of a diverse range of housing types,
- Maintain the existing supply of affordable housing, increase opportunities for new affordable housing dispersed throughout their boundaries; and
- Increase opportunities for households of all income levels to live in affordable housing (3.07.730).

Metro's *2023 Compliance Report* concludes that Wilsonville is in compliance for the City's Title 7 responsibilities.

Organization of This Report

The rest of this document is organized as follows:

- **Chapter 2. Residential Buildable Lands Inventory** presents a summary of the methodology and results of Wilsonville’s inventory of residential land.
- **Chapter 3. Historical and Recent Development Trends** summarizes the state, regional, and local housing market trends affecting Wilsonville’s housing market.
- **Chapter 4. Demographic and Other Factors Affecting Residential Development in Wilsonville** presents factors that affect housing need in Wilsonville, focusing on the key determinants of housing need: age, income, and household composition. This chapter also describes housing affordability in Wilsonville relative to the larger region.
- **Chapter 5. Housing Need in Wilsonville** presents the forecast for housing growth in Wilsonville, describing housing need by density ranges and income levels.
- **Chapter 6. Residential Land Sufficiency in Wilsonville** estimates Wilsonville’s residential land sufficiency needed to accommodate expected growth over the planning period.
- **Appendix A. Residential Buildable Lands Inventory Overview of the Methodology**
- **Appendix B. National and State Demographic and Other Trends Affecting Residential Development in Wilsonville**

2. Residential Buildable Lands Inventory

This chapter presents the Buildable Lands Inventory for the City of Wilsonville. The methods used for this study are consistent with methods used by Oregon Metro in its 2018 Buildable Land Inventory, which is the base for this analysis. ECONorthwest's methodology deviates only where local conditions require greater consideration or to attain greater precision in the calculations of buildable land. A detailed discussion of the methodology used in this study is provided in Appendix A.

The BLI for Wilsonville includes all land designated as residential in the Comprehensive Plan within a study area comprised of:

- Wilsonville City Limits,
- Wilsonville Master Planned Areas with planned growth change, and
- Oregon Metro Transportation Analysis Zones (TAZ) 973, 979, and 982.

From a practical perspective, this means that all lands within tax lots identified by Metro that fall within this study area were inventoried. ECONorthwest used the most recent tax lot GIS files from Metro for the analysis. The inventory then builds from the tax lot-level database to estimate buildable land by comprehensive plan designation.

Residential Buildable Lands Inventory Results

The land base for the Wilsonville residential BLI includes all tax lots in the study area with residential plan designations, plan designations where housing development is allowed with clear and objective standards, and specific tax lots in traditionally non-Residential plan designations where City staff have indicated residential development could or is planned to occur. Exhibit 1 shows the land base by plan designation within the study area.

Exhibit 1. Land Base by Plan Designation, Wilsonville Study Area, 2024

Source: Oregon Metro, ECONorthwest analysis.

Note: The number of tax lots represented is greater than the actual total number of tax lots in the analysis due to split plan designations.

Note: The Industrial area included in this inventory is a city-owned parcel where housing is planned. A Comprehensive Plan amendment/redesignation is not anticipated since this parcel will be developed with affordable housing as allowed by Senate Bill 8 (2021).

Jurisdiction/Comprehensive Plan Designation	Number of taxlots	Percent	Total taxlot acreage	Percent
Residential 0-1 du/ac	47	1%	82	4%
Residential 2-3 du/ac	333	5%	114	5%
Residential 4-5 du/ac	1,764	25%	475	21%
Residential 6-7 du/ac	1,036	15%	319	14%
Residential 10-12 du/ac	947	13%	324	14%
Residential 16-20 du/ac	10	0%	82	4%
Residential Neighborhood	383	5%	390	17%
Town Center	66	1%	136	6%
Village	2,449	35%	344	15%
Commercial	1	0%	5	0%
Industrial	1	0%	3	0%
Total	7,037	100%	2,275	100%

Development Status

Exhibit 2 below shows the total acres of residential tax lots classified by development status. We used a rule-based classification (described in Appendix A) to define an initial current development status. Broadly speaking, the development statuses used in the BLI are:

- **Vacant land** where there is currently minimal or no existing development.
- **Partially vacant land** where there is some existing development but room for more development within the existing zone, typically “infill” development.
- **Public land** that is in public ownership and is considered unavailable for new residential development, such as park or other publicly owned land.

- **Developed land** is land that has existing development and does not fit into the other categories above.
- **Undevelopable land** are lots smaller than 1,000 square feet.

We confirmed development status through a series of reviews by ECONorthwest and City staff, based on local knowledge and review of aerial maps.

Exhibit 2. Residential Land by Development Status, Wilsonville Study Area, 2024

Source: Oregon Metro, ECONorthwest analysis.

Note: The Industrial area included in this inventory is a city-owned parcel where housing is planned. A Comprehensive Plan amendment/redesignation is not anticipated since this parcel will be developed with affordable housing as allowed by Senate Bill 8.

Jurisdiction/Comprehensive Plan Designation	Total Acres	Committed Acres	Constrained Acres	Buildable Acres Unconstrained Vacant & Partially Vacant
Residential 0-1 du/ac	82	22	57	4
Residential 2-3 du/ac	114	76	38	0
Residential 4-5 du/ac	475	407	65	3
Residential 6-7 du/ac	319	241	64	14
Residential 10-12 du/ac	324	222	63	39
Residential 16-20 du/ac	82	62	20	-
Residential Neighborhood	390	77	121	192
Town Center	136	128	1	8
Village	344	234	108	2
Commercial	5	-	-	5
Industrial	3	-	1	3
Total	2,275	1,468	537	269

Development Constraints

The buildable lands inventory identifies the following conditions as constraints that prohibit development:

- BPA right of way
- FEMA regulatory floodway and 100-year floodplains
- Habitat Conservation Areas (Title 13)
- Significant Resource Overlay Zone (SROZ)
- Slopes greater than 25%
- Stream and Floodplain Protection (Title 3)

Exhibit 3 below shows these constraints.

Exhibit 3. Development Constraints, Wilsonville Study Area, 2024

Source: Bonneville Power Administration, FEMA, Oregon Metro, City of Wilsonville, ECONorthwest analysis.

Note: The study area shown represents the combination of the City limits, Master Plan Areas, and TAZ areas 973, 979, and 982.

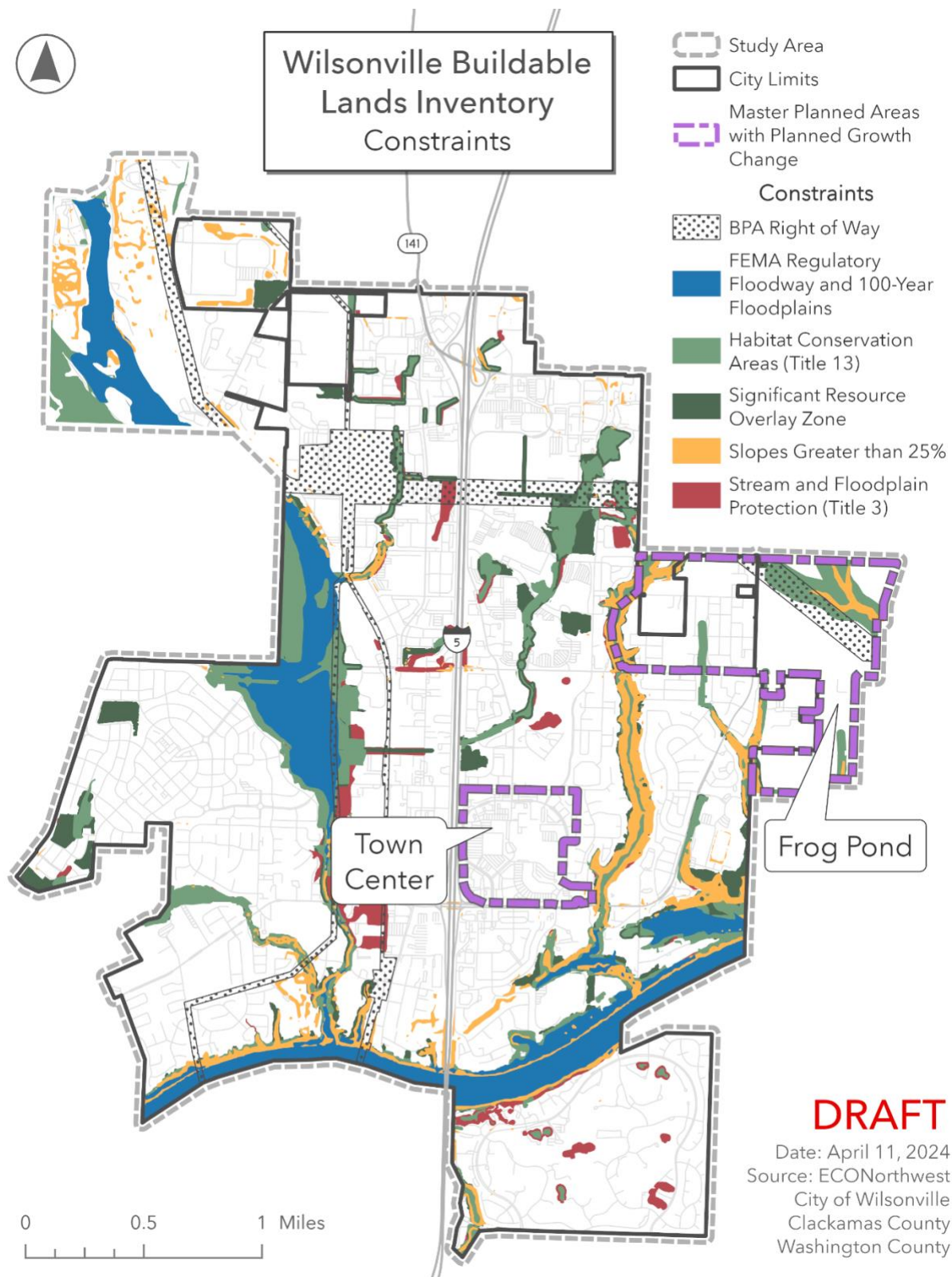
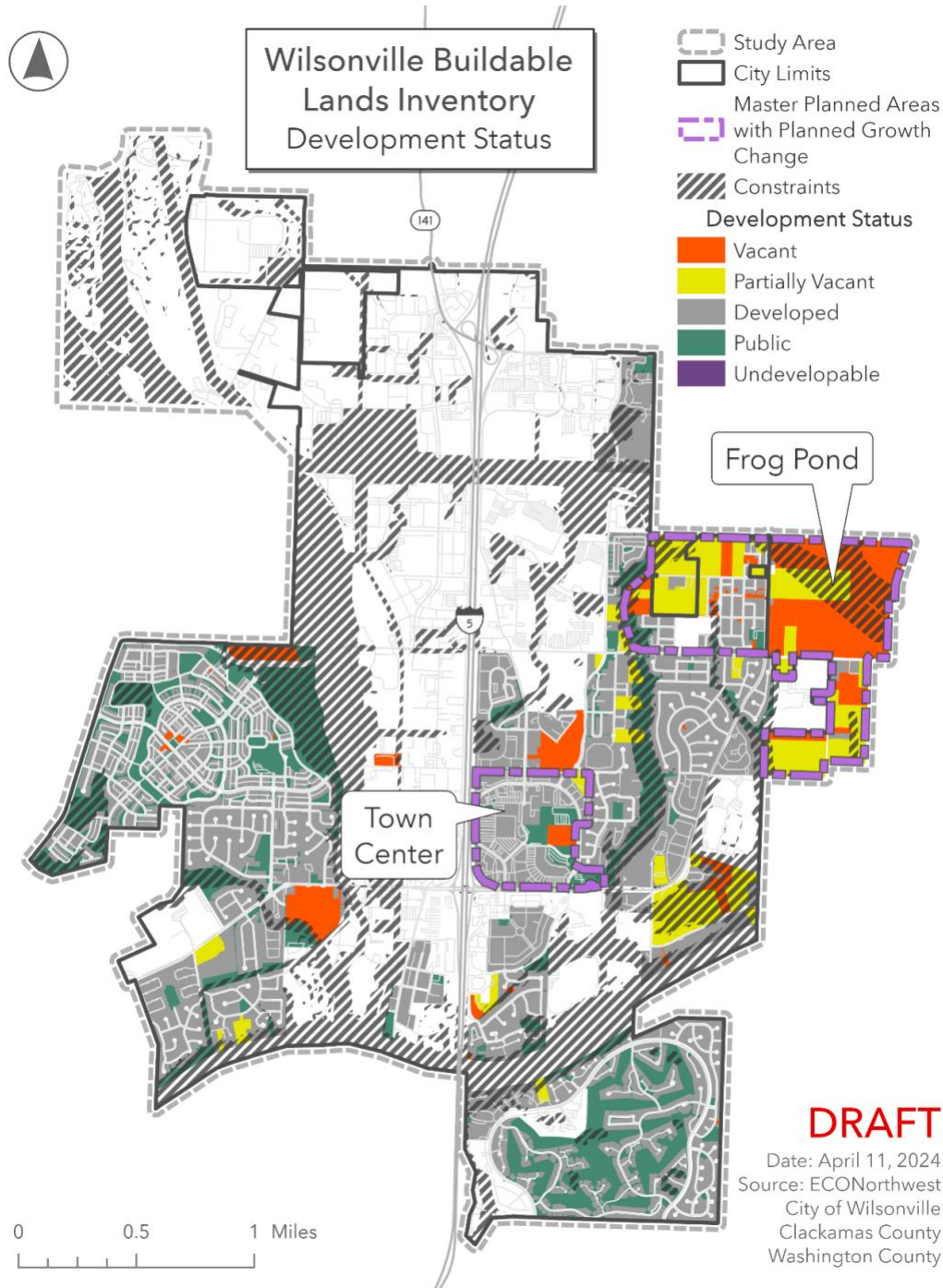


Exhibit 4 shows development status with constraints applied, resulting in buildable acres. Vacant or partially vacant land within these constrained areas is considered unavailable for development and removed from the inventory of buildable land.

Exhibit 4. Development Status with Constraints, Wilsonville Study Area, 2024

Source: Oregon Metro, ECONorthwest analysis.

Note: Areas not represented by a color are taxlots in a plan designation that has been excluded from the BLI land base



Vacant Unconstrained Buildable Land

Exhibit 5 below shows the quantity of buildable acres (i.e., acres in tax lots after constraints are deducted) for vacant and partially vacant land by plan designation for tax lots outside of Master Planned Areas. For lots inside a Master Plan, the unconstrained vacant land is shown by the specific Master Plan Area.

Note that partially vacant land in the map in Exhibit 4 shows the entire tax lot as being partially vacant, without distinguishing the part of the tax lot that is not available for development. The buildable lands inventory database accounts for the portion of the tax lot that is developed (and considered unavailable for future development), and the portion of the tax lot that is vacant and therefore buildable is shown in Exhibit 5.

Exhibit 5. Buildable Acres in Vacant/Partially Vacant Tax Lots by Plan Designation, Wilsonville Study Area, 2024

Source: Oregon Metro, ECONorthwest analysis.

Note: The Industrial area included in this inventory is a city-owned parcel where housing is planned. A Comprehensive Plan amendment/redesignation is not anticipated since it will be developed with affordable housing as allowed by Senate Bill 8.

Note: Land with permitted units was considered “developed” and is not included in this table. However, land that is entitled but does not have permitted development is included as “buildable acres.”

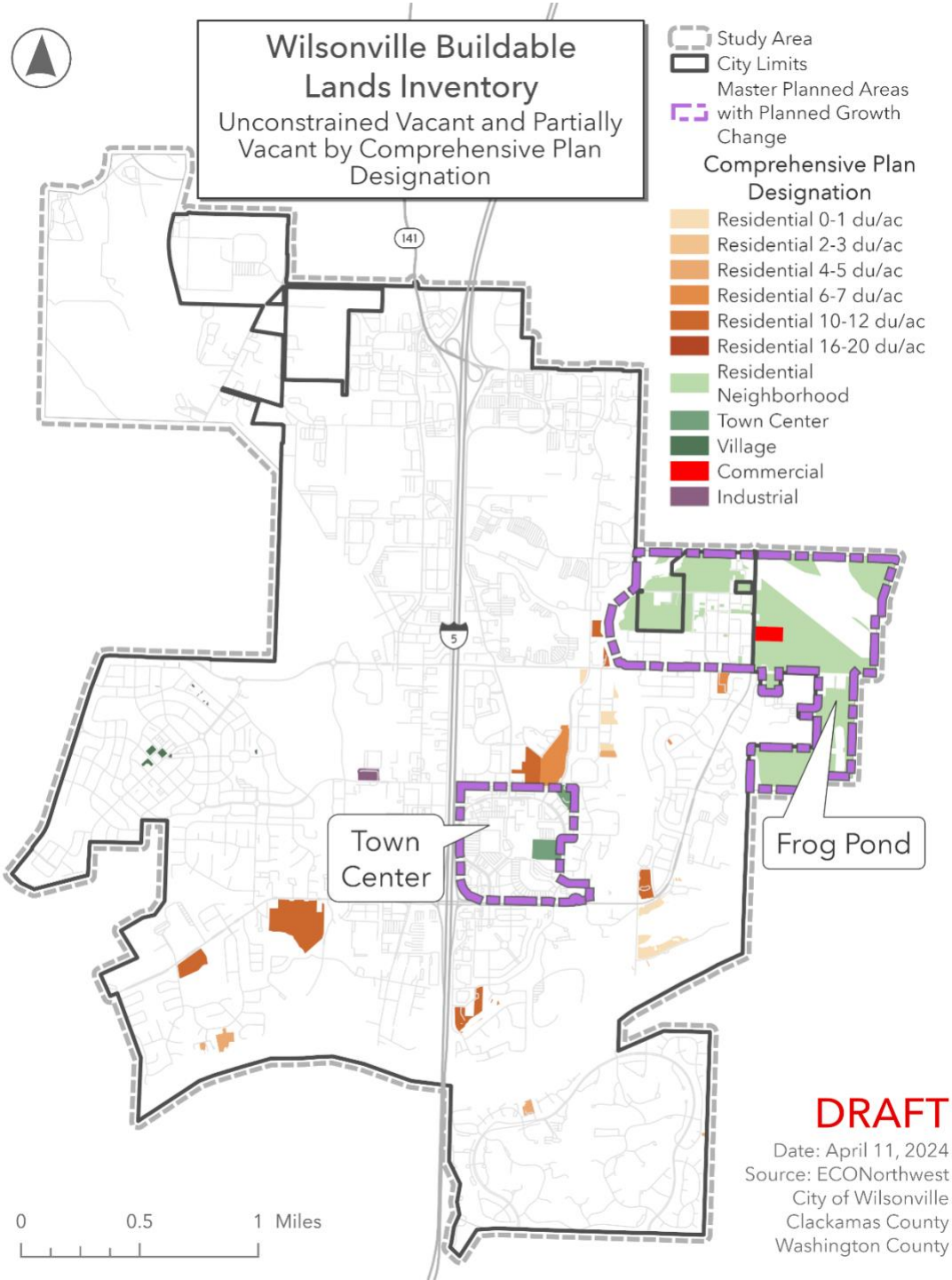
Jurisdiction/Comprehensive Plan Designation	Buildable Acres on Vacant Lots	Buildable Acres on Partially Vacant Lots	Total Buildable Acres
Residential 0-1 du/ac	-	4	4
Residential 2-3 du/ac	-	-	-
Residential 4-5 du/ac	-	3	3
Residential 6-7 du/ac	13	1	13.5
Residential 10-12 du/ac	31	7	39
Village	2	-	2
Industrial	3	-	3
Master Planned Areas with Planned Growth Change	117	88	205
Frog Pond East	79	13	92
Frog Pond South	17	35	53
Frog Pond West	14	39	53
Town Center	7	1	8
Total	166	103	269

Exhibit 6 shows the locations of Wilsonville’s buildable vacant and partially vacant residential land.

Exhibit 6. Unconstrained Vacant and Partially Vacant Residential Land, Wilsonville Study Area, 2024

Source: Oregon Metro, ECONorthwest analysis.

Note: The Industrial area included in this inventory is a city-owned parcel where housing is planned. A Comprehensive Plan amendment/redesignation is not anticipated since this parcel will be developed with affordable housing as allowed by Senate Bill 8.



3. Historical and Recent Development Trends

Analysis of historical development trends in Wilsonville provides insight into the functioning of the local housing market. The mix of housing types and densities (along with demographic trends discussed in the next chapter) are key variables in forecasting the capacity of residential land to accommodate new housing and to forecast future land need.

This Housing Needs and Capacity Analysis examines changes in Wilsonville’s housing market from 2000 to 2022, as well as residential development from 2013 to February 2024. We selected this period because (1) Wilsonville last adopted its Housing Capacity Analysis in 2014 and (2) data about Wilsonville’s housing market during this period is readily available from sources such as the Census and the City building permit database. Since 2014 Wilsonville has also produced annual housing reports in response to a recommendation from the previous housing needs analysis. These reports document housing trends over the past decade and provided data to support this analysis.

For the purposes of this study, we grouped housing types based on (1) whether the structure is stand-alone or attached to another structure and (2) the number of dwelling units in each structure. The housing types used in this analysis are consistent with needed housing types as defined in ORS 197A.348 and Wilsonville’s Development Code:⁴

- **Single-family detached** includes single-family detached units, manufactured homes on lots and in mobile home parks, and accessory dwelling units. Single-family detached also includes cottage cluster housing.
- **Townhouses (also referred to as single-family attached)** are dwelling units constructed in a row of two or more attached units, where each dwelling unit is located on an individual lot.
- **Duplexes, triplexes, and quadplexes** are attached structures with two to four units per structure, generally on a single lot.
- **Multifamily with 5 or more units** are attached structures with five or more units per structure on a single lot.

ORS 197.478 requires prefabricated to be allowed on all land zoned to allow the development of single-family dwellings, the same as manufactured housing. Wilsonville’s development code does not mention prefabricated housing, but it is allowed in all zones where single-family dwellings are allowed. In Wilsonville, government-assisted housing (ORS 197A.348[b]) and

⁴ ORS 197A.348 defines needed housing as “all housing on land zoned for residential use or mixed residential and commercial use that is determined to meet the need shown for housing within an urban growth boundary at price ranges and rent levels that are affordable to households within the county with a variety of incomes, including but not limited to households with low incomes, very low incomes and extremely low incomes, as those terms are defined by the United States Department of Housing and Urban Development”

housing for farmworkers (ORS 197A.348[e]) can be any of the housing types listed above. Analysis within this report discusses housing affordability at a variety of incomes, as required in ORS 197A.348.

Data Used in This Analysis

Throughout this analysis (including the subsequent Chapter 4) we used data from multiple well-recognized and reliable data sources. One of the key sources for housing and household data is the U.S. Census. This report primarily uses data from three Census sources:⁵

- The **Decennial Census**, which is completed every ten years and is a survey of *all* households in the United States. The Decennial Census does not collect detailed household information, such as income, housing costs, housing characteristics, and other important household information which are captured in the American Community Survey, described below.
- The **American Community Survey (ACS)**, which is completed every year and is a *sample* of households in the United States. The ACS collects detailed information about households, including demographics (e.g., number of people, age distribution, ethnic or racial composition, country of origin, language spoken at home, and educational attainment), household characteristics (e.g., household size and composition), housing characteristics (e.g., type of housing unit, year unit built, or number of bedrooms), housing costs (e.g., rent, mortgage, utility, and insurance), housing value, income, and other characteristics. The most up-to-date ACS data available for this report when it was started was for the 2017-2021 period. We updated select data to the 2018-2022 period before completing the report. For readability throughout the report, we refer to the 2017-2021 ACS period as 2021 and the 2018-2022 ACS period as 2022.
- **Comprehensive Housing Affordability Strategy (CHAS)**, which is custom tabulations of American Community Survey (ACS) data from the US Census Bureau for the US Department of Housing and Urban Development (HUD). CHAS data show the extent of housing problems and housing needs, particularly for low-income households. CHAS data are typically used by local governments as part of their consolidated planning work to plan how to spend HUD funds and for HUD to distribute grant funds. The most up-to-date CHAS data when this report was started covered the 2016-2020 period, which was a year older than the most recent ACS data for the 2017-2021 period.

⁵ The American Community Survey (ACS) is a national survey that uses continuous measurement methods. It uses a sample of about 3.54 million households to produce annually updated estimates for the same small areas (census tracts and block groups) formerly surveyed via the decennial census long-form sample. All ACS data are subject to sample variability or “sampling error” that is expressed as a band or “margin of error” (MOE) around the estimate. This report uses Census and ACS data because, despite the inherent methodological limits, they represent the most thorough and accurate data available to assess housing needs. We consider these limitations in making interpretations of the data and have strived not to draw conclusions beyond the quality of the data.

This report primarily uses data from the 2017-2021 ACS (reported as 2021) for Wilsonville and comparison areas with select updates to the 2018-2022 ACS (reported as 2022) for data like income and cost burden, which can shift more quickly given inflation and rising housing costs. Where information is available and relevant, we report information from the 2000 and 2010 Decennial Census. The 2020 Census was completed at the end of 2020 but was more limited than usual because of the COVID-19 pandemic. This report uses 2017-2021 and 2018-2022 ACS data, rather than 2020 Decennial Census data, for up-to-date information.

Among other data points, this report also includes data from Oregon's Housing and Community Services Department, the US Department of Housing and Urban Development, and the City of Wilsonville. In some cases, this analysis compares Wilsonville to nearby cities in the southern Portland Region: Tualatin, Tigard, Oregon City, Lake Oswego, Sherwood, and West Linn. These cities share similar characteristics with Wilsonville. They are geographically close and are of similar sizes (smaller than major cities like Portland or Hillsboro). These comparisons highlight Wilsonville's similarities and differences with its neighbors in various aspects of housing and demographics.

Trends in Housing Mix

This section provides an overview of changes in the mix of housing types in Wilsonville and compares Wilsonville to the Portland Region⁶ and Oregon. It shows the following trends in housing mix in Wilsonville:

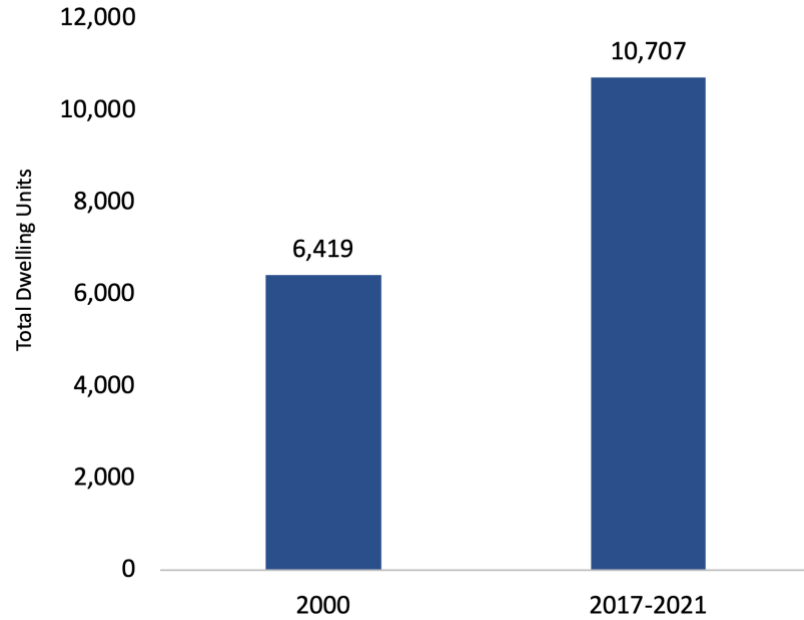
- **Since 2000, Wilsonville's housing stock grew by about 67%.** Between 2000 and 2021 Wilsonville's housing stock increased by 4,288 new units.
- **Single-family detached housing accounted for most new housing permitted in Wilsonville between 2013 and 2023.** About 73% of permitted units were for single-family detached, 17% for townhouses, and 10% for multifamily.
- **Wilsonville's housing stock has more multifamily housing than most comparable cities in the Portland Region.** This diversity in housing types is partially a result of Wilsonville's history as a newer community that has allowed for a variety of residential development through flexible zoning and master planning. As a relatively young city, most of Wilsonville's housing growth has occurred under modern zoning laws, contributing to the greater share of multifamily units. Specifically, 43% of Wilsonville's housing stock is single-family detached, 42% is multifamily (5+ units), 5% is duplexes, triplexes, or quadplexes, and 10% is townhouses. In contrast, only 25% of the Portland region's housing stock is multifamily (5+ units). This existing diversity should not be seen as a barrier to accommodating additional multifamily housing to meet the city's evolving needs. Rather, it reflects Wilsonville's proactive approach to providing a range of housing options for its residents through thoughtful planning and development.

⁶ The Portland Region is Clackamas, Washington, and Multnomah counties combined.

Housing Mix

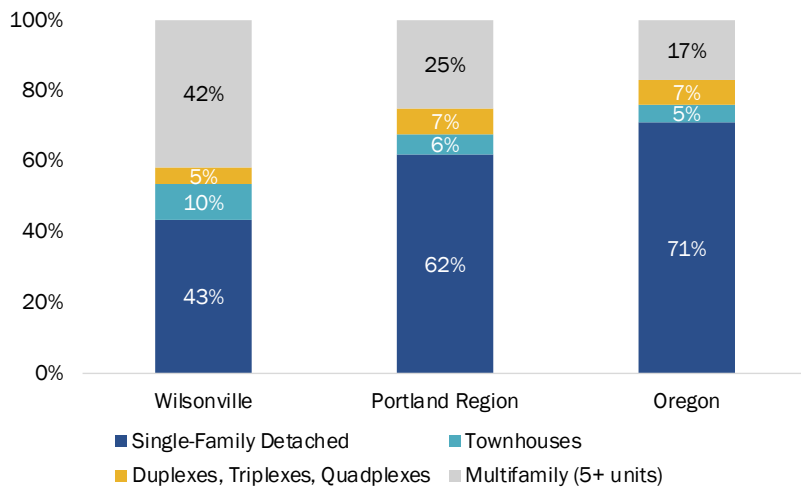
Wilsonville increased by 4,288 dwelling units (67%) between 2000 and 2021.

Exhibit 7. Total Dwelling Units, Wilsonville, 2000 and 2017-2021
 Source: US Census Bureau, 2000 Decennial Census, SF3 Table H030, and 2017-2021 ACS Table B25024.



Compared to the Portland Region, Wilsonville has a smaller share of single-family detached housing (43%) and a larger share of townhouses (10%) and multifamily (42%).
 In contrast, over 60% of all housing units in the Portland Region are single-family detached.

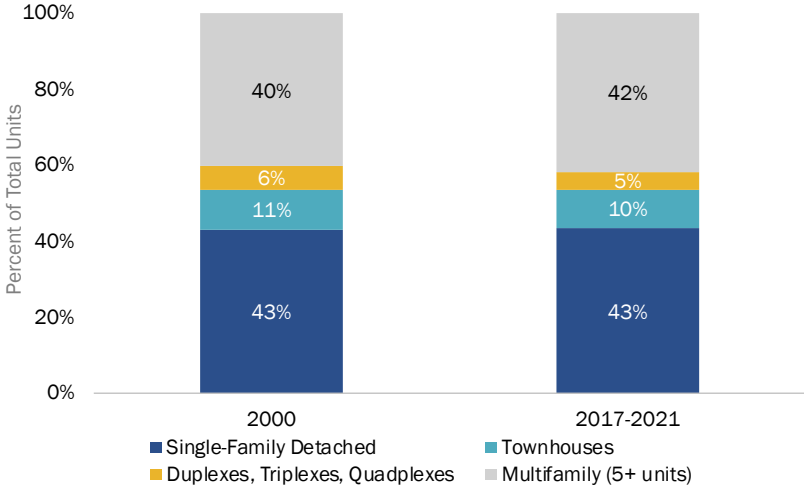
Exhibit 8. Housing Mix, Wilsonville, Portland Region, and Oregon, 2017-2021
 Source: US Census Bureau, 2017-2021 ACS Table B25024.



The housing mix in Wilsonville remained relatively stable between 2000 and 2021.

Exhibit 9. Change in Housing Mix, Wilsonville, 2000 and 2017-2021

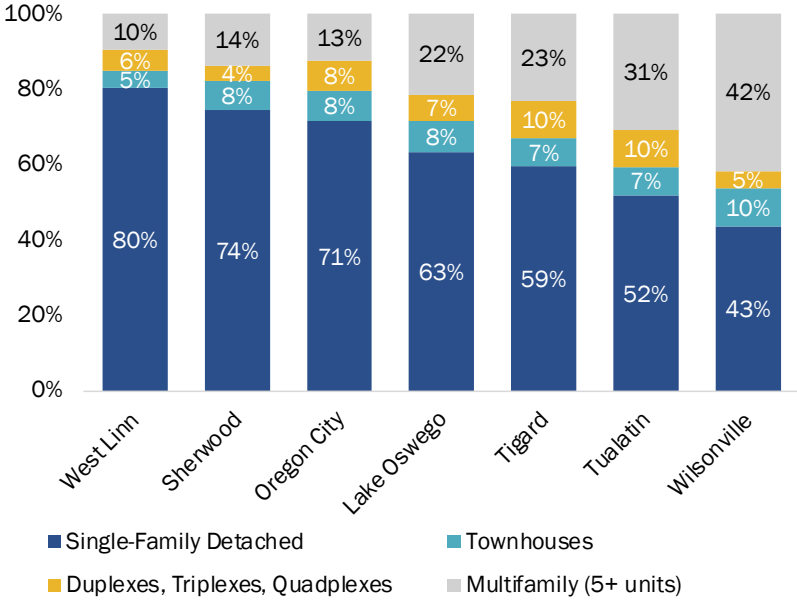
Source: US Census Bureau, 2000 Decennial Census, SF3 Table H030, and 2017-2021 ACS Table B25024.



Wilsonville had the highest share of multifamily housing of comparable Metro cities.

Exhibit 10. Dwelling units by type, all housing stock, selected cities in the Portland Region, 2017-2021

Source: US Census Bureau, 2017-2021 ACS Table B25024



Building Permits

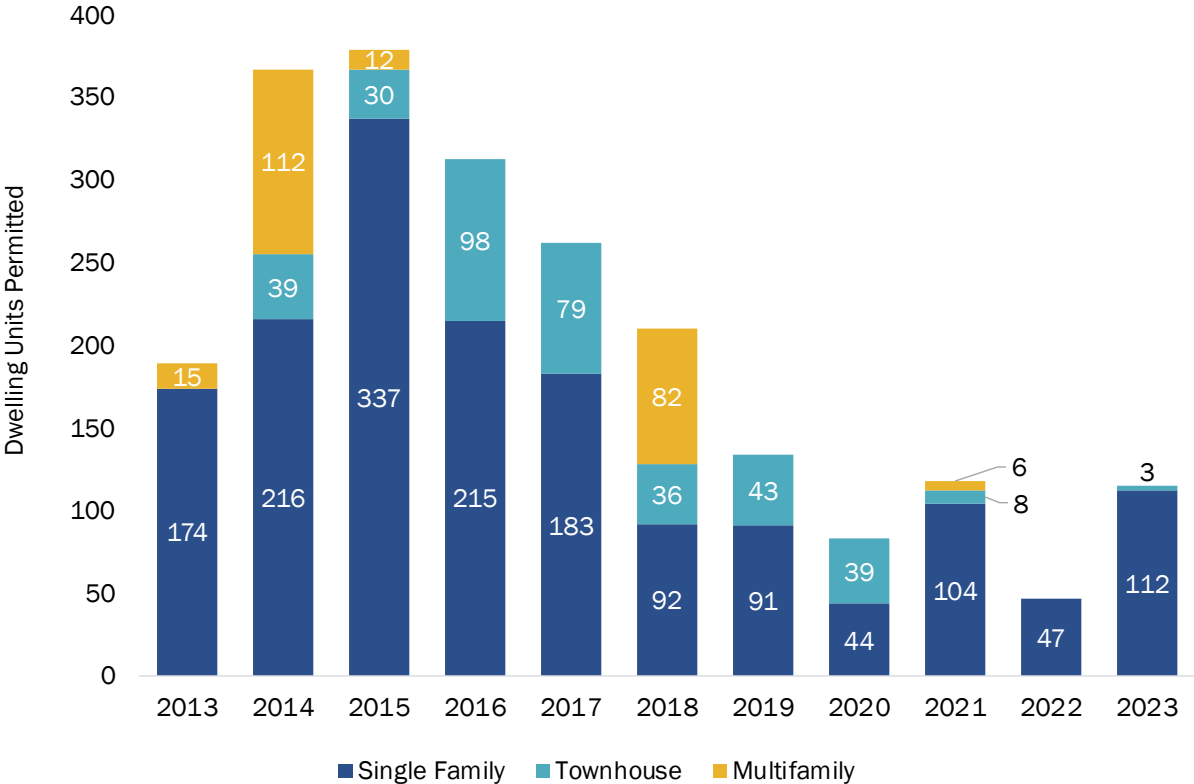
Over the 2013 to 2023 period, Wilsonville issued permits for 2,217 dwelling units, with an average of 222 dwelling units permitted annually. Of the 2,217 units permitted, about 73% were for single-family detached units, 17% were for townhouses and 10% were for multifamily units. As of February 2024, 16 additional single-family detached units were permitted and are not shown in Exhibit 11.

In addition to the housing development shown in Exhibit 11, the following housing has been entitled by Wilsonville but building permits have not yet been issued and development has not started:

- Town Center Mixed-use: 114 units of multifamily
- Villebois Village Center Mixed-use : 143 units of multifamily and 11 live-work units
- Wilsonville Transit Oriented Development: 121 affordable multifamily units

Exhibit 11. Building Units for New Residential Construction By Structure Type, Wilsonville FY 2013 through FY 2023

Source: City of Wilsonville.



Trends in Housing Density

Housing density is the density of housing by structure type, expressed in dwelling units per net or gross acre.⁷ The U.S. Census does not track residential development density thus this study analyzes housing density based on building permit data, Comprehensive Plan Designations, and tax lot information between 2013 and February 2024. Exhibit 12 shows Wilsonville’s residential development density by Comprehensive Plan Designations:⁸

- Development density in the Residential Neighborhood designation was 8.0 dwelling units per net acre.⁹
- Development density in the Residential Village designation was 15.7 dwelling units per net acre.
- The average development density in remaining residential designations was 8.3 dwelling units per net acre.

⁷ OAR 660-024-0010(6) uses the following definition of net buildable acre. “Net Buildable Acre” consists of 43,560 square feet of residentially designated buildable land **after excluding** future rights-of-way for streets and roads. While the administrative rule does not include a definition of a gross buildable acre, using the definition above, a gross buildable acre will include areas used for rights-of-way for streets and roads. Areas used for rights-of-way are considered unbuildable.

⁸ While the city's requirements for parks and open space can often be accommodated on constrained land (which has been removed from the analysis), in some cases these density estimates may overestimate capacity due to parks and open space requirements

⁹ Density for the Residential Neighborhood designation is for Frog Pond West since Frog Pond East and South have not yet developed. When Frog Pond East and South develop the density is expected to be higher.

Exhibit 12. Residential Development Density by Comprehensive Plan Designation, Wilsonville, 2013 to February 2024

Source: City of Wilsonville Building Permit Database 2024 and Comprehensive Plan and Zoning designations; Analysis by ECONorthwest Note: The multifamily projects Brenchley Estates and Fox Center Apartments were included in the "Residential 6-7" Comprehensive Plan designation as portions of larger planned development approvals spanning multiple Comprehensive Plan designations. As outliers, their inclusion increased the average density for this designation, beyond the density typically achieved in the "Residential 6-7" designation. To better reflect expected future density under current code, these multifamily projects were separated out from the "Residential 6-7" analysis, providing a clearer understanding of achievable density ranges for this designation moving forward. ECONorthwest

Comprehensive Plan Designation	Built Dwelling Units (DU)	Acres	Density (DU/Net Acre)
Residential Neighborhood	271	34	8.0
Residential Village	1,560	100	15.7
Residential 0-1 du/ac	3	6	0.5
Residential 2-3 du/ac	7	4	1.7
Residential 4-5 du/ac	86	13	6.4
Residential 6-7 du/ac			
Single Family Housing	125	16	7.7
Multifamily Housing	127	5	27.9
Residential 10-12 du/ac	48	3	14.0
Residential 16-20 du/ac	6	0	15.2
Total	2,233	182	12.3

Exhibit 13 shows density of residential development constructed in Wilsonville for the 2013 to February 2024 period:

- The **average** density of housing developed during the 10-year period was 12.3 dwelling units per net acre.
- The average density of **single-family detached** housing was 10.1 dwelling units per net acre.
- The average density of **townhouses** was 28.0 dwelling units per net acre.
- The average density of **multifamily** housing was 30.4 dwelling units per net acre.

Exhibit 13. Residential Development Density by Housing Type, Wilsonville, 2013 to February 2024

Source: City of Wilsonville Building Permit Database 2024 and Comprehensive Plan and Zoning designations; Analysis by ECONorthwest Note: Single-family includes single-family detached, accessory dwelling units, and manufactured homes.

Housing Type	Dwelling Units (DU)	Acres	Density (DU/Net Acre)
Single-family	1,631	161	10.1
Townhouses	375	13	28.0
Multifamily	227	7	30.4
Total	2,233	182	12.3

OAR 660-007-0035 sets specific density targets for cities in the Metro UGB. OAR 660-007 requires that Wilsonville “provide for an overall density of eight or more dwelling units per net buildable acre.” The City’s achieved density over the 2013 to February 2024 period exceeds this requirement.

Wilsonville's higher density reflects efficient land use planning in the master-planned areas of Villebois and Frog Pond. Market forces, including land and infrastructure costs, also incentivized developers to prioritize higher density where permissible.

Trends in Tenure

Housing tenure describes whether a dwelling is owner or renter occupied. This section shows:

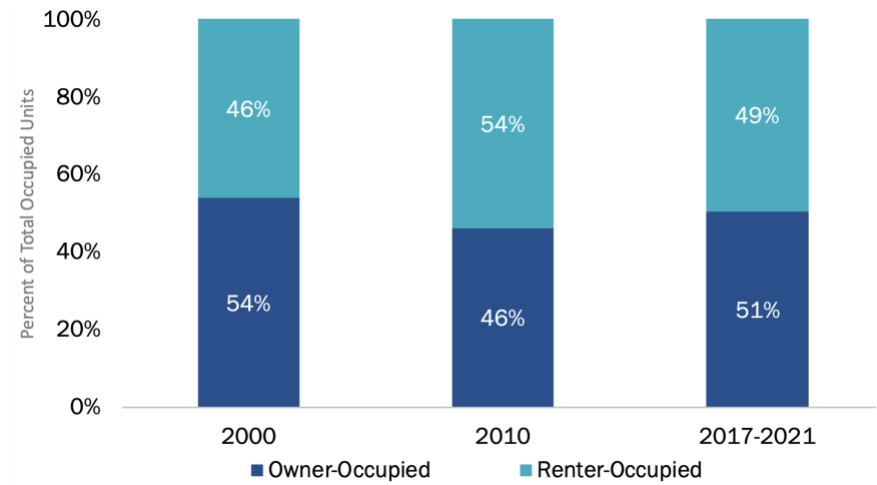
- **In Wilsonville, fewer people own their homes compared to the rest of the Portland Region and Oregon.** About 51% of households in Wilsonville are homeowners, while in the Portland Region about 60% of households are owners and 63% in Oregon. This is reflective of the mix of unit types. Wilsonville has a higher share of multifamily housing which is more likely to be rented rather than owned.
- **The share of people who own homes in Wilsonville declined between 2000 and 2021.** In 2000, 54% of Wilsonville households owned their homes, decreasing to 46% in 2010 and increasing to 51% in 2021.
- **Most of Wilsonville’s homeowners live in single-family detached housing (79%) or townhouses (17%) while almost all renters (88%) lived in multifamily housing** (including units in duplexes, triplexes, quadplexes, and housing with five or more units per structure). About 9% of renters lived in single family detached and 3% lived in townhouses.

Homeownership rates decreased slightly since 2000.

Between 2000 and 2021, the percentage of owner-occupied housing units decreased by three percentage points.

Exhibit 14. Tenure, Occupied Units, Wilsonville, 2000, 2010, 2017-2021

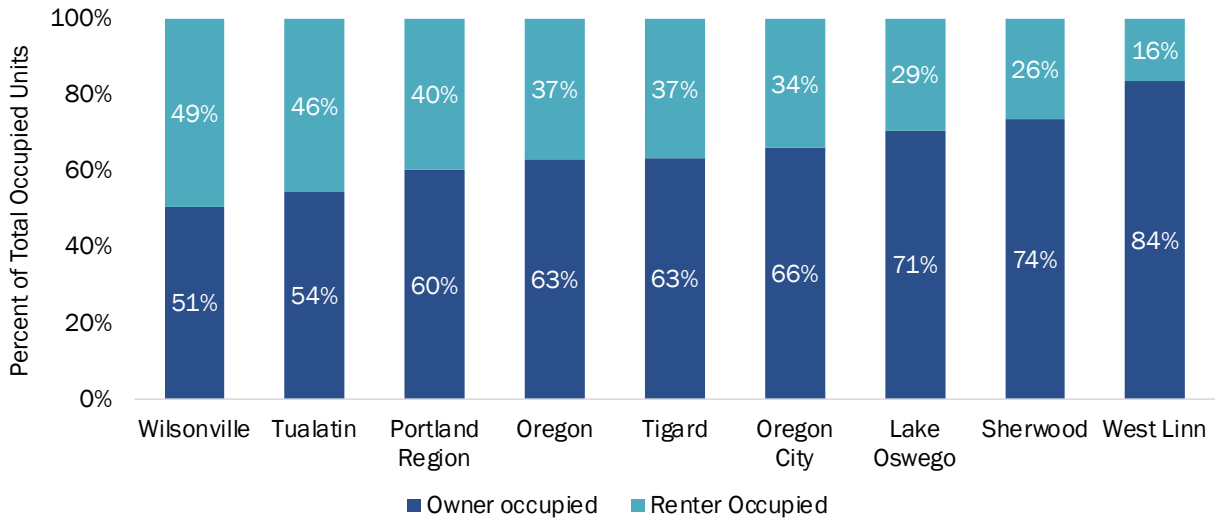
Source: US Census Bureau, 2000 Decennial Census SF1 Table H004, 2010 Decennial Census SF1 Table H4, 2017-2021 ACS Table B25003.



As shown in Exhibit 15, Wilsonville has a lower share of owner-occupied housing than the Portland Region and Oregon. West Linn has the highest share of owner-occupied housing by a significant margin (84%), followed by Sherwood and Lake Oswego (74% and 71%, respectively), all of which are substantially higher than Wilsonville’s (51%). Wilsonville's higher proportion of renter-occupied housing is likely attributable to its larger share of multifamily units compared to nearby cities. Multifamily dwellings are more likely to be rented rather than owner-occupied.

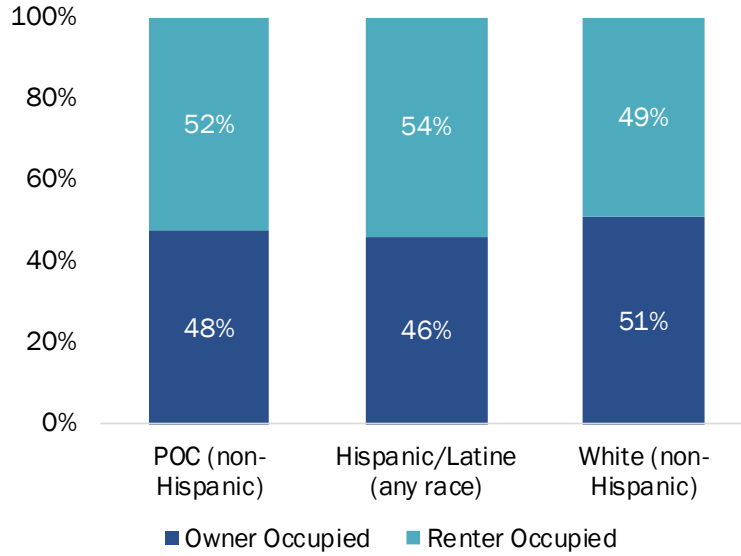
Exhibit 15. Tenure, Occupied Units, Wilsonville, the Portland Region, Oregon, and Comparison Cities, 2017-2021

Source: US Census Bureau, 2017-2021 ACS 5-Year Estimates, Table B25003.



People of Color (non-Hispanic), Hispanic/Latine, and White (non-Hispanic) had similar rates of homeowners and renters.

Exhibit 16. Tenure by Race and by Ethnicity, Wilsonville, 2017-2021
 Source: US Census Bureau, 2017-2021 ACS Table B25003A-I.

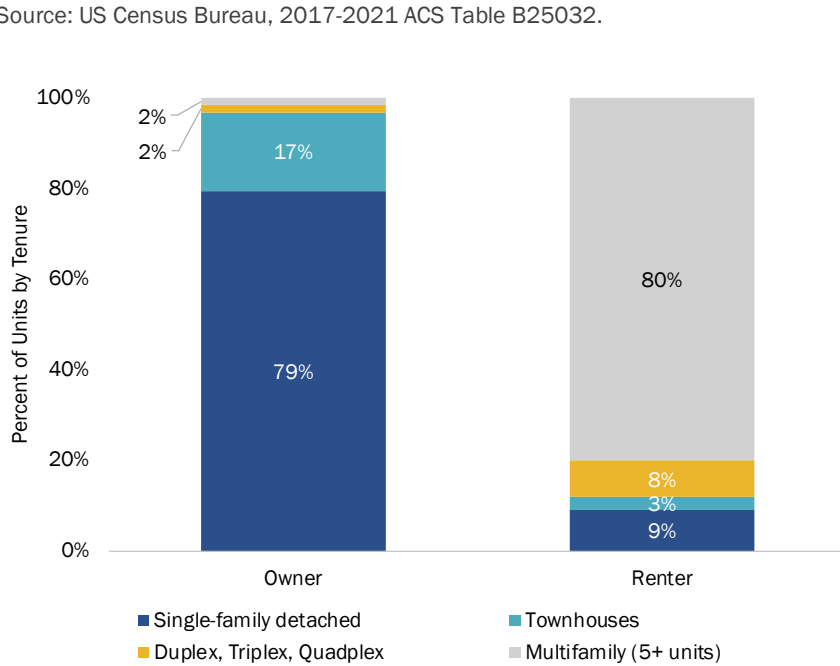


About 79% of Wilsonville’s homeowners lived in single-family detached housing and 17% lived in townhouses.

In comparison, only 9% of Wilsonville households that rent lived in single-family detached and 3% live in townhouses.

Eighty percent of renters live in multifamily (5+ units) housing.

Exhibit 17. Housing Units by Type and Tenure, Wilsonville, 2017-2021
 Source: US Census Bureau, 2017-2021 ACS Table B25032.

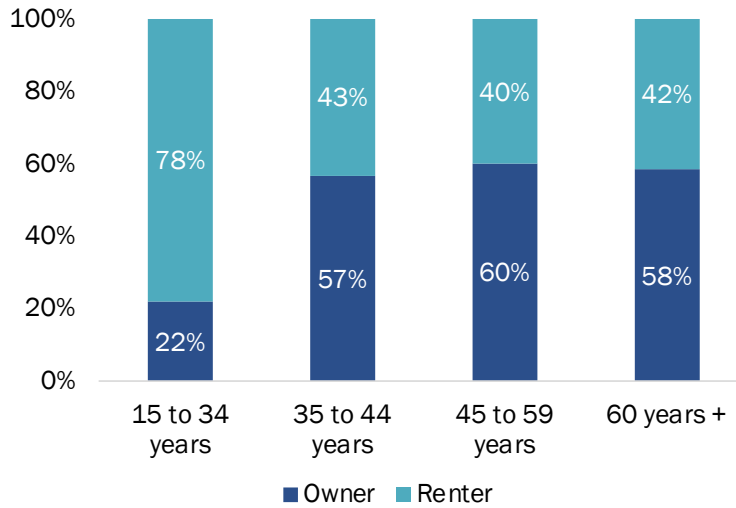


The percentage of homeowners among household heads aged 15 to 34 is the lowest compared to any other age group.

Homeownership rates increased substantially for households with heads of households aged 35 and over, and it stays relatively stable across older age groups. The homeownership differences by age are consistent with homeownership trends across the State.

Exhibit 18. Tenure by Age of the Head of Household, Wilsonville, 2017-2021

Source: US Census Bureau, 2017-2021 ACS Table B25007.



Vacancy Rates

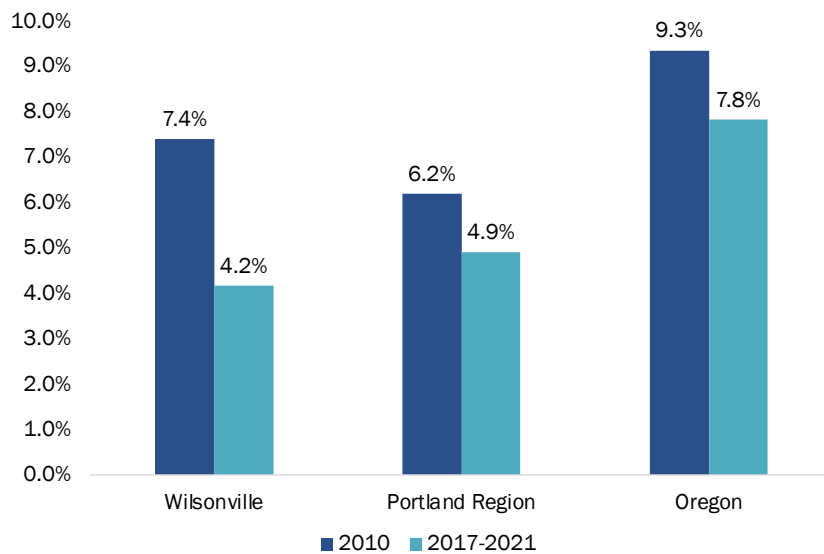
In the next draft, ECO will include more detail on vacancy rates.

Housing vacancy is a measure of housing that is available to prospective renters and buyers. It is also a measure of unutilized housing stock. The Census defines vacancy as "unoccupied housing units . . . determined by the terms under which the unit may be occupied, e.g., for rent, for sale, or for seasonal use only." A vacancy rate that is too low can indicate that supply is not keeping pace with demand, which drives up the cost of housing.

Between 2010 and 2021 the vacancy rate in Wilsonville declined from 7.4% to 4.2% while the Portland Region dropped from 6.2% to 4.9% and Oregon dropped from 9.3% to 7.8%

Exhibit 19. Housing Vacancy Rate, Wilsonville, 2017-2021

Source: ACS 5-year estimates, 2017-2021, Table B25002 and 2010 Census, Table H003001



Government-Assisted Housing

Governmental agencies and nonprofit organizations offer a range of housing assistance to low and moderate-income households to rent or purchase a home. There are 11 government-assisted housing developments in Wilsonville with a total of 635 dwelling units. These are rental units that were constructed with federal and state funds, the majority of which are multifamily.

Exhibit 20. Government-Assisted Housing, Wilsonville, 2022

Source: Oregon Department of Health and Human Services, Affordable Housing Inventory in Oregon, January 2022. List from City Public Affairs Director.

Note: SRO = Single room occupancy

Development Name	Total Units	Unit Size					
		SRO	Studio	1-bd	2-bd	3-bd	4-bd
SW MONTEBELLO DR	2	2	-	-	-	-	-
AUTUMN PARK	144	-	-	-	-	-	-
BEAVER STATE - MONTEBELLO	84	-	-	16	34	-	-
CHARLESTON APTS	52	-	-	15	-	-	-
CREEKSIDE WOODS	84	-	-	44	-	-	-
DUCK COUNTRY - WILSONVILLE HEIGHTS	76	-	-	4	16	4	-
RAIN GARDEN	30	-	-	-	-	-	-
RENAISSANCE COURT	21	-	-	20	-	-	-
WIEDEMANN PARK APTS	58	-	-	34	24	-	-
WINDFIELD VILLAGE (SENIOR LIVING)	84	-	-	-	-	-	-
Total	635	2	-	133	74	4	-

The Clackamas County Continuum of Care (CoC) region has 236 emergency shelter beds (including overflow), 54 transitional shelter beds, and 1,020 permanently supportive housing beds supporting people experiencing homelessness in Clackamas County.

Exhibit 21. Facilities and Housing Targeted to Households Experiencing Homelessness, Clackamas County Continuum of Care Region, 2022

Source: HUD 2022 Continuum of Care Homeless Assistance Programs, Housing Inventory Report, Clackamas County CoC

	Family Units	Family Beds	Adult-Only Beds	Child-Only Beds	Total Yr-Round Beds	Overflow / Voucher	Subset of Total Bed Inventory		
							Chronic Beds	Veteran Beds	Youth Beds
Emergency Shelter	25	79	102	-	181	55	-	25	-
Transitional Housing	15	33	21	-	54	-	-	2	25
Permanent Housing	190	584	436	-	1,020	-	180	222	99
Total	230	696	559	-	1,255	55	180	249	124

Manufactured Homes

Manufactured homes provide a source of affordable housing in Wilsonville. They provide a form of homeownership that can be made available to low and moderate-income households. Cities must plan for manufactured homes – both on lots and in manufactured home parks (ORS 197.475-492).

Generally, manufactured homes in parks are owned by the occupants who pay rent for the space. Monthly housing costs are typically lower for a homeowner in a manufactured home park for several reasons, including the fact that property taxes levied on the value of the land are paid by the property owner, rather than the manufactured homeowner. The value of the manufactured home generally does not appreciate in the way a conventional home would, however. Manufactured homeowners in parks are also subject to preferences of the property owner in terms of rent rates and increases. It is generally not within the means of a manufactured homeowner to relocate to another manufactured home to escape rent increases. Living in a park as a homeowner is desirable for some due to the added security of a community with on-site managers and convenient amenities like laundry and recreation facilities. OAR 197.480(4) requires cities to inventory the mobile home or manufactured dwelling parks sited in areas planned and zoned or generally used for commercial, industrial, or high-density residential development.

Exhibit 22 presents the inventory of mobile and manufactured home parks within Wilsonville as of 2023. Wilsonville has 2 manufactured home parks within its UGB. Within these parks, there are a total of 120 spaces (of which 0 spaces were vacant as of March 2023).

Exhibit 22. Inventory of Mobile/Manufactured Home Parks, Wilsonville UGB, 2023

Source: Oregon Manufactured Dwelling Park Directory, 2023.

Name	Location	Type	Total Spaces	Vacant Spaces	Comprehensive Plan Designation
Oakleaf Park	10660 SW Wilsonville Rd	Family	63	0	Residential 10-12 DU/acre
Walnut Mobile Home Park	28455 SW Boones Ferry Rd	Family	57	0	Industrial
Total			120	-	

4. Demographic and Other Factors Affecting Residential Development in Wilsonville

Demographic trends are important for a thorough understanding of the dynamics of the Wilsonville housing market. Wilsonville exists in a regional economy; trends in the region impact the local housing market. This chapter documents demographic, socioeconomic, and other trends relevant to Wilsonville at the national, state, and regional levels.

Demographic trends provide a context for growth in a region; factors such as age, income, migration, and other trends show how communities have grown and how they will shape future growth. To provide context, we compare Wilsonville to the Portland Region, Clackamas County, and Oregon. We also compare Wilsonville to nearby cities where appropriate. Characteristics such as age and ethnicity are indicators of how the population has grown in the past and provide insight into factors that may affect future growth.

Demographic and Socioeconomic Factors Affecting Housing Choice

Analysts typically describe housing demand as the preferences for different types of housing (e.g., single-family detached or apartment) and the ability to pay for that housing (the ability to exercise those preferences in a housing market by purchasing or renting housing; in other words, income or wealth).

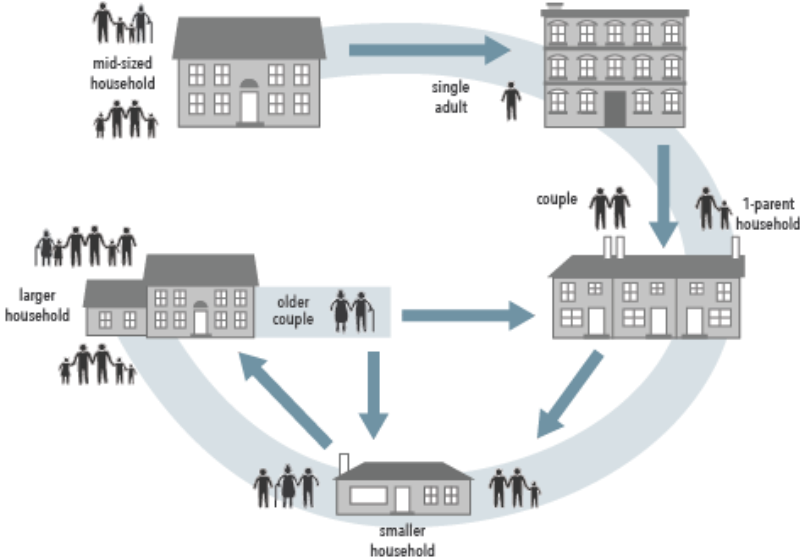
Many demographic and socioeconomic variables affect housing choice. However, the literature about housing markets finds that age of the householder, size of the household, and income are most strongly correlated with housing choice.

- **Age of householder** is the age of the person identified (in the Census) as the head of household. Households make different housing choices at different stages of life. This chapter discusses generational trends, such as housing preferences of baby boomers (people born from about 1946 to 1964), millennials (people born from about 1981 to 1996) and Generation Z (people born from about 1997 to 2012).
- **Size of household** is the number of people living in the household. Younger and older people are more likely to live in single-person households. People in their middle years are more likely to live in multi-person households (often with children).
- **Household income** is probably the most important determinant of housing choice. Income is strongly related to the type of housing a household chooses (e.g., single-family detached housing, duplexes, or buildings with more than five units) and to household tenure (e.g., rent or own).

An individual’s housing needs change throughout their life, with changes in income, family composition, and age. Exhibit 23 depicts the most common effects of these demographic changes on a person’s housing need. The types of housing needed by a 20-year-old college student differ from the needs of a 40-year-old parent with children, or an 80-year-old single adult. The housing characteristics by age data below reveal this cycle in action in Wilsonville.

Housing needs and preferences change in predictable ways over time, such as with changes in marital status and size of family.
Households of different sizes need different types of housing.

Exhibit 23. Effect of Demographic Changes on Housing Need
Source: ECONorthwest, adapted from Clark, William A.V. and Frans M. Dieleman. 1996. Households and Housing. New Brunswick, NJ: Center for Urban Policy Research.



Regional and Local Demographic Trends May Affect Housing Need in Wilsonville

This section shows key characteristics of Wilsonville’s population, with implications for future housing demand in Wilsonville.

Growing Population

Wilsonville’s population growth will drive future demand for housing in the City over the planning period. Exhibit 24 shows that Wilsonville’s population grew by 96% between 2000 and 2022, a far higher rate than the state or region. Wilsonville added 13,423 new residents, at an average annual growth rate of 3.1%.

Exhibit 24. Population, Wilsonville, the Portland Region, Comparison Counties, Oregon, U.S., 2000, 2010, 2022

Source: US Decennial Census 2000 and 2010, and PSU Certified Population Estimates 2022.

Note: AAGR = Average Annual Growth Rate

	2000	2010	2022	Change 2000 to 2022		
				Number	Percent	AAGR
Wilsonville	13,991	19,509	27,414	13,423	96%	3.1%
Portland Region	1,444,219	1,641,036	1,849,881	405,662	28%	1.1%
Clackamas County	338,391	375,992	430,421	92,030	27%	1.1%
Multnomah County	660,486	735,334	810,242	149,756	23%	0.9%
Washington County	445,342	529,710	609,219	163,877	37%	1.4%
Oregon	3,421,399	3,831,074	4,281,851	860,452	25%	1.0%
United States	281,421,906	308,745,538	333,287,557	51,865,651	18%	0.8%

Aging Population

Growth in the senior population and a higher share of young adults relative to the region will influence the types of housing demanded in Wilsonville. These trends are summarized below.

- Growth in seniors and retirees.** Wilsonville currently has a smaller share of people over 60 years old than the state, but that group accounted for the largest percent increase by age group in the city between 2000 and 2021. The Clackamas County forecast from Portland State University suggests that the population over 60 will continue to grow at a faster rate than other age groups. The share of residents aged 60 years and older is expected to account for 29% of the population in 2040 compared to 27% in 2020. It is reasonable to expect that Wilsonville’s senior population will grow consistent with regional trends, which will increase demand for housing that is suitable for seniors.

Demand for housing for seniors will grow over the planning period, as the Baby Boomers continue to age and retire, and members of Generation X begin to retire. The impact of change in seniors in Wilsonville will depend, in part, on whether older people already living in Wilsonville continue to reside there as they retire. National surveys

show that, in general, most retirees prefer to age in place by continuing to live in their current home and community as long as possible.¹⁰

Growth in the number of seniors will result in demand for housing types specific to seniors, such as small and easy-to-maintain dwellings, assisted living facilities, or age-restricted developments. Senior households will make a variety of housing choices, including remaining in their homes if they are able, downsizing to smaller single-family homes (detached and attached) or multifamily units, or moving into group housing (such as assisted living facilities or nursing homes), as they age. The challenges aging seniors face in continuing to live in their community include changes in healthcare needs, loss of mobility, the difficulty of home maintenance, financial concerns, and increases in property taxes.¹¹

- **Wilsonville has a larger proportion of younger working-aged people than the Portland Region and Oregon.** People roughly aged 28 to 43 now are referred to as the millennial generation and account for the largest share of population in Oregon. By 2045, millennials will be about 49 to 64 years of age, and Generation Z will be 33 to 48 years of age. As they age and form their own households, their housing needs will contribute to housing needs in Wilsonville.

Wilsonville currently has higher rates of millennials than the rest of the Portland region. About 33% of Wilsonville’s population is between 20 and 39 years old, compared to 30% of the Portland Region and 27% of Oregon. The community’s ability to continue to attract and retain people in this age group will depend, in large part, on whether the city has opportunities for housing that both appeals to and is affordable to millennials and Generation Z.

In the near-term, millennials and Generation Z may increase demand for rental units. Some households in this age group will need housing that accommodates children. As of 2021, about 28% of households in Wilsonville have children. In the long-term, surveys about housing preference suggest that millennials want affordable single-family homes in areas that offer transportation alternatives to cars, such as areas with walkable neighborhoods.¹² Recent growth in homeownership among millennials proves that millennials prefer to become homeowners, with the millennial homeownership rate increasing from 33% in 2009 to 43% in 2019.¹³ While researchers do not yet know how

¹⁰ A survey conducted by the AARP indicates that 90% of people 50 years and older want to stay in their current home and community as they age. See <http://www.aarp.org/research>.

¹¹ “Aging in Place: A toolkit for Local Governments” by M. Scott Ball.

¹² The American Planning Association, “Investing in Place; Two generations’ view on the future of communities.” 2014.

“Access to Public Transportation a Top Criterion for Millennials When Deciding Where to Live, New Survey Shows,” Transportation for America.

“Survey Says: Home Trends and Buyer Preferences,” National Association of Home Builders International Builders

¹³ “Millennials and Housing: Homeownership Demographic Research.” Freddie Mac Single-Family, 2021.

https://sf.freddiemac.com/content/_assets/resources/pdf/fact-sheet/millennial-playbook_millennials-and-housing.pdf.

Generation Z will behave in adulthood, many expect they will follow patterns of previous generations.¹⁴

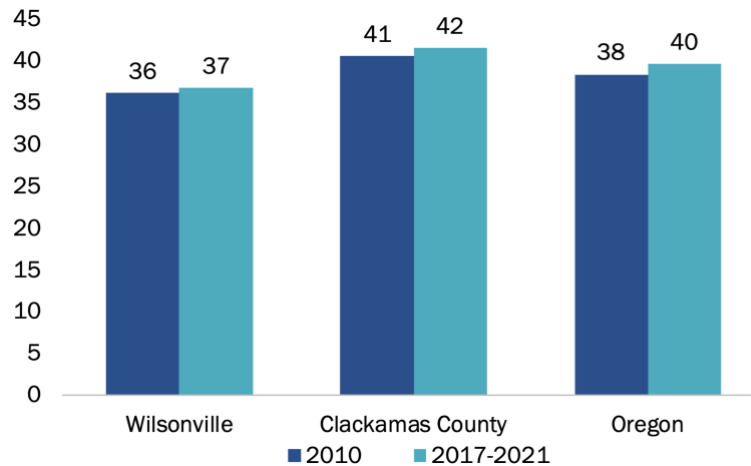
Growth in millennials and Generation Z in Wilsonville will result in increased demand for both affordable single-family detached housing (such as small single-family detached units like cottages), as well as increased demand for townhouses and multifamily housing that is typically more affordable the single-family detached housing. Demand will be for both ownership and rental opportunities. There is potential for attracting new residents to housing in Wilsonville’s commercial areas, especially if the housing is relatively affordable and located in proximity to services. Smaller household sizes in Wilsonville relative to the region point to demand for smaller housing units which are generally more affordable than larger units.

Wilsonville saw an increase in median age between 2010 and 2021.

Wilsonville’s median age was 37, 3 years younger than the median age in Oregon and 5 years younger than the median age in Clackamas County.

Exhibit 25. Median Age, Wilsonville, Clackamas County, and Oregon, 2000 to 2017–2021

Source: US Census Bureau, 2000 Decennial Census Table B01002, 2017–2021 ACS, Table B01002.

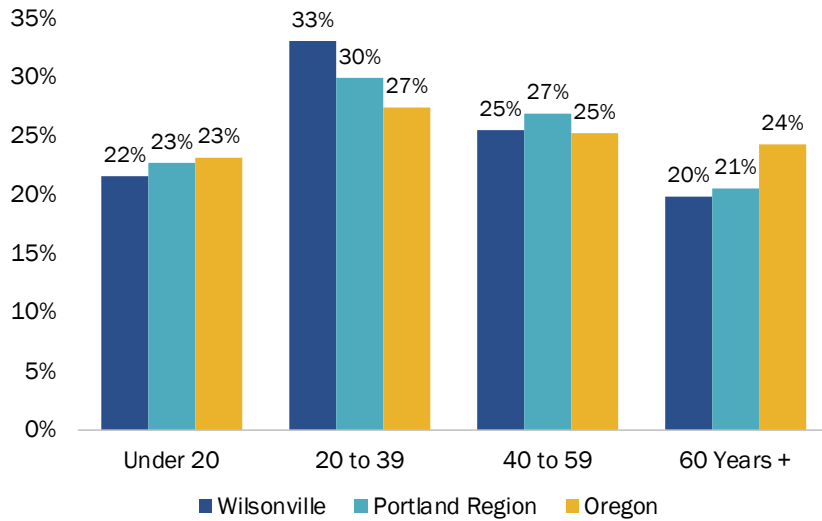


¹⁴ “2021 Home Buyers and Sellers Generational Trends Report.” National Association of Realtors, 2021. <https://www.nar.realtor/sites/default/files/documents/2021-home-buyers-and-sellers-generational-trends-03-16-2021.pdf>.

Wilsonville had the highest percentage of population between the ages of 20 and 39.

Exhibit 26. Population Distribution by Age, Wilsonville, the Portland Region, and Oregon, 2017–2021

Source: US Census Bureau, 2017–2021 ACS, Table B01001.

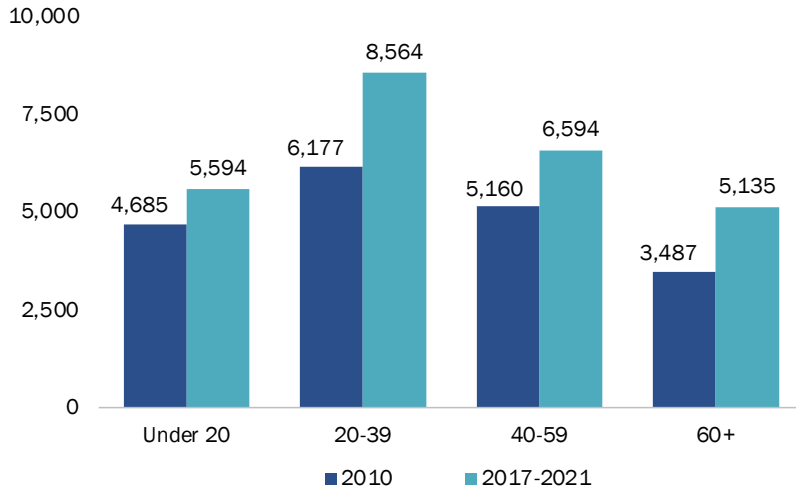


Wilsonville saw substantial growth across all age groups, with the largest increases among 20-39 year old residents and 60+ residents.

Residents aged 60+ grew by 1,648 people between 2010 and 2021, while the 20-39 years old age group grew by almost 2,400 people (47% and 39%, respectively).

Exhibit 27. Population Growth by Age, Wilsonville, 2010, 2017–2021

Source: US Census Bureau, 2000 Decennial Census Table P012 and 2017–2021 ACS, Table B01001.



People in all age groups are expected to grow in Clackamas County over the next two decades.

People aged 60 and over are forecast to increase 31% between 2020 and 2040, adding more than 34,500 new people. People aged 40 to 59 are forecast to grow by nearly as many, adding 32,500 people.

By 2040, Clackamas County residents aged 40 and older will make up 57% of the county's total population, a 3% increase in share from 2020.

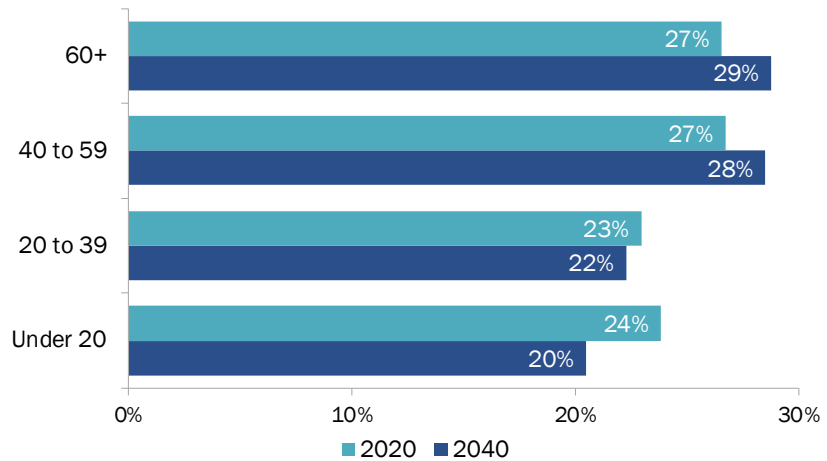
Exhibit 28. Fastest-Growing Age Groups, Clackamas County, 2020 to 2040

Source: PSU Population Research Center, Clackamas County Forecast, June 2020

Under 20	20-39 Yrs	40-59 Yrs	60+ Yrs
4% Growth (4,060 People)	18% Growth (16,808 People)	29% Growth (32,576 People)	31% Growth (34,579 People)

Exhibit 29. Population Growth by Age Group, Clackamas County, 2020 and 2040

Source: PSU Population Research Center, Clackamas County Forecast, June 2020.



Racial and Ethnic Diversity

Wilsonville has a similar racial and ethnic makeup as the state of Oregon, with about 17% of Wilsonville residents identifying as a person of color (Asian, Black or African American, American Indian and Alaska Native, Some Other Race alone, and Two or More Races) or Hispanic/Latine. Housing needs do not generally differ by race or ethnicity, but other characteristics of households that affect housing needs (and the housing choices available to these households) may vary by race or ethnicity. For example, Exhibit 40 shows a difference in income by race and ethnicity. These differences in income result in households making different choices (often by necessity) based on income and the availability of affordable housing. To the extent that characteristics of current housing situations for people of color are different from the overall average, these differences are more likely to reflect availability of affordable housing, rather than different preferences by race or ethnicity.

Exhibit 30 shows Wilsonville’s population by race and ethnicity, excluding those who identified as White alone. Wilsonville has a large population of Hispanic/Latine residents, more than double the next highest race or ethnic group represented in Wilsonville.

Exhibit 30. Number of People by Race (non-White) and Ethnicity, Wilsonville, 2017-2021
Source: US Census Bureau, 2017-2021 ACS, Table B03002.

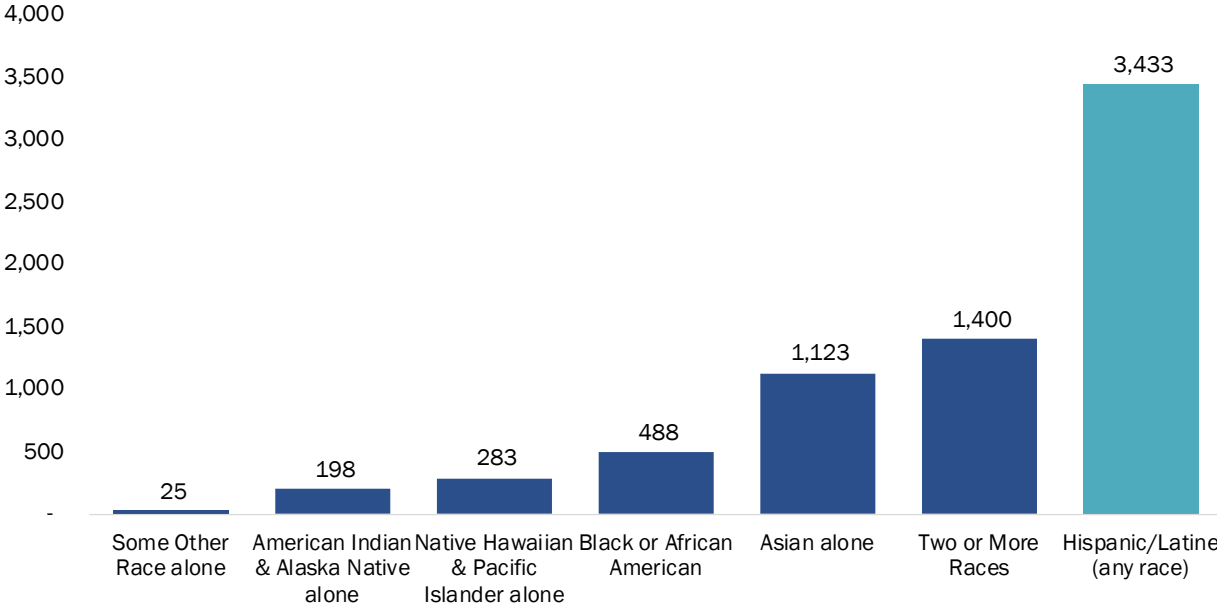


Exhibit 31 shows that Wilsonville has a similar racial and ethnic makeup as the state of Oregon and Portland Region. About 13% of residents identify as Hispanic/Latine. Nearly 14% identify as a race other than white, non-Hispanic.

Exhibit 31. Population by Race/Ethnicity as a Percent of Total Population, 2017–2021

Source: US Census Bureau, 2016–2020 ACS Table B02001 and B03002.

	Wilsonville	Portland Region	Clackamas County	Washington County	Oregon
Not Hispanic or Latine	87%	87%	91%	83%	86%
White	73%	69%	80%	64%	74%
Black or African American	2%	3%	1%	2%	2%
American Indian and Alaska Native	1%	0%	0%	0%	1%
Asian	4%	8%	4%	11%	4%
Native Hawaiian and Pacific Islander	1%	0%	0%	0%	0%
Some Other Race alone	0%	0%	0%	0%	0%
Two or More Races	5%	5%	5%	5%	5%
Hispanic or Latine	13%	13%	9%	17%	14%

The number of residents that identified as Hispanic/Latine increased in Wilsonville by 1,073 people, from 2,360 people in 2010 to 3,433 people in 2021. The US Census Bureau forecasts that at the national level, the Hispanic/Latine population will continue growing faster than most other non-Hispanic/Latine populations between 2020 and 2040. The Census forecasts that the Hispanic/Latine population will increase 93%, from 2016 to 2060, and foreign-born Hispanic/Latine populations immigrating to the United States will increase by about 40% in that same time.¹⁵ It is reasonable to assume that the Hispanic/Latine population will continue to grow in Wilsonville, as the population nationally increases.

Continued growth in the Hispanic/Latine population will affect Wilsonville’s housing needs in a variety of ways. Growth in first and, to a lesser extent, second and third-generation Hispanic/Latine immigrants will increase demand for larger dwelling units to accommodate the, on average, larger household sizes for these households. In fact, Hispanic/Latine households are twice as likely to include multigenerational households than the general populace.¹⁶ As Hispanic/Latine households change over generations, household size typically decreases, and housing needs become similar to housing needs for all households.

According to the *State of Hispanic Homeownership* report from the National Association of Hispanic Real Estate Professionals, the Hispanic/Latine population accounted for 29% of the nation’s new household formation between 2017 and 2021.¹⁷ The rate of homeownership for Hispanic/Latine households increased from 45.6% in 2015 to 48.4% in 2021. Hispanic/Latine

¹⁵ US Census Bureau, *Demographic Turning Points for the United States: Population Projections for 2020 to 2060*.

¹⁶ Pew Research Center. (2013). *Second-Generation Americans: A Portrait of the Adult Children of Immigrants*.

National Association of Hispanic Real Estate Professionals (2019). *2019 State of Hispanic Homeownership Report*.

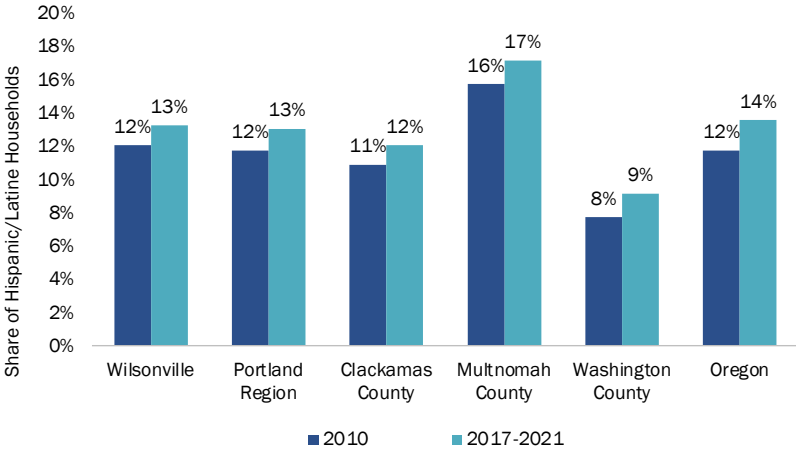
¹⁷ National Association of Hispanic Real Estate Professionals (2021). *2021 State of Hispanic Homeownership Report*.

homeownership growth has remained steady over the last decade and is at its highest rates since 2009.

Wilsonville saw an increase in the percentage of the population identifying as Hispanic/Latine similar to comparison areas.

Exhibit 32. Hispanic/Latine Population as Percent of Total Population, Wilsonville, the Portland Region, Comparison Counties, and Oregon, 2010 and 2017-2021

Source: US Census Bureau, 2000 Decennial Census Table P008, 2017-2021 ACS Table B03002.



Household Size and Composition

Wilsonville has a smaller average household size than Clackamas County and state, with a higher share of one- and two-person households, likely driven by its higher proportion of young adults. However, despite smaller household sizes, Wilsonville has a higher share of households with children than the region and state, including a higher proportion of single-parent households.

Wilsonville’s average household size was slightly smaller than Clackamas County’s and Oregon’s.

Exhibit 33. Average Household Size, Wilsonville, Clackamas County, Oregon, 2017-2021

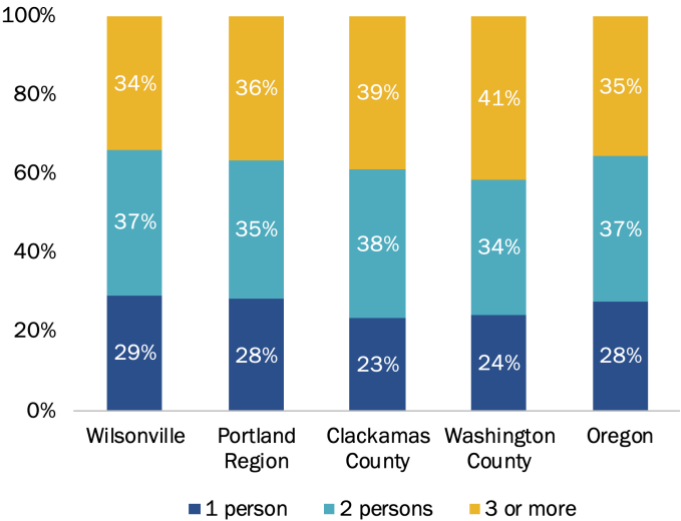
Source: US Census Bureau, 2017-2021 ACS 5-Year Estimate, Table B25010.



Sixty-six percent of households in Wilsonville are one and two person households.

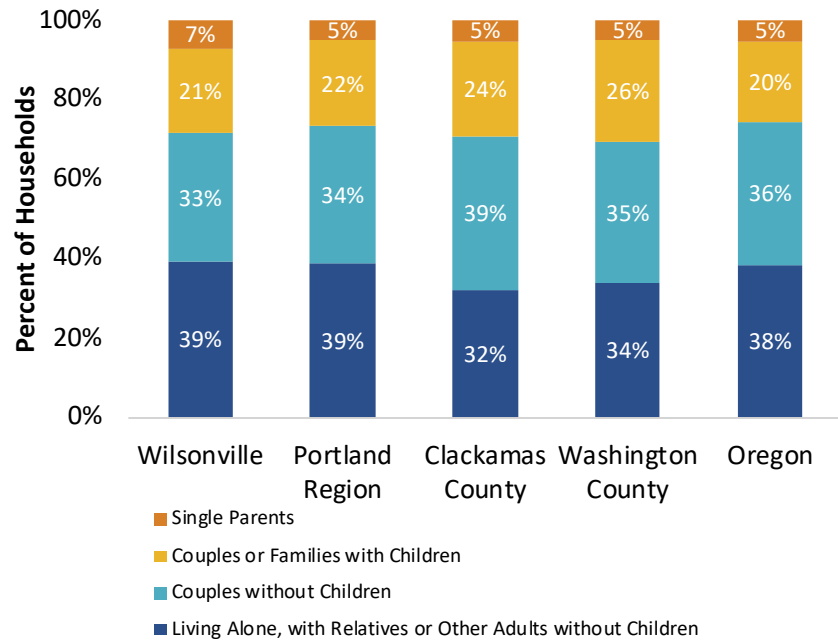
Exhibit 34. Household Size, Wilsonville, the Portland region, Comparison Counties, and Oregon, 2017-2021

Source: US Census Bureau, 2017-2021 ACS 5-Year Estimate, Table B25010.



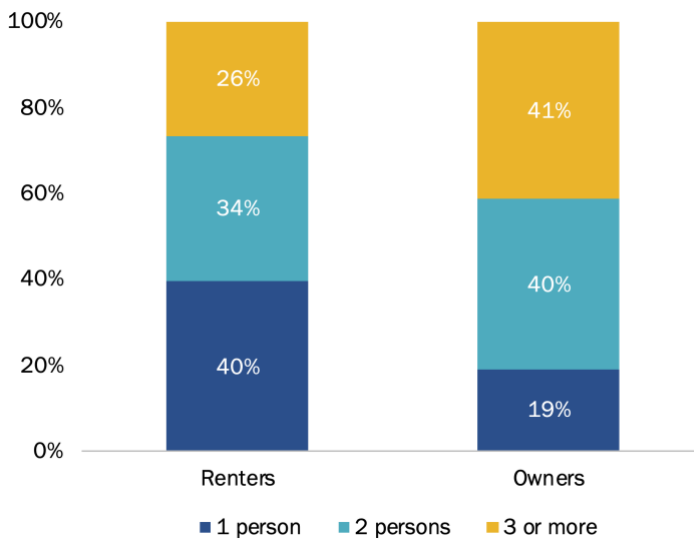
Wilsonville had the highest percent of single parents compared to comparison geographies.

Exhibit 35. Household Composition, Wilsonville, the Portland Region, Clackamas County, Washington County, and Oregon, 2017-2021
 Source: US Census Bureau, 2017-2021 ACS 5-Year Estimate, Table DP02.



Owner-occupied households had a higher percentage of both 2 person and 3 or more person households than renter-occupied households.

Exhibit 36. Tenure by Household Size, Wilsonville, 2017-2021
 Source: US Census Bureau, 2017-2021 ACS 5-Year Estimate, Table B25009



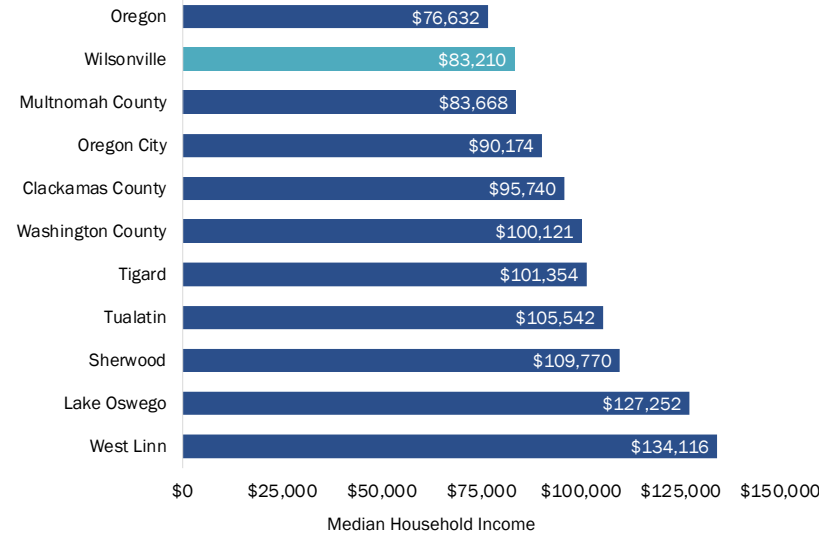
Income of Wilsonville Residents

Income is a key determinant in housing choice and households' ability to afford housing. Wilsonville's median household income was lower than the Clackamas County median (about \$12,000 lower). Adjusted for inflation, Wilsonville's household income decreased by 8% since 2000, which is inconsistent with regional and state trends. While the exact cause for this decline is unclear, Wilsonville's higher share of multifamily units could mean that housing is attainable for households with lower incomes at a greater rate than many nearby cities. Ignoring inflation adjustments, median household income increased by 61% between 2000 and 2022 in Wilsonville (29% between 2014 and 2022). This is lower than Clackamas County and Oregon where the median household income increased 85% and 88%, respectively between 2000 and 2022 (not adjusted for inflation).

Wilsonville has a lower median household income when compared to the region and many nearby cities but is higher than Oregon overall.

Exhibit 37. Median Household Income, Wilsonville, Comparison Counties, Oregon, Comparison Cities, 2018-2022

Source: US Census Bureau, 2018-2022 ACS 5-Year Estimate, Table B25119

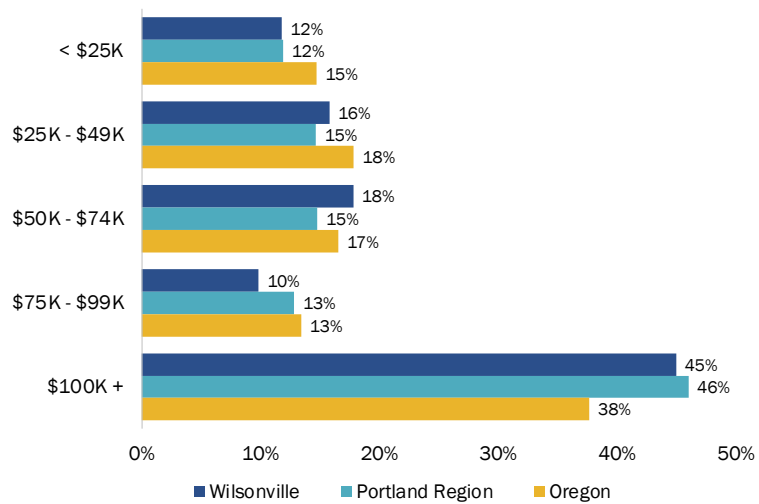


The share of households making more than \$100,000 in Wilsonville is similar to the Portland region but greater than the state overall.

About 55% of households in Wilsonville make less than \$100,000. Twenty-eight percent make less than \$50,000.

Exhibit 38. Household Income, Wilsonville, Portland Region, Oregon, 2018-2022

Source: U.S. Census Bureau, 2018-2022 ACS 5-year estimate, Table B19001.

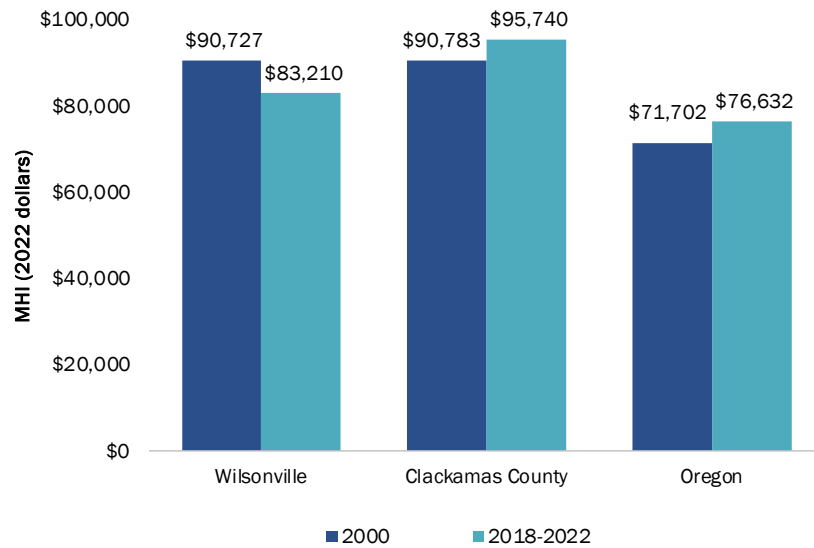


Wilsonville's inflation-adjusted median household income decreased between 2000 and 2022, in contrast to Clackamas County and Oregon, which both increased.

Ignoring inflation adjustments, median household income increased by 61% between 2000 and 2022 in Wilsonville (29% between 2014 and 2022). This is lower than Clackamas County and Oregon where the median household income increased 85% and 88%, respectively between 2000 and 2022 (not adjusted for inflation).

Exhibit 39. Change in Median Household Income, Wilsonville, Clackamas County, Oregon, 2000 to 2018-2022, Inflation-Adjusted

Source: US Census Bureau, 2000 Decennial Census, Table HCT012; 2018-2022 ACS 5-Year Estimate, Table B25119.



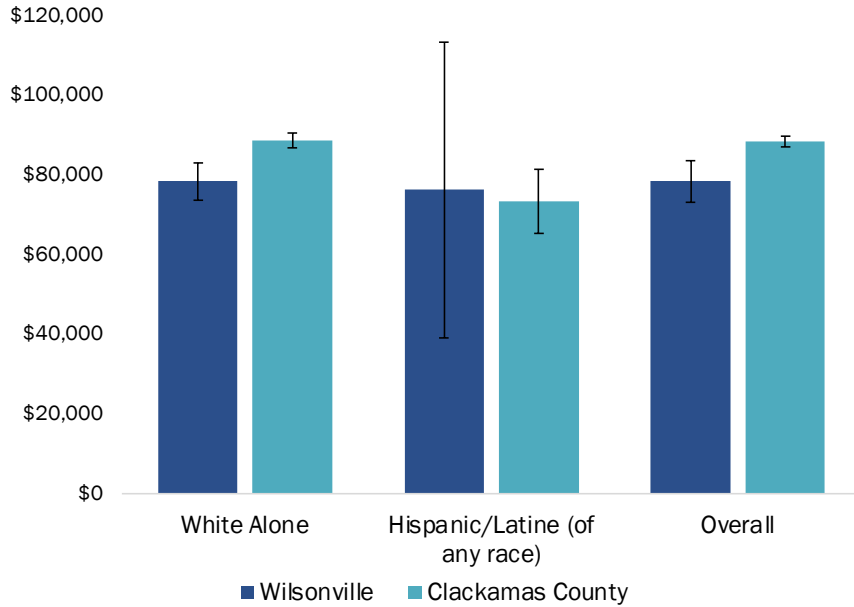
In Clackamas County Hispanic/Latine households had median household incomes between \$65,000 to \$82,000 which was below the overall county median household income.

While City-level data had a high margin of error, It is reasonable to assume that Hispanic/Latine households may similarly have lower median household incomes than the City's overall median household income.

Exhibit 40. Median Household Income by Race/Ethnicity of the Head of Household, Wilsonville, 2017-2021

Source: US Census Bureau, 2017-2021 ACS 5-Year Estimate, Table S1901.
 Note: The black lines for each bar in this chart denote an estimate's margin of error. These are displayed because when parsing Census survey data for a cross-section of data, there is more statistical noise when computing estimates. The inclusion of the bars indicates the range in which the true estimate likely lies (within a degree of statistical certainty).

Note: American Indian/Alaska Native, Asian, and two or more races were not included at the City level due to very high margins of error.

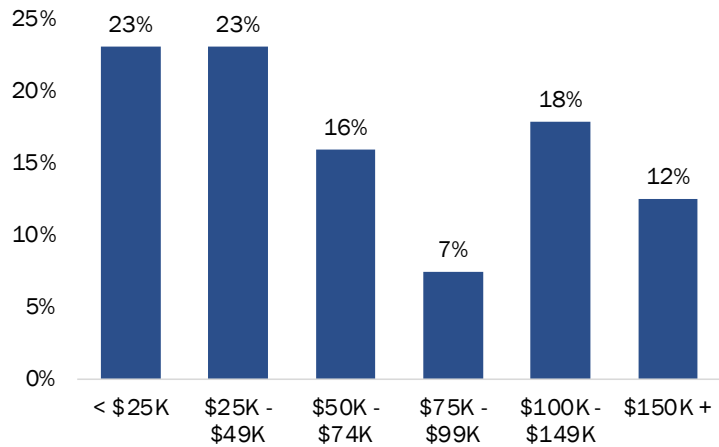


Almost half of all 65+ households make less than \$50,000 in Wilsonville.

Thirty percent of 65+ households have a household income of more than \$100,000.

Exhibit 41. Household Income (Aged 65 Years and Older), Wilsonville, 2017-2021

Source: US Census Bureau, 2017-2021 ACS 5-Year Estimate, Table B19037.



Commuting Trends

ECO will update commuting trends to the latest data (2021) in the next draft.

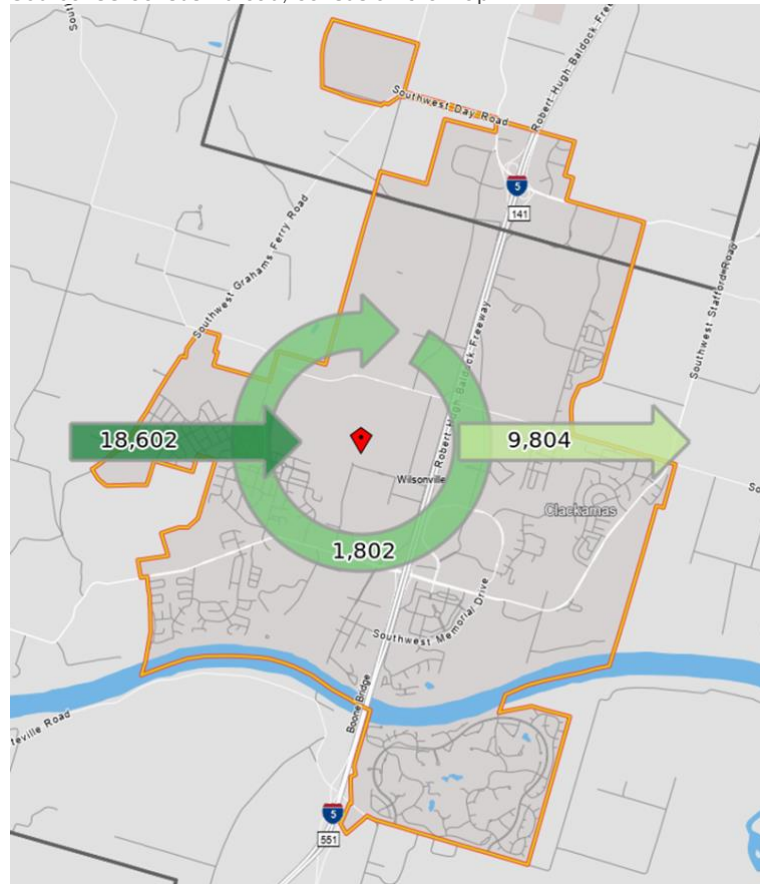
Wilsonville is part of the complex, interconnected economy of the Portland Region. Of the 20,404 jobs in Wilsonville, 91% of workers commute into Wilsonville from other areas, most notably from Portland, Salem, Beaverton, Tigard, and Tualatin. About 9,800 residents of Wilsonville commute out of the city for work, many of them to Portland, Tualatin, and Tigard.

About 20,404 people work in Wilsonville. A majority of these people commute into Wilsonville for work.

About 1,802 people live and work in Wilsonville, accounting for about 9% of jobs in Wilsonville. About 9,804 people live in Wilsonville but commute outside of the city for work.

Exhibit 42. Commuting Flows, Wilsonville, 2019

Source: US Census Bureau, Census on the Map.



About 9% of Wilsonville's workforce lives in Wilsonville.

The remainder commute from Portland and other cities in the Portland Region.

Exhibit 43. Where workers in Wilsonville lived, 2019

Source: US Census Bureau, Census on the Map.



About **16%** of Wilsonville residents work in Wilsonville.

Exhibit 44. Where Wilsonville residents worked, 2019

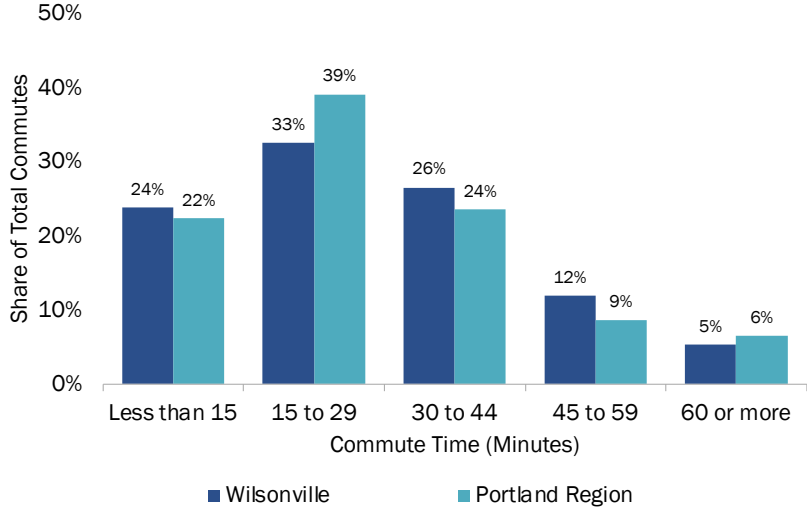
Source: US Census Bureau, Census On the Map.



About a quarter of Wilsonville residents commute less than 15 minutes to work.

Exhibit 45. Commute Time by Place of Residence, Wilsonville and the Portland Region, 2017-2021

Source: US Census Bureau, 2017-2021 ACS 5-Year Estimate, Table B08303.



Populations with Unique Needs

People Experiencing Homelessness

Gathering reliable data from individuals experiencing homelessness is difficult precisely because they are unstably housed. People can cycle in and out of homelessness and move around communities and shelters. Moreover, the definition of homelessness can vary between communities. Individuals and families temporarily living with relatives or friends are insecurely housed, but they are often neglected from homelessness data. Even if an individual is identified as lacking sufficient housing, they may be reluctant to share information. As a result, information about people experiencing homelessness in Wilsonville is not readily available.

According to HUD’s 2022 Annual Homeless Assessment Report (AHAR), across the United States, the number of people experiencing homelessness increased slightly (less than one percent) between 2020 and 2022. This increase reflects a three percent increase in people experiencing *unsheltered* homelessness, offset by a two percent decline in people experiencing *sheltered* homelessness. However, between 2021 and 2022, *sheltered* homelessness increased by 7%, possibly due to the easing of pandemic-related restrictions that resulted in fewer beds available and declines in the perceived health risks of staying in a shelter.

Homelessness Data Sources

Point-in-Time (PIT) count: The PIT count is a snapshot of individuals experiencing homelessness on a single night in a community. The count records the number and characteristics of people who live in emergency shelters, transitional housing, rapid re-housing, Safe Havens, or PSH; as well as recording those who are unsheltered.

McKinney Vento data: This data records the number of school-aged children who live in shelters or hotels/motels and those who are doubled up, unsheltered, or unaccompanied. This is a broader definition of homelessness than that used in the PIT.

Although these sources of information are known to undercount people experiencing homelessness, they are consistently available for counties in Oregon.

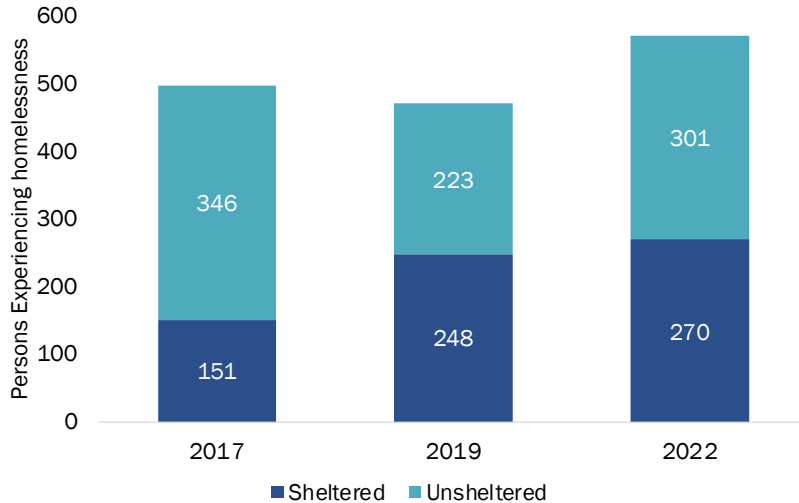
About 571 sheltered and unsheltered people were identified as experiencing homelessness in Clackamas County in 2022.

Exhibit 46. Number of Persons Experiencing Homelessness, Sheltered and Unsheltered, Clackamas County, Point-in-Time Count, 2017, 2019, and 2022
Source: HUD Point-in-Time Counts

497 Persons	471 Persons	571 Persons
2017	2019	2022

In 2022, 47% of people experiencing homelessness were sheltered (270 people) and 53% were unsheltered (301 people)

Exhibit 47. Number of Persons Homeless by Living Situation, Clackamas County, Point-in-Time Count, 2017, 2019, and 2022
Source: HUD Point-in-Time Counts

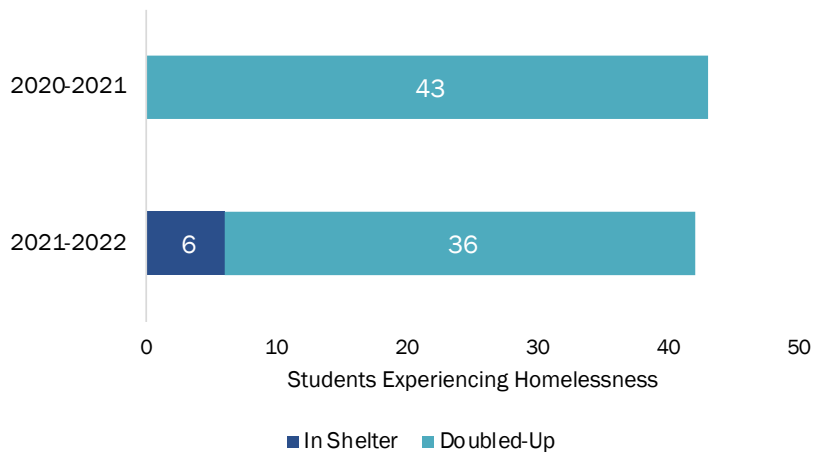


In the 2021-22 school year, 42 students experienced homelessness

Of the 42 students in 2021-22 experiencing homelessness, 6 were unaccompanied.

Thirty-six students were doubled-up which means that the student was sharing housing with another family or individual. This typically implies that the student and their family do not have an adequate nighttime residence of their own and are temporarily staying with others. Six students were reported as staying in a shelter.

Exhibit 48. Students Homeless by Living Situation, West Linn-Wilsonville School District, 2020 - 2021 and 2021 - 2022
Source: McKinney Vento, Homeless Student Data.



People with Disabilities

Exhibit 49 presents data on the share of individuals living with disabilities in Wilsonville, the Portland region and the State, bucketed into six categories (as defined by Census Bureau):

- **Hearing difficulty:** Deaf or having serious difficulty hearing
- **Vision difficulty:** Blind or having serious difficulty seeing, even when wearing glasses
- **Cognitive difficulty:** Because of a physical, mental, or emotional problem, having difficulty remembering, concentrating, or making decisions
- **Ambulatory difficulty:** Having serious difficulty walking or climbing stairs
- **Self-care difficulty:** Having difficulty bathing or dressing
- **Independent living difficulty:** Because of a physical, mental, or emotional problem, having difficulty doing errands alone such as visiting a doctor’s office or shopping

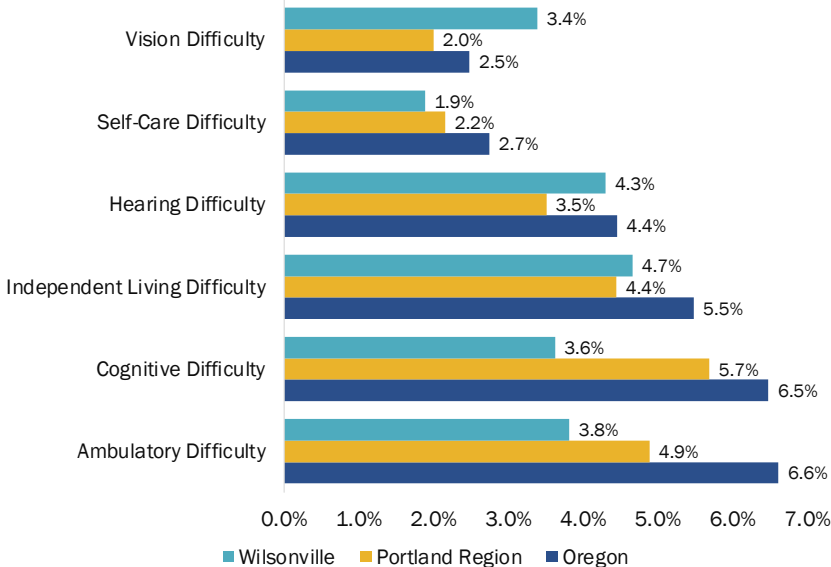
Persons with disabilities often require special housing accommodations such as single-story homes or ground floor dwelling units, unit entrances with no steps, housing options that allow for service animals, and other accessibility features. Due to an insufficient supply of these housing options, this group often experiences additional barriers to accessing affordable housing that meets their needs. Some people with disabilities have limited and fixed incomes, making them more susceptible to having housing affordability challenges. Statewide, 60% of renter households with a disability were cost burdened, compared with the average of 48% of all renter households in 2018.

Wilsonville has a lower share of persons living with a disability than the Portland Region and Oregon overall.

Wilsonville had a total of 2,956 people with one or more disabilities, accounting for 12% of people in Wilsonville. The most common disabilities were independent living difficulty and hearing difficulty.

Exhibit 49. Persons Living with a Disability by Type and as a Percent of Total Population Wilsonville, the Portland Region, Oregon, 2017-2021

Source: US Census Bureau 2017-2021 ACS, Table K201803.



Regional and Local Trends Affecting Affordability in Wilsonville

This section describes changes in sales prices, rents, and housing affordability in Wilsonville, compared to other places in the region. This section shows:

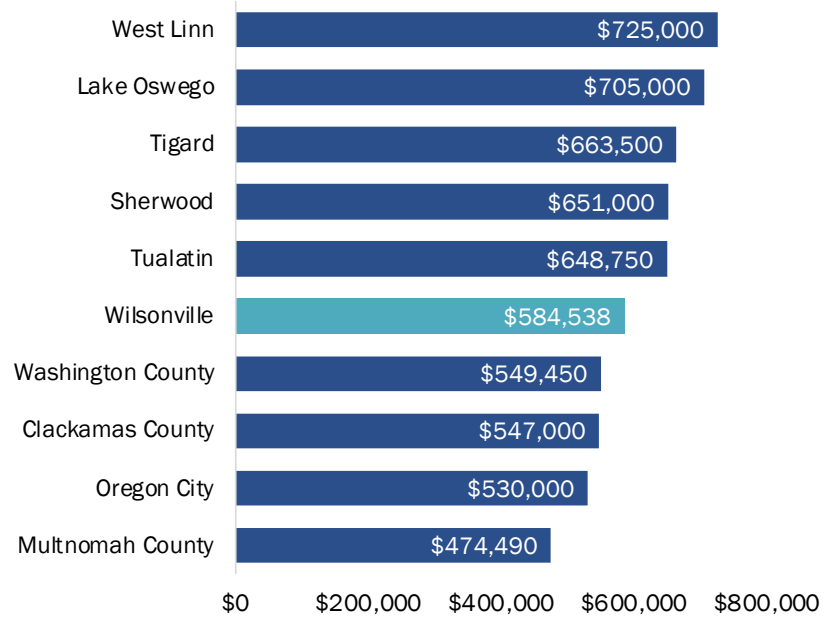
- **Wilsonville’s median home sales price increased 72% between January 2014 and January 2024 from \$339,900 to \$584,500.** Wilsonville’s median home sales price is less expensive than some nearby cities and more expensive than others. Wilsonville’s ratio of housing value to household income is the highest of all comparison areas which means that housing is less affordable in Wilsonville than comparison regions when considering the income of residents.
- **Multifamily average asking rents in Wilsonville increased 58% between 2013 and 2023.** The average asking rent in Wilsonville was \$1,733 in 2023, not including costs of utilities. Asking rents in 2023 vary from \$1,513 for a one-bedroom unit to \$2,154 for a three-bedroom unit.
- **About 37% of Wilsonville households are cost burdened.** Over half of renter households in Wilsonville experience cost burden (55%), compared with 23% of owner households. Wilsonville has some of the highest levels of cost burden in relation to comparable cities, in part because Wilsonville has a higher percentage of renter households (who have higher rates of cost burden than owner households) than comparable cities.

Changes in Housing Costs

Wilsonville’s median home sales price was higher than both Multnomah County and Clackamas County.

Exhibit 50. Median Home Sales Price, Wilsonville, Comparison Counties, and Comparison Cities, January 2024

Source: Redfin

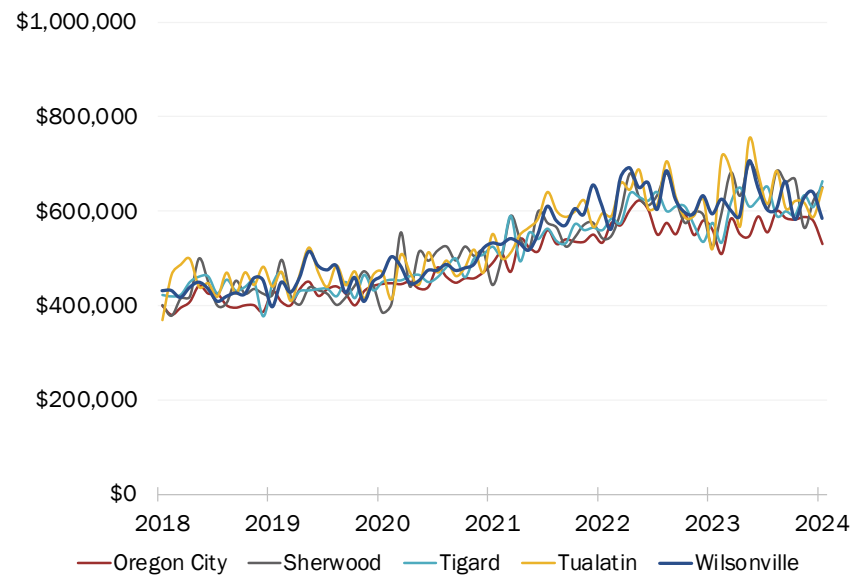


Between January 2018 and January 2024, the median sales price in Wilsonville increased by 35% from around \$432,000 to \$584,500. Wilsonville’s median sales price is similar to many nearby cities.

Between January 2014 and January 2024, Wilsonville’s median home sales price increased 72% (\$245,000).

Exhibit 51. Median Home Sales Price, Wilsonville, Oregon City, Sherwood, Tigard, and Tualatin, 2018 through January 2024

Source: Redfin



When compared to Lake Oswego and West Linn, two higher cost cities in the Metro Region, Wilsonville's median sale price is consistently lower.

Exhibit 52. Median Home Sales Price, Wilsonville, Lake Oswego, and West Linn, 2018 through January 2024

Source: Redfin

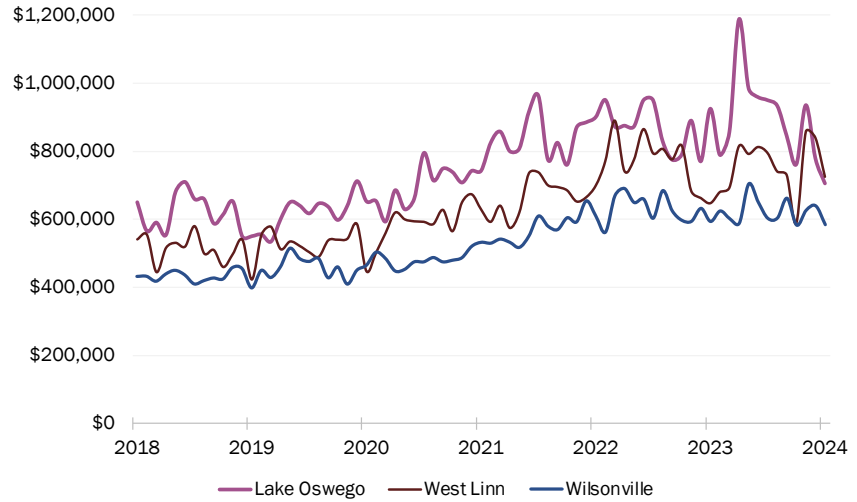
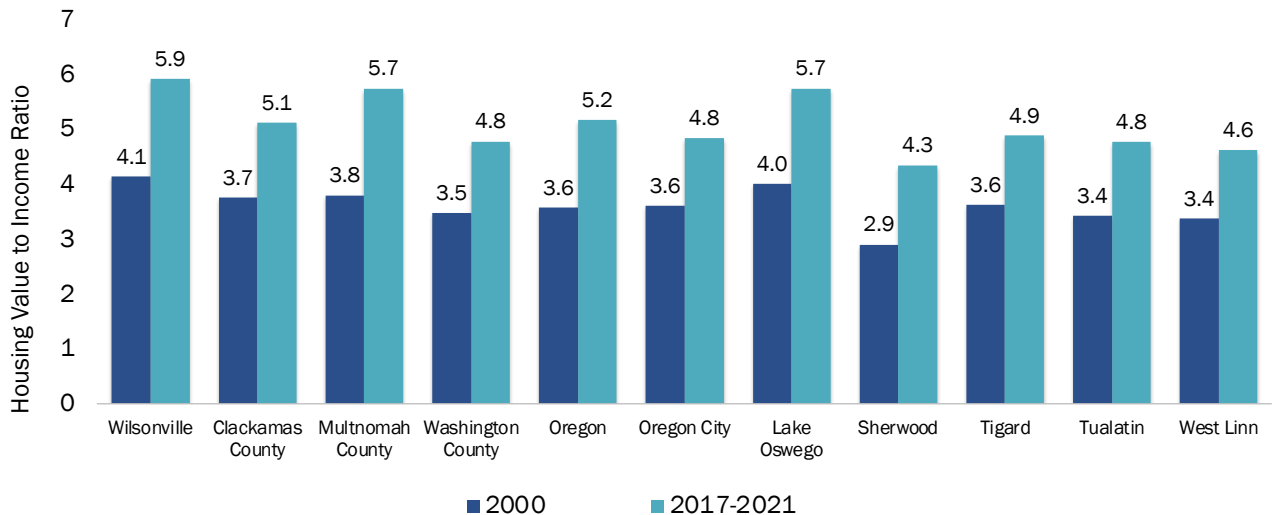


Exhibit 53 shows that, since 2000, housing costs in Wilsonville increased faster than incomes. The household-reported median value of a house in Wilsonville was 4.1 times the median household income in 2000 and 5.9 times the median household income in 2021. Wilsonville's ratio of housing value to household income is the highest of all comparison areas which means that housing is less affordable in Wilsonville than comparison regions when considering the income of residents.

Exhibit 53. Ratio of Median Housing Value to Median Household Income in the Past 12 Months, Wilsonville, Comparison Counties, Oregon, and Comparison Cities, 2000 to 2017-2021¹⁸

Source: US Census Bureau, 2000 Decennial Census (Table HCT012, H085); 2017-2021 ACS (Table B19013, B25077).



¹⁸ This ratio compares the median value of housing in Wilsonville (and other places) to the median household income in the past 12 months.

Rental Costs

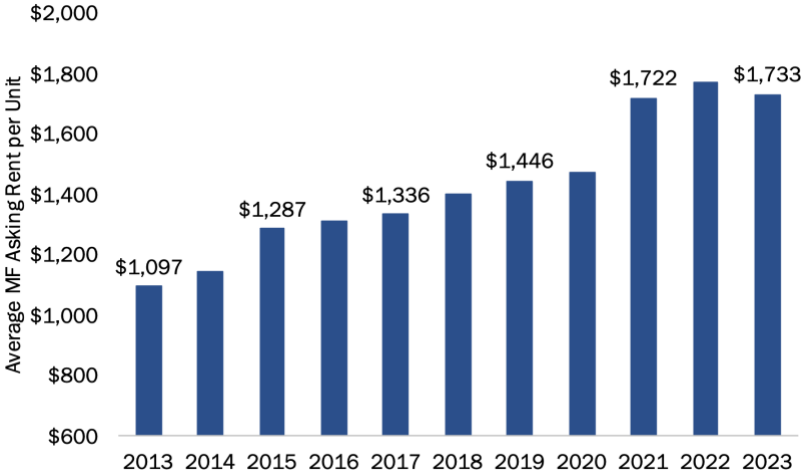
Multifamily asking rents increased 58% in the last 10 years.

Between 2020 and 2023 they increased 17%.

Average asking rents in Wilsonville were similar to average asking rents in Tigard (\$1,601), Tualatin (\$1,652), and Oregon City (\$1,750) in 2023.

Exhibit 54. Average Multifamily Asking Rent per Unit, Wilsonville, 2013 through 2023

Source: CoStar.

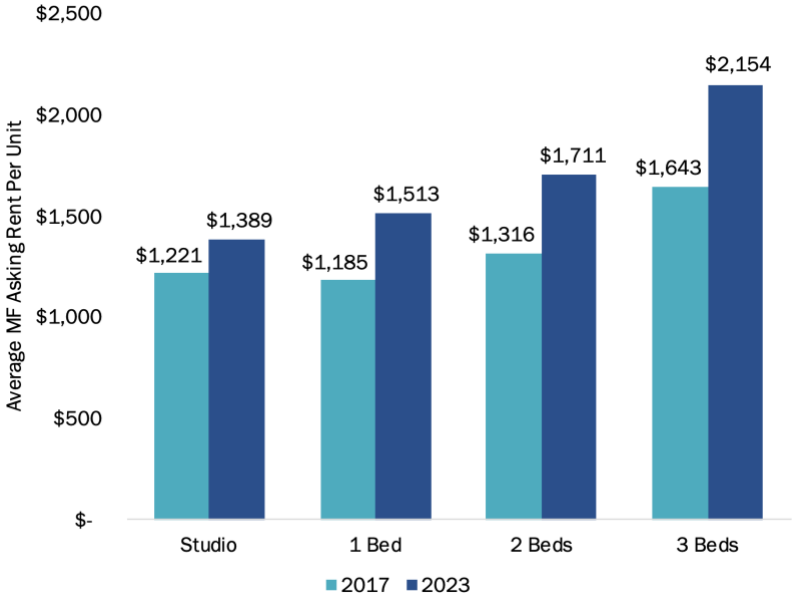


Multifamily asking rent has increased across all bedroom sizes.

Between 2017 and 2023 studios increased by 14% and one bedroom, two bedroom, and three bedroom units all increased by more than 27%.

Exhibit 55. Average Multifamily Asking Rent per Unit by Number of Bedrooms, Wilsonville, 2017 and 2023

Source: CoStar.



Multifamily asking rent per square foot increased 58% between 2013 and 2023.

Multifamily vacancy rates fluctuated, with higher vacancy rates in 2013 and rates varying between 4% and 7% between 2017 and 2023.

Exhibit 56. Average Multifamily Asking Rent per Square Foot and Average Multifamily Vacancy Rate, Wilsonville, 2013 to 2023

Source: CoStar.

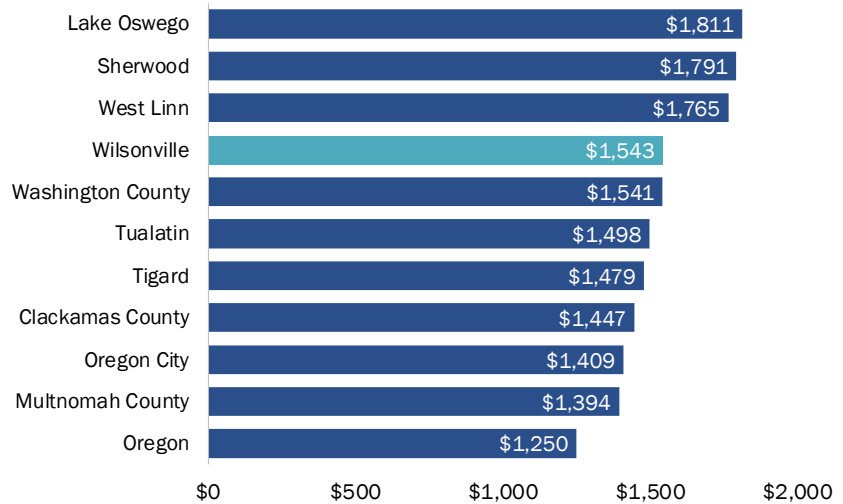


The median gross rent in Wilsonville was \$1,543 in 2021 which was higher than Multnomah, Clackamas, and Washington counties.¹⁹

Of the comparison cities, only West Linn, Sherwood, and Lake Oswego had higher median gross rents.

Exhibit 57. Median Gross Rent, Wilsonville, Comparison Counties, Oregon, and Comparison Cities, 2017-2021

Source: US Census Bureau, 2017-2021 ACS (Table B25064).



¹⁹ The median gross rent refers to the midpoint value of all rental prices for a specified geographic area. Median gross rent includes both the cost of rent and any additional fees or utilities associated with the rental property. Average asking rent, on the other hand, calculates the mean of all observed rental prices, which can be influenced by extreme values. We use both in this section since the median gross rent can provide a more accurate middle value but the average asking rent is based on more current data.

Housing Affordability

A typical standard used to determine housing affordability is that a household should pay no more than a certain percentage of household income for housing, including payments and interest or rent, utilities, and insurance. The Department of Housing and Urban Development's guidelines indicate that households paying more than 30% of their income on housing experience "cost burden" and households paying more than 50% of their income on housing experience "severe cost burden." Using cost burden as an indicator is one method of determining how well a city is meeting the Goal 10 requirement to provide housing that is affordable to all households in a community.

For example, about 18% of Wilsonville's households have an income of less than \$35,400 per year. These households can afford rent of less than \$890 per month. Most, but not all, of these households are cost burdened.

About 38% of Wilsonville's households were cost burdened in 2022 and of that, 19% (half) were severely cost burdened. In this period, about 55% of *renter* households were cost burdened or severely cost burdened, compared with 23% of homeowners. Overall, a larger share of households in Wilsonville experienced cost burden when compared to households in Clackamas County, Oregon, and comparison cities.

Wilsonville faces housing affordability challenges compared to nearby communities. While rents and housing sales prices in Wilsonville are similar to surrounding areas, median household incomes in the city are lower than in neighboring localities potentially due to the greater share of rental housing which is often more attainable for lower income households. Over the past decade, rents and housing prices have risen sharply in Wilsonville, with even steeper increases occurring in recent years. However, income growth in the city has not kept pace with these rapid housing cost escalations. While housing costs outpacing incomes is not a problem specific to Wilsonville, Wilsonville's relatively lower household incomes compared to the region can make these cost escalations more burdensome for households. As a result of this growing disparity between housing costs and incomes, cost burden rates for both renters and homeowners are higher in Wilsonville than in proximate communities.

While cost burden is a common measure of housing affordability, it does have some limitations. A household is defined as cost burdened if the housing costs exceed 30% of their gross income, regardless of actual income. The remaining 70% of income is expected to be spent on nondiscretionary expenses, such as food or medical care expenses, and discretionary expenses. Households with higher incomes may be able to pay more than 30% of their income on housing without impacting the household's ability to pay for necessary nondiscretionary expenses.

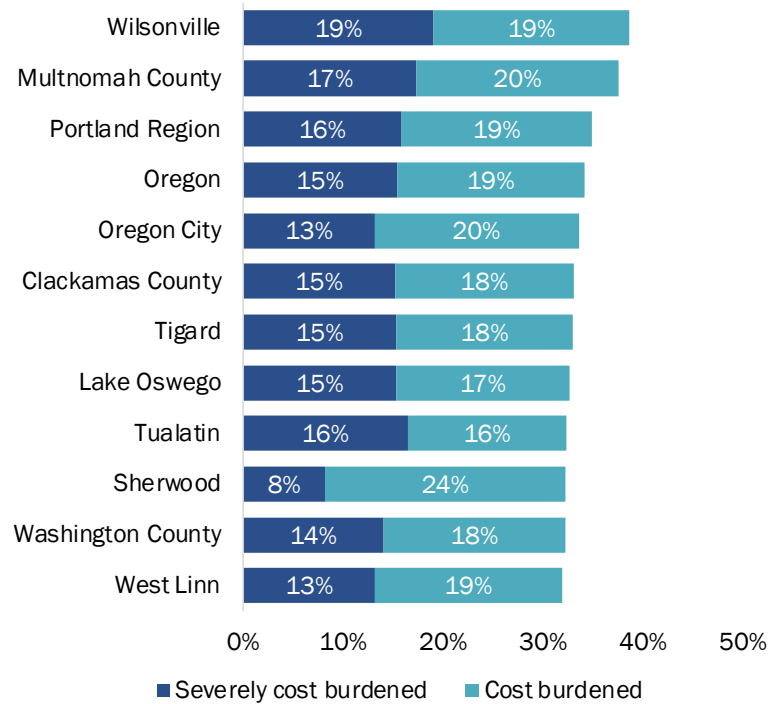
In addition, cost burden compares income to housing costs and does not account for accumulated wealth. As a result, the estimate of how much a household can afford to pay for housing does not include the impact of a household's accumulated wealth.

Cost burden also does not account for debts, such as college loans, credit card debt, or other debts. As a result, households with high levels of debt may be less able to pay up to 30% of their income for housing costs.

About 38% of Wilsonville’s households were cost burdened, with 19% of households being severely cost burdened.

Cost burden in Wilsonville was higher than other comparable cities in the region. This may be reflective of the fact that Wilsonville has a larger percentage of renter households, who have higher rates of cost burden (see Exhibit 60).

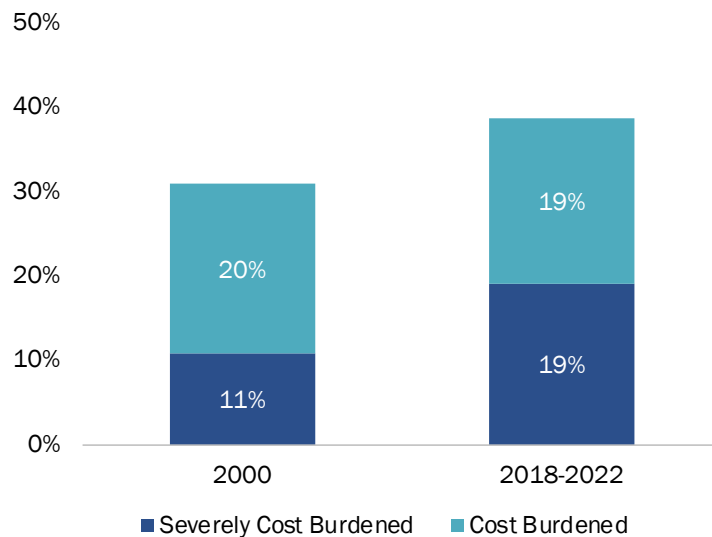
Exhibit 58. Housing Cost Burden, Wilsonville, Comparison Counties, the Portland Region, Oregon, Other Comparison Cities, 2018-2022
 Source: US Census Bureau, 2018-2022 ACS Tables B25091 and B25070.



The percentage of severely cost burdened households increased 7% between 2000 and 2022.

This change reflects the relatively rapid increases in housing costs but slower increases in income over the last two decades.

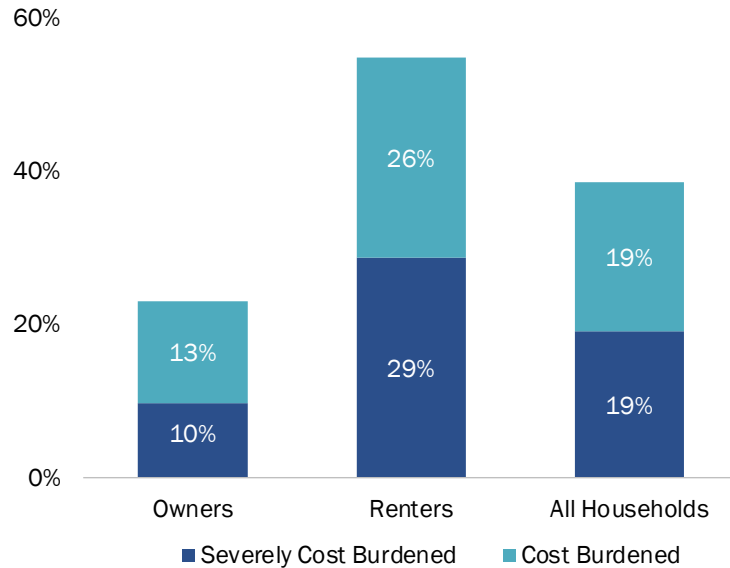
Exhibit 59. Change in Housing Cost Burden, Wilsonville, 2000 to 2018-2022
 Source: US Census Bureau, 2000 Decennial Census, Tables H069 and H094 and 2018-2022 ACS Tables B25091 and B25070.



The renter cost burden was 55%, compared with 23% of owner households

About 29% of Wilsonville’s renter households were severely cost burdened.

Exhibit 60. Housing Cost Burden by Tenure, Wilsonville, 2018-2022
 Source: US Census Bureau, 2018-2022 ACS Tables B25091 and B25070.



Most renter households earning less than \$35,000 were severely cost burdened.

Most renter households earning between \$35,000 and \$50,000 were cost burdened.

Exhibit 61. Cost-Burdened Renter Households, by Household Income, Wilsonville, 2017-2021
 Source: US Census Bureau, 2017-2021 ACS Table B25074.

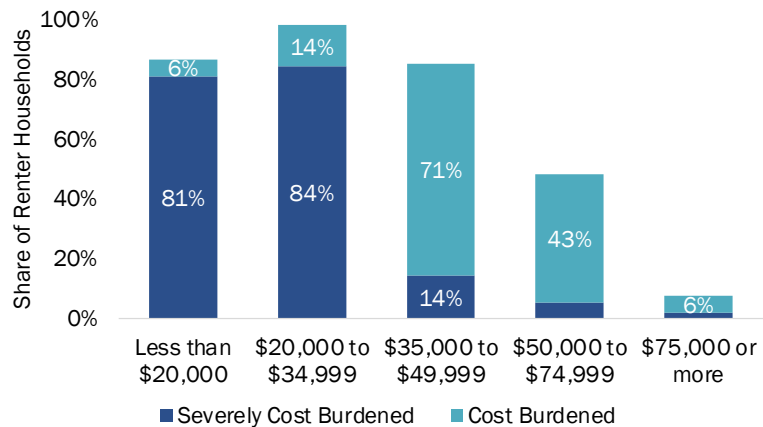


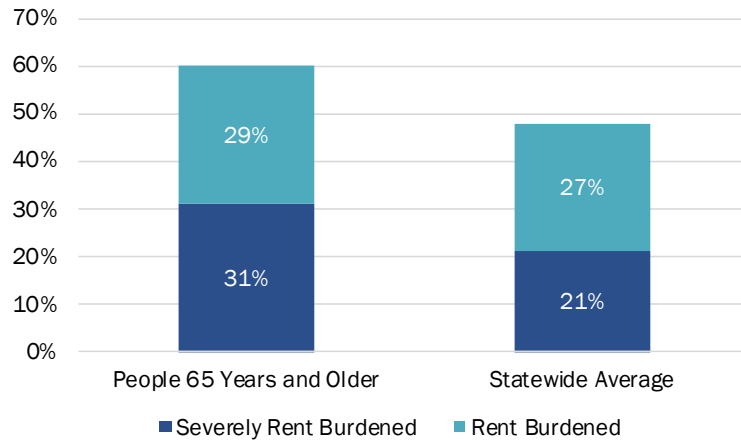
Exhibit 62 through Exhibit 64 show cost burden in Oregon for renter households for seniors, people of color, and people with disabilities.²⁰ This information is not readily available for a city with a population as small as Wilsonville, which is why we present statewide information. These exhibits show that these groups experience cost burden at higher rates than the overall statewide average.

Renters 65 years of age and older were disproportionately rent burdened compared to the state average.

About 60% of renters aged 65 years and older were rent burdened, compared with the statewide average of 48% of renters.

Exhibit 62. Cost-Burdened Renter Households, for People 65 Years of Age and Older, Oregon, 2018

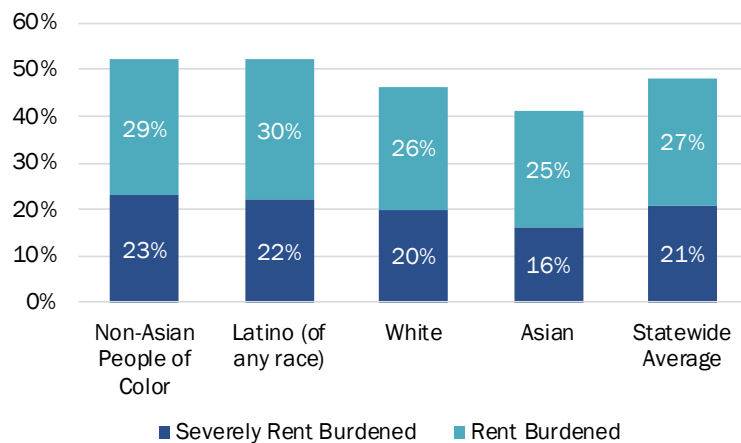
Source: US Census, 2018 ACS 1-Year PUMS Estimates. From the Report *Implementing a Regional Housing Needs Analysis Methodology in Oregon: Approach, Results, and Initial Recommendations* by ECONorthwest, August 2020.



Compared to the average renter household in Oregon, those that identified as a non-Asian person of color or as Latine were disproportionately rent burdened.

Exhibit 63. Cost-Burdened Renter Households, by Race and Ethnicity, Oregon, 2018

Source: US Census, 2018 ACS 1-Year PUMS Estimates. From the Report *Implementing a Regional Housing Needs Analysis Methodology in Oregon: Approach, Results, and Initial Recommendations* by ECONorthwest, August 2020.

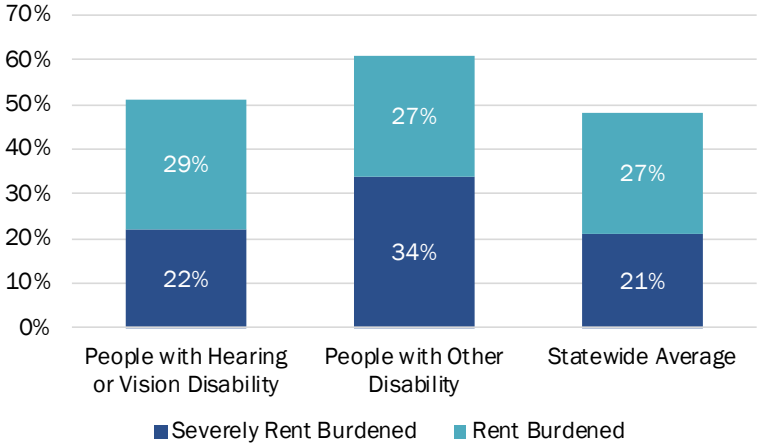


²⁰ From the report *Implementing a Regional Housing Needs Analysis Methodology in Oregon*, prepared for Oregon Housing and Community Services by ECONorthwest, March 2021.

Renters with a disability in Oregon were disproportionately cost burdened.

Exhibit 64. Cost-Burdened Renter Households, for People with Disabilities, Oregon, 2018

Source: US Census, 2018 ACS 1-Year PUMS Estimates. From the Report *Implementing a Regional Housing Needs Analysis Methodology in Oregon: Approach, Results, and Initial Recommendations* by ECONorthwest, August 2020.



Another way of exploring the issue of financial need is to review housing affordability at varying levels of household income.

Fair Market Rent for a 2-bedroom apartment in the Portland-Vancouver-Hillsboro, OR-WA MSA was \$1,839 in 2023.

Exhibit 65. HUD Fair Market Rent (FMR) by Unit Type, Portland-Vancouver-Hillsboro, OR-WA MSA, 2023

Source: US Department of Housing and Urban Development.



A household needed to earn at least \$35.37 per hour to afford a two-bedroom unit at the 2023 Fair Market Rent.

That is about \$73,560 for a full-time job. Only about 55% of Wilsonville’s households have income above \$75,000 per year.

Exhibit 66. Affordable Housing Wage, Portland-Hillsboro-Washington, OR-WA MSA, 2023

Source: US Department of Housing and Urban Development; Oregon Bureau of Labor and Industries.

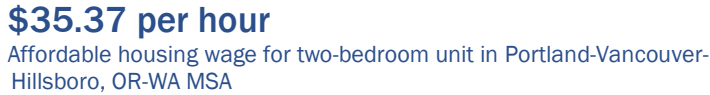


Exhibit 67 shows housing affordability based on incomes for Clackamas County. The regional Median Family Income (MFI) is used by HUD to understand the differences in housing affordability in different places across the nation. In Clackamas County (and the rest of the Portland region), the MFI for a family of four was \$116,900 in 2024. Exhibit 68 shows the percentage of Wilsonville’s household in each income grouping from Exhibit 67.

A household earning 100% of MFI (\$116,900) can afford monthly housing costs of about \$2,920 or a home roughly valued between \$321,000 and \$380,000. To afford the median home sales price of \$584,500, a household would need to earn about \$180,000 or 154% of MFI. About 16% of Wilsonville’s households have income sufficient to afford this median home sales price.

A household would need to have income of about \$80,000 (about 68% of MFI) to afford the average asking rent for multifamily housing of nearly \$1,733 or \$2,000 including basic utilities like power, heat, and water. About 47% of Wilsonville’s households earn less than \$80,000 and cannot afford these rents. In addition, about 18% of Wilsonville’s households have incomes of less than \$35,000 (30% of MFI) and are at risk of becoming unhoused.

Exhibit 67. Financially Attainable Housing based on 2024 Median Family Income (MFI) in Clackamas County (\$116,900) for a Family of Four

Source: U.S. Department of Housing and Urban Development, Portland MSA, 2024. Oregon Employment Department for occupational data, Clackamas County 2023. Note: The estimates of affordable home sales prices below are rough estimates. Affordability will vary for each borrowing household, based on interest rates, loan term, down payment, and similar factors. These sales prices are illustrative estimates and do not make assumptions about interest rates, amount of down payment, whether mortgage insurance will be required, or other factors that are unique to an individual household’s mortgage.

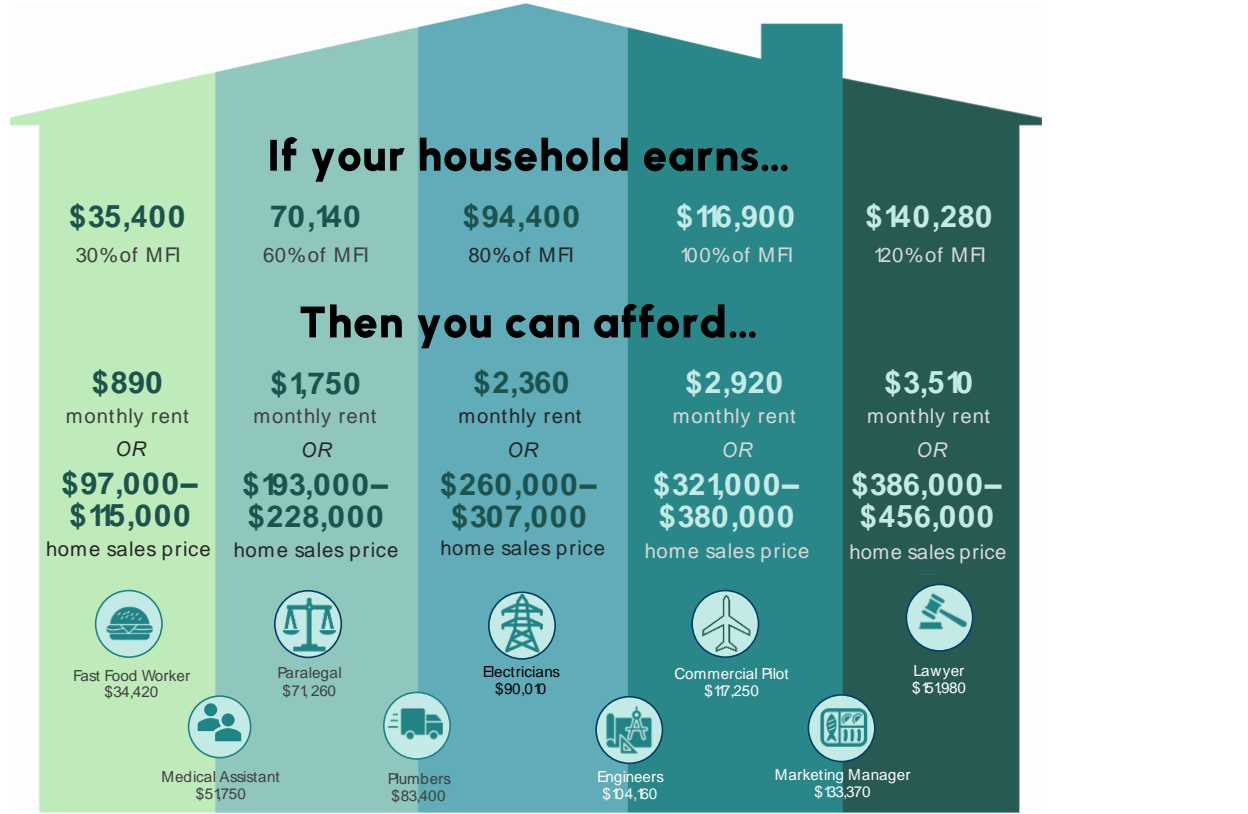


Exhibit 68. Share of Wilsonville Households by 2024 Median Family Income (MFI) in Clackamas County for a Family of Four

Source: US Department of HUD. US Census Bureau, 2018-2022 ACS Table 19001.

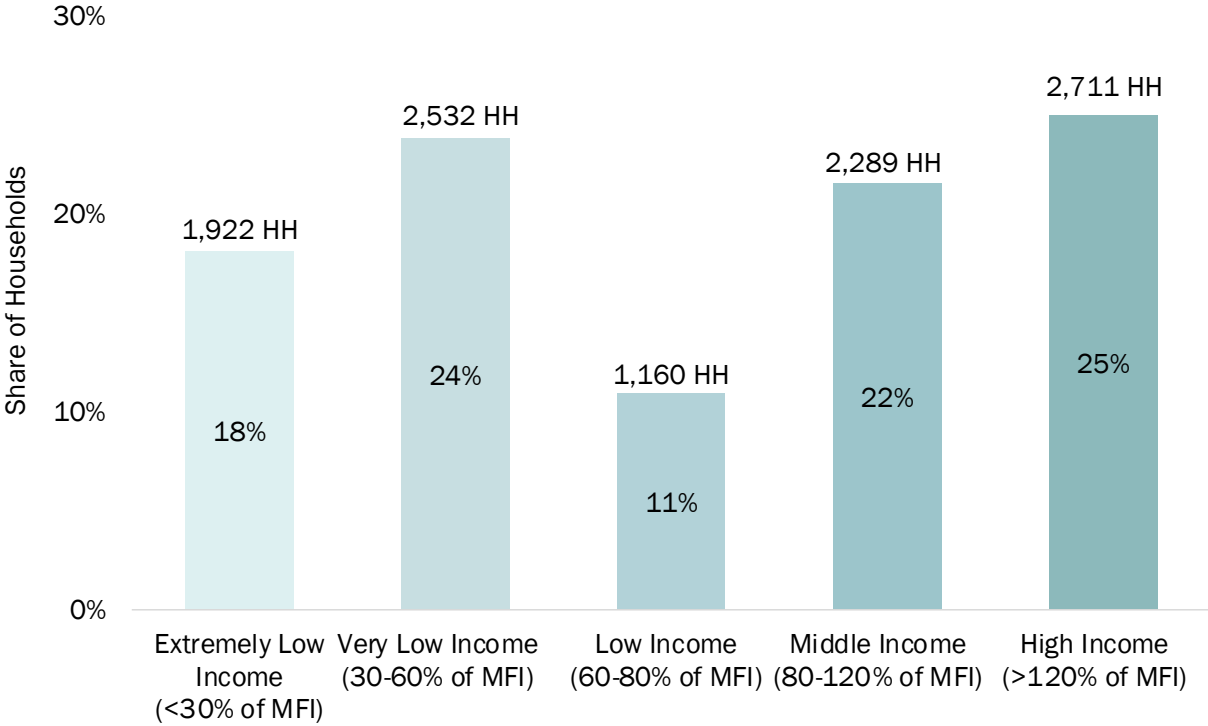
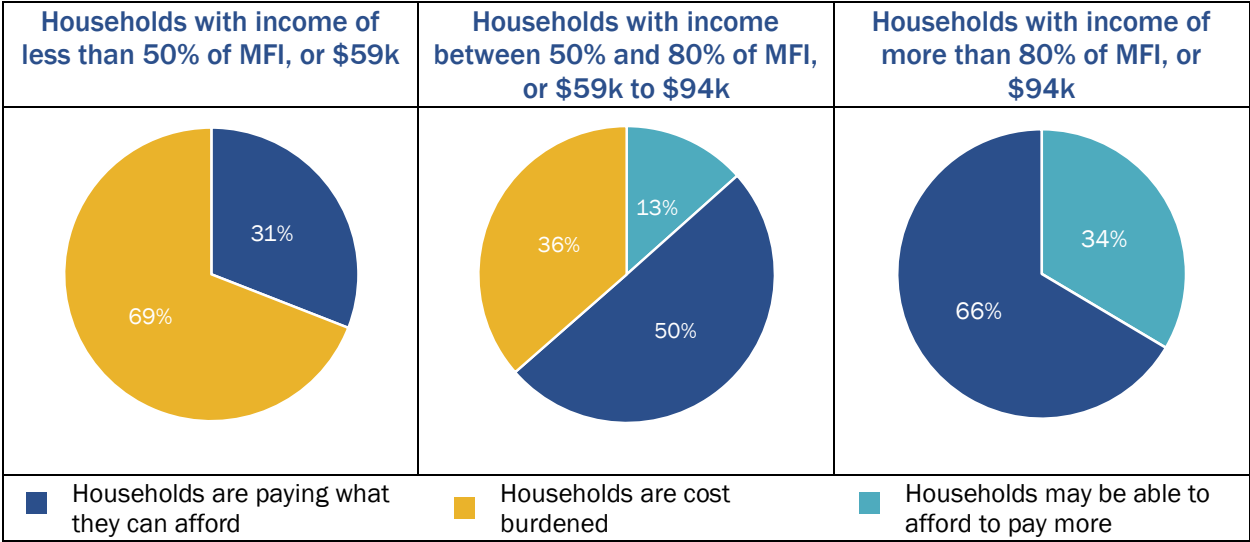


Exhibit 69 illustrates housing unit affordability based on information from HUD and the US Census about unit affordability and household income. It compares the amount that the household could pay for housing with the amount that they are paying for housing.

- Households with income of less than 50% of MFI (or \$59,000) are most likely to be cost burdened. About 31% of households in this income group (725 households) can afford their housing. About 69% of households are cost burdened (1,619 households). Wilsonville would need an additional 1,209 units affordable to households with income below \$59,000 to address these unmet needs.
- Half of households with income between 50% and 80% of MFI (or \$59,000 to \$94,400) (860 households) can afford their housing costs. In addition, 13% of households (230 households) may be able to afford to pay more than they do for their housing. And about 36% of households in this income group are cost burdened (625 households).
- All households with income of more than 80% of MFI (or \$94,400) can either afford their current housing or may be able to afford to pay more than they do for their housing.

Exhibit 69. Unit Affordability by Household Income, Share of Households, Wilsonville, 2015-2019
 Source: CHAS, 2015-2019, Table 18.



Wilsonville currently has a deficit of housing units for households earning 0-50% of the MFI (less than \$59,000 per year), which is contributing to cost burden of these households. This indicates a deficit of more affordable housing types (such as government-subsidized housing, existing lower-cost apartments, and manufactured housing). This finding is consistent with the other information presented in this section.

For households earning 50-80% MFI, some are cost burdened likely because they cannot find housing that is affordable. Some households earning 50-80% MFI and some earning over 80% MFI may be able to afford more than they are paying for housing, which means that they are occupying units affordable to lower-income households. These households may be able to afford more expensive housing but either choose to live in less costly housing or cannot find higher-cost housing that meets their needs.

Summary of the Factors Affecting Wilsonville’s Housing Needs

The purpose of the analysis thus far has been to provide background on the kinds of factors that influence housing choice. While the number and interrelationships among these factors ensure that generalizations about housing choice are difficult to make and prone to inaccuracies, it is a crucial step to informing the types of housing that will be needed in the future.

There is no question that age affects housing type and tenure. Willingness to move housing is substantially higher for people aged 20 to 34. People in that age group will also have on average, less income than people who are older, and they are less likely to have children. These factors mean that younger households are much more likely to be renters, and renters are more likely to be in multifamily housing.

The data illustrates what more detailed research has shown and what most people understand intuitively: life cycle and housing choice interact in ways that are predictable in the aggregate, age of the household head is correlated with household size and income, household size and age of household head affect housing preferences, and income affects the ability of a household to afford a preferred housing type. The connection between socioeconomic and demographic factors and housing choice is often described informally by giving names to households with certain combinations of characteristics: the "traditional family," the "never-marrieds," the "dinks" (dual income, no kids), and the "empty nesters." Thus, simply looking at the long wave of demographic trends can provide good information for estimating future housing demand.

Still, one is ultimately left with the need to make a qualitative assessment of the future housing market. The following is a discussion of how demographic and housing trends are likely to affect housing in Wilsonville over the next 20 years:

- **Housing affordability is a growing challenge in Wilsonville.** Housing affordability is a challenge in the entire Portland Metro Region. Wilsonville is affected by these regional trends. In Wilsonville, growth of housing costs has outpaced growth in incomes. Between January 2014 and January 2024, the median home sales prices increased 72%. Multifamily asking rents increased by 58% between 2013 and 2023. Household income increased by 29% between 2014 and 2022 (not adjusted for inflation).

In addition, over half of renter households in Wilsonville experience cost burden (55%), compared with 23% of owner households. Wilsonville has some of the highest levels of cost burden in relation to comparable cities, in part because Wilsonville has a higher percentage of renter households (who have higher rates of cost burden) than comparable cities. Wilsonville's key challenge over the next 20 years is providing opportunities for the development of relatively affordable housing of all types but especially of housing that is affordable to moderate- and low-income households.

- **Demographic trends will change Wilsonville's housing needs over the planning period.** Key demographic and economic trends that will affect Wilsonville's future housing needs are (1) the aging of millennials and Generation Z, (2) the growth of the older adult population, and (3) the growth in the Hispanic/Latine population.
 - *Millennials and Generation Z will continue to form households and make a variety of housing choices.* Wilsonville has a greater share of younger working-aged people than the Portland Region and Oregon. About 33% of Wilsonville's population is between 20 and 39 years old, compared to 30% for the Portland Region and 27% for Oregon. This age group includes both millennials (who will be aged 45 to 65 by 2045) and Gen Z (who will be 25 to 45 years by 2045). The ability to retain current millennials and Gen Z residents in Wilsonville as they age will depend on the City's availability of renter and ownership housing that is large enough to accommodate growing families while still being relatively affordable.

Homeownership is becoming increasingly common among millennials, but financial barriers to homeownership remain for some millennials and Gen Z, resulting in need

to rent housing, even if they prefer to become homeowners. Housing preferences for Gen Z are not yet known, but are expected to be similar to millennials, with the result that they will also need affordable housing, both for rental and, later in life, for ownership. Wilsonville's relatively high percentage of multifamily units will help with affordability, as long as housing production keeps pace with the growing population. Some millennials and Gen Z households will occupy housing that is currently occupied but becomes available over the planning period, such as housing that is currently owned or occupied by baby boomers. The need for housing large enough for families may be partially accommodated by these existing units.

- *Growth in the senior population.* Wilsonville saw substantial growth across all age groups between 2010 and 2021, with the largest percent increase among residents aged 60 or older (47%). Although Wilsonville currently has a smaller percentage of residents aged 60 or older (20%) than the Portland Region (21%) or the state (24%), the gap is shrinking. A rise in the number of Wilsonville's older adult population will result in an increased demand for housing types specific to this population, such as assisted-living facilities or age-restricted developments.
- *Hispanic/Latine population will continue to grow.* Hispanic/Latine population growth will be an important driver in growth of housing demand in Wilsonville, both for owner and renter-occupied housing. Growth in the Hispanic/Latine population, similar to regional and statewide trends, will drive demand for housing for families with children and multigenerational households. Given the lower income for some Hispanic/Latine households, especially first-generation immigrants, growth in this group will also drive demand for affordable housing, both for ownership and renting.

5. Housing Need in Wilsonville

Projected New Housing Units Needed in the Next 20 Years

The forecast of new housing need by type of unit is based on (1) the official household forecast for growth in Wilsonville over the 20-year planning period, (2) information about Wilsonville’s housing market relative to the Portland Metro Region, Oregon, and nearby cities, and (3) the demographic composition of Wilsonville’s existing population and expected long-term changes in the demographics of the Portland Metro Region as documented in Chapter 4.

Forecast for Housing Growth

A 20-year household forecast (in this instance for 2025 to 2045) is the foundation for estimating needed new dwelling units. The forecast for Wilsonville is based on Metro’s *2045 Distributed Household Forecast* (2021). The projection of household growth includes areas currently within Wilsonville, as well as areas within the Metro urban growth boundary expected to be annexed into Wilsonville. We call these areas combined the “Wilsonville Planning Area.”²¹

Exhibit 70 shows that the Wilsonville planning area will add 2,815 new households between 2025 and 2045, with 2,573 new households inside Wilsonville and 242 new households in areas within the Metro UGB expected to be annexed into Wilsonville. To accommodate household growth, Wilsonville will need to add new dwelling units over the 20-year period. The projected demand is for 141 new dwelling units annually, representing an average annual growth rate of 1.2%.

Exhibit 70. Metro forecast for housing growth, Wilsonville planning area, 2025 to 2045

Source: Metro’s *2045 Distributed Household Forecast*, 2021.

Year	Wilsonville	Areas within the Metro UGB expected to be annexed into Wilsonville	Wilsonville Planning Area
2025	10,708	135	10,843
2045	13,281	377	13,658
Change 2025 to 2045			
Number	2,573	242	2,815
Percent	24%	180%	26%
AAGR	1.1%	5.3%	1.2%

²¹ Metro forecasts household growth by Transportation Analysis Zone (TAZ) areas. The Wilsonville planning area includes all areas within Wilsonville and areas currently outside of Wilsonville but within the Metro UGB that are expected to be annexed by 2045 (TAZ 979, 973, 982 and a portion of 976). This forecast does **not** include areas within Metro Urban Reserves.

Housing Units Needed Over the Next 20 Years

Exhibit 70 presents a forecast of new housing in Wilsonville’s UGB for the 2025 to 2045 period. This section determines the needed mix and density for the development of new housing developed over this 20-year period in Wilsonville.

Over the next 20 years, Wilsonville will continue to need a wide range of housing types and housing that is more affordable. These housing types include smaller units for smaller households, larger units for households with children and multi-generational households, housing suitable for seniors, housing that is accessible to people with disabilities, and a range of housing types for people experiencing homelessness (from affordable rental housing to transitional housing to permanent supportive housing). Wilsonville needs housing with these characteristics affordable for both rental and homeownership. This conclusion is based on the following information, found in the previous sections:

- Wilsonville has a larger share of attached and multifamily housing than the Portland Region overall. In 2021, 43% of Wilsonville’s housing was single-family detached; 10% was townhouses; 5% was duplexes, triplexes, and quadplexes; and 42% was multifamily. In comparison, the mix of housing for the Portland Region was 62% single-family detached; 6% townhouses; 7% duplexes, triplexes, and quadplexes; and 25% multifamily.
- Demographic changes in Wilsonville suggest increases in demand for all housing types including single-family detached housing, townhouses housing, duplexes, triplexes, quadplexes, cottage clusters, and multifamily structures with 5 or more units. The key demographic trends that will affect Wilsonville’s future housing needs are the aging of the Baby Boomers, the household formation of the millennials and Generation Z, and growth in Hispanic/Latine populations. The implications of the trends are increased demand from small, older (often single person) households and increased demand for affordable housing for families, both for ownership and rent.
- Housing costs grew faster than income in Wilsonville, consistent with trends across the Portland Region. Wilsonville’s median household income increased by 29% between 2014 and 2022, without accounting for adjustments to inflation. Between January 2014 and January 2024, the median home sales prices increased 72%. Multifamily asking rents increased by 58% between 2013 and 2023. The median value of a house in Wilsonville was 4.1 times the median household income in 2000 and increased to 5.9 times the median household income in 2021.
- About 38% of Wilsonville’s households are cost burdened (paying 30% or more of their household income on housing costs), compared to the Clackamas County average of 33% of households. About 55% of Wilsonville’s renter households are cost burdened, with 29% severely cost burdened (paying 50% or more of their income on housing costs). The higher rates of cost burden in Wilsonville relative to the county and other cities in the Portland region is likely reflective of the fact that Wilsonville has a larger percentage

of renter households who often have lower household incomes have higher rates of cost burden.

- About half (47%) of Wilsonville’s households cannot afford the average asking rent of \$1,733 or \$2,000 including basic utilities like power, heat, and water. High cost burden rates for Wilsonville renters suggest a need for more affordable housing types for renters.
- About 84% of Wilsonville’s existing households cannot afford the median home sale price (\$584,500) in Wilsonville based on income alone. Housing sales prices increased in Wilsonville over the last six years. From 2018 to January 2024, the median housing sale price increased by about \$153,000 (35%), from about \$432,000 to \$585,000. A household can start to afford median home sale prices at about 154% of Clackamas County’s median family income.

These factors suggest that Wilsonville needs housing with a wider range of price points than are currently available in Wilsonville’s housing stock. This includes providing opportunity for and supporting (as will be discussed in the *Wilsonville Housing Production Strategy* report) the development of housing types across the affordability spectrum, such as smaller single-family detached housing (e.g., small-lot single-family detached units, cottages, accessory dwelling units, and “traditional” single-family homes), townhouses, duplexes, triplexes, quadplexes, and multifamily buildings with five or more units. Exhibit 71 shows the forecast of needed housing in Wilsonville during the 2025 to 2045 period.

- **About 45% of new housing will be single-family detached**, a category which includes manufactured housing, cottage housing, and accessory dwelling units. About 43% of Wilsonville’s existing housing was single-family detached in 2021.
- **About 15% of new housing will be townhouses**. About 10% of Wilsonville’s existing housing was townhouses in 2021.
- **About 5% of new housing will be duplexes, triplexes, and quadplexes**. About 5% of Wilsonville’s existing housing was plexes in 2021.
- **About 35% of new housing will be multifamily housing (with five or more units per structure)**. About 42% of Wilsonville’s existing housing was multi-dwelling in 2021.

Exhibit 71. Mix of New Dwelling Units, Wilsonville Planning Area, 2025 to 2045

Source: Calculations by ECONorthwest.

	Future Housing Mix 2025-2045
Needed new dwelling units (2024-2044)	2,815
Dwelling units by structure type	
Single-family detached	
Percent single-family detached DU	45%
Total new single-family detached DU	1,267
Townhouses	
Percent townhouses	15%
Total new townhouses	422
Duplex, Triplex, Quadplex	
Percent duplex, triplex, quadplex	5%
Total new duplex, triplex, quadplex	141
Multifamily (5+ units)	
Percent multifamily (5+ units)	35%
Total new multifamily (5+ units)	985
Total new dwelling units (2024-2044)	2,815

Exhibit 72 allocates needed housing to plan designations and active master planned areas in Wilsonville. The allocation is based, in part, on the types of housing allowed in the zoning districts of each plan designation or master planned area. It also considers the densities allowed and required in each designation and master planned area. Exhibit 72 shows:

- **Residential Designation:** Allows a variety of housing types, including single-family detached homes, middle housing (duplexes, triplexes, quadplexes, townhouses), multifamily units, and accessory dwelling units (ADUs). The city's Comprehensive Plan establishes density ranges for various areas. The Buildable Lands Inventory identified buildable acres that could accommodate additional housing in the following three density ranges: 4-5, 6-7, and 10-12. For each range, the first number indicates the minimum gross density permitted, while the second number shows the maximum gross density allowed.
- **Village:** Allows single-family detached, middle housing types, multifamily, and ADUs. We determined remaining unit capacity by examining total planned units (2,747) identified in the Villebois Master Plan (modified slightly after discussions with city staff) and subtracting already constructed units. The remaining capacity was allocated to housing types most likely to be developed in the available space. This allocation includes 143 multifamily units and 11 live-work units currently entitled in Villebois.
- **Industrial:** Capacity on specific industrial-designated land is for a planned Transit-Oriented Development (TOD) site. A Comprehensive Plan amendment/redesignation is not anticipated since this parcel will be developed with affordable housing as allowed by Senate Bill 8.

- **Frog Pond East and South:** Allows single-family detached, middle housing types, multifamily, and ADUs. We determined unit capacity by taking the total planned units (1,587) identified in the Frog Pond East and South Master Plan and allocating the most likely housing types.
- **Frog Pond West:** Allows single-family detached and middle housing types. The remaining unit capacity was determined by taking the maximum planned units (581) identified in the Frog Pond West Master Plan (we used the maximum number due to changes mandated by state legislation that allow middle housing in all areas) and subtracting already constructed units. The remaining units were allocated to the most likely housing types for the remaining space.
- **Town Center:** Allows primarily multifamily and limited middle housing. The Town Center Plan projected that the area would accommodate 880 new residential units over the next 20 years. The Housing Needs and Capacity Analysis (HNCA) uses this assumption to project capacity even though full buildout can accommodate significantly more dwelling units. Much of the housing development in Town Center will occur on land with existing development (redevelopment), rather than on vacant land.²² This includes 114 units that are already entitled as part of a mixed-use multifamily development.

²² It is important to note that Town Center redevelopment is likely to be more complex and time-consuming than developing greenfield (undeveloped) land. The 880-unit projection for Town Center is an estimate for the entire 20-year period. The timing of this redevelopment is flexible; it could occur gradually throughout the period or be concentrated towards the end. The plan doesn't assume a specific timeline for when these units will be built within the 20-year window. This approach acknowledges the uncertainties and potential delays inherent in urban redevelopment projects, while still accounting for Town Center's role in Wilsonville's future housing supply.

Exhibit 72. Allocation of Forecasted Housing by Housing Type and Plan Designation or Active Master Planned Area, Wilsonville Planning Area, 2025 to 2045

Source: ECONorthwest

*Village is the implementing designation for the Villebois Master Plan. Villebois is expected to include approximately 2,747 units when fully built out. This is slightly higher than the original master planned assumption of 2,645 but was confirmed with staff in June of 2024. Villebois has approximately 196 units remaining to be built as of the end of June 2024, 154 of which are entitled but not yet permitted units in the Village Center.

**Capacity on land designated industrial is on a planned TOD site. A Comprehensive Plan amendment/redesignation is not anticipated since this parcel will be developed with affordable housing as allowed by Senate Bill 8. Note:

Housing Type	Plan Designations					Active Master Planned Areas			TOTAL
	Residential 4-5 du/ac	Residential 6-7 du/ac	Residential 10-12 du/ac	Village*	Industrial**	Frog Pond East and South	Frog Pond West	Town Center	
Dwelling Units									
Single-family detached	15	70	197	42	-	704	239	-	1,267
Single-family attached	-	-	112	-	-	141	-	169	422
Duplex, triplex, quadplex	-	-	-	-	-	85	56	-	141
Multifamily (5+ units)	-	-	141	154	121	84	-	485	985
Total	15	70	450	196	121	1,014	295	654	2,815
Percent of Units									
Single-family detached	0.5%	2.5%	7.0%	1.5%	0.0%	25.0%	8.5%	0.0%	45%
Single-family attached	0.0%	0.0%	4.0%	0.0%	0.0%	5.0%	0.0%	6.0%	15%
Duplex, triplex, quadplex	0.0%	0.0%	0.0%	0.0%	0.0%	3.0%	2.0%	0.0%	5%
Multifamily (5+ units)	0.0%	0.0%	5.0%	5.5%	4.3%	3.0%	0.0%	17.2%	35%
Total	0.5%	2.5%	16.0%	7.0%	4.3%	36.0%	10.5%	23.2%	100%

Exhibit 73 shows the assumed development densities in gross acres (accounting for land for rights of way) for vacant and partially vacant land in Wilsonville's Comprehensive Plan Designations. Chapter 3 of the HNCA provides the results of the historic density analysis by Comprehensive Plan designation between 2013 and February 2024. We use the historic density to estimate future capacity over the 2025–2045 period for areas that are not in active master planned areas. For active master planned areas, we use the planned unit assumptions as outlined in the master plans. The average gross densities by plan designation are as follows. Please note that several Comprehensive Plan designations are not included since they do not anticipate growth over the planning period given lack of unconstrained, buildable land.

- Residential 4-5: 4.8 dwelling units per gross acre
- Residential 6-7: 6.2 dwelling units per gross acre (for single family detached)
- Residential 10-12: 11.7 dwelling units per gross acre

Exhibit 73. Density Assumptions by Comprehensive Plan Designation for Areas outside of Active Master Planned Areas, Wilsonville 2024

Source: City of Wilsonville, ECONorthwest analysis. Note: DU is dwelling unit.

* The multifamily projects Brenchley Estates and Fox Center Apartments were included in the "Residential 6-7" Comprehensive Plan designation as portions of larger planned development approvals spanning multiple Comprehensive Plan designations. As outliers, their inclusion increased the average density for this designation, beyond the density typically achieved in the "Residential 6-7" designation. To better reflect expected future density under current code, these multifamily projects were separated out from the "Residential 6-7" analysis, providing a clearer understanding of achievable density ranges for this designation moving forward.

Comprehensive Plan Designation	Avg. Net Density (DU/net acre)	% for Rights-of-Way	Avg. Gross Density (DU/gross acre)
Residential 4-5 du/ac	6.4	25%	4.8
Residential 6-7 du/ac*			
Single Family Detached	7.7	20%	6.2
Attached Housing	27.9	20%	22.4
Residential 10-12 du/ac	14.0	16%	11.7

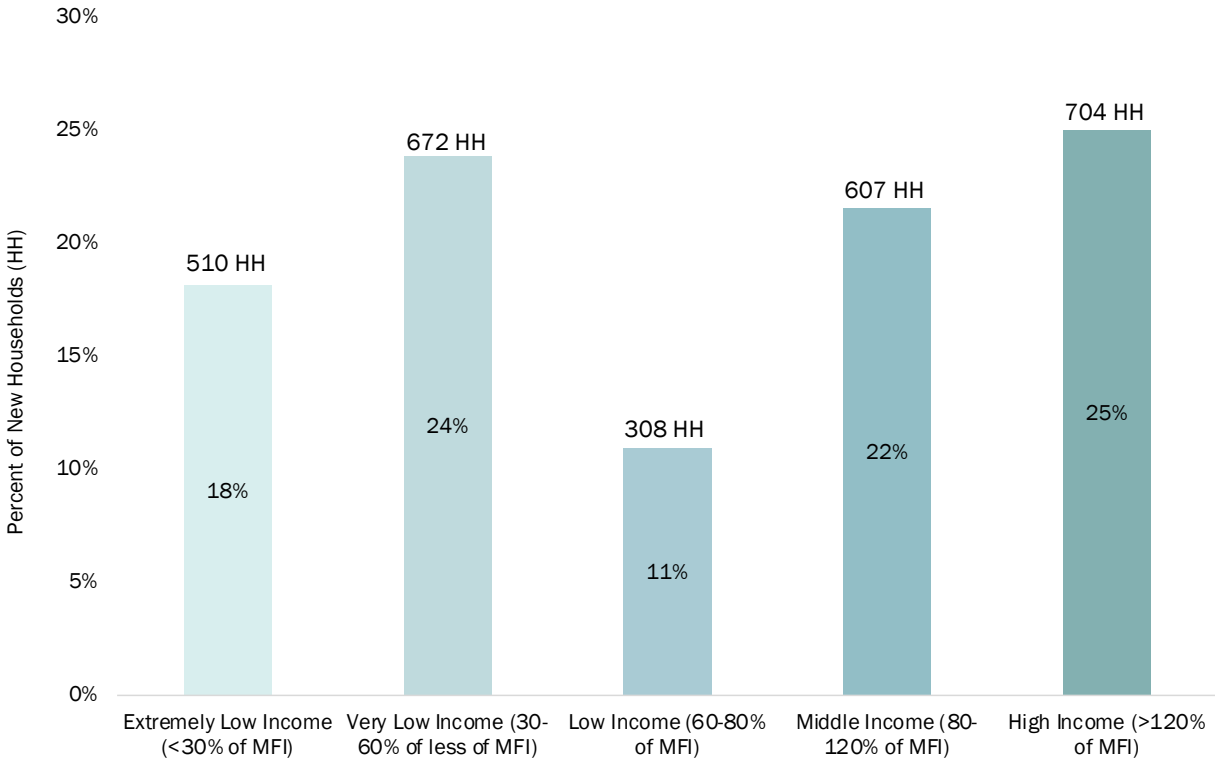
Needed Housing by Income Level

The next step in the Housing Needs and Capacity Analysis is to develop an estimate of need for housing by income and housing type. This analysis requires an estimate of the income distribution of current and future households in the community. Estimates presented in this section are based on secondary data from the Census and analysis by ECONorthwest.

The analysis in Exhibit 74 is based on Census data about household income levels for existing households in Wilsonville (see Exhibit 68). Income is distributed into market segments consistent with HUD income level categories, using Clackamas County’s 2024 median family income (MFI) of \$116,900. Since forecasting changes in household incomes involves numerous uncertainties, no reliable projections are available. Therefore, this analysis assumes that the future distribution of households across different market segments will remain approximately the same as it is currently. Based on these assumptions about 42% of Wilsonville future households will have income below 60% of Clackamas County’s median family income (less than \$70,140). About 33% will have incomes between 60% and 120% of the county’s MFI (between \$70,140 and \$140,280). This shows that as Wilsonville’s population grows, Wilsonville will continue to have demand for housing across the affordability spectrum.

Exhibit 74. Future (New) Households, by Median Family Income (MFI) for Clackamas County (\$116,900, 2024 MFI), Wilsonville, 2025 to 2045

Source: US Department of HUD, Clackamas County, 2024, US Census Bureau, 2018-2022 ACS Table 19001.



Other Housing Needs

ORS 197A.348 require cities to plan for government-assisted housing, farmworker housing, manufactured housing on lots and in parks, single room occupancies, and housing for people with disabilities and for people experiencing homelessness.

- **Income-restricted and government-subsidized housing.** Government subsidies can apply to all housing types (e.g., single-family detached, apartments, etc.). Wilsonville allows development of government-assisted housing in all residential plan designations, with the same development standards for market-rate housing. This analysis assumes that Wilsonville will continue to allow government housing in all its residential plan designations. Because government-assisted housing is similar in character to other housing (with the exception being the subsidies), it is not necessary to develop separate forecasts for government-subsidized housing.
- **Farmworker housing.** Farmworker housing can also apply to all housing types, and the City allows development of farmworker housing in all residential zones, with the same development standards as market-rate housing. This analysis assumes that Wilsonville will continue to allow farmworker housing in all its residential zones. Because it is similar in character to other housing (with the possible exception of government subsidies, if population restricted), it is not necessary to develop separate forecasts for farmworker housing.
- **Manufactured and prefabricated housing on lots.** Wilsonville allows manufactured homes in all its residential plan designations and zoning districts. Wilsonville development code does not mention prefabricated housing, but it is allowed the same as manufactured homes.
- **Single room occupancies.** Single room occupancies are "...a residential development with no fewer than four attached units that are independently rented and lockable and provide living and sleeping space for the exclusive use of an occupant but require that the occupant share sanitary or food preparation facilities with other units in the occupancy." (ORS 197A.430).
- **Manufactured housing in parks.** Wilsonville allows manufactured homes in parks in Residential, Planned Development Residential, and Residential Neighborhood zones. OAR 197.480(4) requires cities to inventory the mobile home or manufactured dwelling parks sited in areas planned and zoned or generally used for commercial, industrial, or high-density residential development. According to the Oregon Housing and Community Services' Manufactured Dwelling Park Directory,²³ Wilsonville has two manufactured home parks within the city, with 120 spaces.

²³ Oregon Housing and Community Services, Oregon Manufactured Dwelling Park Directory, <http://o.hcs.state.or.us/MDPCRParcs/ParkDirQuery.jsp>

ORS 197.480(2) requires Wilsonville to project need for mobile home or manufactured dwelling parks based on (1) population projections, (2) household income levels, (3) housing market trends, and (4) an inventory of manufactured dwelling parks sited in areas planned and zoned or generally used for commercial, industrial, or high-density residential development. Manufactured home parks provide an important opportunity for affordable housing for homeownership. Preserving existing manufactured home parks and allowing smaller manufactured units in manufactured home parks are important ways to provide opportunities for affordable, lower-cost homeownership opportunities.

- Exhibit 70 shows that Wilsonville will grow by 2,815 dwelling units over the 2025 to 2045 period. Analysis of housing affordability shows that about 42% of Wilsonville new households will be considered very low or extremely low income, earning 60% or less of the region’s median family income. One type of housing affordable to these households is manufactured housing. The households most likely to live in manufactured homes in parks are those with incomes between \$35,400 and \$70,140 (30% to 60% of MFI), which includes 24% of Wilsonville’s households. However, households in other income categories may live in manufactured homes in parks.
- Manufactured housing in manufactured home parks accounts for about 1% of Wilsonville’s current housing stock. If the City has additional need for a new manufactured home park over the 2025-2045 period, it would be for about 29 new units (1% of new units) on 4 to 5 acres of land, with 6 to 8 dwelling units per acre. If an additional new manufactured home park were developed in Wilsonville, the City would have sufficient capacity to accommodate it in zones where manufactured housing is allowed. The housing forecast includes new manufactured homes on lots and in parks in the category of single-family detached housing.
- Over the next 20 years (or longer), one or more manufactured home parks may close in Wilsonville. This may be a result of manufactured home park landowners selling or redeveloping their land for uses with higher rates of return, rather than lack of demand for spaces in manufactured home parks. Manufactured home parks contribute to the supply of low-cost affordable housing options, especially for affordable homeownership. The closure of manufactured home parks may be especially difficult in terms of availability of affordable housing, given the large need for affordable homeownership opportunities in the Portland Metro Region and Wilsonville.

There is statewide regulation of manufactured home parks closures designed to lessen the financial difficulties of closures for park residents.²⁴ Wilsonville also has its

²⁴ ORS 90.645 regulates rules about the closure of manufactured dwelling parks. It requires that the landlord must give at least one year’s notice of park closure and pay tenants between \$5,000 and \$9,000 for each manufactured dwelling park space, in addition to not charging tenants for demolition costs of abandoned manufactured homes.

own mobile home park closure ordinance.²⁵ The City also has a role to play in ensuring that there are opportunities for housing for the displaced residents. The City’s primary roles are to ensure that there is sufficient land zoned for new multi-family housing and to reduce barriers to residential development to allow for the development of new, relatively affordable housing.

In addition to these required housing types, this section also addresses housing for people with disabilities and housing for people experiencing homelessness.

- **Housing for People with Disabilities.** Housing for people with disabilities can apply to all housing types, with the same development standards as market-rate housing. It can also apply to other residential/group living uses (such as nursing homes, residential care homes or facilities, or room and boarding facilities) as well as government-subsidized housing (including units that are population restricted). Broadly, housing options for people with disabilities include (1) living in housing independently (alone or with roommates/family), (2) living in housing with supportive services (e.g., with help from a live-in or visiting caregiver), or (3) living in housing in a supervised residential setting. Meeting the housing needs for people with disabilities will require addressing affordability issues, as well as ensuring that people with disabilities have access to housing that addresses their disability, and that they have access to housing without discrimination.
- **Housing for People Experiencing Homelessness.** Meeting the housing needs of people experiencing homelessness ranges from emergency shelter, transitional housing, and permanent supportive housing (including supportive housing with services) and improved access to an affordable unit (including rent and utility assistance). Persons experiencing homelessness or those at risk of becoming homeless will require assistance with addressing individual, complex barriers to improve long-term housing stability.

²⁵ Wilsonville’s ordinance requires landlords to obtain a closure permit. To obtain a permit the applicant must include a Closure Impact Report and a Relocation Plan. 6.341. – Relocation Plan (1) A Relocation Plan for tenants of the mobile home park shall be submitted for review and approval as part of the application for a Closure Permit. The Relocation Plan shall provide, at a minimum, for the following: (a) The Relocation Plan shall provide for the owner to pay all reasonable relocation costs to a comparable mobile home park space within 25 miles to any tenant who relocates from the park after City approval of the closure Permit. When any tenant has given notice of their intent to move prior to City approval of the Use Permit, eligibility to receive moving expenses shall be forfeited. (b) The relocation plan shall identify those mobile homes that cannot be relocated to a comparable mobile home park space within 25 miles. The owner shall be required to offer to purchase any mobile home that cannot be relocated in conformance with this chapter. The offer to purchase the mobile home will be made at the real market value of the home as reported on the most recent property tax assessment roll.

6. Residential Land Sufficiency in Wilsonville

This chapter presents an evaluation of the sufficiency of vacant residential land in Wilsonville to accommodate expected residential growth over the 2025 to 2045 period. It includes an estimate of residential development capacity (measured in new dwelling units) and an estimate of Wilsonville's ability to accommodate forecasted new housing units for the 2025 to 2045 period. The chapter ends with a discussion of the conclusions and recommendations for the Housing Needs and Capacity Analysis.

Capacity Analysis

Wilsonville's Development Code is flexible, allowing most housing types in all residential plan designations and zones. The densities for future development will depend on the number of dwelling units being built and whether the housing is built as part of an active master plan.

Exhibit 75 shows that **Wilsonville has 64 acres of vacant or partially vacant land outside of active master planned areas to accommodate approximately 867 new dwelling units.** This analysis is based on the following assumptions:

- **Buildable residential land.** The capacity estimates start with the number of buildable acres in Comprehensive Plan designations that allow residential uses outright, as shown in Exhibit 5 in Chapter 2.
- **Future densities.** The capacity analysis estimates the development potential of vacant residential land to accommodate new housing, based on the densities shown in

- Exhibit 73 which assumes that development would occur at historical densities.

Exhibit 75. Estimate of Capacity on Land Not Within an Active Master Planned Area, Wilsonville city limits, 2025 to 2045

Source: Buildable Lands Inventory; Calculations by ECONorthwest.

*Village is the implementing designation for the Villebois Master Plan. Since it was nearly built out at the time of this report, it is not included in the active master planned areas. Capacity was determined according to the Villebois Master Plan. Villebois is expected to include approximately 2,747 units when fully built out. This is slightly higher than the original master planned assumption of 2,645 but was confirmed with staff in June of 2024. Villebois has approximately 196 units remaining to be built as of the end of June 2024, 154 of which are entitled but not yet permitted units in the Village Center.

**Capacity on land designated industrial is on a planned TOD site. A Comprehensive Plan amendment/redesignation is not anticipated since this parcel will be developed with affordable housing as allowed by Senate Bill 8. Note:

Comprehensive Plan Designation	Total Unconstrained Buildable Acres	Density Assumption (DU/Gross Acre)	Capacity (Dwelling Units)
Residential 0-1 du/ac	4	0.4	1
Residential 4-5 du/ac	3	4.8	15
Residential 6-7 du/ac	14	6.2	83
Residential 10-12 du/ac	39	11.7	451
Village*	2	N/A	196
Industrial**	3	N/A	121
Total	64		867

Exhibit 76 shows the number of units remaining to be built in active master planned areas in Wilsonville. **Wilsonville has capacity for approximately 2,767 additional units in the master plan areas of Frog Pond and Town Center.** This is based on the following assumptions:

- **Frog Pond East and South** will build out as outlined in Table 4 of the 2022 Frog Pond East & South Master Plan with a housing capacity of 1,587 units. It is assumed that none of these units have been built yet.
- **Frog Pond West Master Plan** originally included a minimum and maximum number of dwelling units permitted by subdistrict. With the middle housing code updates that the City completed in 2021, the Master Plan now allows additional middle housing development and the minimum and maximum number of dwelling *units* changed to dwelling *lots*. For this process, we assume that Frog Pond West will build out with the original maximum allowed number of 571 dwelling units. We make this assumption because Frog Pond West was already partially built out when the middle housing code changes took place and not all remaining lots will be developed with middle housing. However, the middle housing that will be built is likely to push the capacity to the higher limit originally planned. This leaves approximately 300 units left to be built.
- **The Town Center Master Plan** included a 20-year and 40-year forecast but did not include an official start date for the planning period. For this analysis, we assume the

capacity for net new development of 880 units as outlined in the 20-year forecast in Table 3-1 of the Master Plan.

Exhibit 76. Unit Capacity of Active Master Planned Areas in Wilsonville, 2025 to 2045

Source: City Permit Data and Master Plans; Calculations by ECONorthwest.

Active Master Planned Areas	Total Planned Dwelling Units	Units Already Built	Remaining Units to be Built
Frog Pond East and South	1,587	-	1,587
Frog Pond West	571	271	300
Town Center	880	-	880
Total	3,038	271	2,767

Residential Land Sufficiency

The next step in the analysis of the sufficiency of residential land within Wilsonville is to compare the demand for housing by plan designation (Exhibit 72) with the capacity of land by plan designation and active master planned areas (Exhibit 75 and Exhibit 76).

Exhibit 77 and

Exhibit 78 shows that Wilsonville **has** sufficient land to accommodate housing development in each of its residential plan designations. Wilsonville has capacity for 867 dwelling units in areas not actively master planned and capacity for 2,767 dwelling units in active master planned areas. Wilsonville has a demand for 2,815 dwelling units. The result is that Wilsonville has a surplus of capacity for housing, beyond the forecast of housing growth over the next twenty years of about 819 dwelling units. The largest surplus is in the Frog Pond East and South master planned areas. It is possible, perhaps even probable, that less development may occur in Wilsonville's Residential Comprehensive Plan Designations and more development will occur in active master plan areas, specifically Frog Pond.

Exhibit 77. Comparison of Capacity of Existing Residential Land by Comprehensive Plan Designation with Demand for New Dwelling Units, Wilsonville, 2025 to 2045

Source: Buildable Lands Inventory; Calculations by ECONorthwest.

*Village is the implementing designation for the Villebois Master Plan. Since it was nearly built out at the time of this report, it is not included in the active master planned areas. Capacity was determined according to the Villebois Master Plan. Villebois is expected to include approximately 2,747 units when fully built out. This is slightly higher than the original master planned assumption of 2,645 but was confirmed with staff in June of 2024. Villebois has approximately 196 units remaining to be built as of the end of June 2024, 154 of which are entitled but not yet permitted units in the Village Center.

**Capacity on land designated industrial is on a planned TOD site. A Comprehensive Plan amendment/redesignation is not anticipated since this parcel will be developed with affordable housing as allowed by Senate Bill 8. Note:

Plan Designation	Total Capacity (Dwelling Units)	Demand (Dwelling Units)	Capacity less Demand (Dwelling Units)
Residential 0-1 du/ac	1	-	1
Residential 4-5 du/ac	15	15	0
Residential 6-7 du/ac	83	70	13
Residential 10-12 du/ac	451	450	1
Village*	196	196	0
Industrial**	121	121	0
Total	867	852	15

Exhibit 78. Comparison of Capacity of Existing Residential Land in Active Master Planned Areas with Demand for New Dwelling Units, Wilsonville, 2025 to 2045

Source: Buildable Lands Inventory; Calculations by ECONorthwest.

Active Master Planned Areas	Total Planned Dwelling Units	Units Already Built	Remaining Units to be Built	Allocation Less Capacity
Frog Pond East and South	1,587	-	1,587	573
Frog Pond West	571	271	300	5
Town Center	880	-	880	226
Total	3,038	271	2,767	804

Conclusions

The key findings and conclusions of Wilsonville's Housing Needs and Capacity Analysis are:

- Based on Metro's forecast for growth, Wilsonville has sufficient land to accommodate household growth over the twenty-year planning period.** Metro's forecast projects that household growth will result in the demand for 2,815 new dwelling units between 2025 and 2045, averaging 141 new dwelling units annually. Wilsonville's vacant land and areas with active master plans have capacity for about 3,634 new dwelling units.

Wilsonville has the largest supply of vacant and unconstrained land in the master planned areas of Frog Pond East and South with an expected capacity to accommodate 1,587 units (as outlined in the Frog Pond East and South Master Plan). To accommodate Metro's forecast of growth, two-thirds of this capacity would need to develop over the 20-year planning period. Town Center is expected to redevelop over the planning period

with 880 new residential units (as outlined in the Town Center Plan). The City's ability to accommodate multifamily growth will depend, in part, on redevelopment in Town Center.

- **Wilsonville's household growth may exceed Metro's forecast.** Since 2014, the City has been tracking development activity through annual housing reports, as recommended in the 2014 Housing Needs Analysis (HNA). The 2014 HNA projected a demand for 3,749 new housing units between 2014 and 2034. As of 2023, approximately 55% of this forecast has occurred in the last nine years, indicating slightly faster growth than anticipated.

Development slowed in the past five years and may remain lower in the near term due to high interest rates and difficulties with financing multifamily development. The current HNCA estimates that Wilsonville has capacity for 3,634 new dwelling units and demand for 2,815 over the 2025-2045 planning period. The result is that Wilsonville has an anticipated surplus of capacity for housing of about 819 dwelling units, beyond the forecast of housing growth over the next twenty years. That surplus provides the ability to accommodate additional housing if Wilsonville grows faster than Metro's forecast.

Wilsonville will be required to update its HNCA in 2029 and every six years thereafter. This regular review process is crucial, as it allows the city to revise estimates and, if necessary, pursue additional land with Metro should growth outpace expectations. The city should maintain its practice of monitoring development activity and housing needs. Furthermore, as Oregon implements the new Oregon Housing Needs Analysis (OHNA) process, cities will receive new housing targets that consider the needs of various demographic groups. Wilsonville's annual housing reports will play a vital role in ensuring compliance with new state laws and in identifying and implementing timely strategies to meet the evolving housing needs of its residents.

- **Diverse demographic trends are shaping Wilsonville's housing needs.** Wilsonville has an aging population, which is driving demand for senior-specific housing. Simultaneously, Wilsonville has a higher share of young adults than the region, influencing demand for rentals and affordable homeownership options. The city has a smaller average household size than the county and state, but a higher share of households with children. A growing Latine/Hispanic population is expected to increase demand for larger, affordable units suitable for multigenerational living. These varied trends necessitate a wide range of housing types. These trends and their implications are described in more detail below:
 - **Aging Population.** Wilsonville's aging population mirrors state-wide patterns. Between 2010 and 2021, the number of residents aged 60 and over increased by 1,648, a 47% growth. This age group now comprises 20% of Wilsonville's population, up from 18% in 2010.

The trend is expected to continue, with seniors projected to make up 29% of Clackamas County's population by 2040, compared to 27% in 2020. This demographic shift will drive demand for senior-specific housing options, such as

such as small and easy-to-maintain dwellings, single-story dwellings, cottage housing, assisted living facilities, or age-restricted developments.

- **Younger Adult Households (Millennials and Gen Z).** Wilsonville has a higher share of young adults (20-39 years old) than the region and state. This demographic is more likely to rent early in their lifecycle, driving demand for multifamily rental units. Affordability is a major concern for these generations. As young adults pursue homeownership, they will likely seek more affordable options such as smaller single-family detached homes, cottage cluster housing, middle housing types (townhouses, duplexes, triplexes, quadplexes), and multifamily housing. These housing types are often more affordable than traditional single-family detached homes and can provide a steppingstone to homeownership for younger residents.
- **Household Composition.** Wilsonville has a smaller average household size than Clackamas County and the state, with a higher share of one- and two-person households. These smaller households will increase need for smaller housing units.

Despite smaller household sizes, Wilsonville also has a higher share of households with children than the region and state, including a higher proportion of single-parent households. Single-parent households especially may face affordability concerns.

- **Latine/Hispanic Population Growth.** The growing Latine/Hispanic population in Wilsonville will influence housing needs. First, and to a lesser extent second and third generation Hispanic/Latine immigrants, are more likely to have larger household sizes. Hispanic/Latine households are also twice as likely to live in multigenerational households. Hispanic/Latine households are also more likely to have lower incomes than the overall median. This demographic trend will drive demand for larger dwelling units that are affordable for lower income households. These homes need to be designed to meet the needs of diverse populations, including features that support multigenerational living arrangements.
- **Wilsonville has affordability challenges that require diverse housing solutions.** Wilsonville has a lower median household income than the region. Housing costs have been rising faster than incomes, consistent with state and national trends, decreasing housing affordability in Wilsonville and across the state. Thirty-eight percent of households in Wilsonville are cost-burdened, with renter households more likely to face this challenge. This pattern of cost burden, particularly among renters, aligns with broader trends observed at the state and national levels. Decreasing housing affordability indicates that Wilsonville needs a wider range of housing price points than currently available. This includes providing opportunities for developing housing types across the affordability spectrum, including income-restricted housing and other lower-cost housing types such as accessory dwelling units, townhouses, duplexes, triplexes, quadplexes, and multifamily buildings with five or more units.
- **Wilsonville will need more income-restricted, affordable housing.** Currently, about 42% of Wilsonville households (approximately 4,400) have incomes below 60%

of Clackamas County's Median Family Income (MFI). These households are the most vulnerable to experiencing cost burden. Looking ahead, Wilsonville expects to add about 1,180 households in this income range over the next 20 years. At present, Wilsonville has about 635 income-restricted affordable rental units. Given the high proportion of current and projected low-income households, Wilsonville will need to increase its stock of income-restricted affordable housing to adequately address housing affordability needs.

- Wilsonville's housing mix is expected to shift to meet changing demographic needs and begin to address affordability concerns.** As of 2021, Wilsonville's housing stock consisted of 43% single-family detached homes, 10% townhouses, 5% middle housing (duplexes, triplexes, quadplexes), and 42% multifamily units. Between 2013 and 2023, 2,217 new units were permitted in the city, of which 73% were for single-family detached units, 17% were for townhouses, and 10% for multifamily units. Looking ahead, Wilsonville projects a future housing mix of 45% single-family detached homes, 15% townhouses, 5% duplexes, triplexes, and quadplexes, and 35% multifamily units. This distribution represents a shift from the 2013-2023 trends and the 2014 housing needs analysis, which planned for 50% single-family detached homes and 10% for townhouses. This shift responds to demographic changes and affordability issues, with townhouses expected to gain market share as detached homes become less affordable. The implementation of House Bill 2001, allowing middle housing in traditionally single-family zones, should further diversify options, especially in areas like Frog Pond.

What are the City's next steps?

The *City of Wilsonville Housing Needs and Capacity Analysis* (this report) examines how household choices and the housing market have interacted in the Portland region, Clackamas County, and Wilsonville. It provides an overview of Wilsonville's current residential land inventory, demographics, market trends, and housing needs. The report also forecasts housing needs for 2025 to 2045 and assesses whether current land and zoning are sufficient to meet these projected needs.

Following this analysis, the City will develop a *Housing Production Strategy* (HPS) which is a six-year action plan to address Wilsonville's unmet housing needs. The HPS will dig deeper into housing needs by demographic groups than is done in the HNCA. It will outline policies and strategies to support housing development and preservation, with a focus on achieving equitable outcomes for all residents. It will emphasize improving conditions for underserved communities, lower-income households, and state and federal protected classes. These strategies will provide the city with a range of tools to support housing development and address housing needs in Wilsonville.

Appendix A: Residential Buildable Lands Inventory

The buildable lands inventory uses methods and definitions that are consistent with Goal 10/OAR 660-008. This appendix describes the methodology that ECONorthwest used for this report, based on data up to 2024. The results of the BLI are discussed in Chapter 2.

Overview of the Methodology

Following are the statutes and administrative rules that provide guidance on residential BLIs:

OAR 660-008-0005(2):

“Buildable Land” means residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available, and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered “suitable and available” unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;*
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17, or 18;*
- (c) Has slopes of 25 percent or greater;*
- (d) Is within the 100-year flood plain; or*
- (e) Cannot be provided with public facilities.*

The methods used for conducting the Wilsonville residential BLI will be consistent with Oregon statutes. However, the methods used for inventorying land within the city will initially be based on the BLI completed by Metro for the 2018 Urban Growth Report (UGR). Metro is required to complete a BLI for land within the regional UGB every six years, and the agency updated the BLI (based on 2016 data) in January 2018. The methods used for inventorying Wilsonville lands attempt to be consistent with Metro’s results while also accounting for new development since 2016 and other local conditions, such as unique environmental constraints.

Metro Buildable Lands Inventory

Metro’s BLI estimates the housing capacity of land within the regional UGB. Based on Oregon statute, buildable lands include “vacant and developed land likely to be redeveloped that is suitable, available and necessary for residential uses.”²⁶ The broad steps Metro uses for identifying buildable lands include:

- Identify vacant and developed tax lots
- Remove tax lots that do not have the potential to be developed
- Deduct unbuildable areas of the remaining tax lots (environmental constraints, future rights-of-way, etc.)
- Calculate the housing capacity on vacant and developed lots that could redevelop

Metro uses more detailed methods and criteria for identifying vacant and redevelopable land, which are summarized below.

Vacant

Metro identifies vacant tax lots using several different criteria, including:

- Tax lots that are considered fully vacant based on Metro aerial photos
- Tax lots with less than 2,000 square feet developed area and where that developed area is less than 10% of the total lot area
- Tax lots that are 95% or more vacant based on Metro’s GIS vacant land inventory.

Vacant residential lots that cannot be developed because of their use (such as for parks, utility easements, religious buildings, etc.) are removed, which results in a set of “vacant buildable” tax lots. Metro then deducts identified environmental constraints from the vacant and buildable tax lots to determine the “net unconstrained” portion of these lots that can support additional development.

Redevelopable

Over the 20-year study period a share of developed lots are likely to redevelop within new buildings. To account for the development capacity on these developed lots, Metro identifies a subset of developed lots as “redevelopable”. Metro has created two “filters” to identify lots with the potential to redevelop.

- **Threshold Method.** This method identifies lots where redevelopment would result in a net increase of 50% more than the current number of units on the site. The method uses property value thresholds where it is economically viable to for a lot to redevelop at this intensity. For suburban areas in the regional UGB the threshold is \$10 per square foot of

²⁶ OAR 660-008-0006(2) (2)

property value for multifamily structures and \$12 per square foot for mixed use structures. If a lot’s current property value is below these thresholds, it is assumed to have the potential to redevelop.

- **Historic Probability Method.** This method determines the probably of a lot redeveloped based on a statistical analysis of lots that historically redeveloped within the region. The probability for each lot is multiplied by the total zoned capacity of the lot to determine the likely future residential capacity.

Additionally, in the Metro BLI, lots that could be further developed under current development standards without demolishing existing structures are classified as either vacant or developed depending on the size of the lot and size of the development on the lot. The redevelopment capacity is calculated separately from the calculation of unconstrained buildable land.

ECONorthwest used the threshold method above as one of two ways in which to initially identify tax lots that might be partially vacant.

Partially Vacant

Metro’s 2018 BLI does not give tax lots a final development status designation of partially vacant. Instead, partially vacant lots are identified mid-analysis as tax lots with at least a half acre of vacant land. These lots are then filtered through the above redevelopment filters to derive the redevelopment capacity of a tax lot.

Because a tax lot with redevelopment potential is not the same as a partially vacant tax lot (i.e., infill capacity), ECONorthwest created a separate classification for partially vacant that used either the half vacant acre threshold or the redevelopment filters. Lots that were given an initial development status of partially vacant under these classification thresholds were then manually verified using aerial imagery and City staff feedback.

Inventory Steps

The BLI consists of several steps:

1. Generate UGB “land base”
2. Classify land by development status
3. Identify constraints
4. Verify inventory results
5. Tabulate and map results

Step 1: Generate “land base”

Per Goal 10 this involves selecting all tax lots in the Wilsonville study area with plan designations that allow residential uses, County plan designations that could potentially include residential uses in the future, or tax lots in specific City non-residential plan

designations where City staff have indicated residential development could or is planned to occur. Plan designations included in the residential inventory:

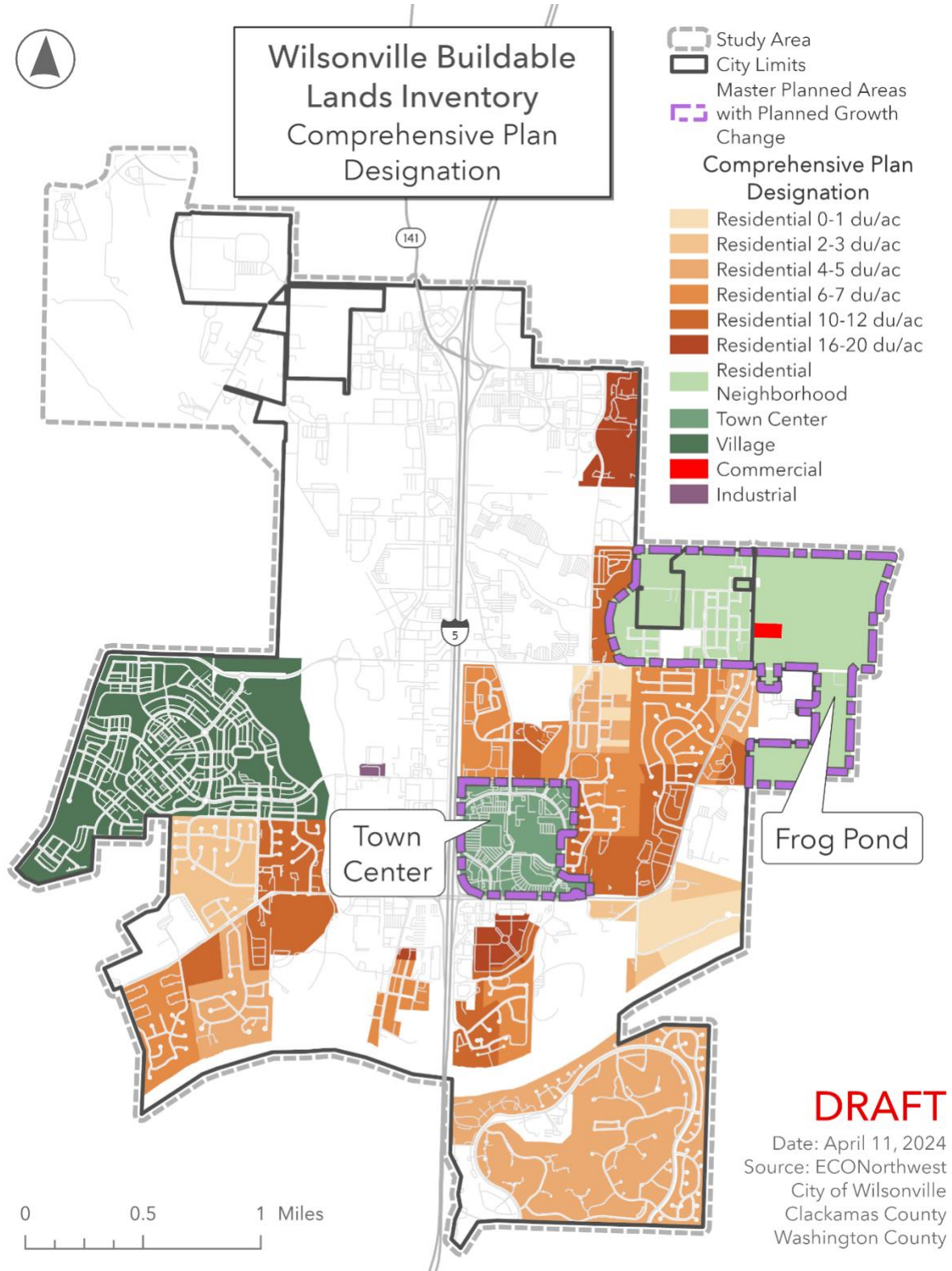
- City Limits
 - Residential 0-1 du/ac
 - Residential 2-3 du/ac
 - Residential 4-5 du/ac
 - Residential 6-7 du/ac
 - Residential 10-12 du/ac
 - Residential 16-20 du/ac
 - Residential Neighborhood
 - Town Center
 - Village
 - Commercial
 - Industrial²⁷

The Commercial and Industrial plan designations each include one tax lot specifically identified by City staff as potentially available for residential development. The Commercial lot is located within the Frog Pond East Master Plan Area and was identified as allowing mixed-use development. The Industrial lot is a City-owned partially vacant lot. Staff noted that this is the site of a planned transit-oriented affordable housing development and requested for it to be included into the residential land base.

Exhibit 79 shows the plan designations included in the BLI.

²⁷ Note: The Industrial area included in this inventory is a city-owned parcel where housing is planned. A Comprehensive Plan amendment/redesignation is not anticipated since this parcel will be developed with affordable housing as allowed by Senate Bill 8.

Exhibit 79. Residential Land Base by Zone, Wilsonville Study Area, 2024
Source: Oregon Metro, ECONorthwest analysis.



Step 2: Classify lands

In this step, ECONorthwest classified each tax lot with a zone that allows residential uses into one of five mutually exclusive categories based on development status:

- Vacant land
- Partially vacant land
- Undevelopable land
- Public land
- Developed land

ECONorthwest identified buildable land and classified development status with a rule-based methodology consistent with the methodology used by Metro in its 2018 Buildable Land Inventory, though with modifications as to how partially vacant land was classified. The rules are described below in Exhibit 80.

Exhibit 80. Rules for Development Status Classification

Development Status	Definition	Statutory Authority
Vacant Land	Tax lots designated as vacant by Metro based on the following criteria: <ol style="list-style-type: none"> 1) Fully vacant based on Metro aerial photo. 2) Tax lots with less than 2,000 square feet developed AND developed area is less than 10% of lot. 3) Lots 95% or more vacant from GIS vacant land inventory 	OAR 660-008-0006(2) (2) “Buildable Land” means residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available, and necessary for residential uses. Publicly owned land is generally not considered available for residential uses.
Partially Vacant Land	Vacant tax lots that meet Metro’s initial partially vacant threshold (1) or redevelopment filter (2): <ol style="list-style-type: none"> 1) Lots where some development has occurred with at least a half-acre vacant land remaining. 2) Single-family tax lots that are 2.5 times larger than the minimum lot size and a building value less than \$300,000 or lots that are 5 times larger than the minimum lots size (no threshold for building value). Developed acreages of these lots are determined by taking a lot’s developed land according to Metro’s developed land inventory and subtracting constraints. Therefore, to avoid double counting constraints and developed land where the two may overlap, committed land on	No statutory definition

Development Status	Definition	Statutory Authority
	partially vacant lots as shown in the tables above are <i>unconstrained</i> committed land.	
Undevelopable Land	Derived from Metro's BLI methodology, tax lots less than 1,000 square feet in size are considered undevelopable.	No statutory definition
Public Land	Lands in public or semi-public ownership are considered unavailable for residential development. This includes lands in Federal, State, County, or City ownership as well as lands owned by churches and other semi-public organizations and properties with conservation easements. These lands are identified using the Metro's definitions and categories.	OAR 660-008-0005(2) - Publicly owned land is generally not considered available for residential uses.
Developed Land	<p>Lands not classified as vacant, partially vacant, or public/exempt are considered developed. Developed land includes lots with redevelopment capacity, which are also included in BLI.</p> <p>Developed land that was previously vacant in 2016 will be identified through building permits provided by the City.</p>	No statutory definition

Step 3: Identify constraints

Consistent with OAR 660-008-0005(2) guidance on residential buildable lands inventories, ECONorthwest deducted certain lands with development constraints from vacant and partially vacant lands. We used the following constraints in accordance with Metro’s methodology, as well as local constraints regulated by City ordinances.

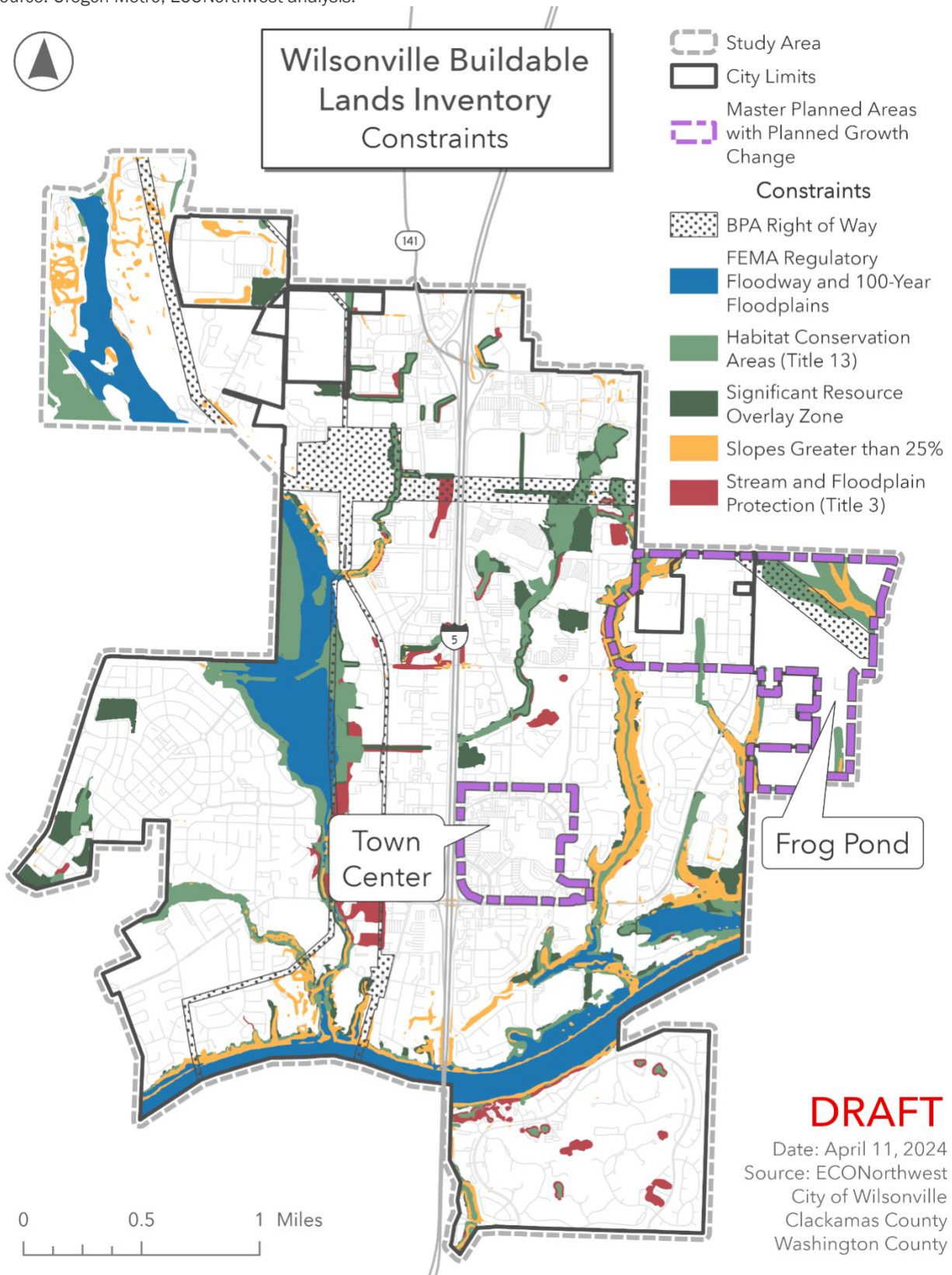
Exhibit 81. Constraints to be Included in BLI

Constraint	Statutory Authority	Threshold	Source
Goal 5 Natural Resource Constraints			
Stream and Floodplain Protection (Title 3)	OAR 660-015-0000(5)	Lands within Title 3 area	Metro RLIS
Habitat Conservation Areas (Title 13)	OAR 660-015-0000(5)	Moderate or High conservation areas	Metro RLIS
Significant Resource Overlay Zone	OAR 660-015-0000(5)	Lands within the SROZ	City of Wilsonville
Natural Hazard Constraints			
Regulatory Floodway	OAR 660-008-0005(2a)	Lands within FEMA FIRM identified floodway	FEMA via National Map
100-Year Floodplain	OAR 660-008-0005(2d)	Lands within FEMA FIRM 100-year floodplain	FEMA via National Map
Steep Slopes	OAR 660-008-0005(2c)	Slopes greater than 25%	Metro RLIS
Other Constraints			
BPA Right of Way	No Statutory Authority	Lands within the BPA right of way area	Bonneville Power Administration

We treated these areas as prohibitive constraints (unbuildable) as shown in Exhibit 82. All constraints were merged into a single constraint file, which was then used to identify the area of each tax lot that is constrained. These areas were deducted from lands that are identified as vacant or partially vacant.

Lack of access to water, sewer, power, road, or other key infrastructure cannot be considered a prohibitive constraint unless it is an extreme condition. This is because tax lots that are currently unserved could potentially become serviced over the 20-year planning period.

Exhibit 82. Residential Development Constraints Wilsonville Study Area, 2024
Source: Oregon Metro, ECONorthwest analysis.



Step 4: Verification

ECONorthwest used a multistep verification process. The first verification step involved a “rapid visual assessment” of land classifications using GIS and recent aerial photos. The rapid visual assessment involves reviewing classifications overlaid on recent aerial photographs to verify uses on the ground. ECONorthwest reviewed all tax lots included in the inventory using the rapid visual assessment methodology.

City staff and ECONorthwest performed multiple additional rounds of verification, such as the verification about partially vacant land described in Exhibit 80, which involved verifying the development status determination and the results of the rapid visual assessment.

ECONorthwest amended the BLI based on City staff review and a discussion of the City’s comments.

Step 5: Tabulation and mapping

The results are presented in tabular and map format. We included a comprehensive plan map, the land base by classification, vacant and partially vacant lands by plan designation, and vacant and partially vacant lands by plan designation with constraints.

Appendix B: National and State Demographic and Other Trends Affecting Residential Development in Wilsonville

National Trends²⁸

This summary on national housing trends builds on previous work by ECONorthwest as well as Urban Land Institute (ULI) reports, conclusions from *The State of the Nation's Housing* report from the Joint Center for Housing Studies of Harvard University, and other research cited in this section. *The State of the Nation's Housing* report (2021) summarizes the national housing outlook as follows:

Even as the US economy continues to recover, the inequalities amplified by the COVID-19 pandemic remain front and center. Households that weathered the crisis without financial distress are snapping up the limited supply of homes for sale, pushing up prices and further excluding less affluent buyers from homeownership. At the same time, millions of households that lost income during the shutdowns are behind on their housing payments and on the brink of eviction or foreclosure. A disproportionately large share of these at-risk households are renters with low incomes and people of color. While policymakers have taken bold steps to prop up consumers and the economy, additional government support will be necessary to ensure that all households benefit from the expanding economy.

The domestic housing market sees many interlocking challenges remaining as the world transitions from the COVID-19 pandemic. An extremely limited inventory of entry-level homes makes housing unaffordable for many Americans, especially younger ones. However, the conditions for homebuying are ripe for many, resulting in strong demand in the market and increasing home sales prices to record levels. Furthermore, the costs of labor and materials to build new homes increased steeply. While the current amount of new housing starts is robust, newly built homes will not make up the shortfall in residential housing in the near term, especially for single-family homes. The challenges and trends shaping the housing market are summarized below.

- **A continued bounce back in residential construction was led by an increase in single-family and multi-dwelling housing starts.** After a sharp comeback in summer 2020 led by single-family construction, single-family housing starts fell below a 700,000-unit annual rate in April 2020 due to the COVID-19 pandemic. Following that dip, housing

²⁸ These trends are based on information from (1) the Joint Center for Housing Studies of Harvard University's publication "The State of the Nation's Housing 2021," (2) Urban Land Institute's "2022 Emerging Trends in Real Estate," and (3) the US Census.

starts nearly doubled to a high of 1,315,000 new housing units in December 2020. It was the strongest month for single-family homebuilding in over 13 years, with a consistent annual rate of production since then ranging from 1,061,000 to 1,255,000 units – most recently hitting 1,215,000 in February 2022. Multi-dwelling unit starts followed similar trends, reaching a 33-year high in January 2020 of more than half a million buildings with 5 units or more, then hitting a 6-year low in April 2020 of a quarter million. Since that low, multi-dwelling starts have increased 47%, reaching 501,000 units in February 2022.

- **Strong construction numbers did not alleviate the shortage of existing homes for sale.** Inventories fell from three months in December 2019 to just under two months in December 2020, well below what is considered balanced (six months), with lower-cost and moderate-cost homes experiencing the tightest inventories. While *The State of the Nation’s Housing* report cited the COVID-19 pandemic as sharing some blame for these tight conditions, the larger cause was the result of underproduction of new homes since the mid-2000s. Restrictive land use regulations, the cost and availability of labor, and the cost of building materials were also cited as constraints on residential development.
- **Homeownership rates slowly, but consistently, increased.** After years of decline, the national homeownership rate increased slightly from 64.4% in 2018 to 65.5% in late 2021. Trends suggest the recent homeownership increases are among householders of all age groups, with households under age 35 making up the largest proportions of this increase. About 88% of net new growth (2013 to 2019) was among households with incomes of \$150,000 or more. Significant disparities also still exist between households of color and White households, with the Black-White homeownership gap being 28.1 percentage points in early 2021 and the Hispanic-White gap at 23.8 percentage points (a 1.8 percentage point decrease from 2019).
- **Housing affordability.** Despite a recent downward trend, 37.1 million American households spent more than 30% of their income on housing (the industry standard used for assessing affordability) in 2019, which is 5.6 million more households than in 2001. Renter households experienced cost burden at more than double the rate of homeowners (46% versus 21%) with the number of cost-burdened renters exceeding cost-burdened homeowners by 3.7 million in 2019. Affordability challenges were most likely to affect households with low incomes, as 60% of renters and nearly half of homeowners earning less than \$25,000 were reported to be severely cost burdened²⁹ in 2019, as well as one in six renters and one in eight homeowners earning between \$25,000 and \$49,999. Households under the age of 25 and over the age of 85 had the highest rates of housing cost burden, as well as households of color.

The Department of Housing and Urban Development’s guidelines indicate that households paying more than 30% of their income on housing experience “cost burden” and households paying more than 50% of their income on housing experience “severe

²⁹ A household is considered cost burdened if they spent 30% or more of their gross income on housing costs. They are severely cost burdened if they spent 50% or more of their gross income on housing costs.

cost burden.” Using cost burden as an indicator is one method of determining how well a city is providing housing that is affordable to all households in a community.

- **Long-term growth and housing demand.** The Joint Center for Housing Studies forecasts that, nationally, demand for new homes could total as many as 10 million units between 2018 and 2028 if current low immigration levels continue. Much of the demand will come from baby boomers, millennials, Gen Z,³⁰ and immigrants. The Urban Land Institute cites an increased acceptance of working from home as increasing demand in more suburban or rural environments over closer-in markets.
- **Growth in rehabilitation market.**³¹ Aging housing stock and poor housing conditions are growing concerns for jurisdictions across the United States. With the median age of the US housing stock rising to 41 years in 2019 from 34 years in 2009, Americans are spending more than \$400 billion per year on residential renovations and repairs. As housing rehabilitation becomes the primary solution to address housing conditions, the home remodeling market has grown nearly \$20 billion in 2017, topping out at \$433 billion in 2021.

Despite trends showing growth in the rehabilitation market, rising construction costs and complex regulatory requirements pose barriers to rehabilitation. Lower-income households (who are more likely to live in older housing than higher-income households), or households on fixed incomes, may defer maintenance for years due to limited financial means, escalating rehabilitation costs. At a certain point, the cost of improvements may outweigh the value of the structure, which may necessitate new responses such as demolition or redevelopment. Regardless, there is a rising urgency with the aging housing stock, particularly with respect to increased disaster events caused by changes in climate. In 2019, spending on disaster repairs hit a record high of 10% of total rehabilitation spending and 2020 saw a record number of billion-dollar climate-related disasters.

- **Declining residential mobility.**³² Residential mobility rates have declined steadily since 1980. Nearly one in five Americans moved every year in the 1980s, compared to one in ten Americans between 2018 and 2019. While residential mobility took a further dip in the initial stages of the COVID-19 pandemic, soon conditions emerged that encouraged homebuying, such as historically low mortgage rates, the normalization of working from home, and a growing number of first-time millennial buyers. Due to such conditions,

³⁰ According to the Pew Research Center, millennials were born between the years of 1981 to 1996 and Gen Zers were born between 1997 and 2012 (inclusive). Read more about generations and their definitions here: <http://www.pewresearch.org/fact-tank/2018/03/01/defining-generations-where-millennials-end-and-post-millennials-begin/>.

³¹ These findings are copied from the Joint Center for Housing Studies. (2021). Improving America’s Housing, Harvard University. Retrieved from: https://www.jchs.harvard.edu/sites/default/files/Harvard_JCHS_Improving_Americas_Housing_2019.pdf

³² Frost, R. (2020). “Are Americans stuck in place? Declining residential mobility in the US.” Joint Center for Housing Studies of Harvard University’s Research Brief.

existing home sales rose by more than 20% year over year from September 2020 through January 2021. These optimal buying conditions have created competition that puts an additional squeeze on the nationwide housing shortage, likely further dampening residential mobility.

Other reasons for decline in residential mobility include factors such as demographics, housing affordability, and labor-related changes. For instance, as baby boomers and millennials age, mobility rates are expected to fall, as people typically move less as they age. Harvard University's Research Brief (2020) also suggests that increasing housing costs could be preventing people from moving if they are priced out of desired neighborhoods or if they prefer to stay in current housing as prices rise around them. Other factors that may impact mobility include the rise in dual-income households (which complicates job-related moves), the rise in work-from-home options, and the decline in company-funded relocations. While decline in mobility rates span all generations, they are greatest among young adults and renters, two of the more traditionally mobile groups.

- **Changes in housing demand.** Housing demand will be affected by changes in demographics, most notably the aging of baby boomers, housing preferences of millennials and Gen Zers, and growth of immigrants.
 - *Baby boomers.* In 2020, the oldest members of this generation were in their seventies and the youngest were in their fifties. The continued aging of the baby boomer generation will affect the housing market. In particular, baby boomers will influence housing preference and homeownership trends. Preferences (and needs) will vary for boomers moving through their sixties, seventies, and eighties (and beyond). They will require a range of housing opportunities. For example, “aging baby boomers are increasingly renters-by-choice, [preferring] walkable, high-energy, culturally evolved communities.”³³ Many seniors are also moving to planned retirement destinations earlier than expected, as they experience the benefits of work-from-home trends (accelerated by COVID-19). Additionally, the supply of caregivers is decreasing as people in this cohort move from giving care to needing care, making more inclusive, community-based, congregate settings more important. Senior households earning different incomes may make distinctive housing choices. For instance, low-income seniors may not have the financial resources to live out their years in a nursing home and may instead choose to downsize to smaller, more affordable units. Seniors living in proximity to relatives may also choose to live in multigenerational households.

Research shows that “older people in western countries prefer to live in their own familiar environment as long as possible,” but aging in place does not only mean growing old in their own homes.³⁴ A broader definition exists, which explains that aging in place means “remaining in the current community and living in the

³³ Urban Land Institute. Emerging Trends in Real Estate, United States and Canada. 2019.

³⁴ Vanleerberghe, Patricia, et al. (2017). The quality of life of older people aging in place: a literature review.

residence of one’s choice.”³⁵ Some boomers are likely to stay in their home as long as they are able, and some will prefer to move into other housing products, such as multi-dwelling housing or age-restricted housing developments, before they move into a dependent-living facility or into a familial home. Moreover, “the aging of the US population, [including] the continued growth in the percentage of single-person households, and the demand for a wider range of housing choices in communities across the country is fueling interest in new forms of residential development, including tiny houses.”³⁶

- *Millennials.* Over the last several decades, young adults have increasingly lived in multigenerational housing — more so than older demographics.³⁷ However, as millennials move into their early thirties to mid-thirties, postponement of family formation is ending and they are more frequently becoming homeowners, frequently of single-family detached homes.

Millennials only started forming their own households at the beginning of the 2007–2009 recession. The number of millennial homeowners has seen an uptick over the past few years. While the overall US homeownership rate slowly decreased from 2009 to 2019, the millennial homeownership rate increased from 33% in 2009 to 43% in 2019, with 6% of that growth since 2016. The age group of people 35 years old and younger accounted for about 15% of the annual household growth in 2019, up from about 10% in 2018. Older millennials (those age 35-44) also accounted for a growing share of growth in homeownership.³⁸ However, racial disparities also exist in millennial homeownership rates, with Non-Hispanic White homeowners accounting for 53%, Hispanic homeowners for 35%, and Black homeowners for 21%.³⁹

As this generation continues to progress into their homebuying years, they will seek out affordable, modest-sized homes. This will prove challenging, as the market for entry-level single-family homes has remained stagnant. Although construction of smaller homes (< 1,800 sq. ft.) increased in 2019, it only represented 24% of single-family units.

Millennials’ average wealth may remain far below boomers and Gen Xers, and student loan debt will continue to hinder consumer behavior and affect retirement savings. As of 2022, millennials comprised 43% of homebuyers while Gen Xers

³⁵ *Ibid.*

³⁶ American Planning Association. Making Space for Tiny Houses, Quick Notes.

³⁷ According to the Pew Research Center, in 1980, just 11% of adults aged 25 to 34 lived in a multigenerational family household, and by 2008, 20% did (82% change). Comparatively, 17% of adults aged 65 and older lived in a multigenerational family household, and by 2008, 20% did (18% change).

³⁸ The Joint Center for Housing Studies of Harvard University’s publication “The State of the Nation’s Housing 2021.”

³⁹ “Millennials and Housing: Homeownership Demographic Research.” Freddie Mac Single-Family, 2021. https://sf.freddiemac.com/content/_assets/resources/pdf/fact-sheet/millennial-playbook_millennials-and-housing.pdf.

comprised 22% and boomers 29%.⁴⁰ “By the year 2061, it is estimated that \$59 trillion will be passed down from boomers to their beneficiaries,” presenting new opportunities for millennials (as well as Gen Xers).⁴¹

- *Generation Z.* In 2020, the oldest members of Gen Z were in their early twenties and the youngest in their early childhood years. By 2040, Gen Z will be between 20 and 40 years old. While they are more racially and ethnically diverse than previous generations, when it comes to key social and policy issues, they look very much like millennials. Gen Z enters adulthood with a strong economy and record-low unemployment, despite the uncertainties of the long-term impacts of the COVID-19 pandemic.⁴²

Gen Z individuals have only just started entering the housing market in the past few years, and with a maximum age range of 23 as of 2022, this age cohort is the smallest so far in terms of homebuyers and sellers, accounting for 2% of each type. While researchers do not yet know how Gen Z will behave in adulthood, many expect they will follow patterns of previous generations.⁴³ A segment is expected to move to urban areas for reasons similar to previous cohorts (namely, the benefits that employment, housing, and entertainment options bring when they are in close proximity). However, this cohort is smaller than millennials (67 million vs. 72 million), which may lead to slowing real estate demand in city centers.

- *Immigrants.* Research on foreign-born populations shows that immigrants, more than native-born populations, prefer to live in multigenerational housing. Still, immigration and increased homeownership among minorities could also play a key role in accelerating household growth over the next ten years. Current population survey estimates indicate that the number of foreign-born households rose by nearly 400,000 annually between 2001 and 2007, and they accounted for nearly 30% of overall household growth. Beginning in 2008, the influx of immigrants was stanchied by the effects of the Great Recession. After a period of declines, the foreign-born population again began contributing to household growth, despite decline in immigration rates in 2019. The Census Bureau’s estimates of net immigration in 2021 indicate that just 247,000 immigrants moved to the United States

⁴⁰ National Association of Realtors. (2020). 2020 Home Buyers and Sellers Generational Trends Report, March 2020. Retrieved from: <https://www.nar.realtor/research-and-statistics/research-reports/home-buyer-and-seller-generational-trends>

⁴¹ PNC. (n.d.). Ready or Not, Here Comes the Great Wealth Transfer. Retrieved from: <https://www.pnc.com/en/about-pnc/topics/pnc-pov/economy/wealth-transfer.html>

⁴² Parker, K. & Igielnik, R. (2020). On the cusp of adulthood and facing an uncertain future: what we know about gen Z so far. Pew Research Center. Retrieved from: <https://www.pewsocialtrends.org/essay/on-the-cusp-of-adulthood-and-facing-an-uncertain-future-what-we-know-about-gen-z-so-far/>

⁴³ “2021 Home Buyers and Sellers Generational Trends Report.” National Association of Realtors, 2021. <https://www.nar.realtor/sites/default/files/documents/2021-home-buyers-and-sellers-generational-trends-03-16-2021.pdf>.

from abroad, down from a previous high of 1,049,000 between 2015 and 2016.⁴⁴ As noted in *The State of the Nation's Housing 2020* report, “because the majority of immigrants do not immediately form their own households upon arrival in the country, the drag on household growth from lower immigration only becomes apparent over time.”

- *Diversity.* The growing diversity of American households will have a large impact on the domestic housing markets. Over the coming decade, minorities will make up a larger share of young households and constitute an important source of demand for both rental housing and small homes. The growing gap in homeownership rates between White and Black/African American households, as well as the larger share of minority households that are cost burdened, warrants consideration. White households had a 74.4% homeownership rate in 2021 compared to a 43.1% rate for Black households.⁴⁵ This 30-percentage-point gap is the largest disparity since 1983. Although homeownership rates are increasing for some minorities, Black and Hispanic households are more likely to have suffered disproportionate impacts of the pandemic and forced sales could negatively impact homeownership rates. This, combined with systemic discrimination in the housing and mortgage markets and lower incomes relative to White households, leads to higher rates of cost burden for some groups of people. For example, of renters in arrears, Black renters account for 29% and Hispanic renters for 21%, compared to White renters at 11%. For low-income homeowners, 72% of Hispanics, 74% of Blacks and 84% of Asians faced cost burdens, compared to 68% of White households. As noted in *The State of the Nation's Housing (2020)* report, “the impacts of the pandemic have shed light on the growing racial and income disparities in the nation between the nation’s haves and have-nots are the legacy of decades of discriminatory practices in the housing market and in the broader economy.”
- **Changes in housing characteristics.** The US Census Bureau’s Characteristics of New Housing Report (2020) presents data that show trends in the characteristics of new housing for the nation, state, and local areas. Several long-term trends in the characteristics of housing are evident from the New Housing Report:⁴⁶
 - *Larger single-family units on smaller lots.* Between 2000 and 2020, the median size of new single-family dwellings increased by nearly 10% nationally, from 2,057 sq. ft. to 2,261 sq. ft., and 14% in the western region from 2,014 sq. ft. in 1999 to 2,279 sq. ft. in 2020. Moreover, the percentage of new units smaller than 1,400 sq. ft. nationally decreased by half, from 14% in 2000 to 7% in 2020. The percentage of units greater

⁴⁴ Jason Schachter, Pete Borsella, and Anthony Knapp (US Census, December 21, 2021), <https://www.census.gov/library/stories/2021/12/net-international-migration-at-lowest-levels-in-decades.html>.

⁴⁵ “Federal Reserve Economic Data: Fred: St. Louis Fed,” Federal Reserve Economic Data (Federal Reserve Bank of St. Louis), accessed April 18, 2022, <https://fred.stlouisfed.org/>.

⁴⁶ US Census Bureau, Highlights of Annual 2020 Characteristics of New Housing. Retrieved from: <https://www.census.gov/construction/chars/highlights.html>

than 3,000 sq. ft. increased from 18% in 2000 to 23% of new single-family homes completed in 2020. In addition to larger homes, a move toward smaller lot sizes was seen nationally. Between 2010 and 2020, the percentage of lots less than 7,000 sq. ft. increased from 25.5% to 34.8% of lots.

Based on a national study about homebuying preferences that differ by race/ethnicity, African American homebuyers wanted a median unit size of 2,664 sq. ft., compared to 2,347 sq. ft. for Hispanic buyers, 2,280 sq. ft. for Asian buyers, and 2,197 sq. ft. for White buyers.⁴⁷ This same study found that minorities were less likely to want large lots.

- *Larger multi-dwelling units.* Between 2000 and 2020, the median size of new multi-dwelling units increased by 4.6% nationally. In the western region, the median size increased by 3.6%. Nationally, the percentage of new multi-dwelling units with more than 1,200 sq. ft. increased from 29.5% in 2000 to 32.8% in 2020 and increased from 23.3% to 25.2% in the western region.
- *Household amenities.* Across the United States since 2013, an increasing number of new units had air-conditioning (fluctuating year by year at over 90% for both new single-family and multi-dwelling units). In 2000, 93% of new single-family houses had two or more bathrooms, compared to 96.8% in 2020. The share of new multi-dwelling units with two or more bathrooms decreased from 55% of new multi-dwelling units to 42.6%. As of 2020, 92% of new single-family houses in the United States had garages for one or more vehicles (from 88% in 2000). Additionally, if work-from-home dynamics remain a more permanent option, then there may be rising demand for different housing amenities such as more space for home offices or larger yards for recreation.
- *Shared amenities.* Housing with shared amenities grew in popularity, as it may improve space efficiencies and reduce per-unit costs/maintenance costs. Single-room occupancies (SROs),⁴⁸ cottage clusters, cohousing developments, and multi-dwelling products are common housing types that take advantage of this trend. Shared amenities may take many forms and include shared bathrooms, kitchens, other home appliances (e.g., laundry facilities, outdoor grills), security systems, outdoor areas (e.g., green spaces, pathways, gardens, rooftop lounges), fitness rooms, swimming pools, tennis courts, and free parking.⁴⁹

⁴⁷ Quint, Rose. (April 2014). *What Home Buyers Really Want: Ethnic Preferences*. National Association of Home Builders.

⁴⁸ Single-room occupancies are residential properties with multiple single-room dwelling units occupied by a single individual. From: US Department of Housing and Urban Development. (2001). *Understanding SRO*. Retrieved from: <https://www.hudexchange.info/resources/documents/Understanding-SRO.pdf>

⁴⁹ Urbsworks. (n.d.). *Housing Choices Guidebook: A Visual Guide to Compact Housing Types in Northwest Oregon*. Retrieved from: https://www.oregon.gov/lcd/Publications/Housing-Choices-Booklet_DIGITAL.pdf

Saiz, Albert and Salazar, Arianna. (n.d.). *Real Trends: The Future of Real Estate in the United States*. Center for Real Estate, Urban Economics Lab.

State Trends

In August 2019, the State of Oregon passed statewide legislation—Oregon House Bill 2001 and 2003. **House Bill 2001 (HB2001)** required many Oregon communities to accommodate middle housing within single-family neighborhoods. “Medium cities” —those with 10,000 to 25,000 residents outside the Portland metro area—are required to allow duplexes on each lot or parcel where a single-family home is allowed. “Large cities” —those with over 25,000 residents and nearly all jurisdictions in the Portland metro urban growth boundary (UGB)—must meet the same duplex requirement, in addition to allowing single-family homes and triplexes, fourplexes, townhomes, and cottage clusters in all areas that are zoned for residential use. Note that the middle housing types (other than duplexes) do not have to be allowed on *every* lot or parcel that allows single-family homes, which means that larger cities maintain some discretion.

Middle housing is generally built at a similar scale as single-family homes but at higher residential densities. It provides a range of housing choices at different price points within a community.

House Bill 2003 (HB2003) envisions reforming Oregon’s housing planning system from a singular focus (on ensuring adequate available land) to a more comprehensive approach that also achieves these critical goals: (1) support and enable the construction of sufficient units to accommodate current populations and projected household growth and (2) reduce geographic disparities in access to housing (especially affordable and publicly supported housing). In that, HB 2003 required the development of a methodology for projecting *regional* housing need and required allocating that need to local jurisdictions. It also expanded local government responsibilities for planning to meet housing need by requiring cities to develop and adopt housing production strategies.

Oregon developed its *2021-2025 Consolidated Plan*, which includes a detailed housing needs analysis as well as strategies for addressing housing needs statewide. The plan concluded that the “state’s performance in accomplishing past goals has been very strong, and project areas of focus remain consistent with the current needs identified in this new five-year plan. Tenant based rental assistance, in particular, has demonstrated strong demand, as has the ongoing need for rental units (including those newly developed) which meet fair market rent standards, and community facilities. The unusual events during 2020—the COVID-19 pandemic and historical wildfire activity—tilt current needs and priorities toward housing stability efforts, as well as community health care projects and access to telehealth services.” It identified the following top needs in its Needs Assessment:⁵⁰

- The most common housing problem in Oregon is cost burden. Nearly 390,000 households pay more than 30% of their incomes in housing costs, up by 7% since the last

⁵⁰ These conclusions are copied directly from the report, Oregon’s 2021–2025 Consolidated Plan. Retrieved from: <https://www.oregon.gov/ohcs/development/Documents/conplan/2021-2025%20Action%20Plan/State-of-Oregon-2021-2025-Consolidated-Plan-Final-with-appendices.pdf>.

five-year Consolidated Plan. Renters are more likely to be cost burdened. About 27% of Oregon renters households were found to be severely cost burdened. This proportion increased significantly from 2000 (19%) and disproportionately falls on persons of color in the state: more than 50% of households with persons of color are cost burdened compared to 34% of White households.

- Cost burden largely affects those with lower incomes—especially extremely low and very low-income renters, who have cost burden rates of 70% and 76%, respectively.
- According to Oregon’s Statewide Housing Plan for 2019-2023, more than 85,000 units affordable to extremely low-income households (making less than 30% AMI) are needed to meet demand and more than 26,000 units affordable to moderate-income households (making 50% to 80% AMI) are needed to meet demand. This is down from the previous gap of 102,500 units in the 2016-2021 Plan.

By income range and special need, the estimated needs of Oregon households include the following:

- Extremely low-income families—those earning incomes below the poverty level—total nearly 182,000 households in Oregon. Those with unmet housing needs will grow by 10,000 households over the next five years.
- Low-income families—those earning incomes between the poverty level and the median income—total 261,000 in Oregon. Their needs will grow by much less (8,300 additional households) over the next five years.
- Elderly households (62+) total nearly 905,381 and live in 526,675 households. Of these households, 23% have unmet housing needs. Those with unmet housing needs are expected to grow by 7,000 households by 2025. Many of these needs will take the form of home accessibility modifications, home repairs, and home health care, as seniors make up a large share of residents who live alone and who have disabilities. Frail elderly (defined as an elderly person who requires assistance with three or more activities of daily living) total 61,518 residents.
- Oregon residents with disabilities total 581,000 and occupy 428,000 households. By 2025, these households with needs are forecast to grow by nearly 12,000.
- More than 300,000 persons in Oregon struggled with substance abuse challenges before the COVID-19 pandemic occurred, and these needs grew during the pandemic. Oregonians who have ever had mental health challenges total 757,000, with 172,000 having serious mental health challenges.
- Approximately 178,000 residents 18 and older in Oregon have experienced some type of domestic violence, dating violence, sexual assault, and/or stalking by an intimate partner in the previous year. In the most severe cases, these victims must leave their homes—an estimated 4,200 residents who are victims of domestic violence in Oregon require housing services each year.

- Nearly 16,000 people were identified as experiencing homelessness in Oregon in 2019, an increase of 13% since 2017. Two in three people are unsheltered.
- Nearly 17,000 households live in substandard housing, based on Census surveys of housing units lacking complete plumbing or kitchen facilities. The number of households in substandard housing decreased by 4% compared to the 2021-2025 plan.
- Approximately 29,000 households live in units that are either overcrowded or severely overcrowded. The number of households in overcrowded conditions increased by 19% since the last plan.

As part of the Consolidated Plan's stakeholder perspective, activities to address urgent housing needs selected by the greatest number of respondents were:

- Housing activities that result in more rental units for households with income below 60% of AMI and households with incomes between 60% and 80% of AMI, emergency shelters for people who are houseless, and transitional housing for people moving out of homelessness.
- Repurposing vacant buildings for affordable housing.
- Affordable and accessible housing for people with disabilities.
- In 2022, minimum wage in Oregon⁵¹ was \$12.75, compared to \$14.00 in the Portland metro region and \$12.00 for nonurban counties.

Oregon developed its *Statewide Housing Plan 2019-2023* in 2019.⁵² The Plan identified six housing priorities to address in communities across the state over the 2019 to 2023 period (summarized below). In January 2022, Oregon Housing and Community Services (OHCS) released a summary of their progress.⁵³ The following section includes summaries and excerpts from their status report:

- **Equity and Racial Justice.** Advance equity and racial justice by identifying and addressing institutional and systemic barriers that have created and perpetuated patterns of disparity in housing and economic prosperity.

OHCS continued to build relationships, tools, and connections to further its equity and racial justice focus. OHCS continued to update the Culturally Specific Organization (CSO) list, tracking funding received by CSOs. OHCS developed customized tools for

⁵¹ The 2016 Oregon Legislature, Senate Bill 1532, established a series of annual minimum wage rate increases beginning July 1, 2016, through July 1, 2022. Retrieved from: <https://www.oregon.gov/boli/whd/omw/pages/minimum-wage-rate-summary.aspx>

⁵² This section uses many direct excerpts from the OHCS Statewide Housing Plan 2019-2023. Oregon Statewide Housing Plan. <https://www.oregon.gov/ohcs/Documents/swhp/SWHP-Report-Y1-Summary.pdf>

⁵³ This section uses many direct excerpts from the OHCS Statewide Housing Plan, Year 3 Quarter 1 Update September 2021 Report to HSC. Oregon Statewide Housing Plan, Status Reports. <https://www.oregon.gov/ohcs/Documents/swhp/01-07-2022-JAN-SWHP-Quarterly-Summary.pdf>

equity and racial analysis and prepared to start equity and inclusion training for OHCS staff and committee chairs.

- **Homelessness.** Build a coordinated and concerted statewide effort to prevent and end homelessness, with a focus on ending unsheltered homelessness of Oregon’s children and veterans.

The Homeless Services Section (HSS) made progress in demonstrating increased Housing Stability with 26,940 households paid out via the Oregon Emergency Rental Assistance Program. Additional staffing and funding (\$100 million) were secured to build a program of eviction prevention. OHCS developed a dashboard to provide transparency in processing, equity, and capacity issues related to homelessness. OHCS executed grant agreements with HSS providers to deliver strategic housing stability services. Work is ongoing to enter more partnerships with new investments in eviction prevention.

- **Permanent Supportive Housing.** Invest in permanent supportive housing (PSH), a proven strategy to reduce chronic homelessness and reduce barriers to housing stability.

OHCS funded and/or created 915 units, part of their target to create 1,000 PSH units. In addition, 416 of the 915 supportive home units were funded with PSH resources. Other accomplishments included developing a compliance and monitoring plan for PSH, distribution of service funds, outreach to partners to ensure PSH resource information is reaching tribal and rural partners, and a hiring staff to support the PSH program.

- **Affordable Rental Housing.** *Work to close the affordable rental housing gap and reduce housing cost burden for low-income Oregonians.*

OHCS funded and/or created 18,329 affordable rental homes, part of their target to create 25,000 homes. OHCS developed internal tools, such as a reporting matrix for analysis of subcontracts and an incorporated Compliance Policy and conducted community outreach with a tribal housing workgroup rules committee. OHCS also conducted a survey to get initial feedback on key program topics and projected changes, along with additional outreach on related issues.

- **Homeownership.** *Provide more low and moderate-income Oregonians with the tools to successfully achieve and maintain homeownership, particularly in communities of color.*

OHCS assisted 1,187 households in becoming successful homeowners, part of its target to assist a total of 6,500 households. OHCS made strides by doubling the number of homeowners of colors in its homeownership programs. OHCS launched new programs to support homeownership, including lending programs. To align programs with the needs of communities of color, OHCS developed relationships with underrepresented organizations, maintained addressing the needs of communities of color as a focus in its programmatic frameworks, and regularly shared and encouraged training opportunities with its team.

- **Rural Communities.** Change the way OHCS does business in small towns and rural communities to be responsive to the unique housing and service needs and unlock the opportunities for housing development.

OHCS focused on developing a better understanding of rural community needs and increasing rural capacity to build more affordable housing. OHCS hired a program manager for rural communities and delivered funding for multiple direct awards, increased funding for CSOs, and updated its Land Acquisition Program to include new funding amounts and set asides. OHCS funded and/or created 2,158 units in rural communities out of a total of 2,543 units in the five-year goal, or 85% of its target.

**Boards/Commissions
Appointment/Reappointment List for
July 15, 2024, Council Meeting**

Arts, Culture, and Heritage Commission – Appointment

Appointment of Aaron Harris to the Arts, Culture, and Heritage Commission for a term beginning 7/15/2024 to 6/30/2026.

Motion: I move to ratify the appointment of Aaron Harris to the Arts, Culture, and Heritage Commission for a term beginning 7/15/2024 to 6/30/2026.

CITY COUNCIL ROLLING SCHEDULE
Board and Commission Meetings
Items known as of 07/03/24

July

7/22	Monday	6:30 pm	DRB-B - CANCELLED	Council Chambers
7/24	Wednesday	6:30 pm	Library Board	Library

August

8/5	Monday	7:00 pm	City Council	Council Chambers
8/12	Monday	6:30 pm	DRB-A	Council Chambers
8/13	Tuesday	6:00 pm	Diversity, Equity and Inclusion / Arts, Culture & Heritage (Joint Meeting)	Council Chambers
8/14	Wednesday	6:00 pm	Kitakata Sister City Advisory Board	Parks & Rec Admin Bldg
8/14	Wednesday	6:00 pm	Planning Commission	Council Chambers
8/19	Monday	7:00 pm	City Council – CANCELLED	Council Chambers
8/21	Wednesday	5:00 pm	ACHC Commission	Council Chambers
8/26	Monday	6:30 pm	DRB-B	Council Chambers

Community Events:**July**

Disability Pride Month

- 7/16 Ukulele Jam, 9:00 am, Parks & Rec
 Piecemakers Quilters, 9:00 am, Tauchman House
 Intermediate English Class, 10:00 am, Library
 ODHS Drop-In Assistance 10:00 am, Library
 Baby & Toddler Time, 10:30 am, Library
 Baby & Toddler Time, 11:15 am, Library
 Lunch at the Community Center, 12:00 pm, Community Center
 Partners Bridge, 12:30 pm, Community Center
 ODHS Drop-In Assistance, 1:00 pm, Library
 Virtual Reality Fitness, 1:00 pm, Community Center
 Teen Event: Barbie Murder Mystery, 2:00 pm, Library
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 KidoKinetics Camps – Sports Play, 4:00 pm, Memorial Park Soccer Spot
 Barre Tone with Jessica Norman, 5:45 pm, Community Center
 Soul Flow Yoga, 7:15 pm, Community Center

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

- 7/17 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Digital Photography Club, 10:00 am, Community Center
 Stories & Science, 10:30 am, Library
 Conversational Spanish Group, 10:30 am, Community Center
 Sit and Be Fit, 11:00 am, Community Center
 Stories & Science, 12:00 pm, Library
 Walk at Lunch – Lux Sucre Charbonneau
 Lunch at the Community Center, 12:00 pm, Community Center
 Pinochle/Cribbage, 1:00 pm, Community Center
 Bingo, 1:00 pm, Community Center
- 7/18 Gentle Yoga w/Kathryn Kindorf, 8:30 am, Community Center
 I-5 Connection Chorus Group, 10:00 am, Community Center
 Bridge for Beginners Lessons, 10:00 am, Community Center
 Thursday Fun Show: Storyteller Rick Huddle, 11:00 am, Grove Shelter at Memorial Park
 Gentle Yoga w/Kathryn Kindorf, 11:15 am, Community Center
 Walking Book Club, 1:00 pm, Library
 Ladies Afternoon Out, 1:00 pm, Community Center
 Grief Support Group, 1:00 pm, Community Center
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 Wilsonville Rotary Summer Concerts, 5:30 pm, Town Center Park
 Restorative Yoga, 7:15 pm, Community Center
- 7/19 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Stand, Sit and Be Fit, 11:00 am, Community Center
 Bridge Group Play, 11:30 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Mexican Train Dominoes, 1:00 pm, Community Center
- 7/20 KidoKinetics Camps-Sports Play, 10:00 am, Memorial Park Soccer Spot
 Soccer Shots Summer 2024, 2:00 pm, “Soccer Spot” (near tennis court)
- 7/22 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Life 101 Lecture Series: Know the 10 Warning Signs of Alzheimer’s, 10:30 am, CC
 Beginning English Class, 11:00 am, Library
 Sit, Stand and Be Fit, 11:00 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Weight Loss Support Group, 12:30 pm, Community Center
 Mexican Train Dominoes, 1:00 pm, Community Center
 Bridge Group Play, 1:00 pm, Community Center
 Nutritious Foods with Sam Romanowski-Hearty Salads & Grain Bowls, 6:00 pm, CC
 Body Sculpt with Jules Moody, 6:00 pm, Community Center

All dates and times are tentative; check the City’s online calendar for schedule changes at www.ci.wilsonville.or.us.

- 7/23 Ukulele Jam, 9:00 am, Parks & Rec
 Piecemakers Quilters, 9:00 am, Tauchman House
 Intermediate English Class, 10:00 am, Library
 ODHS Drop-In Assistance 10:00 am, Library
 Baby & Toddler Time, 10:30 am, Library
 Baby & Toddler Time, 11:15 am, Library
 Lunch at the Community Center, 12:00 pm, Community Center
 Partners Bridge, 12:30 pm, Community Center
 ODHS Drop-In Assistance, 1:00 pm, Library
 Virtual Reality Fitness, 1:00 pm, Community Center
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 KidoKinetics Camps – Sports Play, 4:00 pm, Memorial Park Soccer Spot
 Barre Tone with Jessica Norman, 5:45 pm, Community Center
 Soul Flow Yoga, 7:15 pm, Community Center
 Teen Event: Library After Dark, 10:00 pm, Library
- 7/24 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Digital Photography Club, 10:00 am, Community Center
 Stories & Science, 10:30 am, Library
 Conversational Spanish Group, 10:30 am, Community Center
 Sit and Be Fit, 11:00 am, Community Center
 Stories & Science, 12:00 pm, Library
 Walk at Lunch, 12:00 pm, Cross Fit
 Lunch at the Community Center, 12:00 pm, Community Center
 Pinochle/Cribbage, 1:00 pm, Community Center
- 7/25 Gentle Yoga w/Kathryn Kindorf, 8:30 am, Community Center
 I-5 Connection Chorus Group, 10:00 am, Community Center
 Bridge for Beginners Lessons, 10:00 am, Community Center
 Thursday Fun: Paradise of Samoa Dancers, 11:00 am, Grove Shelter at Memorial Park
 Gentle Yoga w/Kathryn Kindorf, 11:15 am, Community Center
 Ladies Afternoon Out, 1:00 pm, Community Center
 Grief Support Group, 1:00 pm, Community Center
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 Wilsonville Rotary Summer Concerts, 5:30 pm, Town Center Park
 Flash Fiction Workshop, 6:00 pm, Library
 Parenting the Love & Logic Way, 6:00 pm, Community Center
 Restorative Yoga, 7:15 pm, Community Center
- 7/26 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Stand, Sit and Be Fit, 11:00 am, Community Center

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

Bridge Group Play, 11:30 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Mexican Train Dominoes, 1:00 pm, Community Center
 Summer 2024 Movies in the Park, 7:00 pm, Edelweiss Park

7/27 KidoKinetics Camps-Sports Play, 10:00 am, Memorial Park Soccer Spot
 Soccer Shots Summer 2024, 2:00 pm, "Soccer Spot" (near tennis court)

7/29 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Life 101 Lecture Series: Estate Planning, 10:30 am, Community Center
 Beginning English Class, 11:00 am, Library
 Sit, Stand and Be Fit, 11:00 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Weight Loss Support Group, 12:30 pm, Community Center
 Mexican Train Dominoes, 1:00 pm, Community Center
 Bridge Group Play, 1:00 pm, Community Center
 Body Sculpt with Jules Moody, 6:00 pm, Community Center

7/30 Ukulele Jam, 9:00 am, Parks & Rec
 Piecemakers Quilters, 9:00 am, Tauchman House
 ODHS Drop-In Assistance 10:00 am, Library
 Intermediate English Class, 10:00 am, Library
 Lunch at the Community Center, 12:00 pm, Community Center
 Partners Bridge, 12:30 pm, Community Center
 ODHS Drop-In Assistance, 1:00 pm, Library
 Virtual Reality Fitness, 1:00 pm, Community Center
 Storywalk with the Artist: Kate Berube, 1:30 pm, Tivoli Park
 Teen Event: Party in the Park, 2:00 pm, Murase Plaze at Memorial Park
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 KidoKinetics Camps-Sports Play, 4:00 pm, Memorial Park Soccer Spot
 Barre Tone with Jessica Norman, 5:45 pm, Community Center
 Soul Flow Yoga, 7:15 pm, Community Center

7/31 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Digital Photography Club, 10:00 am, Community Center
 Stories & Science, 10:30 am, Library
 Conversational Spanish Group, 10:30 am, Community Center
 Sit and Be Fit, 11:00 am, Community Center
 Stories & Science, 12:00 pm, Library
 Walk at Lunch, 12:00 pm, Soak Box
 Lunch at the Community Center, 12:00 pm, Community Center
 Pinochle/Cribbage, 1:00 pm, Community Center

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

August

- 8/1 Gentle Yoga w/Kathryn Kindorf, 8:30 am, Community Center
I-5 Connection Chorus Group, 10:00 am, Community Center
Bridge for Beginners Lessons, 10:00 am, Community Center
Thursday Fun Show: The Reptile Man, 11:00 am, Grove Shelter at Memorial Park
Gentle Yoga w/Kathryn Kindorf, 11:15 am, Community Center
Art Club, 1:00 pm, Community Center
Ladies Afternoon Out, 1:00 pm, Community Center
Grief Support Group, 1:00 pm, Community Center
Beginning Tai Chi, 2:00 pm, Community Center
Tai Chi Continuing, 3:00 pm, Community Center
Farmers Market, 4:00 pm, Town Center Park
Wilsonville Rotary Summer Concerts, 5:30 pm, Town Center Park
Parenting the Love & Logic Way, 6:00 pm, Community Center
Restorative Yoga, 7:15 pm, Community Center
- 8/2 Healthy Bones and Balance, 8:30 am, Community Center
Advanced Healthy Bones and Balance, 9:30 am, Community Center
Sit, Stand and Be Fit, 11:00 am, Community Center
Bridge Group Play, 11:30 am, Community Center
Lunch at the Community Center, 12:00 pm, Community Center
Mexican Train Dominoes, 1:00 pm, Community Center
First Friday Films, 3:00 pm, Library
- 8/3 KidoKinetics Camps-Sports Play, 10:00 am, Memorial Park Soccer Spot
Soccer Shots Summer 2024, 2:00 pm, "Soccer Spot" (near tennis court)
- 8/4 Watercolor Workshops, 10:00 am, Tauchman House
- 8/5 Life 101 Lecture Series: Healthy Living for your Brain and Body, 10:30 am, CC
Beginning English Class, 11:00 am, Library
Sit, Stand and Be Fit, 11:00 am, Community Center
Lunch at the Community Center, 12:00 pm, Community Center
Weight Loss Support Group, 12:30 pm, Community Center
Blood Drive, 12:30 pm, Library
Mexican Train Dominoes, 1:00 pm, Community Center
Bridge Group Play, 1:00 pm, Community Center
2024 Civics Academy Graduation, 6:00 pm (at City Council Meeting)
- 8/6 Ukulele Jam, 9:00 am, Parks & Rec
Piecemakers Quilters, 9:00 am, Tauchman House
Intermediate English Class, 10:00 am, Library
STEAM Kids: OMSI Sound of Science, 10:00 am, Library
ODHS Drop-In Assistance 10:00 am, Library

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

STEAM Kids: OMSI Sound of Science, 11:30 am, Library
 Lunch at the Community Center, 12:00 pm, Community Center
 Partners Bridge, 12:30 pm, Community Center
 Poetry Club, 12:30 pm, Community Center
 ODHS Drop-In Assistance, 1:00 pm, Library
 STEAM Kids: OMSI Sound of Science, 1:00 pm, Library
 Virtual Reality Fitness, 1:00 pm, Community Center
 Soccer Shots Summer 2024, 2:00 pm, Memorial Park
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 KidoKinetics Camps – Sports Play, 4:00 pm, Memorial Park Soccer Spot
 Oil Painting with Judy Stubb-Misty Morning, 5:30 pm, Parks & Rec Bldg.
 Barre Tone with Jessica Norman, 5:45 pm, Community Center
 STEAM Kids: Journey Under the Sea, 6:00 pm, Library
 Soul Flow Yoga, 7:15 pm, Community Center

8/7 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Digital Photography Club, 10:00 am, Community Center
 Conversational Spanish Group, 10:30 am, Community Center
 PROFILES (online), 11:00 am, Library
 Sit and Be Fit, 11:00 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Pinochle/Cribbage, 1:00 pm, Community Center
 Bingo, 1:00 pm, Community Center
 STEAM Kids: OMSI Going Batty, 1:00 pm, Library
 STEAM Kids: OMSI Going Batty, 2:30 pm, Library

8/8 Gentle Yoga w/Kathryn Kindorf, 8:30 am, Community Center
 I-5 Connection Chorus Group, 10:00 am, Community Center
 Bridge for Beginners Lessons, 10:00 am, Community Center
 Gentle Yoga w/Kathryn Kindorf, 11:15 am, Community Center
 Art Club, 1:00 pm, Community Center
 Ladies Afternoon Out, 1:00 pm, Community Center
 STEAM Kids: OMSI Pit Crews, 1:00 pm, Library
 Grief Support Group, 1:00 pm, Community Center
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 Farmers Market, 4:00 pm, Town Center Park
 Wilsonville Rotary Summer Concerts, 5:30 pm, Town Center Park
 Parenting the Love & Logic Way, 6:00 pm, Community Center
 Restorative Yoga, 7:15 pm, Community Center

8/9 International Day of the World's Indigenous Peoples (all day)
 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

Sit, Stand and Be Fit, 11:00 am, Community Center
 Bridge Group Play, 11:30 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Mexican Train Dominoes, 1:00 pm, Community Center
 STEAM Kids: Tidepool Tango, 2:00 pm, Library
 Summer 2024 Movies in the Park, 7:00 pm, Town Center Park

- 8/10 KidoKinetics Camps-Sports Play, 10:00 am, Memorial Park Soccer Spot
 Oil Painting with Judy Stubb-Ocean Breeze, 10:00 am, Parks & Rec Bldg
 Soccer Shots Summer 2024, 2:00 pm, "Soccer Spot" (near tennis court)
- 8/12 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Beginning English Class, 11:00 am, Library
 Sit, Stand and Be Fit, 11:00 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Weight Loss Support Group, 12:30 pm, Community Center
 Mexican Train Dominoes, 1:00 pm, Community Center
 Bridge Group Play, 1:00 pm, Community Center
 Teen Advisory Board Meeting, 4:15 pm, Library
 Nutritious Foods with Sam Romanowski-English Muffins & Freezer Jams, 6:00 pm, CC
 Body Sculpt with Jules Moody, 6:00 pm, Community Center
- 8/13 Ukulele Jam, 9:00 am, Parks & Rec
 Piecemakers Quilters, 9:00 am, Tauchman House
 Intermediate English Class, 10:00 am, Library
 ODHS Drop-In Assistance 10:00 am, Library
 Medicare 101, 10:30 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Partners Bridge, 12:30 pm, Community Center
 Caregiver/Alzheimer's Support Group, 1:00 pm, Community Center
 ODHS Drop-In Assistance, 1:00 pm, Library
 STEAM Kids: OMSI Sound of Science, 1:00 pm, Library
 Virtual Reality Fitness, 1:00 pm, Community Center
 Soccer Shots Summer 2024, 2:00 pm, Memorial Park
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 KidoKinetics Camps-Sports Play, 4:00 pm, Memorial Park Soccer Spot
 Barre Tone with Jessica Norman, 5:45 pm, Community Center
 Soul Flow Yoga, 7:15 pm, Community Center
- 8/14 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Digital Photography Club, 10:00 am, Community Center
 Conversational Spanish Group, 10:30 am, Community Center
 Sit and Be Fit, 11:00 am, Community Center

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

Lunch at the Community Center, 12:00 pm, Community Center
Pinochle/Cribbage, 1:00 pm, Community Center

- 8/15 Gentle Yoga w/Kathryn Kindorf, 8:30 am, Community Center
I-5 Connection Chorus Group, 10:00 am, Community Center
Bridge for Beginners Lessons, 10:00 am, Community Center
Gentle Yoga w/Kathryn Kindorf, 11:15 am, Community Center
Walking Book Club, 1:00 pm, Library
Ladies Afternoon Out, 1:00 pm, Community Center
Beginning Tai Chi, 2:00 pm, Community Center
Tai Chi Continuing, 3:00 pm, Community Center
Farmers Market, 4:00 pm, Town Center Park
Parenting the Love & Logic Way, 6:00 pm, Community Center
Restorative Yoga, 7:15 pm, Community Center
- 8/16 Healthy Bones and Balance, 8:30 am, Community Center
Advanced Healthy Bones and Balance, 9:30 am, Community Center
Sit, Stand and Be Fit, 11:00 am, Community Center
Bridge Group Play, 11:30 am, Community Center
Lunch at the Community Center, 12:00 pm, Community Center
Mexican Train Dominoes, 1:00 pm, Community Center
- 8/17 KidoKinetics Camps-Sports Play, 10:00 am, Memorial Park Soccer Spot
Soccer Shots Summer 2024, 2:00 pm, "Soccer Spot" (near tennis court)
- 8/19 Raksha Bandhan (all day)
Healthy Bones and Balance, 8:30 am, Community Center
Advanced Healthy Bones and Balance, 9:30 am, Community Center
Beginning English Class, 11:00 am, Library
Sit, Stand and Be Fit, 11:00 am, Community Center
Lunch at the Community Center, 12:00 pm, Community Center
Weight Loss Support Group, 12:30 pm, Community Center
Mexican Train Dominoes, 1:00 pm, Community Center
Bridge Group Play, 1:00 pm, Community Center
Genealogy Club, 1:00 pm, Community Center
Body Sculpt with Jules Moody, 6:00 pm, Community Center
- 8/20 Ukulele Jam, 9:00 am, Parks & Rec
Piecemakers Quilters, 9:00 am, Tauchman House
AARP Smart Driver, 9:00 am, Community Center
ODHS Drop-In Assistance 10:00 am, Library
Lunch at the Community Center, 12:00 pm, Community Center
Partners Bridge, 12:30 pm, Community Center
ODHS Drop-In Assistance, 1:00 pm, Library
Virtual Reality Fitness, 1:00 pm, Community Center
Soccer Shots Summer 2024, 2:00 pm, Memorial Park

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 KidoKinetics Camps-Sports Play, 4:00 pm, Memorial Park Soccer Spot
 Barre Tone with Jessica Norman, 5:45 pm, Community Center
 Soul Flow Yoga, 7:15 pm, Community Center

- 8/21 National Senior Citizens' Day (all day)
 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Digital Photography Club, 10:00 am, Community Center
 Conversational Spanish Group, 10:30 am, Community Center
 Sit and Be Fit, 11:00 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Pinochle/Cribbage, 1:00 pm, Community Center
 Bingo, 1:00 pm, Community Center
- 8/22 Gentle Yoga w/Kathryn Kindorf, 8:30 am, Community Center
 I-5 Connection Chorus Group, 10:00 am, Community Center
 Bridge for Beginners Lessons, 10:00 am, Community Center
 Gentle Yoga w/Kathryn Kindorf, 11:15 am, Community Center
 Ladies Afternoon Out, 1:00 pm, Community Center
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 Farmers Market, 4:00 pm, Town Center Park
 Bike Repair Class, 5:30 pm, Town Center Park
 Party in the Park, 5:30 pm, Town Center Park
 Parenting the Love & Logic Way, 6:00 pm, Community Center
 Restorative Yoga, 7:15 pm, Community Center
- 8/23 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Blood Drive, 11:00 am, Library
 Sit, Stand and Be Fit, 11:00 am, Community Center
 Bridge Group Play, 11:30 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Mexican Train Dominoes, 1:00 pm, Community Center
 Summer 2024 Movies in the Park, 7:00 pm, Memorial Park (River Shelter)
- 8/24 KidoKinetics Camps-Sports Play, 10:00 am, Memorial Park Soccer Spot
 Wilsonville Skate Jam, 1:00 pm, Memorial Skate Park
- 8/26 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Beginning English Class, 11:00 am, Library
 Sit, Stand and Be Fit, 11:00 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

Weight Loss Support Group, 12:30 pm, Community Center
 Mexican Train Dominoes, 1:00 pm, Community Center
 Bridge Group Play, 1:00 pm, Community Center
 Body Sculpt with Jules Moody, 6:00 pm, Community Center

- 8/27 Ukulele Jam, 9:00 am, Parks & Rec
 Piecemakers Quilters, 9:00 am, Tauchman House
 Intermediate English Class, 10:00 am, Library
 ODHS Drop-In Assistance 10:00 am, Library
 Lunch at the Community Center, 12:00 pm, Community Center
 Partners Bridge, 12:30 pm, Community Center
 ODHS Drop-In Assistance, 1:00 pm, Library
 Virtual Reality Fitness, 1:00 pm, Community Center
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 Barre Tone with Jessica Norman, 5:45 pm, Community Center
 Soul Flow Yoga, 7:15 pm, Community Center
- 8/28 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Digital Photography Club, 10:00 am, Community Center
 Conversational Spanish Group, 10:30 am, Community Center
 Sit and Be Fit, 11:00 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Pinochle/Cribbage, 1:00 pm, Community Center
- 8/29 Gentle Yoga w/Kathryn Kindorf, 8:30 am, Community Center
 I-5 Connection Chorus Group, 10:00 am, Community Center
 Bridge for Beginners Lessons, 10:00 am, Community Center
 Gentle Yoga w/Kathryn Kindorf, 11:15 am, Community Center
 Ladies Afternoon Out, 1:00 pm, Community Center
 Beginning Tai Chi, 2:00 pm, Community Center
 Tai Chi Continuing, 3:00 pm, Community Center
 Farmers Market, 4:00 pm, Town Center Park
 Backyard Birdwatching, 6:00 pm, Library
 Parenting the Love & Logic Way, 6:00 pm, Community Center
 Restorative Yoga, 7:15 pm, Community Center
- 8/30 Healthy Bones and Balance, 8:30 am, Community Center
 Advanced Healthy Bones and Balance, 9:30 am, Community Center
 Sit, Stand and Be Fit, 11:00 am, Community Center
 Bridge Group Play, 11:30 am, Community Center
 Lunch at the Community Center, 12:00 pm, Community Center
 Mexican Train Dominoes, 1:00 pm, Community Center

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.



CITY COUNCIL MINUTES

May 20, 2024 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, May 20, 2024. The Mayor called the meeting to order at 7:00 p.m., followed by roll call and the Pledge of Allegiance.

PRESENT

Mayor Fitzgerald
 Council President Akervall
 Councilor Linville
 Councilor Berry
 Councilor Dunwell – Excused

STAFF PRESENT

Amanda Guile-Hinman, City Attorney
 Bill Evans, Communications & Marketing Manager
 Jeanna Troha, Assistant City 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 Akervall, Seconded by Councilor Linville.

Voting Yea:

Mayor Fitzgerald, Councilor Akervall, Councilor Linville, Councilor Berry

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

4. Upcoming Meetings

Prior to the Mayor's Business report Council, staff and the audience had a moment of silence to pay respects to Councilor Katie Dunwell's husband, Jim Dunwell, who passed. The Mayor shared Jim was a devoted husband and father. Jim loved spending time with his family and his wife, Katie. He strongly supported Katie's time spent serving the community as a member of the City Council. He was a highly regarded architect, an avid golfer and a dedicated rescuer of cats needing foster homes. Jim would be missed dearly by his family and friends. He died of a fast-moving cancer Saturday, May 18, 2024.

The Mayor then updated the audience on the following items.

City Council Meeting

- Next City Council meeting was scheduled for June 3, 2024.
- The Fiscal Year 2024/2025 City Budget would be brought forth for City Council approval at the next meeting.

Public Works Complex Grand Opening

- May 18, 2024, the Councilors, along with officials from other local, state, and federal governments and members of the public, attended the grand opening of the City's new Public Works Complex.
- The Mayor thanked Councilors and staff for their participation, and a special thanks was given to Public Works Director Kerber and her department for their work.
- The new Public Works Complex was designed to support activities related to the City's infrastructure maintenance and serve as an Emergency Operations Center during emergencies.
- As the City's first "Seismic Class IV" building, it was designed to be operational immediately after an earthquake. The Public Works Department supported Wilsonville's 27,000 residents, 1,200 businesses and all who worked in Wilsonville, who need and use water, streets, sewer services, storm water, public safety, and fire protection.
- Public Works staff coordinate with other state, county, and local government agencies during emergencies and natural disasters.
- The new facility highlighted the City's commitment to sustainability with roof-top solar panels and energy-saving lighting and HVAC systems.
- Previously, Public Works operations were scattered across the City; now, everything was in one secure, seismically resilient central location, which allowed staff to respond to needs quickly and effectively to serve the community's needs.

Precision Countertops Ground-Breaking

- The Mayor attended the ground-breaking organized by the Wilsonville Area Chamber of Commerce, for Precision Countertops.

- Precision Countertops fabricated quartz and granite countertops in Wilsonville. The company had 200 employees. They had been in Wilsonville since 2006, in leased space. The company moved to a space in the Coffee Creek Industrial Area where the City had built infrastructure utilizing urban renewal funds and commercial financing.
- This was an example of how the City had grown—the fastest growing part of the City was the employment and jobs base. As of date the private sector payroll was \$1.2 Billion, an increase of 48% in the last ten years.

Washington DC JPACT Lobby Trip

- The prior week the Mayor participated in the annual Metro regional government's Joint Policy Advisory Committee on Transportation (JPACT) lobby trip to Washington DC.
- The Mayor was joined by SMART Transit Director Dwight Brashear and Public and Government Affairs Director Mark Ottenad in the meetings with members of Congress, Congressional office staff, and staff of the Department of Transportation and Federal Transit Administration.
- The Mayor and staff met with Senator Ron Wyden, Senator Jeff Merkley, and Congresswoman Andrea Salinas both as a JPACT group and individually as the City and SMART.
- The trio lobbied for the Oregon Department of Transportation's proposed I-5 Boone Bridge and Seismic Improvement Project and the French Prairie Bike/Ped Bridge as an alternative transportation facility.
- For Wilsonville specific projects, the attention was focused on the City's \$22 million federal grant application for the I-5 Bike/Ped Bridge as a major component of the Town Center Master Plan and the Wilsonville Transit Center Transit Oriented Housing Development (TOD) project. The City would hear by the end of June 2024 whether the City's grant application for that round was successful. If not, the City would meet with the Department of Transportation and consider resubmitting the grant application in the fall.

City Manager Reports

- It was explained that the City Manager Reports are monthly information summaries on projects and ongoing work produced for the public every month. These reports are provided to the public in the City Council meeting packet at the end of each month. The reports contained a tremendous amount of information about City projects and processes.
- The Mayor then summarized an article submitted by the Community Development Department regarding food carts.

Clackamas County Business Alliance (CCBA)

- The Mayor had the opportunity to suggest the topic for the Clackamas County Business Alliance's May 21, 2024, luncheon forum.
- The topic chosen was "The Value of Traded-Sector Agriculture in Clackamas County."
- The Mayor shared an example of a business to be discussed was Campbell Soup's Pacific Natural Foods which employed over 600 workers in the Tualatin and Wilsonville communities.
- Pacific Natural Foods had a 500,000-square-foot warehouse operation in Wilsonville and farmed over a thousand acres in Wilsonville.
- Additionally, Pacific Natural Foods contracted with local farmers for agricultural products.

Westside Economic Alliance (WEA)

- The upcoming week Mayor Fitzgerald would be one of eight local area Mayors who would speak at the Westside Economic Alliances' Annual Mayor's Forum.
- The event provided an opportunity for mayors to discuss priorities, challenges, and opportunities.

National Public Works Week Proclamation

- In the City Council packet was a proclamation for National Public Works Week.
- The week was an opportunity to pay tribute to Public Works professionals and recognize the substantial contributions that Public Works make to protecting health, safety, and advancing quality of life.

COMMUNICATIONS

5. Recognition of Sean Sype

The Mayor introduced Wilsonville High School Principal Kelly Schmidt and student Sean Sype. The Mayor then recognized Sean's outstanding achievement for advocating for the creation and passage of House Bill (HB) 4147 to make school bus stops safer for all Oregon students.

Sean and Principal Schmidt briefed the Council about the process of passing HB 4147.

6. Wilsonville High School Student Achievements

The Wilsonville High School Girls Golf team was congratulated for winning the 2024 Class 5A State Golf Championships. In addition, it was announced that Coach Chris Bensel had been named Coach of the Year.

The following members of the Wilsonville High School Girls Golf team were recognized:

Coach

Chris Bensel

Athletes

Layla Sidhu Evie Dunn Maddie Downie Sophia Raschko Malia Kaleikilo

Following the golfer's presentation the Wilsonville High School Student Body Co-President Venecia Gonzales presented on the many achievements of fellow students.

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 comment:

- Jesus Saucedo
- Santino Juarez
- Michael Cofflin
- Tristan Roland

Following Citizen Input the Mayor summarized a letter from Congresswoman Salinas regarding the Public Works Complex Open House.

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

7. Council President Akervall

Councilor Akervall provided details on the following meetings and events:

- The City and Clackamas Soil and Water Conservation District sponsored a “Backyard Habitats Open Garden Tour” on May 18, 2024
- City of Wilsonville water features opened for the season on May 29, 2024
- DEI Speaker Series “Building Community Through Culture” presented by Renee Roman Nose at the Wilsonville Clackamas Community College campus on May 30, 2024
- Pride Mural reception hosted by the Diversity, Equity and Inclusion Committee and the Arts, Culture, and Heritage Commission on June 1, 2024

8. Councilor Linville

Councilor Linville provided details on the following meetings and events:

- Opioid Settlement Prevention, Treatment and Recovery Board meeting on May 8, 2024
- Bulky Waste Day on May 11, 2024
- Hazardous Waste Disposal Day on May 18, 2024
- Senator Aaron Woods Town Hall on May 22, 2024
- Aurora Airport Citizen Advisory Committee meeting on June 11, 2024
- Aurora Airport Open House on June 13, 2024

9. Councilor Berry

Councilor Berry provided details on the following meetings and events:

- Budget Committee meetings on May 9 and 15, 2024
- Special City Council meeting on May 17, 2024
- Public Works Complex Open House on May 18, 2024
- Wilsonville Environmental Resource Keepers (W E R K) Day on May 18, 2024
- Clackamas County Coordinating Committee (C4) Subcommittee meeting on May 22, 2024

10. Councilor Dunwell – Excused

In closing the Mayor reminded the audience that May 21, 2024, was an election date and encouraged the audience to vote.

CONSENT AGENDA

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

11. **Resolution No. 3113**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Amend A Goods And Services Contract With Absco Alarms, Incorporated For The Security And Access Controls For The Public Works Complex (CIP # 8113).

12. **Resolution No. 3141**

A Resolution Of The City Of Wilsonville Adopting The FY 2024/25 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy.

13. Minutes of the April 15, 2024, City Council Meeting.

Motion: Moved to approve the Consent Agenda as read.

Motion made by Councilor Akervall, Seconded by Councilor Berry.

Voting Yea:

Mayor Fitzgerald, Councilor Akervall, Councilor Linville, Councilor Berry

Vote: Motion carried 4-0.

NEW BUSINESS

The City Attorney read the title of Resolution Nos. 3146 and 3147 into the record.

Amanda Guile-Hinman, City Attorney and Kimberly Rybold, Senior Planner provided the PowerPoint, for Resolution Nos. 3146 and 3147. The PowerPoint had been made a part of the record.

The Council asked clarifying questions throughout the presentation.

Following the presentation the Mayor requested a motion for Resolution No. 3146.

14. **Resolution No. 3146**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into A Disposition And Development Agreement With Palindrome Wilsonville Limited Partnership.

The Mayor made comments of support of the project.

Motion: Moved to adopt Resolution No. 3146.

Motion made by Councilor Berry, Seconded by Councilor Akervall.

The Mayor reread the title of Resolution No. 3146 and provide comments of support.

Voting Yea:

Mayor Fitzgerald, Councilor Akervall, Councilor Linville, Councilor Berry

Vote: Motion carried 4-0.

The Mayor requested a motion for Resolution No. 3147.

15. **Resolution No. 3147**

A Resolution Of The City of Wilsonville Establishing A Systems Development Charges Deferral Program For Affordable Housing Projects On City-Owned Property.

Motion: Moved to approve Resolution No. 3147.

Motion made by Councilor Berry, Seconded by Councilor Akervall.

Amended Motion: Moved to adopt Resolution No. 3147.

Amended motion made by Councilor Berry, Seconded by Councilor Akervall.

Council discussion ensued.

Councilor Linville shared concerns about the program and explained that she would abstain from the vote.

Voting Yea:

Mayor Fitzgerald, Councilor Akervall, Councilor Berry

Abstaining:

Councilor Linville

Vote: Motion carried 3-0-1.

CONTINUING BUSINESS

The City Attorney read the title of Ordinance No. 891 into the record on second reading.

16. **Ordinance No. 891** - 2nd Reading (Non-Land Use Legislative)

An Ordinance Of The City Of Wilsonville Repealing And Replacing Wilsonville Code Sections 2.310 - 2.319 Regarding Public Contracts.

The Mayor read the second reading script.

There were no further questions from staff.

The Mayor requested a motion for Ordinance No. 891.

Motion: Moved to adopt Ordinance No. 891 on second reading.

Motion made by Councilor Berry, Seconded by Councilor Linville.

Mayor recalled there had been numerous prior discussions on the topic.

Voting Yea:

Mayor Fitzgerald, Councilor Akervall, Councilor Linville, Councilor Berry

Vote: Motion carried 4-0.

PUBLIC HEARING

There were none.

CITY MANAGER'S BUSINESS

Jeanna Troha, Assistant City Manager shared the following:

- Korean War Memorial Remembrance Ceremony was scheduled for June 29, 2024.
- Election Day was on May 21, 2024, and there was a ballot drop off box located at City Hall.

LEGAL BUSINESS

No report.

ADJOURN

The Mayor adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Julie Fitzgerald, Mayor

DRAFT



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: July 15, 2024</p>	<p>Subject: Resolution No. 3163 A Resolution Adopting Collective Bargaining Agreement Between the City of Wilsonville and Service Employees International Union Local 503 (SEIU).</p> <p>Resolution No. 3164 A Resolution Adopting Collective Bargaining Agreement Between The City Of Wilsonville And Wilsonville Municipal Employees Association (WILMEA).</p> <p>Staff Member: Jeanna Troha, Assistant City Manager and Andrea Villagrana, Human Resources Manager</p> <p>Department: Human Resources</p>
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>
<p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1st Reading Date:</p> <p><input type="checkbox"/> Ordinance 2nd Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p>Comments: N/A</p>
<p>Staff Recommendation: Staff recommends Council adopt Resolution Nos. 3163 and 3164.</p>	
<p>Recommended Language for Motion: I move to adopt Resolution Nos. 3163 and 3164.</p>	
<p>Project / Issue Relates To:</p>	
<p><input type="checkbox"/> Council Goals/Priorities:</p>	<p><input type="checkbox"/> Adopted Master Plan(s):</p>
<p><input checked="" type="checkbox"/> Not Applicable</p>	

ISSUE BEFORE COUNCIL:

Oregon Statute requires the governing body to approve collective bargaining agreements between the employer and labor unions. The issue before the City Council is consideration of the proposed Collective Bargaining Agreements (CBA) between the City of Wilsonville and the Wilsonville Municipal Employees Association (WilMEA)/American Federation of State, County, and Municipal Employees (AFSCME), Local 7070 and the Service Employees International Union Local 503 for July 1, 2024 through June 30, 2027.

EXECUTIVE SUMMARY:

The previous CBAs expired on June 30, 2024. The parties negotiated for several months and successfully finalized the attached CBA in June 2024. Both CBAs were ratified by the perspective unions and are attached.

EXPECTED RESULTS:

Approving Resolution Nos. 3163 and 3164 will allow the city to operate in compliance with Oregon Statue and operate within the guidelines described in the CBAs.

TIMELINE:

Both CBAs would become effective upon adoption.

CURRENT YEAR BUDGET IMPACTS:

Funds were not budgeted in personnel services in the fiscal year 2024-2025 budget but held in contingency because negotiations were underway during the budget process and economic impacts were unknown. Since the negotiation is complete, the finance department will evaluate whether it is necessary to prepare a supplemental budget adjustment to be approved by the City Council.

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

N/A

ALTERNATIVES:

The City Council could choose not to adopt Resolution Nos. 3163 and 3164. This would result in additional costs to continue bargaining with both labor unions.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3163
 - A. Collective Bargaining Agreement between the City of Wilsonville and SEIU
2. Resolution No. 3164
 - A. Collective Bargaining Agreement between the City of Wilsonville and WilMEA/AFSCME Local 7070

RESOLUTION NO. 3163

A RESOLUTION ADOPTING COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF WILSONVILLE AND SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 503 (SEIU).

Whereas, the City of Wilsonville and SEIU Local 503, OPEU have negotiated a three year Collective Bargaining Agreement effective July 1, 2024 through June 30, 2027.

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

1. The City Manager is authorized on behalf of the City to execute the negotiated and ratified Collective Bargaining Agreement with SEIU attached here as Exhibit A as if fully set forth herein.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 15th day of July, 2024, and filed with the Wilsonville City Recorder on this date.

Julie Fitzgerald, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Linville

Councilor Berry

Councilor Dunwell

EXHIBIT:

- A. Collective Bargaining Agreement between the City of Wilsonville and WilMEA/AFSCME Local 7070.



Collective Bargaining Agreement

**Between
City of Wilsonville
and
SEIU Local 503, OPEU**

Effective July 1, 2024 through June 30, 2027

TABLE OF CONTENTS

PREAMBLE3

ARTICLE 1 – Recognition3

 1.1 Union Recognition3

 1.2 Covered Employees3

 1.3 Employee Descriptions3

 1.4 New Classifications4

ARTICLE 2 – Non-Discrimination4

ARTICLE 3 – Management Rights4

ARTICLE 4 – Union Security5

 4.1 Check-off5

 4.2 Electronic Membership Data5

 4.3 Notice of New Hires5

 4.4 Indemnification5

ARTICLE 5 – Union Business5

 5.1 Representatives5

 5.2 Access5

 5.3 Union Leave5

 5.4 Bulletin Board6

 5.5 Collective Bargaining Activities6

 5.6 Use of the City Email6

 5.7 New Employee Presentation6

ARTICLE 6 – Hours of Work7

 6.1 Workweek7

 6.2 Transit Driver Work Hour Limitations7

 6.3 Work Schedule7

 6.4 Fleet Employee Flexible Work Schedule7

 6.5 Assignment of Work Schedules7

 6.7 Rest and Meal Periods8

 6.8 Work Hours Generally8

ARTICLE 7 - Overtime8

 7.1 Waiver8

 7.2 Definition8

 7.3 Assignment8

 7.4 Form of Compensation9

 7.5 Pyramiding9

 7.6 Payment Upon Termination9

 7.7 Callback9

 7.8 Pager Time9

ARTICLE 8 – Special Allowances10

 8.1 Use of Personal Vehicle10

 8.2 Licenses10

 8.3 Safety Equipment11

 8.4 Clothing11

 8.5 Physical Examination11

 8.6 Tool Repair Reimbursement12

ARTICLE 9 – Probationary Period12

 9.1 Original Appointments12

 9.2 Promotional12

ARTICLE 10 – General Provisions13

 10.1 Seniority13

 10.2 Outside Employment14

 10.3 Contracting Out14

 10.4 Health and Safety14

 10.5 Job Vacancies14

 10.6 Labor/Management Meetings15

 10.7 New Contract Update15

 10.8 New Written Policies and Procedures15

 10.9 Position Description15

 10.10 Transfer of Bargaining Unit Work16

ARTICLE 11 – Reduction in Force16

 11.1 Layoff16

 11.2 Recall17

 11.3 Notice17

ARTICLE 12 – Compensation17

 12.1 Wages17

 12.2 Annual Increases18

 12.3 Language Premium Pay18

 12.4 Workers' Compensation18

 12.5 Insurance18

 12.6 City's Right to Modify Plans and/or Benefits19

 12.7 Retirement19

 12.8 Work Out of Classification19

 12.9 Promotion19

 12.10 Reclassification19

ARTICLE 13 - Holidays20

 13.1 Holidays Observed20

 13.2 Holidays Falling on Scheduled Days Off20

 13.3 Holidays During Leave21

 13.4 Holiday Pay21

 13.5 Holiday Work21

ARTICLE 14 - Vacation21

 14.1 Accrual21

 14.2 Scheduling21

 14.3 Pay Upon Separation22

 14.4 Vacation Cancellation22

 14.5 Vacation Transfer23

ARTICLE 15 – Sick Leave23

 15.1 Accrual23

 15.2 Utilization23

 15.3 Notification23

 15.4 Use of Other Accrued Leave24

 15.5 Family Medical Leave24

 15.6 Physician Evaluation24

 15.7 Transfer24

 15.8 Required Leave24

 15.9 Return to Work25

 15.10 Long Term Disability Insurance25

ARTICLE 16 – Educational Opportunities25

 16.1 Tuition Reimbursement25

 16.2 Leave and Expenses25

 16.3 Work-Related Courses25

 16.4 Cost of Textbooks26

ARTICLE 17 – Other Leaves26

 17.1 Unpaid Leave26

 17.2 Unpaid Leave Approval26

 17.3 Termination of Leave26

 17.4 Employee Status26

 17.5 Bereavement Leave26

 17.6 Witness and/or Jury Duty27

 17.7 Military27

 17.8 Inclement Weather27

ARTICLE 18 – Discipline27

 18.1 Discipline and Discharge27

 18.2 Excluded Employee27

 18.3 Imposition28

 18.4 Representation Rights28

 18.5 Bus Cameras28

 18.6 Investigations28

 18.7 Due Process28

 18.8 Just Cause Standards29

 18.9 Notice of Discipline29

 18.10 Discovery Materials29

ARTICLE 19 – Grievance Procedure29

 19.1 Grievance Defined29

 19.2 Grievance Procedure29

 19.3 Time Limits31

 19.4 Discovery Materials32

ARTICLE 20 – Personnel Records32

 20.1 Access32

 20.2 Disciplinary Records32

 20.3 File Purging32

 20.4 Signature Requirement32

ARTICLE 21 - Strikes32

 21.1 Prohibition32

 21.2 Union Obligation33

 21.3 Lockout33

ARTICLE 22 – Savings Clause33

ARTICLE 23 – Status of Agreement33

 23.1 Complete Agreement33

 23.2 Amendments33

ARTICLE 24 – Term of Agreement34

APPENDIX A – Salary Schedule35

PREAMBLE

This Agreement is entered into between the City of Wilsonville, hereinafter referred to as the "City", and the Service Employees International Union Local 503, Oregon Public Employees Union, hereinafter referred to as the "Union".

ARTICLE 1 – RECOGNITION

1.1 Union Recognition. The City recognizes the Union as the sole and exclusive collective bargaining representative of all employees covered by this collective bargaining agreement.

1.2 Covered Employees.

Transit Unit. Transit employees as defined in ORS 243.738, Transit Drivers, Mechanics, Transit Dispatchers, and Fleet Hostlers of the City of Wilsonville, excluding supervisory and confidential employees as defined by ORS 243.650(6) and (23), interns and/or students. This unit shall be subject to the collective bargaining dispute resolution process accorded to non-strikeable units according to Oregon law.

Fleet is considered a division of the Transit Department.

1.3 Employee Descriptions.

Regular Full-Time employees shall be defined as employees who are regularly scheduled to work forty (40) hours a week, and are part of the bargaining unit.

Regular Part-Time employees shall be defined as employees who are regularly scheduled to work twenty (20) or more hours per week. Employees working less than twenty 20 hours per week are not part of the bargaining unit.

Part-Time Extra Board transit drivers on the extra board will be guaranteed twenty-five (25) hours pay per week. To receive the guarantee, employees must be available for assignment and accept said assignment unless they call in sick in the morning and have available sick leave time in their accrual bank. In this event, the employee will receive compensation for all hours worked plus the requested sick leave hours for a total of at least twenty-five (25) hours for the week. Hours worked beyond the twenty-five (25) hours are paid at the applicable straight time rate. These employees are considered regular part-time employees who do not have regularly scheduled work hours, and are part of the bargaining unit.

Full-Time Extra Board transit drivers on the extra board will be guaranteed forty (40) hours pay per week. To receive the guarantee, employees must be available for assignment and accept said assignment unless they call in sick in the morning and have available sick leave time in their accrual bank. In this event, the employee will receive compensation for all hours worked plus the requested sick leave hours for a total of forty (40) hours for the week. Full-Time Extra

Board overtime eligibility is pursuant to Article 7 – Overtime. These employees are considered regular full-time employees who do not have regularly scheduled work hours, and are part of the bargaining unit.

On Call Transit Driver: Transit drivers who work intermittently are not part of the bargaining unit.

1.4 New Classifications. Whenever the City develops a new classification, they shall develop a job description for the position and assign a wage rate. Once this procedure is completed, the City shall notify the Union in writing. In the event the Union does not agree with the assigned wage rate, the Union shall notify the City within fourteen (14) days and the parties shall negotiate over the wage rate under ORS 243.698. The City shall not be precluded from filling the position during negotiations.

ARTICLE 2 – NON-DISCRIMINATION

There shall be no discrimination by the City against any employee because of age, race, marital status, mental or physical disability, national origin, sex, religion, or any other protected class, in accordance with applicable law. Neither will the Employer discriminate based on gender identity or sexual orientation. The provisions of this Agreement shall be applied without discrimination to all employees.

ARTICLE 3 – MANAGEMENT RIGHTS

Except as expressly modified or restricted by a specific provision of this Agreement, all charter, statutory and other managerial rights, prerogatives, and functions are retained and vested exclusively in the City, including, by way of description and not limitation, the rights, in accordance with its sole and exclusive judgment and discretion: to direct and supervise all operations and functions; to manage and direct the work force, including, by way of description and not limitation, the right to determine the methods, processes, locations and manner of performing work; to hire, promote, and retain employees; to determine schedules of work; to purchase, dispose of and assign equipment and supplies; to determine the need for a reduction or an increase in the work force; to establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials and equipment; to implement new and to revise or discard, wholly or in part, methods, procedures, materials, equipment, facilities and standards, and to sub-contract or contract projects or works it deems appropriate. Utilization of any management rights not specifically limited by this Agreement shall be at the City's discretion, provided any bargaining obligation arising from ORS 243.650-672 and the Status of Agreement article (Article 23) contained herein is satisfied. The City's failure to exercise any right, prerogative, or function hereby reserved to it, or the City's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the City's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

ARTICLE 4 – UNION SECURITY

4.1 Check-off. The City agrees to deduct the uniformly required Union membership dues and other authorized fees, contributions or assessments from an employee’s pay, upon written, electronic, or recorded oral authorization of the employee to the Union, and remit those deductions to the Union. All applications or cancellations of membership shall be submitted by the employee to the Union. Any written applications for Union membership and/or authorizations for union dues and/or other deductions or dues cancellations which the City receives shall be promptly forwarded to the Union. The Union will maintain the written, electronic, and recorded oral authorization records and will provide copies to the employer upon request.

4.2 Electronic Membership Data. The City will furnish the Union, on a monthly basis, using an electronic medium, the following information for each bargaining unit employee: name; employee identification number; home address; home phone number; work email; work phone number; cell phone number; member status; amount of dues withheld; classification; work location; base pay rate; hire date; and full-time/part-time status, if the City has this information in its records.

4.3 Notice of New Hires. Within ten (10) days of the date of hire within the bargaining unit, the City shall provide the information listed in 4.2, if the City has the information in its records.

4.4 Indemnification. The Union agrees to indemnify and hold harmless the City, its Council members, agents, as provided under law.

ARTICLE 5 – UNION BUSINESS

5.1 Representatives. The Union will notify the City, in writing, of the names of its representatives within thirty (30) days of any changes.

5.2 Access. Representatives of the Union shall have reasonable access to the City's facilities to visit employees when necessary during working hours. Notice of such visits to non-public areas shall be given to the department head and the visits shall be conducted in a way that minimizes any work disruption.

A Union steward shall be granted reasonable time off without loss of pay and access to employee work locations during working hours to investigate and process grievances through the arbitration step and as otherwise required by ORS 243.798.

5.3 Union Leave. Subject to reasonable operational requirements of the City, official Union delegates and members of the Union Board of Directors shall be allowed to use accumulated leave time (other than sick leave) or leave of absence without pay at their request to attend the Union's biennial General Council.

The City shall reasonably grant unpaid release time, defined as a leave of absence from the employee’s regular public employment to conduct labor organization business, as required by ORS 243.802. Requests for and approval of release time shall be governed by Article 17.

5.4 Bulletin Board. Bulletin board space in each building of the City shall be provided to the Union for the posting of meeting notices and other information directly related to the union affairs of the employees covered by this contract.

5.5 Collective Bargaining Activities. The City will allow up to three (3) employees off, without loss of pay, for the purpose of collective bargaining. Two (2) employees from operations and one (1) employee from Fleet.

5.6 Use of the City Email. The parties recognize that the City email system, and all portions thereof, is at all times the sole property of the City. This resource is provided or assigned to employees to facilitate the orderly and efficient conduct of the public's business. In general, all such communications are subject to disclosure. The City will not assert any exceptions or exemptions from disclosure as to public records that happen to contain messages relating to Union activity by City employees. The parties recognize that the City may review all City emails in the City system at any time.

Employees elected/appointed to official positions and/or representatives may use the City's email system to conduct Union business, defined as:

- 1) Collective bargaining, including the administration of collective bargaining agreements;
- 2) The investigation of grievances or other disputes relating to employment relations; and
- 3) Matters involving the governance or business of the labor organization, which includes:
 - A. Notifying Union members of meetings and scheduling meetings (date, time, place, and agenda);
 - B. Scheduling meetings among Union officers and/or representatives (date, time, place, and agenda); and
 - C. Filing official correspondence with the City (e.g., grievance documents).

Such email communications may only be prepared and sent during non-work time, which is limited to before and after work, and during meal and rest periods.

Misuse of the City email system will be subject to the disciplinary process.

5.7 New Employee Presentation. A Union representative shall have the right to meet with new employees within thirty (30) days of their date of hire for a minimum of thirty (30) minutes and maximum of one hundred and twenty (120) minutes without loss of pay for either the Union Representative or the new employee. A Union representative shall have the right to conduct the meetings at a City facility. The representative shall work with the City to choose the meeting time and place, so that the meetings do not interfere with the City's operations.

ARTICLE 6 – HOURS OF WORK

6.1 Workweek. Except as provided in Section 6.3, the workweek shall begin on Sunday at 12:01 A.M. and end at midnight the following Saturday.

6.2 Transit Driver Work Hour Limitations No transit driver shall be required or allowed to drive without a minimum of nine (9) consecutive hours off duty between shifts.

6.3 Work Schedule.

The regular schedule for regular full-time employees shall consist of five (5) consecutive eight (8) hour days in a workweek with two (2) consecutive days off between regular work weeks.

Based on specific bona fide operational needs, the City may assign a work schedule that has a break in consecutive hours or days. If an assignment to a non-consecutive work schedule becomes necessary, the affected employee(s) shall meet with their supervisor and may suggest alternatives. Once the work schedule change is made, employees will be given an opportunity to bid for the schedule based on their seniority. The parties have adopted this provision for the purpose of encouraging full-time employment while accommodating the operational needs of the City. However, this Section is not intended to create any obligation of the City to guarantee any level of work hours or days.

6.4 Fleet Employee Flexible Work Schedule. A flexible work schedule is a schedule which varies from an eight (8) hour work day and/or varies in consecutive days worked. A Fleet employee may be assigned a flexible work schedule, for example, four/ten (4/10) hour days, based on operational need.

Flexible work schedules may be modified, revised, and/or eliminated consistent with Section 6.6 below.

In the event the City grants a flexible work schedule, the City reserves the right to modify the workweek.

6.5 Assignment of Work Schedules. Regular employees shall be notified of their work schedule, including the employee's workdays and hours.

6.6 Schedule Changes. Work schedule changes shall be provided to the employee ten (10) work days in advance. If a ten (10) day notice is not given, the employee shall be compensated at the overtime rate for all hours worked outside the regular schedule until the notice requirement is met. Notwithstanding the above, the ten (10) day notice is not required in the following circumstances:

- A. In the case of an emergency and for the duration thereof;
- B. Mutual agreement between the City and the employee; or
- C. Additional or substituted hours assigned to part-time employees.

An emergency shall be defined as a situation beyond the City's control that requires a schedule change to meet operational needs, e.g., impact of inclement weather, natural disasters, illness or injury, safety risks, and/or risk of property damage. Emergency work schedule changes will be discussed with the Union upon request, but such discussions are not a precondition to implementing the changes.

Employees may exchange days, shifts, or hours of work with supervisor approval provided such change does not result in the payment of overtime or presents a disruption to the normal routine of duties. Such exchanges shall not be considered as schedule changes necessitating the ten (10) day notice.

6.7 Rest and Meal Periods. All employees working more than six (6) consecutive hours in any workday shall receive at least a one-half (1/2) hour unpaid lunch break and a fifteen (15) minute paid break during each four (4) consecutive hour work period. Part-time employees working at least four (4) hours in a workday shall receive a ten (10) minute paid break period.

All **full-time transit drivers** will be entitled to either one (1) fifteen (15) minute paid break or two (2) ten (10) minute paid breaks each half shift depending on operational necessity.

Modification of State Law. The provisions of this Section regarding appropriate meal periods and rest periods are intended to modify state law concerning meal periods and rest periods as allowed under OAR 839-020-0050.

6.8 Work Hours Generally. The purpose of this Article is to provide general guidelines for work hours and schedule changes.

ARTICLE 7 - OVERTIME

7.1 Waiver. The City and the Union agree to waive application of ORS 653.268 and shall utilize the following provisions in determining compensation for overtime.

7.2 Definition. Except for those Fleet employees working a flexible schedule identified in Article 6, Hours of Work, above, overtime shall be compensated for time worked in excess of eight (8) hours in any one day or forty (40) hours per workweek at a rate of one and one-half (1.5) times the employee's regular rate of pay. For the purposes of calculating overtime, paid leaves do not count as hours worked.

For those Fleet employees working a flexible schedule, overtime shall be compensated for time worked in excess of the daily scheduled shift or forty (40) hours per workweek (which may be modified pursuant to Section 6.3, Flexible Work Schedules, above).

Overtime shall be rounded to the nearest fifteen (15) minutes, either way. Personal clean-up time shall count for purposes of overtime compensation.

7.3 Assignment. Overtime work must be authorized by management. An employee may be directed and assigned by the City to work in addition to the employee's regular work schedule.

However, the City shall first assign overtime to qualified bargaining unit volunteers when available. The City shall equally offer overtime assignments among those bargaining unit employees in the department who volunteer for the time and are qualified to perform the necessary work. Overtime work normally performed by bargaining unit members shall not be assigned to non-bargaining unit employees when qualified bargaining unit members are available.

Extra Board drivers are hired for the purpose of minimizing overtime liability. The above paragraph will not apply when extra drivers are available or to holdover assignments.

7.4 Form of Compensation. The employee may receive payment as compensation for overtime or shall be compensated with time off at one and one-half (1.5) times the regular rate. Compensatory time shall not accrue beyond sixty (60) hours. Compensatory time off shall be taken by mutual consent and as approved by the direct supervisor consistent with the needs of the City. This Section shall not preclude the parties from mutually agreeing to temporarily exceed the 40-hour cap for an employee due to special circumstances up to two-hundred forty (240) hours.

7.5 Pyramiding. There shall be no pyramiding of overtime. Time for which overtime or premium compensation may be paid under any provision of this Agreement shall not be counted as time worked for the purpose of computing overtime or premium compensation under any other provision, or any applicable rule or regulation, it being intended and agreed that overtime or premium compensation shall not be duplicated or pyramided for the same time worked or credited.

7.6 Payment Upon Termination. Upon termination of employment, an employee shall be paid for unused compensatory time at the employee's final regular rate of pay.

7.7 Callback. Fleet employees called back to work outside of their regular work hours shall be compensated with a minimum three (3) hours of overtime. The calculation of overtime starts when the Fleet employee arrives at work and ends when the work is completed. This callback shall not apply if a Fleet employee is called back within three (3) hours of the beginning of his/her callback shift. Callback will apply on a Fleet employee's regular day off if overtime is not scheduled in a single block of time. As provided above in Section 7.5, Pyramiding, the City will not be required to compensate a Fleet employee twice for the same hours. Specifically, a Fleet employee called back more than once in a three (3) hour period shall only receive compensation for one callback. For example, one callback shall apply if a Fleet employee is called back two (2) or more times between 8:00 pm and 11:00 pm. However, if the last callback takes the Fleet employee beyond 11:00 pm, the hours that go beyond shall be compensated at the normal overtime rate.

Operations employees, excluding Extra Board drivers, who are called back to work outside of their regular work hours shall receive compensation for a minimum of three (3) hours. Overtime shall be compensated for time worked in excess of eight (8) hours in any one day according to Section 7.2.

7.8 Pager Time. "Pager time" is defined as the period of time a Fleet employee is required to be ready and available for work outside of his/her regular work hours. During the pager time, the Fleet employee shall be required to respond to work calls and shall be required to comply with the City's Drug-Free Workplace & Anti-Drug and Alcohol policy. During the pager time, employees

generally will be required to report to work within forty-five (45) minutes of the pager call. Fleet employees unable to report to work within forty-five (45) minutes, due to circumstances beyond their control, must communicate with their direct supervisor immediately; if the direct supervisor is unavailable, the Fleet employee must communicate with a Transit Supervisor. The City will maintain its voluntary system for standby. However, if there are no volunteers, management will be responsible to carry the pager if available. However, if management is unavailable, the City may require employees to be on standby on a rotational basis.

Fleet employees assigned to carry the pager will be compensated three (3) hours of straight time for each twelve (12) hour period assigned. If Fleet employees carry the pager on a holiday as defined in Article 13.1, they will be compensated an additional six (6) hours of straight time.

Fleet employees may trade pager assignments with another qualified Fleet employee. The Fleet employee initiating the trade must immediately notify the Fleet manager of the trade.

No overtime shall be paid unless the employee is required to return to work.

ARTICLE 8 – SPECIAL ALLOWANCES

8.1 Use of Personal Vehicle. Whenever an employee is authorized to use a personal vehicle in the performance of official City duties, the employee shall be compensated at the rate established by the IRS as the maximum allowable rate for business travel. All mileage compensated shall be as a result of authorized personal vehicle use. "Authorized" means approved by the employee's Department Head or the City Manager/designee.

The City will verify and announce the allowable IRS rate as of January 1 of each year.

Employees who are required to use a personal vehicle for City use must provide proof of insurance as required by state statute when requested by the City.

8.2 Licenses. The City shall pay the fees associated with obtaining and maintaining a Commercial Driver License (CDL) license when required by the City to perform the duties of an employee's job, excluding the regular driver's license.

The City will continue to maintain required certificates, licenses, and memberships at no cost to employees. In the case of a required CDL, the City will pay the associated administrative fees and the basic DOT examination for obtaining and maintaining the license for any cost above that of maintaining a regular driver's license. The City will offer opportunities for desired certificates, licenses, and memberships on an available funds basis. Whenever an employee can obtain or retain a higher certification that is pertinent to their job, the City will maintain that higher level of certification so long as there is no additional cost to the City and certification of the same nature at a lower level is a requirement of his/her job.

Funds permitting, employees who have current job-related certifications, licenses, or memberships will receive first priority for maintaining these and then employees interested in obtaining job-related certifications, licenses or memberships will be allowed to receive opportunity for licenses,

memberships or certifications based on a rotational system beginning with the most senior of those who volunteer.

8.3 Safety Equipment. The City shall provide required safety equipment as defined below and/or deemed necessary by OSHA and the City will replace this equipment as necessitated by wear and tear on the job.

Hard hats, ANSI-approved safety-toed boots (up to \$200 for boots – any additional amount above \$200 may be reimbursed, subject to supervisor approval), gloves (rubber and regular), safety vests (safety and surveyor's), rubber boots, rain gear, safety glasses, hearing protection, masks and respirators.

Only positions that have identified job hazards for which safety equipment is required shall be eligible for safety equipment and associated reimbursement of costs.

8.4 Clothing. The City will provide clothing and reimbursements to regular full-time employees and regular part-time transit employees as provided below:

Insulated coveralls as needed.

Standard coveralls as needed.

Shirts – Transit three (3), Fleet five (5) annually on October 1, or as determined by the supervisor.

Uniform Pants – Transit three (3) annually.

Jeans - Fleet, not to exceed \$200 per fiscal year. This benefit is taxable to the employee and will be distributed in equal payments each pay period.

Jackets - One (1) jacket each for: Transit, as needed.
One (1) Spring and one (1) Winter jacket for: Fleet, as needed.

Clothing and laundry service will be provided as follows:

Fleet - Standard coveralls

Where no monetary allowance is provided, employees will be required to turn in clothing and equipment in order to receive new clothes and equipment on an as needed basis.

8.5 Physical Examination. When an employee is required by the City to undergo a physical exam for licensing or certifications, such as Department of Transportation (DOT) and/or Federal Transit Administration (FTA) examinations, the City shall bear the expense for the basic examination. Employees shall be required to see the City's choice in physicians. The City shall provide three (3) different choices in physicians one of which will be female and one of which will be male.

Employees receiving notice of loss of CDL or medical card must report such to the supervisor immediately.

The City shall not use these exams as fitness-for-duty exams.

8.6 Tool Repair Reimbursement. Fleet employees in the mechanic classifications may receive reimbursement for tools that were damaged during the course of the employee's job duties. This reimbursement is limited to \$250 per fiscal year. Employees may submit a reimbursement form up to twice per year (May and November) to receive a total of up to \$250 per fiscal year. In order to receive reimbursement under this Section, the employee must certify that the tool was damaged during the course of the employee's employment and submit an itemized receipt for the repair. All reimbursements are subject to supervisor approval.

ARTICLE 9 – PROBATIONARY PERIOD

9.1 Original Appointments. All original appointments, including temporary appointments, shall be tentative and subject to a probationary period of not more than six (6) consecutive months from the date of initial employment.

In cases where the responsibilities of a position are such that a longer period is necessary to demonstrate an employee's qualifications, the probationary period may be extended in the sole discretion of the City; however, no uninterrupted probationary period shall be extended beyond nine (9) months. The employee and the Union shall be notified in writing of any extension and the reasons therefor. Upon the employee's request, a meeting will be scheduled where the employee will be able to discuss the extension with their supervisor. If the employee is not notified of the intent to extend probation within the first six (6) months, probation will be considered completed thereafter.

In the event the probationary period is interrupted, it may be extended by the period of the interruption.

If an employee's probationary period is being extended for the purposes of obtaining a certification or license, the probationary period will end upon the employee achieving the necessary certification or license.

During the initial probationary period, the employee shall accrue and be eligible to use sick leave.

Probationary employees may be terminated or disciplined for any reason, and such action shall not constitute a violation of this contract, nor be subject to the grievance procedure.

Upon completion of the probationary period, the employee shall be considered as having satisfactorily demonstrated qualifications for the position, and shall gain regular status.

9.2 Promotional. Current non-probationary employees who are successful in their bid for a promotion within the bargaining unit, will serve a six (6) month probationary period for the sole purpose of determining whether the employee can perform the duties of the higher level job. If the

employee is unable to perform the higher level duties, he/she shall be entitled to return to his/her former job with all seniority and benefits.

In the event the promotional opportunity is outside of the bargaining unit, the employee will have a right to return to the bargaining unit if their failure to make probation within six (6) months is for anything other than disciplinary reasons. Time spent outside the bargaining unit will not accrue toward bargaining unit seniority.

ARTICLE 10 – GENERAL PROVISIONS

10.1 Seniority. The City shall provide the Union with a seniority list annually. There shall be the following two types of seniority: City and Division. For the purposes of this Agreement, Divisions are Operations and Fleet.

“City Seniority” is the length of continuous employment with the City in a regular status position.

“Division Seniority” is the length of continuous employment in a division of the Transit Department, and begins on the employee’s first working day within the bargaining unit and the Division.

City seniority will be used for determining vacation accrual.

Division seniority will be used for run bidding in Operations. Division seniority will also be used for vacation bidding in Operations and may be used for vacation bidding in Fleet.

Shift Bidding in Operations will be done according to the bidding process in SMART’s Bidding Policy.

When there is a non-temporary vacant shift in Fleet, current Fleet employees in the classification of the vacancy will have the opportunity to select the vacant shift based on Division seniority by classification. This paragraph does not apply to temporary shift assignments.

Seniority for Operations employees within the bargaining unit on the date of ratification of the agreement, who have the same hire date, shall be determined by their hours worked within the Division. Seniority for employees who begin working in a Division after ratification of the agreement, who have the same hire date, shall be determined by the date and time of their application.

If an employee has a break in service for a voluntary reason and returns to employment within twelve (12) months of the break in service, all previous seniority and rates of vacation accrual shall be restored.

Seniority shall be terminated if an employee:

- a) Resigns for voluntary reasons and does not return within twelve (12) months.
- b) Is discharged or resigns in lieu of disciplinary action.

- c) Is laid off and fails to respond to written notice provided in Article 11, Reduction in Force.
- d) Is laid off work for a period of time greater than two (2) years.
- e) Is retired.

Seniority shall not be affected by an employee's parental leave of absence without pay.

10.2 Outside Employment. Notice of outside employment while an employee of the City shall be given to the City Manager or his/her designee. The City reserves the right to require termination of that employment when it:

- a) Proves incompatible with the employee's City work schedule;
- b) Detracts from the efficiency of the employee in his/her City work; or
- c) Results in a conflict of interest.

10.3 Contracting Out. If contracting work out results in the layoff or demotion of current bargaining unit employees, the City shall notify the Local Union President/designee no less than seventy days (70) prior to the issuance of any request for proposals or consideration of proposals to contract out work presently and regularly performed by bargaining unit employees. Such notification shall include a detailed analysis of the likely impact on the bargaining unit, and shall also outline the supporting reasons the City deemed pertinent to its decision. If there were financial reasons underlying the decision, the supporting reasons will include economic rationale. During the seventy (70) day period, the Union shall have the opportunity to submit an alternate proposal.

The Union shall have forty-five (45) days from the receipt of such notice to request bargaining over the impact on the employee of the proposed contracting out on bargaining unit employees. Upon such timely request, the City shall meet with the Union and enter into bargaining pursuant to ORS 243.698. Parties retain arbitration rights as under ORS 243.698(4) only over the impacts of the contracting out decision.

For the purpose of this Article, effects bargaining shall only be required if the decision to contract out work will create a layoff or demotion of current bargaining unit employees. In the event of a bona fide emergency, notice may be less than seventy (70) days.

10.4 Health and Safety. The City policy shall be applicable for all employees. The bargaining unit shall be allowed to select their own members for the committee and representatives shall come from different work areas. There will be an equal number of management and bargaining unit employees on the team.

Reference to discipline in the policy may only be applied in accordance with the standard set forth in this Agreement.

10.5 Job Vacancies. Except for reclassifications, the City agrees to post and distribute electronically via the City email distribution list all newly-created positions, promotional opportunities, and/or job openings within the bargaining unit for five (5) workdays prior to any other recruitment process occurring (unless otherwise mutually agreed by the City and Local

President/designee), except that temporary positions may be filled without such notice if deemed necessary by the City. If the duties of the newly created job are currently being performed by a bargaining unit member, the job will be posted internally only. A copy of all postings will be delivered to the Local President/designee at time of posting.

Current employees will be given first opportunity to apply for promotional opportunities in the bargaining unit. In this instance, employees will be notified of the opportunity by a posting of the job announcement on departmental bulletin boards for at least five (5) workdays prior to the City's decision whether or not to open the recruitment to outside applicants. In the event the City decides to open the recruitment to outside applicants, the City will notify each internal applicant of the reason(s) for the decision. Regardless of whether or not the City requests outside applicants, all qualified employees will be given an opportunity to interview and full consideration for the position should they participate in an interview. Applicants that are not selected for promotion will be given an opportunity to discuss how they can become a stronger candidate and the reasons for the decision.

10.6 Labor/Management Meetings. The parties will meet regularly to discuss labor- management issues regarding the administration of this Agreement or other issues of concern. Up to three (3) employees may attend these meetings without loss of pay - up to two (2) employees from operations and one (1) employee from Fleet.

10.7 New Contract Update. The City and Union will jointly develop and provide to all employees a new contract summary update of changes within sixty (60) days of implementation of the contract.

10.8 New Written Policies and Procedures. Whenever a new written procedure or policy is developed or a change is made to an existing written procedure or policy, the City will provide a copy to the Union President, or designee, for review fourteen (14) calendar days prior to implementation. In the event the change is determined to be a mandatory subject of bargaining and the Union makes a demand to bargain within this time, the City shall enter into bargaining pursuant to ORS 243.698. In addition, all employees in the affected division will be provided a copy of the policy or procedure prior to implementation. In the event the change is based on urgent circumstances, the City may implement upon notice to the Union. The PECBA process otherwise applies.

Transit employees and the Local Union President, or designee, will be provided a copy of all current policies and procedures annually.

10.9 Position Description. Employees will be provided a copy of their position description at the time of hire. A copy of the position description, containing signatures of both the employee and supervisor, will be placed in the employee's personnel file. Each employee's position description will be reviewed annually during their annual review. If the review results in a modification of the position description, or if a change is made to the position description between annual reviews, the employee will be given an updated copy containing signatures of both the employee and supervisor. A signed updated copy shall also be placed in the employee's personnel file.

Whenever the City desires to change a job description, it shall provide a copy of proposed changes to the Union fourteen (14) business days prior to the proposed implementation date.

10.10 Transfer of Bargaining Unit Work. Nothing prohibits the City from assigning non-bargaining unit employees, including but not limited to employees, supervisors, and managers, work presently and regularly performed by bargaining unit employees in cases of emergencies as determined by the City, absences, relief, training employees, or other incidental amounts of bargaining unit work.

ARTICLE 11 – REDUCTION IN FORCE

11.1 Layoff. If there are changes of duties in the organization, lack of work, or lack of funds, the City Manager may lay off employees.

All temporary and seasonal positions shall be laid off prior to the layoff of any regular status bargaining unit employees, so long as the temporary work falls within the usual and customary duties of the bargaining unit employee.

An employee shall be given notice of a layoff with as much notice as reasonably possible, but no less than fourteen (14) calendar days before the effective date. Notice of the layoff will be given to the Local Union President, or designee, and to the employee.

Employees shall be laid off in a division in the inverse order of their bargaining unit seniority within the job description affected by the layoff. The City Manager shall first make every reasonable effort to integrate those employees into another position by transfer or consider alternatives to layoff by the Union.

Within individual division, a bargaining unit employee scheduled for layoff may bump the least senior employee at the same or lower salary range occupying a position the employee previously held in the employee's present department. An employee wishing to bump must exercise his or her right within five (5) calendar days from the date he or she receives his or her layoff notice. To bump to the position, the employee must have completed probation in the position they are bumping to. A bump will only be allowed if the employee is still able to perform the essential functions of the job and has all the qualifications presented in the job description. In the event an employee does not currently have the relevant certification/license, the employee is still eligible to exercise this bumping right provided the pertinent certification/license is and can be obtained within six (6) months.

An employee who bumps another employee must complete probation in the position. Failure to make probation within six (6) months will result in the employee's termination.

In an effort to minimize the disruption to the workforce, an employee that is bumped will not have a right to bump and will be laid off.

When layoffs occur in a part-time position, part-time seniority cannot be applied to the same full-time position in the department. This means a part-time employee cannot bump a full-time employee under any circumstances.

11.2 Recall. Employees who were laid off shall be recalled to the position they were laid off from, if it still exists, by inverse order of their layoff, and shall remain eligible for recall for two (2) years.

11.3 Notice. It shall be the responsibility of the employees laid off to keep the City informed of the address at which they may be reached and re-employment shall be offered in person or by certified mail addressed to the last address furnished by the employee. When an offer of re-employment has been made, the laid off employee shall advise the City of acceptance within five (5) calendar days and shall report for duty within ten (10) days of the receipt of the notification by the City. Any employee who fails to accept re-employment at his/her previous position when offered by the City in accordance with provisions of this Article, shall be deemed to have forfeited all rights hereunder.

ARTICLE 12 – COMPENSATION

12.1 Wages.

Effective July 1, 2024 or upon Union ratification and City Council approval, whichever occurs later, each employee base wage will be increased by the following amount, per classification:

Service Worker	\$0.75
Transit Driver	\$1.00
Transit Dispatcher	\$1.00
Equipment Mechanic I	\$1.25
Equipment Mechanic II	\$1.25

In addition, effective July 1, 2024 or upon Union ratification and City Council approval, whichever occurs later, each employee base wage will be increased three and three-quarters percent (3.75%).

However, if this Agreement is ratified by the Union before July 5, 2024 and approved by the City Council during its July 2024 meeting, the increase to the 2024 base wage described above and the 3.75% increase shall go into effect on July 1, 2024.

Effective July 1, 2025, each employee base wage will be increased by two and three-quarters percent (2.75%).

Effective July 1, 2026, each employee base wage will be increased by two and one-half percent (2.5%).

Employees will maintain their regularly scheduled annual merit increase based on their anniversary date.

The range for each classification shall be adjusted as provided in Appendix A – Salary Schedule.

12.2 Annual Increases. Movement within the employee's salary range will be granted to regular full-time and regular part-time employees annually based on satisfactory performance and continuous service. Part-time employees will be granted step increases upon satisfactory completion of probation and then annually on their anniversary date based on satisfactory performance and continuous service. This annual increase shall be applied automatically upon an employee's anniversary date unless otherwise denied as outlined in this Section.

Movement within the salary range shall be at least four percent (4%) and The City will retain the right to grant employees movement greater than four percent (4%) and grant employees at the top of their range bonuses if deemed appropriate. Discretionary increases above four percent 4% and bonuses are not grievable. In the event movement within the City's salary range is denied, the employee will be entitled to appeal the decision through the grievance procedure. The Employer will provide written notice to the employee of any deficiency and denial of an Annual increase a minimum of thirty (30) days prior to an employee's movement within the salary range.

12.3 Language Premium Pay. If the City determines additional language skills in a language other than English are beneficial to operations, employees are eligible for language premium pay. The City shall pay an additional three (3%) above regular base salary to employees who earn an "intermediate" level certificate in a language other than English. The City will establish a process to determine an employee's language skills to earn the premium pay under this Section.

12.4 Workers' Compensation. Employees receiving Workers' Compensation benefits will be allowed to integrate their sick leave or other paid leave with the payments so they will receive their gross salary amount each pay period. The gross salary paid by the City will be subject to required withholdings.

The City will provide employees with full benefits, at the contribution levels outlined in Section 12.5, Insurance, below, while on Workers' Compensation for up to one (1) full year after the date of covered illness or injury.

The City and the Union agree that light-duty opportunities will be assigned to employees if work is available and the employee is certified by a physician to perform the duties of the position.

12.5 Insurance.

The City will contribute ninety percent (90%) of the monthly premium per all full-time employees toward either the Kaiser plans or Copay plans with accompanying dental options. The employee will pay the difference and will pay the required amount through a bi-weekly payroll deduction.

Part-time employees will pay a percentage of the selected health insurance plan premiums on a prorated basis based upon their regular actual hours worked, including paid leaves approved and taken, establishing an average full-time equivalent (FTE) over the prior three (3) months of work from the effective date of the bid. The City's contribution will not exceed ninety percent (90%) of the monthly premiums.

Part-time employees in their probationary period will be responsible for paying twenty-five percent (25%) of the selected health insurance plan premiums.

The City will also continue to maintain a life insurance plan (\$50,000) and the matching accidental death and dismemberment benefit.

The City shall not be obligated to increase its contributions to the plans after November 30, 2026, unless otherwise mutually agreed or negotiated by the parties.

The City will provide employees with the opportunity to contribute to a Flexible Spending Account.

12.6 City's Right to Modify Plans and/or Benefits. The Employer retains the right to change the plan benefits, insurance carriers, and/or administrators as long as it provides benefits comparable to the City's current healthcare plan set forth in Section 12.5, Insurance.

12.7 Retirement. The City shall continue to participate in the Public Employees Retirement System(PERS)/Oregon Public Service Retirement Plan Pension (OPSRPP) or any successor plan as required by the governing statutes and administrative rules and will continue to pick-up the employee's contribution of six percent (6%). In the event it is determined by the Legislature, courts, or initiative that the City cannot pick up the employee's contribution, the six percent (6%) shall revert to salary.

The City will continue to participate in the program for use of unused accumulated sick leave as an "option" choice for employees as provided by statute and administrative rule.

12.8 Work Out of Classification. Assignments of personnel to a higher classification on an acting basis may be made by the City. When such assignments are made, they shall be specific and placed in writing to the employee. When so assigned for more than three (3) hours in the workday, the employee shall be compensated at five percent (5%) above their current salary for each hour worked in the higher classification.

The City will not change assignments to avoid payment on work out of class, unless such change is an operational necessity.

12.9 Promotion. Employees that are promoted shall receive at least a five percent (5%) pay increase. Reclassifications are not subject to Section 12.8.

12.10 Reclassification. In order to provide easy access for employees, the City will place the City's employee handbook and all classification descriptions for the bargaining unit on the City's intranet. The City will acknowledge receipt of reclassification requests within ten (10) calendar days. Whenever requests for reclassification are made under this appendix, the City will notify the Union President.

Employees that are reclassified to a higher pay range will be moved to the higher range based on the percentage difference between the two ranges. Thereafter, the employee will move on the range

based upon the anniversary date that was established in their prior classification. For example, if the ranges are two and one-half percent (2.5%) apart, the employee will receive a two and one-half percent (2.5%) increase, so long as such increase does not exceed the range the employee is moving to. In other words, in establishing the salary for the reclassified employee, the relative position within the new pay range shall be the same as the relative position in the former range.

ARTICLE 13 - HOLIDAYS

13.1 Holidays Observed. The City shall observe the following paid holidays:

- | | |
|--|---|
| New Year's Day - January 1 st | Labor Day - First Monday in September |
| M. L. King, Jr.'s Birthday - 3 rd Monday in January | Veterans' Day - November 11 th |
| Presidents' Day - 3 rd Monday in February | Thanksgiving Day - 4 th Thursday in November |
| Memorial Day - Last Monday in May | Day after Thanksgiving - 4 th Friday in November |
| Juneteenth - June 19 th | Christmas Day - December 25 th |
| Independence Day - July 4 th | |

All regular full-time and full-time Extra Board City employees shall be paid eight (8) hours at their regular straight-time hourly wage for all holidays referred to under this Section. An employee has the option of using vacation, compensatory time, leave without pay, or work extra hour(s) to offset this benefit when given a day off that exceeds eight (8) hours within the pay period not to exceed forty (40) straight-time hours.

Regular part-time employees with a fixed route shall receive holiday pay based on the hours they were scheduled on that holiday, not to exceed eight (8) hours.

Part-time Extra Board employees shall receive holiday pay on a prorated basis, as determined by their paid hours in the pay period during which the holiday falls, including approved paid sick, vacation, and comp time, divided by the number of hours in the pay period, minus eight (8) hours per holiday, not to exceed eight (8) hours.

Eligible employees must work their scheduled days immediately before and immediately after the holiday in order to receive holiday pay, unless they provide a note from a healthcare professional excusing their absence on the scheduled day immediately before or immediately after the holiday. The employee must provide such note from a healthcare professional to his/her supervisor or manager no later than 5:00 p.m. on the third business day following the employee's return to work. The day of the employee's return to work shall count as the first business day.

13.2 Holidays Falling on Scheduled Days Off. For employees whose normal week is Monday through Friday, whenever a holiday falls on Saturday, the preceding Friday shall be given as a holiday. If it falls on Sunday, the following Monday shall be given as a holiday. The same pattern will be followed for employees whose workweek is other than Monday through Friday. Whenever a holiday falls on an employee's first day off, the preceding day shall be considered the holiday. When a holiday falls on an employee's second day off, the following day shall be considered the holiday.

When a holiday falls on a Monday or Friday giving the majority of City employees a three (3) day weekend, an employee whose days off are other than Saturday and Sunday may, with Supervisor approval, choose to take the day preceding or the day after their weekend off as a holiday in lieu of taking the actual holiday, thus giving them a three (3) day weekend like other City employees.

13.3 Holidays During Leave. Holidays that occur during paid leave time of any type shall not be charged against such leave.

13.4 Holiday Pay. If any employee works on a City-observed holiday, that employee shall be paid for all hours worked at time and one-half the regular rate of pay plus regular holiday pay. The time and one-half pay specified above shall occur only on the observed holiday.

13.5 Holiday Work. If there are insufficient non-Extra Board drivers available to work on a holiday, the work will be assigned to Extra Board employees. When there are not enough Extra Board employees available, work will be offered to non-Extra Board drivers in order of seniority.

ARTICLE 14 - VACATION

14.1 Accrual. Vacation leave shall accrue per pay period and may be taken when earned. Full-time employees will accrue vacation according to the following accrual schedule:

Months of Service	Accrued Hours per Pay Period	Accrued Hours per Year	Maximum Accrued Hours
0 through 48	3.70	96.20	240
49 through 96	5.30	137.80	240
97 through 144	6.20	161.20	240
145 through 192	7.40	192.40	280
193+	7.70	200.20	280

Part-time employees shall accrue vacation leave on a prorated basis, as determined by their paid hours in each pay period, including approved paid leaves, divided by the number of hours in the respective pay period, not to exceed the maximum monthly accrual for full-time employees.

14.2 Scheduling. Supervisors shall schedule vacation for their respective employees with due consideration for the desires of the employees and the City’s work requirements. Vacation schedules may be amended to allow each supervisor to meet emergency situations. In the event that more than one (1) employee has requested the same vacation period off and the workload does not permit all employees to have that period off, the supervisor shall first ask for any volunteers who are willing to reschedule their request. In the event there are insufficient volunteers, preference shall be granted on the basis of Division seniority provided, however, that each employee may only exercise their seniority for vacation bidding once per calendar year, notwithstanding the vacation bidding process for Operations employees.

Operations employees will bid twice annually for vacation leave based on their Division seniority. Each employee will have a designated four (4) hours within a day to place their bid. Bidding may begin as early as 7:00 AM and end as late as 7:00 PM during days of operation. Once the most senior Operations employee places a bid, the next senior employee will be allowed to bid and so on. Employees may bid before their appointed bidding period begins, if the employee immediately before them in seniority has already completed their bid. The employee is not obligated to bid early. If an Operations employee misses the assigned date and time for their bid, the next senior Operations employee will be allowed to bid. The employee that did not bid during their bidding time will be able to bid as soon as they are available. However, they can only bid on available vacation periods.

The first round of vacation bidding will begin on the first business day in November and will not extend beyond the last business day in December. The bid will encompass the calendar year immediately following the completion of the first round of vacation bidding and the first week of the subsequent year. Vacation bids will be for a single specified vacation period.

The second round of vacation bidding will begin immediately following the conclusion of the first round of bidding, based on Division seniority. Each employee will have a designated four (4) hours within a day to place their bid. Bidding may begin as early as 7:00 AM and end as late as 7:00 PM during days of operation. Once the most senior Operations employee places a bid, the next senior employee will be allowed to bid and so on. Employees may bid before their appointed bidding period begins, if the employee immediately before them in seniority has already completed their bid. The employee is not obligated to bid early. If an Operations employee misses the assigned date and time for their bid, the next senior Operations employee will be allowed to bid. The employee that did not bid during their bidding time will be able to bid as soon as they are available. However, they can only bid on available vacation periods. The second round of bidding will not extend beyond the last business day in February and will encompass May 1 through December 31 of the calendar year during which the second round of vacation bidding is completed. Vacation bids will be for a single specified vacation period.

After the first round of vacation bidding is complete, all requests for vacation leave between January 1 and April 30 will be evaluated on a first-come first-served basis, subject to the City's operational needs. After the second round of vacation bidding is complete, all requests for vacation leave between May 1 and December 31 will be evaluated on a first-come first-served basis, subject to the City's operational needs. Management will notify employees at the conclusion of each round via department bulletin board.

14.3 Pay Upon Separation. Upon termination of employment, unused vacation benefits earned will be paid out with the final paycheck.

14.4 Vacation Cancellation. In the event approved vacation leave is canceled by the City, the employee shall be notified of the cancellation in writing. Unrecoverable transportation, lodging deposits or other bona fide expenses such as hunting tags, event tickets, etc., will be paid by the City.

14.5 Vacation Transfer. Subject to the requirements above in maximum accrual, the City shall have a leave sharing plan that will allow employees to transfer accumulated vacation leave to a leave sharing bank that satisfies the requirements of federal law. Employees who suffer “a medical emergency,” including serious injuries or illnesses as defined by FMLA, and who have exhausted all paid leaves are eligible to receive leave donated by a coworker into the leave sharing bank. The employee shall request leave donations in writing to the Human Resources Department.

Whenever an employee is receiving wages and benefits as a result of donated time, the donated time shall be used to offset any and all benefits or roll-up expense to the City.

ARTICLE 15 – SICK LEAVE

15.1 Accrual. All regular full-time City employees shall earn sick leave with full pay at the rate of eight (8) hours for each calendar month of service (accrued at a rate of 3.70 hours per pay period). Sick leave shall accrue from the date of employment.

Part-time employees shall accrue sick leave on a prorated basis, as determined by their paid hours in each pay period, including approved paid leaves, divided by the number of hours in the respective pay period, not to exceed eight (8) hours.

Seasonal and temporary employees shall accrue sick leave at the rate of one (1) hour accrued for every thirty (30) hours worked.

15.2 Utilization. Employees are eligible for sick leave for the following reasons:

- a) Non-occupational personal illness or physical disability.
- b) Quarantine of an employee by a physician for non-occupationally related disability.
- c) Illness of an immediate family member requiring the employee to remain at home. For the purposes of this Section, immediate family member shall include spouse, domestic partner, parents (including step-parents and in loco parentis), children (including step-children and foster children), current father-in-law and mother-in-law, grandparents, grandchildren, and other relatives living in the employee’s household.
- d) Necessity for medical or dental care.
- e) Or for any additional reason as defined in state or federal law.

Any time utilized under this Section will be utilized in increments of fifteen (15) minutes which will be rounded up to the next quarter ($\frac{1}{4}$) hour on each occasion.

Written proof of the need for sick leave from the attending physician may be required at the City’s discretion for absences in excess of three (3) consecutive work days, or if the City has reason to believe that the employee is abusing sick leave privileges. Misuse of sick leave benefits will be subject to disciplinary action.

15.3 Notification. An employee who is unable to report for work as scheduled shall report the reasons for absence to their supervisor, when possible, one (1) hour prior to the time the employee is expected to report for work. Sick leave with pay shall not be allowed unless such report has been

made or unless special circumstances existed to justify the failure to report. Additionally, the employee must call in to report any continuing need to be absent to their immediate supervisor prior to the start of each subsequent shift to be eligible for sick leave benefits on these workdays. No daily notice will be required when the employee has submitted a doctor's slip which specifically states they will be unable to return to work until a certain date.

Transit employees must call in an absence at least one (1) hour prior to the start of their shift.

15.4 Use of Other Accrued Leave. Once sick leave is exhausted, an employee with a serious illness or injury can use other forms of accrued leave (e.g., vacation, compensatory time, etc.).

15.5 Family Medical Leave. Employees shall be granted leave upon request pursuant to the Oregon Family Leave Act, federal Family & Medical Leave Act, and Paid Leave Oregon. Employees must use accrued vacation, sick leave, compensatory time, and/or leave without pay while on Family Medical Leave unless prohibited by law. The employee shall submit their request for Family Medical Leave in writing.

15.6 Physician Evaluation. The City may require an employee to see a physician of the employee's choice whenever it objectively believes the employee may be unable to safely perform their job. The employee will bear the cost of the physician's visit. When it becomes necessary to seek a physician certification, the City will inform the employee and the local Union President/designee and place the employee on paid administrative leave until the employee can be examined. The City will be required to pay the employee for the time spent traveling to and from the doctor if outside of the administrative leave time and will pay mileage. If concerns regarding the employee's ability to safely perform their job continue, the City may require the employee to see a physician of the City's choosing. The City will bear the cost of the physician's visit. When it becomes necessary to seek a physician certification, the City will inform the employee and the local Union President/designee and place the employee on paid administrative leave until the employee can be examined. The City will be required to pay the employee for the time spent traveling to and from the doctor if outside of the administrative leave time and will pay mileage.

15.7 Transfer. The City shall have a leave sharing plan that will allow employees to transfer accumulated sick leave to a leave sharing bank that satisfies the requirements of federal law. Employees who suffer "a medical emergency," including serious injuries or illnesses as defined by FMLA, and who have exhausted all paid leaves are eligible to receive leave donated by a coworker into the leave sharing bank. The transferring employee must maintain a sick leave balance for their own use of at least 480 hours. The employee shall request leave donations in writing to the Human Resources Department.

Whenever an employee is receiving wages and benefits as a result of donated time, the donated time shall be used to offset any and all benefits or roll-up expense to the City.

15.8 Required Leave. The City Manager/designee may require an employee to use sick leave and leave the work place if it is determined the employee is too ill to work or could transfer their illness to the public or other employees.

15.9 Return to Work. The City may require an employee to provide a note from their personal physician stating they are able to return to work when returning from sick leave. The note may only be required when the employee has been under the care of a physician.

15.10 Long Term Disability Insurance. The City will provide employees with long-term disability insurance as specified in the attachment to this contract.

ARTICLE 16 – EDUCATIONAL OPPORTUNITIES

16.1 Tuition Reimbursement. The City will reimburse an employee for full tuition costs for one (1) class per term, not to exceed three (3) classes per year, provided that:

- a) The class is directly related to the employee's work (or to a position to which an employee can reasonably expect to be promoted).
- b) The employee has made prior arrangement with his/her supervisor and received written approval from the City Manager/designee for reimbursement prior to registration for such course.
- c) Prior to reimbursement by the City, the employee must submit evidence of satisfactory completion of the course. Satisfactory completion means the employee receives a grade of “B” or better, or a passing grade in a pass/fail class.
- d) The employee is not receiving reimbursement for tuition from any other source.
- e) The employee agrees to continue employment with the City at least six (6) months following satisfactory completion of the course or will reimburse the City for tuition costs paid during his/her last six (6) months of employment with the City.

16.2 Leave and Expenses. The City shall allow time off with pay and shall pay all expenses of attending classes, lectures, conferences, or conventions, when attendance is on an assignment basis and approved by the City Manager/designee. Studying or preparing for classes, lectures, conferences, or conventions shall not be allowed on work time.

Employees who are required to attend out-of-town training, either by the department supervisor or as required by the City to maintain required job-related certifications/licenses, will be paid for the travel time outside of their normal schedule, consistent with Oregon Administrative Rule 839-020-0045. Travel time for required local training will also be paid if it exceeds the normal commute time the employee experiences traveling to and from work. If this time causes them to exceed forty (40) hours in a week, it will be paid at the applicable overtime rate or the employee may flex their schedule to compensate for the hours. However, if it is foreseeable that the travel time will cause the employee to exceed forty (40) hours in a workweek, the employee must receive the City’s approval of the overtime. Meals shall be re-reimbursed according to the City’s Travel Policy. Employees who voluntarily attend training that is approved by the City during the employee’s normal work schedule shall only be compensated for their normal work schedule.

16.3 Work-Related Courses. When an employee wishes to take a work-related course(s) which is only offered during regular working hours, the employee must receive written approval from the City Manager/designee and make prior arrangements with his/her supervisor. In that event, the City Manager/designee will:

Pay for the cost of the course and related tests in advance, provided that the employee takes the necessary time off without pay or makes prior arrangements with his/her supervisor for alternative working hours. In the event the employee fails to pass or complete the course or tests, the employee will be required to reimburse the City for the advanced costs; or

Allow time off with pay provided the employee pays his/her own tuition costs and prior arrangements are made with his/her supervisor and approved by the City Manager/designee.

16.4 Cost of Textbooks. The cost of textbooks and technical publications required for courses for an employee's current position shall be the responsibility of the City. Upon completion of such courses, the textbooks and technical publications shall remain City property.

ARTICLE 17 – OTHER LEAVES

17.1 Unpaid Leave. All requests for an unpaid leave of absence shall be submitted in writing to the City Manager or a designee. The written application must describe the reason for the request and confirm a specified date at which the employee is expected to return to work.

17.2 Unpaid Leave Approval. Requests for leave will be evaluated on a case-by-case basis with the operational requirements of the City in mind. Subject to those requirements, approval will not be unreasonably withheld. Requests for leave to conduct Union business will be evaluated in a non-discriminatory fashion.

17.3 Termination of Leave. Notice that the employee has accepted employment or entered into full-time business or occupation may be accepted by the City as a resignation when the employment or business is inconsistent with the reason leave was requested and granted. Any employee who is granted a leave of absence without pay under this Section and who inexcusably fails to return to work immediately upon the expiration of said leave of absence, shall be considered as having resigned his/her position with the City.

17.4 Employee Status. Employees on leave without pay remain employees covered by this Agreement, entitled to its non-economic benefits such as access to the grievance procedure. Unless required by law or otherwise specified in this Agreement, employees on leave without pay shall not accrue any economic benefits, including seniority.

17.5 Bereavement Leave. Full-time employees may be granted up to forty (40) hours of paid leave in the event of the death of an immediate family member. The leave is intended to allow the employee time to attend the funeral and make necessary arrangements. Part-time employees may be granted bereavement leave on a pro-rata basis. An immediate family member includes: spouse, domestic partner, parent or step-parent, children, step-children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, maternal grandparents, paternal grandparents, grandchildren, aunt, uncle, or a person with whom the employee was in a relationship of in loco parentis. Upon application and mutual agreement with the employee's supervisor, the employee may use accumulated leave after the forty (40) hours of compensated leave. Such request for additional leave shall not be unreasonably denied.

Deviations from the definition of immediate family shall not be allowed; however, the City will consider other leave for employees that wish to take time off as a result of some other person that is significant to him/her.

Bereavement leave under this section will be counted as OFLA leave to the extent allowed by law.

17.6 Witness and/or Jury Duty. When a City employee is called for jury duty or is subpoenaed as a witness in a criminal matter, or in a civil matter arising from their City employment, he/she will not suffer any loss of regular City compensation he/she would have earned during such absence. Employees are required to waive the jury/witness fee provided by the court. Employees must either waive the juror/witness compensation or must sign the funds over to the City.

17.7 Military. Military leave is granted to all employees absent from work due to service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Generally, advanced notice is required prior to taking military service or training leave.

17.8 Inclement Weather. In the event an employee is unable to make it to work because of inclement weather or the City offers to send employees home as a result of the same, the employee will have the option of using any accrued leave, except sick leave, or take leave without pay.

If an employee reports for work during inclement weather and the City decides to not have the employee work, the employee shall be compensated for a minimum of two (2) hours of work.

ARTICLE 18 – DISCIPLINE

18.1 Discipline and Discharge. No covered employee shall be disciplined or discharged except for just cause. Oral warnings, even if reduced to writing, are not considered to be discipline and may not be protested through the grievance procedure. Disciplinary actions include, but are not limited to: written reprimands, suspensions, demotions and discharge. Whenever an employee is disciplined the employee shall sign the notice of disciplinary action as specified in Section 20.4, Signature Requirement.

Informal discipline and corrective actions, such as counseling, specific directives, work improvement plans, oral warnings (even if reduced to writing) and other similar actions are not considered discipline and will not be placed in the personnel file as such. Informal discipline and corrective actions are not subject to the grievance procedure. Informal discipline and corrective actions may be used for notice of progressive disciplinary sanctions and are subject to review in yearly evaluations. Employees may provide written rebuttal within ten (10) calendar days, to be placed with the informal discipline or corrective action.

18.2 Excluded Employee. Probationary employees (as defined in Section 9.1, Original Appointments), less-than-half-time, temporary, and seasonal employees may be terminated or disciplined for any reason, and such action shall not constitute a violation of this contract, nor be subject to the grievance procedure.

18.3 Imposition. If a supervisor has reason to discipline an employee, they shall make a reasonable effort to impose such discipline in a manner that will not unduly embarrass the employee before other employees or the public.

18.4 Representation Rights. Upon request, an employee will be entitled to have a Union/employee representative present whenever the employee is being interviewed regarding a matter that could lead to a disciplinary action against the employee. The Union/employee representative will have a reasonable amount of time, without the loss of pay, not to exceed a cumulative total of thirty (30) minutes before and/or after an interview, to consult with the employee. If an employee reasonably believes that a meeting that commenced for some other purpose has become an investigatory interview or if the employee reasonably believes will result in disciplinary action, a Union/employee representative may be present upon request. During any interview of this nature, either party may record the proceeding. If the meeting is recorded, the party making the recording will be obliged to provide a copy of the recording if requested by the other party. If a copy of the recording is requested, a reasonable fee may be imposed.

The supervisor is encouraged to advise an employee of their right to Union representation on a matter that might lead to discipline.

18.5 Bus Cameras. Usage of bus cameras shall be pursuant to the Employer's "Policy 15: Bus Cameras and Automatic Vehicle Location systems."

18.6 Investigations. The City will conduct investigations in a timely, reasonable manner. Notice of the investigation to the employee will include the alleged conduct and the applicable alleged policy violation(s).

The City will advise the employee who is the subject of an investigation and the Union at least every fifteen (15) calendar days of the status of the investigation until the investigation is completed. Following the completion of an investigation that does not result in discipline, the City will advise the employee and the Union that the investigation is complete. Employees can ask the City not to advise the Union under this paragraph, in which event the City shall not advise the Union.

18.7 Due Process. Prior to imposition of an economic disciplinary sanction, the following procedural due process shall be followed:

- a) The employee shall be given advance written notice of the charges or allegations that may subject them to discipline and of the disciplinary sanctions being considered.
- b) The employee will be given an opportunity to refute the charges or allegations either in writing or orally in an informal hearing prior to the implementation of any discipline. If discharge is the disciplinary sanction being considered, the employee will be given at least seven (7) calendar days' notice of any informal hearing, unless mutually agreed to schedule it earlier.

18.8 Just Cause Standards. For the purpose of this Agreement, just cause shall be determined based on the following questions:

- a) Did the City give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?¹
- b) Was the City's rule or managerial order reasonably related to a) the orderly, efficient or safe operation of the City's business; and b) the performance the City might properly expect of the employee?
- c) Did the City, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
- d) Was the City's investigation conducted fairly and objectively?
- e) At the investigation, did the City obtain substantial and compelling evidence or proof that the employee was guilty as charged?
- f) Has the City applied its rules, orders and penalties evenhandedly and without discrimination to all employees?
- g) Was the degree of discipline administered by the City reasonably related to a) the seriousness of the employee's proven offense; and b) the record of the employee and his/her service with the City?

18.9 Notice of Discipline. When an employee is disciplined, the Local President/designee will be given notice of the action against the employee, unless the employee declines that such notice be given.

18.10 Discovery Materials. In the event the Union or employee requests a copy of the disciplinary investigation or related materials, the City may apply reasonable costs for copies or administrative time beyond the de minimis standard.

ARTICLE 19 – GRIEVANCE PROCEDURE

19.1 Grievance Defined. A grievance is any dispute concerning the application, interpretation or enforcement of this Agreement.

19.2 Grievance Procedure. This shall be the exclusive procedure and remedy involving any alleged violation of this Agreement.

Step 1. The employee, with or without a Union representative, shall first take up the grievance with his/her immediate supervisor within fourteen (14) calendar days immediately following the date

¹ The parties agree that there are some offenses that are so egregious that forewarning of consequences is not necessary.

the employee had or should have had knowledge of the grievance. A union representative at this step is intended to provide support and clarification for the employee and normally will not present the grievance. The supervisor will then issue a response within fourteen (14) calendar days immediately following the date the employee discussed the grievance with his/her immediate supervisor.

Step 2. If the grievance is not resolved at Step 1, the affected employee(s) shall present the grievance in writing to the Transit Director with a copy to Human Resources within ten (10) calendar days immediately following the date his/her immediate supervisor's response was received or communicated to the affected employee. At this and each subsequent step of the grievance procedure, the written grievance submitted by the Union or employee(s) shall include:

- a) A statement of the grievance and the factual allegations upon which it is based;
- b) The Section(s) of this contract alleged to have been violated;
- c) The remedy sought; and
- d) The name and signature of the affected employee(s), except in the case of a group grievance. In such case, an officer of the local union will sign.

Within ten (10) calendar days of receipt of the Step 2 grievance, the Transit Director and Human Resources will meet with the grievant and, if the grievant requests, a representative of the Union. In the event a meeting cannot be scheduled because of the unavailability of any party, the parties shall then mutually agree to another date. In any event, the grievant/Union will be given at least twenty-four (24) hours' notice of such meeting. Grievances filed by the City shall be initiated at Step 2 and filed with the Union's President.

The Transit Director shall render a written decision within ten (10) calendar days following the Step 2 meeting.

Step 3. If the grievance is not resolved at Step 2, the affected employees(s) shall present the grievance in writing to the City Manager within ten (10) calendar days following the Transit Director's response.

Within ten (10) calendar days of receipt of the Step 3 grievance, the City Manager will schedule a meeting to discuss the grievance with the grievant, and if the grievant requests, with a Union representative. In the event a meeting cannot be scheduled because of the unavailability of any party, the parties shall then mutually agree to another date. In any event, the grievant/Union will be given at least twenty-four (24) hours' notice of such meeting. The City Manager shall render a written decision within ten (10) calendar days following the Step 3 meeting.

Step 4. (Optional) Mediation. In the event the grievance is not resolved at Step 3, and within ten (10) calendar days of the City Manager's response at Step 3, either party, the Union or the City, may request mediation in writing. Mediation will occur only if the City and the Union mutually agree to mediation in writing. The parties will agree to a mutually acceptable mediator. Costs for

the mediator will be shared equally. The period of mediation will be no longer than sixty (60) calendar days after the date of the initial request for mediation (the mediation period). The parties agree to act in good faith to resolve the grievance. If the grievance is not resolved at Step 4, either party may move the grievance to Step 5, Binding Arbitration, within ten (10) calendar days after the end of mediation. The parties may mutually agree to extend the mediation period in writing before the end of the mediation period.

Step 5. If the grievance is not resolved at Step 3 or 4 and if the Union or the City wishes to pursue the grievance further, the party shall submit the grievance to arbitration by written notice to the City Manager or Union President within ten (10) calendar days following the due date for the Step 3 response or the date the Step 3 response was received, whichever date is sooner, or as described in Step 4.

Unless the parties mutually agree upon an arbitrator, the party requesting arbitration shall, within fourteen (14) calendar days of their notice to proceed to arbitration, submit a written request to the Oregon Employment Relations Board for a list of the names of seven (7) arbitrators with their principle place of residence in Oregon or Washington. Such list must contain at least 30% of diverse arbitrators, as defined by Resolution 105 of the ABA House of Delegates. If the list does not comply, each party must add one diverse arbitrator and within seven (7) calendar days from receipt of the list (or the addition of the diverse arbitrators), the two (2) parties shall alternately strike names. The remaining name will be designated as the arbitrator. The party seeking arbitration shall strike the first name.

The arbitrator shall have no power to modify, add to or subtract from the terms of this Agreement and shall be confined to the interpretation and enforcement of this Agreement. The arbitrator's decision shall be in writing and shall be submitted to the parties within thirty (30) calendar days following the close of the hearing. The arbitrator's decision shall be final and binding on the affected employee(s), the Union and the City.

Either party may request the arbitrator to issue subpoenas but, if issued, the cost of serving a subpoena shall be borne by the party requesting the subpoena. Each party shall be responsible for compensating its own witnesses and representatives during the arbitration hearing. The non-prevailing party shall pay arbitrator's fees and expenses, and the arbitrator, as part of the award, shall designate the non-prevailing party for such purpose.

19.3 Time Limits. All parties subject to these procedures shall be bound by the time limits contained herein. If either party fails to follow such limits, the following shall result:

- a) If the grievant or the Union fails to advance the grievance to the next step in a timely fashion, the right to binding arbitration of the grievance shall be waived.
- b) If the City or the Union, at any step, fails to respond in a timely fashion, the grievance shall proceed to the next step.

Time limits may be extended by written mutual agreement of the parties.

19.4 Discovery Materials. In the event the Union requests materials for review, such as for processing a grievance, the City may apply reasonable costs for copies or administrative time beyond the de minimis standard.

ARTICLE 20 – PERSONNEL RECORDS

20.1 Access. Each employee shall have the right to review and copy (at his/her own expense) the contents of their own personnel file. In addition to the Union's rights as the exclusive representative, at his/her option and upon presentation of a signed release, an employee may authorize a Union representative to review the contents of his/her file.

20.2 Disciplinary Records. Each employee shall be given a copy of all disciplinary materials placed in his/her file. An employee may include an explanatory statement for the personnel file in answer to any reprimand or other form of discipline if the employee chooses not to grieve such action.

20.3 File Purging. Written reprimands/warnings shall be removed from an employee's file, at his/her request, after two (2) years so long as no other disciplinary action has occurred within the two (2) year time period. Any material, other than performance evaluations, directly associated with the items being purged, will also be removed from the file. Documents removed from the personnel file shall be placed in a confidential file maintained by the Human Resources Department. Such purged document will not be used against an employee for the purpose of progressive discipline. Purged documents may be used in any civil or arbitration proceeding for the purpose of establishing consistency of disciplinary action, lack of discrimination, the existence of mitigating or extenuating circumstances and compliance with legal obligations. The Union will have equal access, upon request, to these files for the same purposes.

20.4 Signature Requirement. Before any material reflecting negatively on the employee is placed in the employee's file, the employee shall sign a receipt containing the following disclaimer:

"Employee's signature only acknowledges receipt of material. The employee's signature does not necessarily indicate agreement or disagreement."

This shall not apply to a termination notice if the employee refuses to sign the document.

ARTICLE 21 - STRIKES

21.1 Prohibition. The Union and its members, as individuals or as a group, will not initiate, cause, participate or join in any strike, work stoppage, or slowdown, or any other restrictions of work, at any location in the City during the term of this contract. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established in the City by the Union or by any other labor organization when called upon to cross picket lines in the line of duty. Disciplinary action, including discharge, may be taken by the City against any employee or employees engaged in a violation of this Article.

21.2 Union Obligation. Pursuant to PECBA, this unit is Strike Prohibited. In the event of a work stoppage, slowdown, picketing, observance of a picket line, or other restriction of work in any form, either on the basis of individual choice or collective employee conduct, the Union will immediately, upon notification, attempt to secure an immediate orderly return to work.

21.3 Lockout. There shall be no lockout of employees during the term of this Agreement.

ARTICLE 22 – SAVINGS CLAUSE

Should any portion of this contract be contrary to law, such decision shall apply only to the specific portion thereof directly specified and all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. Upon such declaration, the parties agree to negotiate regarding the invalidated portion thereof. Negotiations shall commence within thirty (30) days, unless the parties mutually agree to extend such time frame.

ARTICLE 23 – STATUS OF AGREEMENT

23.1 Complete Agreement. This Agreement incorporates the sole and complete agreement between the City and the Union resulting from these negotiations.

23.2 Amendments. This Agreement may be amended at any time by mutual Agreement of the Union and the City. Such amendments shall be in writing and signed by both parties.

In the event the City wishes to implement or change any condition of employment that is a mandatory subject of bargaining which was not discussed in the negotiations that created the current Agreement, the City shall be obligated to inform the Union of the condition it wishes to implement or change and bargain at the Union's request. For the purpose of this Section, the Union will have fourteen (14) calendar days to make a demand to bargain. If the Union demands to bargain, the City shall enter into bargaining pursuant to ORS 243.698. If the Union does not demand to bargain, the City may implement or change the condition it has proposed. The Union waives any right to bargain matters it raised during negotiations but which were not embodied in the Agreement.

ARTICLE 24 – TERM OF AGREEMENT

This Agreement shall be effective upon execution. The Agreement shall remain in full force and effect through June 30, 2027, and shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing no later than January 1 of the expiring year that it desires to either terminate or modify this Agreement. In the event notice to modify is given, negotiations shall begin not later than sixty (60) days from that notice.

This Agreement is hereby executed on this ____ of _____, 2024 by:

The City of Wilsonville

SEIU Local 503, OPEU

Bryan Cosgrove
City Manager

Melissa Unger
Executive Director, SEIU Local 503, OPEU

Justine Deisher
Bargaining Strategist, SEIU Local 503, OPEU

Jeanette Patton, Bargaining Team Member

Donald Rundle, Bargaining Team Member

Jose Mora Manzo, Bargaining Team Member

APPENDIX A – SALARY SCHEDULE

SEIU Compensation Plan
Effective July 1, 2024 (COLA 3.75%)

Position	Hourly		Annual (FT)	
	Low	High	Low	High
120 Service Worker	\$23.13	\$29.26	\$48,110.40	\$60,860.80
125 Transit Driver	\$24.51	\$30.92	\$50,980.80	\$64,313.60
128 Dispatcher	\$26.29	\$33.23	\$54,683.20	\$69,118.40
130 Equipment Mechanic I	\$26.55	\$33.49	\$55,224.00	\$69,659.20
133 Equipment Mechanic II	\$30.72	\$38.81	\$63,897.60	\$80,724.80

SEIU Compensation Plan
Effective July 1, 2025 (COLA 2.75%)

Position	Hourly		Annual (FT)	
	Low	High	Low	High
120 Service Worker	\$23.77	\$30.06	\$49,441.60	\$62,524.80
125 Transit Driver	\$25.18	\$31.77	\$52,374.40	\$66,081.60
128 Dispatcher	\$27.01	\$34.14	\$56,180.80	\$71,011.20
130 Equipment Mechanic I	\$27.28	\$34.41	\$56,742.40	\$71,572.80
133 Equipment Mechanic II	\$31.56	\$39.88	\$65,644.80	\$82,950.40

SEIU Compensation Plan
Effective July 1, 2026 (COLA 2.5%)

Position	Hourly		Annual (FT)	
	Low	High	Low	High
120 Service Worker	\$24.36	\$30.81	\$50,668.80	\$64,084.80
125 Transit Driver	\$25.81	\$32.56	\$53,684.80	\$67,724.80
128 Dispatcher	\$27.69	\$34.99	\$57,595.20	\$72,779.20
130 Equipment Mechanic I	\$27.96	\$35.27	\$58,156.80	\$73,361.60
133 Equipment Mechanic II	\$32.35	\$40.88	\$67,288.00	\$85,030.40

RESOLUTION NO. 3164

A RESOLUTION ADOPTING COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF WILSONVILLE AND WILSONVILLE MUNICIPAL EMPLOYEES' ASSOCIATION (WILMEA)/AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL 7070.

Whereas, the city of Wilsonville and Wilsonville Municipal Employees Association/ American Federation of State, County, and Municipal Employees have negotiated a three year Collective Bargaining Agreement effective July 1, 2024 through June 30, 2027.

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

1. The City Manager is authorized on behalf of the City to execute the negotiated and ratified Collective Bargaining Agreement with WilMEA/AFSCME Local 7070 attached here as Exhibit A as if fully set forth herein.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 15th day of July, 2024, and filed with the Wilsonville City Recorder on this date.

Julie Fitzgerald, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

- Mayor Fitzgerald
- Council President Akervall
- Councilor Linville
- Councilor Berry
- Councilor Dunwell

EXHIBIT:

- A. Collective Bargaining Agreement between the City of Wilsonville and WilMEA/AFSCME Local 7070.

CITY OF WILSONVILLE

and

WILSONVILLE MUNICIPAL EMPLOYEES
UNION/AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES, LOCAL 7070

COLLECTIVE BARGAINING AGREEMENT

JULY 1, 2024 THROUGH JUNE 30, 2027

TABLE OF CONTENTS

PREAMBLE.....	3	ARTICLE 12 – Holidays.....	16
ARTICLE 1 – Recognition	3	12.1 Holidays Observed	16
1.1 Union Recognition	3	12.2 Holidays Falling on Scheduled Days Off.....	16
1.2 Covered Employees.....	3	12.3 Holidays During Leave	16
1.3 Employee Descriptions.....	3	12.4 Holiday Pay	17
1.4 New Classifications.....	4	12.5 Holiday Work	17
1.5 Department	4	ARTICLE 13 – Vacation.....	17
ARTICLE 2 – Management Rights.....	4	13.1 Accrual	17
ARTICLE 3 – Union Security	4	13.2 Scheduling	17
3.1 Checkoff.....	4	13.3 Pay Upon Separation	17
3.2 Electronic Membership Data.....	5	13.4 Vacation Cancellation.....	17
ARTICLE 4 – Union Business.....	5	13.5 Vacation Transfer	17
4.1 Representatives.....	5	13.6 Vacation Cashout.....	18
4.2 Access	5	ARTICLE 14 – Sick Leave	18
4.3 Bulletin Board.....	5	14.1 Accrual	18
4.4 Collective Bargaining Activities.....	5	14.2 Utilization.....	18
4.5 Use of the City Email.....	6	14.3 Notification.....	18
ARTICLE 5 – Hours of Work.....	6	14.4 Use of Other Accrued Leave.....	18
5.1 Workweek.....	6	14.5 Family Medical Leave	18
5.2 Regular Work Schedule.....	6	14.6 Physician Evaluation	18
5.3 Alternate Work Schedule.....	6	14.7 Transfer	19
5.4 Work Schedule Notification.....	7	14.8 Required Leave.....	19
5.6 Rest and Meal Periods.....	7	14.9 Return to Work	19
ARTICLE 6 – Overtime	7	ARTICLE 15 – Educational Opportunities	19
6.1 Waiver.....	7	15.1 Tuition Reimbursement	19
6.2 Definition	7	15.2 Professional Development Compensation.....	19
6.3 Assignment.....	7	15.3 Work-Related Courses.....	20
6.4 Form of Compensation	8	15.4 Cost of Textbooks.....	20
6.5 Pyramiding	8	ARTICLE 16 – Other Leaves.....	20
6.6 Payment Upon End of Employment.....	8	16.1 Unpaid Leave.....	20
6.7 Callback	8	16.2 Unpaid Leave Approval.....	20
6.8 Standby Time	8	16.3 Termination of Leave	20
ARTICLE 7 – Special Allowances	9	16.4 Employee Status	20
7.1 Use of Personal Vehicle	9	16.5 Bereavement Leave	20
7.2 Licenses and Certifications.....	9	16.6 Jury/Witness Duty	21
7.3 Safety Equipment	9	16.7 Military.....	21
7.4 Clothing	10	16.8 City Facility Closures	21
7.5 Physical Examination	10	16.9 Immigration and Citizenship Leave	21
ARTICLE 8 – Probationary Period.....	10	ARTICLE 17 – Discipline.....	22
8.1 Original Appointments	10	17.1 Discipline and Discharge	22
8.2 Promotions	11	17.2 Excluded Employee	22
ARTICLE 9 – General Provisions	11	17.3 Imposition.....	22
9.1 Seniority	11	17.4 Representation Rights.....	22
9.2 Outside Employment.....	11	17.5 Due Process	22
9.3 Contracting Out.....	12	17.6 Just Cause Standards.....	22
9.4 Job Vacancies.....	12	17.7 Notice of Discipline	23
9.5 Labor/Management Meetings.....	12	17.8 Discovery Materials.....	23
9.6 Position Description.....	12	ARTICLE 18 – Grievance Procedure.....	23
9.7 Transfer of Bargaining Unit Work	12	18.1 Grievance Defined	23
9.8 Policy and Procedures	13	18.2 Grievance Procedure.....	23
9.9 General Safety.....	13	18.3 Time Limits	25
ARTICLE 10 – Reduction in Force	13	18.4 Discovery Materials.....	25
10.1 Layoff.....	13	ARTICLE 19 – Personnel Records	25
10.2 Recall	14	19.1 Access.....	25
10.3 Notice.....	14	19.2 Disciplinary Records	25
ARTICLE 11 – COMPENSATION.....	14	19.3 File Purging	25
11.1 Wages.....	14	19.4 Signature Requirement	25
11.2 Annual Increases.....	14	ARTICLE 20 – Strikes.....	26
11.3 Language Premium Pay.....	15	20.1 Prohibition	26
11.4 Workers' Compensation	15	20.2 Union Obligation	26
11.5 Health Insurance.....	15	20.3 Lockout.....	26
11.6 Long Term Disability Insurance.....	15	ARTICLE 21 – Savings Clause.....	26
11.7 Short Term Disability Insurance.....	15	ARTICLE 22 – Status of Agreement	26
11.8 City's Right to Modify Plans and/or Benefits.....	15	22.1 Complete Agreement	26
11.9 Retirement.....	15	22.2 Amendments.....	26
11.10 Work Out of Classification.....	15	ARTICLE 23 – Term of Agreement	27
11.11 Promotion.....	16	Appendix A – Salary Schedule	29
11.12 Reclassification	16		

PREAMBLE

This Agreement is entered into between the City of Wilsonville, hereinafter referred to as the "City," and the American Federation of State, County and Municipal Employees, Local 7070/Wilsonville Municipal Employees Union, hereinafter referred to as "Union."

ARTICLE 1 – RECOGNITION

1.1 Union Recognition. The City recognizes the Union as the sole and exclusive collective bargaining representative of all employees covered by this collective bargaining agreement.

1.2 Covered Employees.

Overall Unit. All regular and part-time employees of the City of Wilsonville, excluding the following: supervisory and confidential employees as defined by ORS 243.650(6) and (23); transit employees as defined in ORS 243.738, together with fleet mechanics; interns and/or students; temporary employees; seasonal employees; and employees on on-call status. This unit shall be subject to the collective bargaining dispute resolution process according to strikeable units as under PECBA.

1.3 Employee Descriptions.

Regular Full-Time employees shall be defined as employees who are regularly scheduled to work forty (40) hours a week.

Regular Part-Time employees shall be defined as employees who are regularly scheduled to work twenty (20) or more hours per week.

Less-than-half-time employees shall be defined as employees who are scheduled to work less than twenty (20) hours per week. Less than half time employees are not eligible for any employee benefits or accrual of employee benefits, including but not limited to, holidays, insurance, retirement, or paid leaves. Notwithstanding the above, a less than half time employee who is required to work on a recognized holiday will be compensated at time and one-half for all hours worked on the holiday.

Temporary and Seasonal employees are those employees working less than 1560 hours between November 1 and October 31 of the following calendar year. Such employees are not part of the bargaining unit and are generally covered by City policy.

Grant funded positions: Positions which are funded by a grant covering 15% or more than the total compensation of the position, including benefits provided under City policy, are not part of the bargaining unit, except under the following:

- A. When a position is 15% or more grant funded for a duration of more than 12 months, and if the grant is renewed for an additional period of time exceeding another 12 months, the employee will be included as a member of bargaining unit upon the renewal of the grant.

For all Grant Funded positions:

- 1) Grant funded positions, regardless of bargaining unit status, serve an initial six (6) month probation period upon initial hire.
- 2) An employee placed in the bargaining unit under a grant funded position does not have recall rights, (Article 11). If the City elects to adopt the position into the budget as a fully funded City position, while the employee is currently employed, recall rights are re-established.
- 3) If the grant is discontinued at any time or not funded after expiration, the position is ended.

1.4 New Classifications. Whenever the City develops a new classification, it shall develop a job description for the position and assign a wage rate. Once this procedure is completed, the City shall notify the Union in writing. In the event the Union does not agree with the assigned wage rate, the Union shall notify the City within fourteen (14) days prior to implementation. The Union may request to bargain pursuant to ORS 243.698. The City shall not be precluded from filling the position during negotiations.

1.5 Department. For purposes of this agreement, the Departments are Administration, Community Development, Finance, Human Resources/Risk Management, Information Technology, Legal, Library, Parks & Recreation, Public Works, and Transit.

ARTICLE 2 – MANAGEMENT RIGHTS

Except as expressly modified or restricted by a specific provision of this Agreement, all charter, statutory and other managerial rights, prerogatives, and functions are retained and vested exclusively in the City, including, by way of description and not limitation, the rights, in accordance with its sole and exclusive judgment and discretion: to direct and supervise all operations and functions; to manage and direct the work force, including, by way of description and not limitation, the right to determine the methods, processes, locations and manner of performing work; to hire, promote, transfer and retain employees; to determine schedules, of work and work load; to purchase, dispose of and assign equipment and supplies; to determine the need for a reduction or an increase in the work force; to establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials and equipment; to implement new and to revise or discard, wholly or in part, methods, procedures, materials, equipment, facilities and standards, and to sub-contract or contract projects or works it deems appropriate. Utilization of any management rights not specifically limited by this Agreement shall be at the City's discretion, provided any bargaining obligation arising from ORS 243.650-672 and the Status of Agreement article (Article 23) contained herein is satisfied. The City's failure to exercise any right, prerogative, or function hereby reserved to it, or the City's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the City's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

ARTICLE 3 – UNION SECURITY

3.1 Checkoff. The City agrees to deduct Union membership dues and other authorized fees, contributions or assessments for its affiliated organizations or entities each pay period from the pay of those employees who have authorized such deductions in writing or telephonic communication, including by an electronic record or electronic signature.

3.2 Electronic Membership Data. If the City has the information in the employer's records, the City will provide to the Union, in an editable digital file format agreed to by the exclusive representative, the following information for each employee in an appropriate bargaining unit:

- A. The employee's name, unique identifier, and date of hire;
- B. Contact information including:
 - i. Cellular, home and work telephone numbers;
 - ii. Any means of electronic communication, including work and personal electronic mail addresses; and
 - iii. Home address or personal mailing address; and
- C. Employment information, including the employee's job title, salary and work site location.
- D. Membership status and amount of dues withheld.

The City will provide the information described in Section 3.2:

- A. Within 10 calendar days from the date of hire for newly hired employees in the bargaining unit; and
- B. Every 120 calendar days for employees in the bargaining unit who are not newly hired employees.

ARTICLE 4 – UNION BUSINESS

4.1 Representatives. The Union will notify the City, in writing, of the names of its representatives and/or elected officers within thirty (30) days of any changes. The City shall allow a designated Union representative a reasonable amount of time to engage in the following activities during work hours and at the City's facilities, without loss of compensation or benefits:

- A. Investigate and process grievances and other workplace-related complaints;
- B. Attend investigatory meetings, hearings, and other due process proceedings;
- C. Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;
- D. Provide information regarding a collective bargaining agreement to newly hired employees at employee orientations or at any other meetings that may be arranged for new employees;
- E. Attend labor-management meetings and engage in collective bargaining; and
- F. Testify in a legal proceeding in which the designated Union representative has been subpoenaed as a witness.

4.2 Access. Representatives of the Union shall have reasonable access to the City's facilities to visit employees when necessary during working hours. Notice of such visits to non-public areas shall be given to the department head and the visits shall be conducted in a manner that minimizes any work disruption.

Union representatives/officers will be granted reasonable time off and access to employee work locations during working hours to process grievances through the arbitration step.

4.3 Bulletin Board. Bulletin board space in each building of the City shall be provided the Union for the posting of meeting notices and other information directly related to the Union affairs of the employees covered by this contract.

4.4 Collective Bargaining Activities. The City will allow up to four (4) employees reasonable time off, without loss of pay, for the purpose of collective bargaining sessions, or additional time subject to mutually agreed ground rules. Dependent on operational and service needs, no more than two (2) employees may be off from work from any one Department as defined in Section 1.5.

4.5 Use of the City Email.

- 1) The parties recognize that the City email system, and all portions thereof, is at all times the sole property of the City. This resource is provided or assigned to employees to facilitate the orderly and efficient conduct of the public's business. In general, all such communications are subject to disclosure. The City will not assert any exceptions or exemptions from disclosure as to public records that happen to contain messages relating to Union activity by City employees. The parties recognize that the City may review all City emails in the City system at any time.
- 2) Employees elected/appointed to official positions with the Union and/or representatives may use the City's email system to conduct Union business for the limited purposes of:
 - a) Notifying Union members of meetings and scheduling meetings (date, time, place, and agenda);
 - b) Scheduling meetings among Union officers and/or representatives (date, time, place, and agenda); and
 - c) Filing official correspondence to the City (e.g., grievance documents).
- 3) Such email communications may only be prepared and sent during non-work time, which is limited to before and after work, and during meal and rest periods.

Misuse of the City email system will be subject to the disciplinary process.

ARTICLE 5 – HOURS OF WORK

5.1 Workweek. Except as provided in Section 5.3, the workweek shall begin on Sunday at 12:01 A.M. and end on at midnight on the following Saturday.

5.2 Regular Work Schedule. The regular schedule for regular full-time employees shall normally consist of five (5) consecutive eight (8) hour days in a workweek with two (2) consecutive days off between regular work weeks.

Based on specific bona fide operational needs, the City may assign a work schedule that has a break in consecutive hours or days. If an assignment to a non-consecutive work schedule becomes necessary, the affected employee(s) shall meet with their supervisor and may suggest alternatives. Once the work schedule change is made, employees will be given an opportunity to bid for the schedule based on their seniority. The parties have adopted this provision for the purpose of encouraging full-time employment while accommodating the operational needs of the City. However, this Section is not intended to create any obligation of the City to guarantee any level of work hours or days.

5.3 Alternate Work Schedule. An alternate work schedule is a schedule which varies from an eight (8) hour work day and/or varies in consecutive days worked. An employee may apply in writing for authorization to work a modified work schedule, for example, four/ten (4/10) hour days.

As long as the schedule meets the operational and service needs of the City, no employee will be denied an alternate work schedule. Alternate work schedules may be modified, revised, and/or eliminated consistent with Sections 5.4 and 5.5 below.

The City will respond to employee requests for an alternate work schedule, in writing, with the reasons for the denial, within fourteen (14) calendar days.

In the event the City grants an alternate work schedule, the City reserves the right to modify the workweek.

City of Wilsonville & AFSCME, Local 7070/WilMEA Collective Bargaining Agreement (2024-2027)

5.4 Work Schedule Notification. Employees shall be notified of their work schedule, including the employee's workdays and hours.

5.5 Schedule Changes. Employees will be given notice of work schedule changes ten (10) work days in advance of the change. If a ten (10) day notice is not given, the employee shall be compensated at the overtime rate as per Article 7.4 for all hours worked outside the regular schedule until the notice requirement is met.

Notwithstanding the above, the ten (10) day notice is not required in the following circumstances:

- A. In the case of an emergency and for the duration thereof;
- B. Mutual agreement between the City and the employee; or
- C. Additional or substituted hours assigned to part-time employees.

An emergency shall be defined as a situation beyond the City's control that requires a schedule change to meet operational needs, e.g., impact of inclement weather, natural disasters, illness or injury. Emergency work schedule changes will be discussed with the Union upon request, but such discussions are not a precondition to implementing the changes.

Employees may exchange days, shifts, or hours of work with supervisor approval provided such change does not result in the payment of overtime or presents a disruption to the normal routine of duties. Such exchanges shall not be considered as schedule changes necessitating the ten (10) day notice.

5.6 Rest and Meal Periods. All employees working six (6) or more consecutive hours in any workday shall receive at least a one-half (1/2) hour unpaid lunch break and a fifteen (15) minute paid break during each four (4) consecutive hour work period. Part-time employees working at least four (4) hours in a workday shall receive a fifteen (15) minute paid break period.

Modification of State Law. The provisions of this Section regarding appropriate meal periods and rest periods are intended to modify state law concerning meal periods and rest periods as allowed under OAR 839-020-0050.

ARTICLE 6 – OVERTIME

6.1 Waiver. The City and the Union agree to waive application of ORS 653.268 and shall utilize the following provisions in determining compensation for overtime.

6.2 Definition. Overtime shall be compensated for time worked in excess of eight (8) hours in any one day or forty (40) hours per workweek at a rate of one and one-half (1-1/2) times the employee's regular rate of pay. For the purposes of calculating overtime, paid leaves do not count as hours worked. This paragraph applies to full-time and part-time employees.

For those employees working an alternate work schedule, as under Section 5.3, overtime shall be compensated for time worked in excess of the daily scheduled shift or in excess of forty (40) hours per workweek. Overtime shall be computed to the nearest fifteen (15) minutes, either way. Personal clean-up time shall count for purposes of overtime compensation.

6.3 Assignment. Overtime work must be authorized by management. An employee may be directed and assigned by the City to work in addition to the employee's regular work schedule. The City shall equally offer overtime

assignments among those bargaining unit employees in the department who volunteer for the time and are qualified to perform the necessary work.

6.4 Form of Compensation. The employee may receive payment as compensation for overtime or shall be compensated with time off at one and one-half (1-½) times the regular rate. Compensatory time shall not accrue beyond sixty (60) hours. Compensatory time off will not be unreasonably denied, and shall be taken as approved by the department head, consistent with the needs of the City.

6.5 Pyramiding. There shall be no pyramiding of overtime. Time for which overtime or premium compensation may be paid under any provision of this Agreement shall not be counted as time worked for the purpose of computing overtime or premium compensation under any other provision, or any applicable rule or regulation, it being intended and agreed that overtime or premium compensation shall not be duplicated or pyramided for the same time worked or credited.

6.6 Payment Upon End of Employment. Upon ending the employment relationship, an employee shall be paid for unused compensatory time at the employee's final regular rate of pay.

6.7 Callback. Employees called back to work outside of their regular work hours shall be compensated with a minimum of three (3) hours of overtime. The calculation of overtime starts when the employee arrives at work and ends when the work is completed. This callback shall not apply if an employee is called back within three (3) hours of the beginning of his/her callback shift. Callback will apply on an employee's regular day off if overtime is not scheduled in a single block of time. As provided above in Section 6.5, Pyramiding, the City will not be required to compensate an employee twice for the same hours. Specifically, an employee called back more than once in a three (3) hour period shall only receive compensation for one callback. For example, one callback shall apply if an employee is called back two (2) or more times between 8:00 pm and 11:00 pm. However, if the last callback requires the employee to work later than 11:00 pm, work performed beyond 11:00 pm shall be compensated at the normal overtime rate.

Scheduled overtime will be treated as callback if the City fails to schedule the time in a single block.

6.8 Standby Time. "Pager time" is defined as the period of time an employee is required to be ready and available for work outside of his/her regular work hours. During the pager time, the employee shall be required to respond to work calls and shall be required to comply with the City's Drug-Free Workplace & Anti-Drug and Alcohol policy. During the pager time, employees generally will be required to report to work within 45 minutes of the pager call. Employees unable to report to work within 45 minutes, due to circumstances beyond their control, must communicate with a supervisor immediately.

One pager shall be assigned to each of the following two groups: 1) Utilities; and 2) Parks, Facilities, and Roads.

All qualified employees are required to carry the pager at least one week per year. Employees may not carry the pager more than 12 weeks per year. Employees may not carry the pager for more than 2 weeks in a row.

The City will release the schedule annually at the beginning of November. Employees will have two weeks to conduct scheduled trades/transfers. Mid-year transfers/trades must be communicated per the current contract language and must meet the minimum and maximum assignment thresholds.

Employees will track all of their time worked from home while on pager duty, and will be compensated 15 minute increments for cumulative time worked over 10 hours.

When an employee who is assigned pager leaves City service, the City will first request volunteers for the remaining assignments of the departing employee. If employees do not volunteer, the remaining pager duty will be assigned based on reverse seniority so long as the assignments do not exceed the maximum threshold.

Employees on pager time for seven (7) consecutive days will be paid ten (10) straight time hours in addition to their regular and overtime wages. Employees will be paid an additional five (5) straight time hours per holiday during their seven (7) consecutive days of pager time.

No overtime shall be paid unless the employee is required to return to work.

ARTICLE 7 – SPECIAL ALLOWANCES

7.1 Use of Personal Vehicle. Whenever an employee is authorized to use a personal vehicle in the performance of official City duties, the employee shall be reimbursed at the rate established by the IRS as the maximum allowable rate for business travel. All mileage reimbursed shall be as a result of authorized personal vehicle use. "Authorized" means approved by the employee's Department Head or the City Manager/designee.

The City will verify and announce the allowable IRS rate as of January 1 of each year.

Employees who are required to use a personal vehicle for City use must provide proof of insurance as required by state statute when requested by the City.

7.2 Licenses and Certifications. The City shall pay the fees associated with obtaining and maintaining a SMV/CDL license (including the basic DOT examination) when required by the City to perform the duties of an employee's job. The City will not pay fees associated with obtaining and maintaining a regular driver's license.

The City will continue to maintain required certificates, licenses and memberships at no cost to employees. For certificates, licenses, and memberships that are not required for the employee's position, funds permitting, employees who hold current job-related certifications, licenses, or memberships will receive first priority for maintaining them. Employees interested in obtaining job-related but not required certifications, licenses or memberships will be allowed the opportunity to apply for licenses, memberships or certifications based on a rotational system beginning with the most senior of those who volunteer.

The City will offer opportunities for desired certificates, licenses and memberships on an available funds basis. Whenever an employee can obtain or retain a higher certification that is pertinent to his/her job, the City will maintain that higher level of certification so long as there is no additional cost to the City and certification of the same nature at a lower level is a requirement of his/her job.

7.3 Safety Equipment. The City shall provide required safety equipment as listed below and/or as deemed necessary by OSHA and the City will replace the following equipment as necessitated by wear and tear on the job.

Hard hats, gloves (rubber and regular), safety vests, rubber boots, rain gear, safety glasses, hearing protection, masks, and respirators. The City will reimburse employees, annually, for a one-time purchase of up to \$300 for ANSI-approved safety-toed boots as required by the position.

Only positions that have identified job hazards for which safety equipment is required shall be eligible for safety equipment and associated reimbursement of costs.

7.4 Clothing. The City will provide clothing and reimbursements to new hires and regular full-time employees and regular part-time employees as provided below:

Coveralls as needed.

Insulated coveralls as needed.

Raingear as needed.

Shirts, annually: Public Works and Parks Operations (5 qty), Stormwater Management Coordinator (5 qty), Engineering Inspectors (5 qty), Building Inspectors (5 qty), Industrial Pre-Treatment Coordinator (5 qty), and Code Compliance Coordinator (5 qty). The City will make available up to 10 shirts for new hires in Public Works and Parks Operations.

Jeans: Public Works and Parks Operations, Stormwater Management Coordinator, Industrial Pretreatment Coordinator, Code Compliance Coordinator, Engineering Inspectors, and Building Inspectors not to exceed \$180 per fiscal year. This benefit is taxable to the employee and will be disbursed in equal payments per pay period.

Jackets: 1 Jacket – Planner; 1 Spring and 1 Winter Jacket for: Stormwater Management Coordinator, Industrial Pretreatment Coordinator, Engineering Inspectors, Building Inspectors, Code Compliance Coordinator, and Public Works and Parks Operations as needed.

Clothing and laundry service will be provided as follows: Public Works – Standard Coveralls

Where no monetary allowance is provided, employees will be required to turn in clothing and equipment in order to receive new clothes and equipment on an as needed basis.

7.5 Physical Examination. When employees are required to undergo a physical exam for licensing or certifications for the purposes of their position, such as DOT examinations, the City shall bear the expense for the basic examination. Employees shall be required to see the City's choice in physicians. The City shall provide a minimum of two (2) different choices of medical facilities. Employees receiving notice of loss of CDL or medical card must report such to the supervisor.

ARTICLE 8 – PROBATIONARY PERIOD

8.1 Original Appointments. All original appointments and hiring of new employees, shall be tentative and subject to a probationary period of not more than six (6) consecutive months from the date of initial employment, except that employees hired as less than half time will remain on probation for 1040 hours or one (1) year, whichever comes first from the hire date. In the event the probationary period is interrupted, it may be extended by the period of the interruption, but not to exceed twelve (12) months from the date of hire.

In cases where the responsibilities of a position are such that a longer period is necessary to demonstrate an employee's qualifications, the probationary period may be extended in the sole discretion of the City; however, no probationary period shall be extended beyond twelve (12) months. The employee and the Union shall be notified in writing of any extension and the reasons therefor. Upon the employee's request, a meeting will be scheduled where the employee is afforded the opportunity to discuss the extension with his/her supervisor. If the employee is not notified of the intent to extend probation within the first six (6) months, probation will be considered completed thereafter.

If an employee's probationary period is being extended for the purposes of obtaining a certification or license, the probationary period will end upon the employee achieving the necessary certification or license.

During the initial probationary period, the employee shall accrue and be eligible to use vacation and sick leave.

Probationary employees may be terminated or disciplined for any reason, and such action shall not constitute a violation of this contract, nor be subject to the grievance procedure.

Upon completion of the probationary period, the employee shall be considered to have satisfactorily demonstrated qualifications for the position, shall gain regular status, and shall be given a copy of the passing performance evaluation.

8.2 Promotions. A current non-probationary employee who is successful in his/her bid for a promotion within the bargaining unit will serve a six (6) month probationary period for the sole purpose of determining whether the employee can perform the duties of the new position. If the employee is unable to perform the duties of the new position, he/she shall be entitled to return to his/her former job with all seniority and benefits.

In the event the promotional opportunity is outside of the bargaining unit, the employee retains the right to return to the bargaining unit if his/her failure to make probation within six (6) months is for anything other than disciplinary reasons. Time spent outside the bargaining unit will not accrue toward bargaining unit seniority.

ARTICLE 9 – GENERAL PROVISIONS

9.1 Seniority. For the purpose of this Agreement, seniority shall be defined as an employee's length of service (actual hours worked, less overtime or comp time hours) within the bargaining unit except as provided below. The City shall provide the Union with a seniority list every one hundred and twenty (120) calendar days.

If an employee has a break in service for a voluntary reason and returns to employment within twelve (12) months of the break in service, all previous seniority and rates of vacation accrual shall be restored.

Seniority shall be terminated if an employee:

- a) Resigns for voluntary reasons and does not return within twelve (12) months.
- b) Is discharged or resigns in lieu of disciplinary action.
- c) Is laid off and fails to respond to written notice provided in Article 10, Reduction in Force.
- d) Is laid off work for a period of time greater than two (2) years.
- e) Is retired.

Seniority shall not be affected by use of paid leaves, FMLA, OFLA, PLO, military leave under applicable statute, and worker's compensation.

9.2 Outside Employment. Notice of outside employment while an employee of the City shall be given to the City Manager or his/her designee. The City reserves the right to require termination of that employment when it:

- a) Proves incompatible with the employee's City work schedule;
- b) Detracts from the efficiency of the employee in his/her City work;
- c) Results in a conflict of interest; or
- d) Poses a safety hazard.

9.3 Contracting Out. Only if contracting work out results in the layoff or demotion of current bargaining unit employees, the City shall notify the Union no less than seventy days (70) days prior to the issuance of any request for proposals or consideration of proposals to contract out work presently and regularly performed by bargaining unit employees. Such notification shall include a detailed analysis of the likely impact on the bargaining unit, and shall also outline the supporting reasons the City deemed pertinent to its decision. If there are financial reasons underlying the decision, the supporting reasons will include economic rationale.

The Union shall have forty-five (45) days from the receipt of such notice to request bargaining over the impacts on the employee of the proposed contracting out on bargaining unit employees. Upon such timely request, the City shall meet with the Union and enter into mid-term bargaining (ORS 243.698) only over the effects of the contracting out decision. In any event, the Union shall be given the opportunity to discuss alternatives with the City.

For the purpose of this Article, effects bargaining shall only be required if the decision to contract out work will create a layoff or demotion of current bargaining unit employees. In the event of a bona fide emergency, notice may be less than seventy (70) days.

9.4 Job Vacancies. Except for reclassifications, the City agrees to post and distribute electronically via the City email distribution list all newly-created positions, promotional opportunities, and/or job openings within the bargaining unit for five (5) workdays prior to any other recruitment process occurring, except that temporary positions may be filled without such notice. The parties may agree to waive this five (5) workday posting requirement. If the duties of the newly-created job are currently being performed by a bargaining unit member, the job will be posted internally only. A copy of all postings will be delivered to the Union at time of posting.

Current employees will be given first opportunity to apply for promotional opportunities within the bargaining unit. In the event the City decides to open the recruitment to outside applicants, the City will notify each internal applicant of the reason(s) for the decision. Regardless of whether or not the City requests outside applicants, all qualified employees will be given an opportunity to interview and full consideration for the position should they participate in an interview.

9.5 Labor/Management Meetings. The parties will, upon mutual agreement, meet regularly to discuss labor-management issues regarding the administration of this Agreement or other issues of concern.

9.6 Position Description. Employees will be provided a copy of their position description at the time of hire. A copy of the position description will be placed in the employee's personnel file. Each employee's position description will be reviewed annually during his/her annual review. If the review results in a modification of the position description, or if a change is made to the position descriptions between annual reviews, the employee and Union will be given an updated copy and a copy will be placed in the employee's personnel file. The copies provided will clearly denote changes made to the job description.

Whenever the City desires to change a job description, it shall provide a copy of proposed changes to the Union fourteen (14) days prior to the proposed implementation date.

9.7 Transfer of Bargaining Unit Work. Nothing prohibits the City from assigning non- bargaining unit employees, including but not limited to employees, supervisors, and managers, work presently and regularly performed by bargaining unit employees in cases of emergencies as determined by the City, absences, relief, training employees, or other incidental bargaining unit work.

9.8 Policy and Procedures. Whenever a procedure or policy is developed or a change is made to an existing written procedure or policy, the City will provide a copy to the Union for review 14 calendar days prior to implementation. In the event the Union makes a demand to bargain within this time, the City shall enter into bargaining pursuant to ORS 243.698. In the event the change is based on urgent circumstances, the City may implement upon notice to the Union. The PECBA process otherwise applies.

9.9 General Safety. Occupational health and safety is the mutual concern of the City and the Union. Employees must report significant safety and health hazards of which they are aware to their supervisor, to another manager, or to the safety committee. The City agrees to provide a safe and healthful work environment insofar as practicable and shall comply with all applicable safety laws, rules, and regulations. All employees are encouraged to consult the City's Safety Manual available on the City's intranet system for applicable guidelines and rules specific to their job.

ARTICLE 10 – REDUCTION IN FORCE

10.1 Layoff. If there are changes of duties in the organization, lack of work, or lack of funds, the City Manager may lay off employees. Layoffs are at the discretion of the City.

All temporary and seasonal positions shall be laid off prior to the layoff of any regular status bargaining unit employees, so long as the temporary work falls within the usual and customary duties of the bargaining unit employees.

An employee shall be given notice of a layoff as soon as reasonably possible, but no less than fourteen (14) calendar days before the effective date. Notice of the layoff will be given to the Union, or designee, and to the employee.

Employees shall be laid off in a department in the inverse order of their bargaining unit seniority within the job description affected by the layoff. The City Manager shall first make every reasonable effort to integrate those employees into another position for which the employee is qualified, as determined by the City, by transfer or consider alternatives to layoff by the Union.

Within individual departments, a bargaining unit employee scheduled for layoff may bump the least senior employee at the same or lower salary range occupying a position the employee previously held in the employee's present department. An employee wishing to bump must exercise his or her right within five (5) calendar days from the date he/she receives his or her layoff notice. To bump to the position, the employee must have completed probation in the position he/she is bumping to. A bump will only be allowed if the employee is still able to perform the essential functions of the job and has all the qualifications presented in the job description. In the event an employee does not currently have the relevant certification/license, the employee is still eligible to exercise this bumping right provided the pertinent certification/license is and can be obtained within six (6) months.

An employee who bumps another employee must complete probation in the job with respect to the essential functions of that job. Failure to complete probation within six (6) months will result in the employee's layoff from that job and the employee will be subject to recall under Sections 10.2 and 10.3.

In an effort to minimize the disruption to the workforce, an employee who is bumped will not have a right to bump and will be laid off.

When layoffs occur in a part-time position, part-time seniority cannot be applied to the same full-time position in the department. This means a part-time employee cannot bump a full-time employee under any circumstances.

10.2 Recall. Employees who were laid off shall be recalled to the position they were laid off from, if it still exists, by inverse order of their layoff, and shall remain eligible for recall for two (2) years. As a result of a layoff, the City reserves the right to direct the work load to other employees.

10.3 Notice. It shall be the responsibility of the employees laid off to keep the City informed of the address at which they may be reached and re-employment shall be offered in person or by certified mail addressed to the last address furnished by the employee. When an offer of re-employment has been made, the laid off employee shall advise the City of acceptance within five (5) calendar days and shall report for duty within ten (10) days of the receipt of the notification by the City. Any employee who fails to accept re-employment at his/her previous position when offered by the City in accordance with provisions of this Article shall be deemed to have forfeited all recall rights.

ARTICLE 11 – COMPENSATION

11.1 Wages.

Upon Union ratification and approval by City Council, or July 1, 2024, whichever is later, each employee base wage will be increased by four percent (4%). However, if this Agreement is ratified by the Union before July 1, 2024 and approved by the City Council during its July 2024 meeting, this 4% increase shall go into effect on July 1, 2024

Effective July 1, 2025, each employee base wage will be increased by three percent (3%).

Effective July 1, 2026, each employee base wage will be increased by three percent (3%).

11.2 Annual Increases. Annual increases within the employee's salary range will be granted to regular full-time and regular part-time employees upon satisfactory completion of probation and then annually on their anniversary date based on satisfactory performance and continuous service. This annual increase shall be applied automatically upon an employee's anniversary date unless otherwise denied as outlined in this Section 11.2. Less than half-time employees will be granted step increases upon either reaching 2,080 hours or two years (whichever comes first).

Movement within the salary range shall be at least four percent (4%), not to exceed the classification's pay range. The City will retain the right to grant employees movement greater than four percent (4%) and grant employees at the top of their range bonuses if deemed appropriate. Discretionary increases above four (4%) and bonuses are not grievable.

In the event movement within the City's salary range is denied, the employee will be entitled to appeal the decision through the grievance procedure. The Employer will provide written notice to the employee of any deficiency and denial of an annual increase a minimum of thirty (30) days prior to an employee's movement within the salary range.

An employee who is denied an annual increase will be reevaluated within one hundred and eighty (180) days. Should an employee improve to a level warranting an annual increase as determined by the employee's supervisor, that employee shall receive the increase effective one hundred and eighty (180) days from the date of their anniversary. If the employee is not reevaluated within one hundred and eighty (180) days, the employee will automatically receive the annual increase.

11.3 Language Premium Pay. The City shall pay an additional four percent (4%) above the employee's base hourly wage to employees fluent in a language other than English (such as Spanish, Russian, or American Sign Language) if the City determines the second language is beneficial to operations. The City will establish a process to determine an employee's fluency.

11.4 Workers' Compensation. Employees receiving Workers' Compensation benefits will be allowed to integrate their sick leave or other paid leaves with the payments so they will receive their gross salary amount each pay period. The gross salary paid by the City will be subject to required withholdings.

The City will provide employees with full benefits, at the contribution levels outlined in Section 11.5, Insurance, below, while on Workers' Compensation for up to one (1) full year after the date of covered illness or injury.

The City and the Union agree that light-duty opportunities will be assigned to employees if work is available and the employee is certified by a physician to perform the duties of the position.

11.5 Health Insurance. The City will contribute no more than ninety percent (90%) of the monthly premium per regular full-time employee toward either the Kaiser plans or Copay plans with accompanying dental options. The employee will be responsible for the difference and will pay the required amount through a payroll deduction.

Regular part-time employees will be responsible for paying a percentage of the selected health insurance plan premiums on a prorated basis according to their full-time equivalent (FTE) identified on their Personnel Action Form (PAF). The City's contribution will not exceed ninety percent (90%) of the monthly premiums.

The City will also continue to maintain a life insurance plan (\$ 50,000) and the matching accidental death and dismemberment benefit.

The City will provide employees with the opportunity to contribute to a Flexible Spending Account.

11.6 Long Term Disability Insurance. The City will provide employees with long-term disability insurance as specified in the policy manual.

11.7 Short Term Disability Insurance. The City will make available, at the employees' expense, a Short Term Disability Insurance policy.

11.8 City's Right to Modify Plans and/or Benefits. The City retains the right to change the plan benefits, insurance carriers, and/or administrators as long as it provides benefits comparable to its current healthcare plan set forth in Section 11.5, Insurance.

11.9 Retirement. The City shall continue to participate in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan Pension (OPSRPP) or any successor plan as required by the governing statutes and administrative rules and will continue to pick-up the employee's contribution of six percent (6%). In the event it is determined by the Legislature, courts, or initiative that the City cannot pick up the employee's contribution, the six percent (6%) shall revert to salary.

The City will continue to participate in the program for use of unused accumulated sick leave as an "option" choice for employees as provided by statute and administrative rule.

11.10 Work Out of Classification. Assignments of personnel to a higher classification on an acting basis may be made by the City. When such assignments are made, they shall be specific and placed in writing to the City of Wilsonville & AFSCME, Local 7070/WilMEA Collective Bargaining Agreement (2024-2027)

employee. When so assigned for more than three (3) hours in the workday, the employee shall be compensated at five percent (5%) above their current salary for all hours worked out of class.

The City will not change assignments to avoid payment on work out of class, unless such change is an operational necessity.

11.11 Promotion. Employees who are promoted shall receive at least a five percent (5%) pay increase, so long as such increase does not exceed the range the employee is moving to. Reclassifications are not subject to 12.10.

11.12 Reclassification. In order to provide easy access for employees, the City will place all classification descriptions for the bargaining unit on the City's intranet site. Whenever a request for reclassification is made, the City will notify the Union President. The City will acknowledge receipt of reclassification requests within thirty (30) days.

ARTICLE 12 – HOLIDAYS

12.1 Holidays Observed. The City shall observe the following paid holidays:

New Year's Day - January 1 st	Labor Day - First Monday in September
M. L. King, Jr.'s Birthday - 3 rd Monday in January	Veterans' Day - November 11 th
Presidents' Day - 3 rd Monday in February	Thanksgiving Day - 4 th Thursday in November
Memorial Day - Last Monday in May	Day after Thanksgiving
Juneteenth - June 19 th	Christmas Eve - December 24 th
Independence Day - July 4 th	Christmas Day - December 25 th

All regular full-time and regular part-time City employees shall be paid their regularly scheduled hours at the straight-time hourly wage for all holidays referred to under this Section.

Regular part-time employees whose normal day off falls on the holiday shall receive holiday pay on a prorated basis, as determined by their respective FTE identified on their PAF, not to exceed eight (8) hours.

12.2 Holidays Falling on Scheduled Days Off. For employees whose normal week is Monday through Friday, whenever a holiday falls on Saturday, the preceding Friday shall be given as a holiday. If it falls on Sunday, the following Monday shall be given as a holiday. The same pattern will be followed for employees whose workweek is other than Monday through Friday. Whenever a holiday falls on an employee's first day off, the preceding day shall be considered the holiday. When a holiday falls on an employee's second day off, the following day shall be considered the holiday.

When a holiday falls on a Monday or Friday giving the majority of City employees a three (3) day weekend, an employee whose days off are other than Saturday and Sunday may, with supervisor approval, choose to take a different day off in the same pay period.

12.3 Holidays During Leave. Holidays that occur during paid leave time of any type shall not be charged against such leave.

12.4 Holiday Pay. If any employee works on an actual holiday, that employee shall be paid for all hours worked at time and one-half the regular rate of pay plus regular holiday pay.

12.5 Holiday Work. In scheduling holiday work, the City shall first solicit volunteers from the qualifying work group and give all volunteering employees equal opportunities for holiday work by rotating assignments. When insufficient numbers of people volunteer for holiday work, employees (other than temporary and seasonal employees) shall be assigned on a rotational basis by inverse seniority.

ARTICLE 13 – VACATION

13.1 Accrual.

Vacation leave shall accrue monthly and may be taken when earned. Full-time employees will accrue vacation according to the following accrual schedule:

Months of Service	Accrued Hours per Pay Period	Accrued Hours per Year	Maximum Accrued Hours
0 through 48	3.70	96.20	240
49 through 96	5.30	137.80	240
97 through 144	6.20	161.20	240
145 through 192	7.40	192.40	280
193+	7.70	200.20	280

Part-time employees shall accrue vacation leave on a prorated basis, as determined by their respective FTE identified on their PAF, not to exceed the maximum accrual per pay period for full-time employees.

13.2 Scheduling. Supervisors shall schedule vacation for their respective employees with due consideration for the desires of the employees and the City’s work requirements. Vacation schedules may be amended to allow each supervisor to meet emergency situations. In the event that more than one (1) employee has requested the same vacation period off and the workload does not permit all employees to have that period off, the supervisor shall first ask for any volunteers who are willing to reschedule their request. In the event there are insufficient volunteers, preference shall be granted on the basis of seniority provided, however, that each employee may only exercise his/her seniority for vacation bidding once per calendar year.

13.3 Pay Upon Separation. Upon separation from employment, unused vacation benefits earned will be paid out with the final paycheck.

13.4 Vacation Cancellation. In the event approved vacation leave is canceled by the City, the employee shall be notified of the cancellation in writing. Unrecoverable transportation, lodging deposits or other bona fide expenses such as hunting tags, event tickets, etc., will be reimbursed by the City.

13.5 Vacation Transfer. Subject to the requirements above in maximum accrual, the City shall have a leave sharing plan that will allow employees to transfer accumulated vacation leave to a leave sharing bank that satisfies the requirements of federal law. Employees who suffer “a medical emergency” and who have exhausted all paid leaves may qualify as recipients of leave donated by a coworker into the leave sharing bank. Donated leaves are irrevocable. Requests for leave donations and leave donation transfers must be submitted in writing.

Whenever an employee is receiving wages and benefits as a result of donated time, the donated time shall be used to offset any and all benefits or roll-up expense to the City.

13.6 Vacation Cashout. An employee who has an available balance of one-hundred and twenty (120) hours of vacation leave shall have the option of cashing out between twenty (20) and forty (40) hours of vacation leave once per fiscal year. Each vacation cashout request shall be submitted to the Human Resources Manager in writing who will verify the employee is eligible for vacation cashout. Part-time employees shall be eligible and receive a vacation cashout prorated to that individual employee's FTE. Such vacation cashout shall be paid out in the next pay period following the Human Resources Manager's verification of eligibility. This vacation cashout shall be paid at the employee's regular straight time hourly rate and does not count as hours worked. Vacation cashouts are only processed by request.

ARTICLE 14 – SICK LEAVE

14.1 Accrual. All regular full-time City employees shall earn sick leave with full pay at the rate of eight (8) hours for each calendar month of service (accrued at a rate of 3.70 hours per pay period). Sick leave shall accrue from the date of employment.

Regular part-time employees shall accrue sick leave on a prorated basis, as determined by their respective FTE identified on their PAF, not to exceed eight (8) hours.

14.2 Utilization. Employees are eligible for sick leave in accordance with state and federal law.

Documentation of the need for sick leave from an employee's attending physician may be required at the City's discretion for absences in excess of three (3) consecutive work days, or if the City has reason to believe that the employee is abusing sick leave privileges. Misuse of sick leave benefits will be subject to disciplinary action. The City will pay any charges or fees (not covered by health insurance) from the employee's attending physician for providing documentation.

14.3 Notification. An employee who is unable to report for work as scheduled shall report the reasons for absence to his/her supervisor one (1) hour prior to the time the employee is expected to report for work. Sick leave with pay shall not be allowed unless such report has been made or unless emergency circumstances existed to justify the failure to report. Additionally, the employee must call in to report any continuing need to be absent to his/her immediate supervisor prior to the start of each subsequent shift to be eligible for sick leave benefits on these workdays. No daily notice will be required when the employee has submitted a doctor's note which specifically states he/she will be unable to return to work until a certain date.

14.4 Use of Other Accrued Leave. Once sick leave is exhausted, an employee with a serious illness or injury can use other forms of accrued leave (e.g., vacation, compensatory time, etc.).

14.5 Family Medical Leave. Employees shall be granted leave upon request pursuant to the Oregon Family Leave Act, the federal Family & Medical Leave Act, and Paid Leave Oregon. Employees must use, in the following order, sick leave, compensatory time, accrued vacation, and/or leave without pay while on Family Medical Leave. The employee shall submit his/her request for Family Medical Leave in writing.

14.6 Physician Evaluation. The City may require an employee to see a physician of the employee's choice whenever it objectively believes the employee may be unable to safely perform his/her job. The employee will bear the cost of the physician's visit. When it becomes necessary to seek a physician's certification, the City will inform the employee and the Union and place the employee on paid administrative leave until the employee can
City of Wilsonville & AFSCME, Local 7070/WilMEA Collective Bargaining Agreement (2024-2027)

be examined. The City will be required to pay the employee for the time spent traveling to and from the doctor if outside of administrative leave hours, and will pay mileage. If concerns regarding the employee's ability to safely perform his/her job continue, the City may require the employee to see a physician of the City's choosing. The City will bear the cost of the physician's visit.

14.7 Transfer. The City shall have a leave sharing plan that will allow employees to transfer accumulated sick leave to a leave sharing bank that satisfies the requirements of federal law. Employees who suffer "a medical emergency" and who have exhausted all paid leaves may qualify as recipients of leave donated by a coworker into the leave sharing bank. The transferring employee must maintain a sick leave balance for his/her own use of at least 480 hours. Requests for leave donations and leave donation transfers must be submitted in writing.

Whenever an employee is receiving wages and benefits as a result of donated time, the donated time shall be used to offset any and all benefits or roll-up expense to the City.

14.8 Required Leave. The City Manager/designee may require an employee to use sick leave and leave the work place if it is determined the employee is too ill to work or could expose his/her illness to the public or other employees.

14.9 Return to Work. The City may require an employee to provide documentation from his/her attending physician stating he/she is able to return to work when returning from sick leave.

ARTICLE 15 – EDUCATIONAL OPPORTUNITIES

15.1 Tuition Reimbursement. The City may reimburse an employee for full tuition costs for one (1) class per term, not to exceed three (3) classes per year, provided that:

- a) The class is directly related to the employee's work (or to a position to which an employee can reasonably expect to be promoted).
- b) The employee has made prior arrangement with his/her supervisor and received approval from the City Manager/designee for reimbursement prior to registration for such course.
- c) Prior to reimbursement by the City, the employee must submit evidence of satisfactory completion of the course. Satisfactory completion means the employee receives a grade of "B" or better, or a passing grade in a pass/fail class.
- d) The employee is not receiving reimbursement for tuition from any other source.
The employee agrees to continue employment with the City at least six (6) months following satisfactory completion of the course or will reimburse the City for tuition costs paid during his/her last six (6) months of employment with the City.

15.2 Professional Development Compensation. The City shall allow time off with pay and shall pay all expenses of attending classes, lectures, conferences, or conventions, when attendance is on an assignment basis and approved by the City Manager/designee, as set forth in the City's Professional Development, Travel, and Meals policy. Studying or preparing for classes, lectures, conferences, or conventions shall not be allowed on work time.

Employees who are required to attend out-of-town training, either by the department supervisor or as required by the City to maintain required job-related certifications/licenses, will be paid for the travel time outside of their normal schedule, consistent with Oregon Administrative Rule 839-020-0045. Travel time for required local training will also be paid if it exceeds the normal commute time the employee experiences traveling to and from work. If this time causes them to exceed forty (40) hours in a week, it will be paid at the applicable overtime rate or employees may flex their schedule to compensate for the hours. However, if it is foreseeable the travel time

City of Wilsonville & AFSCME, Local 7070/WilMEA Collective Bargaining Agreement (2024-2027)

will cause the employee to exceed forty (40) hours in a workweek, the employee must receive the City's approval of the overtime. Meals shall be reimbursed according to the City's Professional Development, Travel, and Meals Policy. Employees who voluntarily attend training that is approved by the City during the employee's normal work schedule shall only be compensated for their normal work schedule.

15.3 Work-Related Courses. When an employee wishes to take a work-related course(s) which is only offered during regular working hours, the City Manager/designee may either:

- a) Pay for the cost of the course and related tests in advance, provided that the employee supervisor for alternative working hours. In the event the employee fails to pass or complete the course or tests, the employee will be required to reimburse the City for the advanced costs; or
- b) Allow time off with pay provided the employee pays his/her own tuition costs and prior arrangements are made with his/her supervisor and approved by the City Manager/designee.

15.4 Cost of Textbooks. The cost of textbooks and technical publications required for courses for an employee's current position shall be the responsibility of the City. Upon completion of such courses, the textbooks and technical publications shall remain City property.

ARTICLE 16 – OTHER LEAVES

16.1 Unpaid Leave. All requests for an unpaid leave of absence shall be submitted in writing to the City Manager or a designee. The written application must describe the reason for the request and confirm a specified date at which the employee is expected to return to work.

16.2 Unpaid Leave Approval. Requests for leave will be evaluated on a case by case basis with the operational requirements of the City in mind. Subject to those requirements, approval will not be unreasonably withheld. Requests for leave to conduct Union business will be evaluated in a non-discriminatory fashion.

16.3 Termination of Leave. Notice that the employee has accepted employment or entered into full-time business or occupation may be accepted by the City as a resignation when the employment or business is inconsistent with the reason leave was requested and granted. Any employee who is granted a leave of absence without pay under this Section and who inexcusably fails to return to work immediately upon the expiration of said leave of absence, shall be considered as having resigned his/her position with the City.

16.4 Employee Status. Employees on leave without pay remain employees covered by this Agreement, entitled to its non-economic benefits such as access to the grievance procedure. Unless required by law or otherwise specified in this Agreement, employees on leave without pay shall not accrue any economic benefits, including seniority.

16.5 Bereavement Leave. Full-time employees may be granted up to forty hours of paid leave in the event of the death of an immediate family member. The leave is intended to allow the employee time to attend the funeral and make necessary arrangements. Part-time employees will be eligible for bereavement leave on a pro-rata basis, as determined by their respective FTE identified on their PAF, not to exceed forty (40) hours. An immediate family member includes: the spouse of an employee, the domestic partner of an employee, and children and parents of the domestic partner; the biological, adoptive, or foster parent or child of the employee; the grandparent or grandchild of the employee; the parent-in-law of the employee; the sibling of the employee; brother-in-law; sister-in-law; aunt; uncle; or a person with whom the employee was in a relationship of in loco parentis. Under Oregon family leave legislation, employees can take a maximum of two weeks of leave per death of an immediate family member, up to a maximum of 12 weeks per leave year. This leave is counted as OFLA leave. Upon application

City of Wilsonville & AFSCME, Local 7070/WilMEA Collective Bargaining Agreement (2024-2027)

and mutual agreement with the employee's supervisor, the employee may use accumulated leave after the forty (40) hours of compensated bereavement leave. Such request for additional leave shall not be unreasonably denied.

Deviations from the definition of immediate family shall not be allowed; however, the City will consider other leave for employees who wish to take time off as a result of some other person who is significant to him/her.

16.6 Jury/Witness Duty. When a City employee is called for jury duty or is subpoenaed as a witness in a criminal matter, or in a civil matter arising from his/her City employment, he/she will not suffer any loss of regular City compensation or benefits he/she would have earned during such absence. The combination of daily jury/witness hours and hours worked by the employee will not exceed the employee's daily work schedule.

Employees shall contact their supervisor immediately following the completion of jury/witness duty each day. The supervisor will determine whether the employee is required to return to work following the completion of jury/witness duty.

Employees must either waive the juror/witness compensation or must sign the funds over to the City.

16.7 Military. Military leave is granted to all employees absent from work due to service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Generally, advanced notice is required prior to taking military service or training leave.

16.8 City Facility Closures. If the City decides to close any facility(ies) prior to the start of regular business hours, the City will update the "Employee Information Hotline" by 6 a.m. on the day of the closure.

If the City decides to close any facility(ies), the employees impacted by the closure shall be compensated for their entire shift regardless of hours worked. Employees on previously-scheduled leave shall be compensated without impacting their accrued leave balances. If the City decides to delay the opening of any facility(ies), employees impacted by the delay will report to work at the specified time without loss of pay.

If the City decides not to close any facility(ies), and an employee is unable to make it to work because of inclement weather, the employee must use any accrued leave, except sick leave, or take leave without pay.

Employees who are required to work a majority of their hours between 6 p.m. and 6 a.m. when the City is closed due to inclement weather conditions shall be compensated five (5) hours of comp time for the first four (4) days of each inclement weather incident. Employees who are required to work a majority of their hours between 6 a.m. and 6 p.m. when the City is closed due to inclement weather conditions shall be compensated four (4) hours of comp time for the first four (4) days of each inclement weather incident. If an employee has maximized their comp time accrual then the comp time over the maximum shall be paid out at straight-time rates.

An inclement weather incident is defined as a continuous period in which City Hall is closed due to inclement weather.

16.9 Immigration and Citizenship Leave. An employee may use any accrued leave, except sick leave, to address immigration or citizenship matters for themselves or members of their immediate family. This includes, but is not limited to, attending meetings with immigration or criminal defense attorneys, state or federal criminal court proceedings, deportation hearings, or other events bearing on the subject individual's legal resident, immigration, or citizenship status.

The City may request written documentation corroborating the dates of requested Immigration and Citizenship Leave.

ARTICLE 17 – DISCIPLINE

17.1 Discipline and Discharge. No covered employee shall be disciplined or discharged except for just cause. Oral warnings, even if reduced to writing, are not considered to be discipline and may not be protested through the grievance procedure. Disciplinary actions include, but are not limited to: written reprimands, suspensions, demotions and discharge. Whenever an employee is disciplined the employee shall be asked to sign the notice of disciplinary action as specified in Section 19.4, Signature Requirement.

Informal discipline and corrective actions, such as counseling, specific directives, work improvement plans, oral warnings (even if reduced to writing) and other similar actions are not considered discipline and will not be placed in the personnel file as such. Corrective actions are not subject to the grievance process. They may be used for notice of disciplinary sanctions and are subject to review in yearly evaluations. Employees may provide written rebuttal within ten (10) calendar days, to be placed with the informal discipline or corrective action.

17.2 Excluded Employee. Probationary employees (as defined in Section 9.1, Original Appointments), less-than-half-time, temporary, and seasonal employees may be terminated or disciplined for any reason, and such action shall not constitute a violation of this contract, nor be subject to the grievance procedure.

17.3 Imposition. If a supervisor has reason to discipline an employee, he/she shall make a reasonable effort to impose such discipline in a manner that will not unduly embarrass the employee before other employees or the public.

17.4 Representation Rights. Upon request, an employee will be entitled to have a Union representative (as under Article 5.1) and/or Union Counsel, without unreasonable delay, present whenever the employee is being interviewed regarding a matter that could lead to a disciplinary action against the employee. Employees subject to discipline, as defined in Section 17.1, will be provided 24 hours written notice of intent to interview the employee. Such written notice may be provided in less than 24 hours if the investigation involves a safety issue. The notice will include facts sufficient to identify the allegation of misconduct, notice of place and time of the interview, and the right to have Union representation as per above. An employee's representation rights may only be invoked in accordance with the standard set forth by the Oregon Employment Relations Board. During any interview of this nature, either party may record the proceeding. If the meeting is recorded, the party making the recording will be obliged to provide a copy of the recording if requested by the other party. If a copy of the recording is requested, a reasonable fee may be imposed.

The supervisor is encouraged to advise an employee of his/her right to Union representation on a matter that might lead to discipline.

17.5 Due Process. Prior to imposition of an economic disciplinary sanction, the following procedural due process shall be followed:

- a) The employee shall be given advance written notice of the charges or allegations that may subject them to discipline and of the disciplinary sanctions being considered.
- b) The employee will be given an opportunity to refute the charges or allegations either in writing or orally in an informal hearing prior to the implementation of any discipline. If discharge is the disciplinary sanction being considered, the employee will be given at least seven (7) calendar days' notice of the informal hearing, unless mutually agreed to schedule it earlier.

17.6 Just Cause Standards. For the purpose of this Agreement, just cause shall be determined based on the following questions:

- a) Did the City give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?¹
- b) Was the City's rule or managerial order reasonably related to a) the orderly, efficient or safe operation of the City's business; and b) the performance the City might properly expect of the employee?
- c) Did the City, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
- d) Was the City's investigation conducted fairly and objectively?
- e) At the investigation, did the City obtain substantial and compelling evidence or proof that the employee was guilty as charged?
- f) Has the City applied its rules, orders and penalties evenhandedly and without discrimination to all employees?
- g) Was the degree of discipline administered by the City reasonably related to a) the seriousness of the employee's proven offense; and b) the record of the employee and his/her service with the City?

17.7 Notice of Discipline. When an employee is disciplined, the Union President/designee will be given notice of the action against the employee, unless the employee declines that such notice be given.

17.8 Discovery Materials. In the event the Union or employee requests a copy of the disciplinary investigation or related materials, the City may apply reasonable costs for copies or administrative time beyond the de minimis standard.

ARTICLE 18 – GRIEVANCE PROCEDURE

18.1 Grievance Defined. A grievance is any dispute concerning the application, interpretation or enforcement of this Agreement.

18.2 Grievance Procedure. This shall be the exclusive procedure and remedy involving any alleged violation of this Agreement.

Step 1. The employee, with or without an Union representative, shall first take up the grievance with his/her immediate supervisor within fourteen (14) calendar days immediately following the date the employee had or should have had knowledge of the grievance. The Union representative will not present the Step 1 grievance. The supervisor will then issue a response within fourteen (14) calendar days immediately following the date the employee discussed the grievance with his/her immediate supervisor.

Grievances filed in response to decisions rendered by the City Manager or the City Manager's designee shall be initiated at Step 3. The Union shall present the grievance in writing to the City Manager within fourteen (14) calendar days following the decision.

¹ The parties agree that there are some offenses that are so egregious that forewarning of consequences is not necessary.

Step 2. If the grievance is not resolved at Step 1, the affected employee(s) shall present the grievance in writing to the Department Head with a copy to Human Resources within ten (10) calendar days immediately following the date his/her immediate supervisor's response was received or communicated to the affected employee. At this and each subsequent step of the grievance procedure, the written grievance submitted by the Union or employee(s) shall include:

- a) A statement of the grievance and the factual allegations upon which it is based;
- b) The Section(s) of this contract alleged to have been violated;
- c) The remedy sought; and
- d) The name and signature of the employee(s) involved in the grievance, except in the case of a group grievance. In such case, an officer of the local Union will sign.

Within ten (10) calendar days of receipt of the Step 2 grievance, the Department Head and Human Resources will meet with the grievant and, if the grievant requests, a representative of the Union. In the event a meeting cannot be scheduled because of the unavailability of any party, the parties shall then mutually agree to another date. In any event, the employee/Union will be given at least twenty-four (24) hours' notice of such meeting. Grievances filed by the City shall be initiated at Step 2 and filed with the Union's President.

The Department Head shall render a written decision within ten (10) calendar days following the Step 2 meeting.

Step 3. If the grievance is not resolved at Step 2, the affected employees(s) shall present the grievance in writing to the City Manager within ten (10) calendar days following the Department Head's response.

Within ten (10) calendar days of receipt of the Step 3 grievance, the City Manager will schedule a meeting to discuss the grievance with the grievant, and if the grievant requests, with a Union representative. The City Manager shall render a written decision within ten (10) calendar days following the Step 3 meeting.

Step 4. If the grievance is not resolved at Step 3 and if the Union or City wishes to pursue the grievance further, the party shall submit the grievance to arbitration by written notice to the City Manager or Union President within ten (10) calendar days following the due date for the Step 3 response or the date the Step 3 response was received, whichever date is sooner.

Unless the parties mutually agree upon an arbitrator, the party requesting arbitration shall, within fourteen (14) calendar days of their notice to proceed to arbitration, submit a written request to the Oregon Employment Relations Board for a list of the names of seven (7) arbitrators with their principle place of residence in Oregon or Washington. Such list must contain at least 30% of diverse arbitrators, as defined by Resolution 105 of the ABA House of Delegates. If the list does not comply, each party must add one diverse arbitrator and within fourteen (14) calendar days from receipt of the list (or the addition of the diverse arbitrators), the two (2) parties shall alternately strike names. The remaining name will be designated as the arbitrator. The party seeking arbitration shall strike the first name.

The arbitrator shall have no power to modify, add to or subtract from the terms of this Agreement and shall be confined to the interpretation and enforcement of this Agreement. The arbitrator's decision shall be in writing and shall be submitted to the parties within thirty (30) calendar days following the close of the hearing. The arbitrator's decision shall be final and binding on the affected employee(s), the Union and the City.

Either party may request the arbitrator to issue subpoenas but, if issued, the cost of serving a subpoena shall be borne by the party requesting the subpoena. Each party shall be responsible for compensating its own witnesses and representatives during the arbitration hearing, except that employees that are subpoenaed for the hearing shall not suffer any time loss during the time it is necessary for them to testify. The non-prevailing party shall pay the arbitrator's fees and expenses, and the arbitrator, as part of the award, shall designate the non-prevailing party for such purpose.

18.3 Time Limits. All parties subject to these procedures shall be bound by the time limits contained herein. If either party fails to follow such limits, the following shall result:

- a) If the grievant or the Union fails to advance the grievance to the next step in a timely fashion, the right to binding arbitration of the grievance shall be waived.
- b) If the City or the Union, at any step, fails to respond in a timely fashion, the grievance shall proceed to the next step.

Time limits may be extended by written agreement of the parties.

18.4 Discovery Materials. In the event the Union requests materials for review, such as for processing a grievance, the City may apply reasonable costs for copies or administrative time beyond the de minimis standard.

ARTICLE 19 – PERSONNEL RECORDS

19.1 Access. Each employee shall have the right to review and copy the contents of his/her own personnel file. The City may apply reasonable costs for copies or administrative time, unless the copies and administrative time are de minimus.

In addition to the Union's rights as the exclusive representative, at his/her option and upon presentation of a signed release, an employee may authorize a Union representative to review the contents of his/her file.

19.2 Disciplinary Records. Each employee shall be given a copy of all disciplinary materials placed in his/her file. An employee may include an explanatory statement for the personnel file in answer to any reprimand or other form of discipline if the employee chooses not to grieve such action.

19.3 File Purging. Written reprimands may be removed from an employee's file, at his/her request, after three (3) years following the date of the last written reprimand so long as no other disciplinary action has occurred within that three (3) year time period. Any material, other than performance evaluations, directly associated with the items being purged, will also be removed from the file. Documents removed from the personnel file shall be placed in a confidential file maintained by the Human Resources Department. Such purged documents will not be used against an employee for the purpose of progressive discipline. Purged documents may be used in any civil or arbitration proceeding for the purpose of establishing consistency of disciplinary action, showing the employee is on notice of a rule, impeachment, lack of discrimination, the existence of mitigating or extenuating circumstances and compliance with legal obligations. The Union will have equal access, upon request, to these files for the same purposes.

19.4 Signature Requirement. Before any material reflecting negatively on the employee is placed in the employee's file, the employee shall sign a receipt containing the following disclaimer:

"Employee's signature only acknowledges receipt of material. The employee's signature does not necessarily indicate agreement or disagreement."

This shall not apply to a termination notice.

ARTICLE 20 – STRIKES

20.1 Prohibition. The Union and its members, as individuals or as a group, will not initiate, cause, participate or join in any strike, work stoppage, or slowdown, or any other restrictions of work, at any location in the City during the term of this contract except for under ORS 243.698 or as under PECBA. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established in the City by the Union or by any other labor organization when called upon to cross picket lines in the line of duty. Disciplinary action, including discharge, may be taken by the City against any employee or employees engaged in a violation of this Article.

20.2 Union Obligation. In the event of a strike, work stoppage, slowdown, picketing, observance of a picket line, or other restriction of work in any form, either on the basis of individual choice or collective employee conduct, the Union will immediately, upon notification, attempt to secure an immediate orderly return to work, or as under those rights as provided by PECBA.

20.3 Lockout. There shall be no lockout of employees during the term of this Agreement.

ARTICLE 21 – SAVINGS CLAUSE

Should any portion of this contract be determined to be contrary to law or ruled in violation of law, the determination shall be deemed to apply only to that specific portion, and all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. Upon such determination, the parties agree to negotiate regarding the invalidated portion under the mid-term bargaining provisions of ORS 243.698. Negotiations shall commence within thirty (30) days.

ARTICLE 22 – STATUS OF AGREEMENT

22.1 Complete Agreement. This Agreement incorporates the sole and complete agreement between the City and the Union resulting from these negotiations.

22.2 Amendments. This Agreement may be amended at any time by mutual Agreement of the Union and the City.

In the event the City wishes to implement or change any condition of employment that is a mandatory subject of bargaining which was not discussed in the negotiations that created the current Agreement, the City shall inform the Union of the condition it wishes to implement or change. The Union will have fourteen (14) days to make a demand to bargain. If the Union makes a timely demand to bargain under PECBA, the City shall enter into the mid - term bargaining provisions of ORS 243.698. If the Union does not demand to bargain, the City may implement or change the condition it has proposed. The Union waives any right to bargain matters it raised during negotiations but which were not embodied in the Agreement.

ARTICLE 23 – TERM OF AGREEMENT

This Agreement shall be effective upon execution and shall remain in full force and effect to June 30, 2027. This agreement shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing no later than January 1 of the expiring year that it desires to bargain a successor agreement. In the event notice to bargain a successor agreement is provided, negotiations will be initiated within 30 days or as mutually agreed.

This Agreement is hereby executed on this ____ of _____, 2024 by:

The City of Wilsonville

Wilsonville Municipal Employee Association/
American Federation of State, County, and Municipal
Employees, Local 7070

Bryan Cosgrove date
City Manager

Cindy Luxhoj date
Union President

This page was intentionally left blank.

APPENDIX A – SALARY SCHEDULE

Effective July 1, 2024
4% COLA

Range	Position	Hourly	
		Low	High
13	Nutrition Program Assistant	\$17.48	\$22.25
14		\$17.90	\$22.83
15		\$18.37	\$23.38
16		\$18.81	\$24.01
17		\$19.29	\$24.60
18		\$19.78	\$25.21
19		\$20.26	\$25.85
20		\$20.77	\$26.50
21	Library Clerk I	\$21.30	\$27.15
22		\$21.84	\$27.81
23	Janitor	\$22.40	\$28.55
24	Nutrition Coordinator I	\$22.94	\$29.24
25		\$23.52	\$29.96
26	Administrative Assistant I Records Technician	\$24.11	\$30.70
27	Nutrition Coordinator II	\$24.69	\$31.49
28	Support Services Coordinator	\$25.30	\$32.27
29	Parks Maintenance Worker Public Works Maintenance Worker	\$25.94	\$33.08
30	Accounting Technician Administrative Assistant II Lead Janitor Information Systems Assistant I Permit Technician I	\$26.57	\$33.87
31		\$27.26	\$34.76
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$27.94	\$35.64
33		\$28.63	\$36.51
34	Engineering Technician I Facilities Maintenance Specialist Mobility Technician Parks Maintenance Specialist Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Roads Maintenance Specialist Utilities Maintenance Specialist	\$29.33	\$37.41

<u>Range</u>	<u>Position</u>	<u>Hourly</u>	
		<u>Low</u>	<u>High</u>
35	Utilities Maintenance Technician	\$30.06	\$38.36
36	Assistant Planner Arts & Culture Program Coordinator Outreach Librarian Water Distribution Technician	\$30.85	\$39.31
37	Engineering Inspector I Engineering Technician II Facilities Maintenance Technician Recreation Coordinator II	\$31.60	\$40.30
38	Asset Management Coordinator Information Systems Assistant II	\$32.41	\$41.31
39	Accountant Building Inspector/Plans Examiner I Code Compliance Coordinator Environmental Specialist Industrial Pre-Treatment Coordinator	\$33.19	\$42.33
40	Adult Services Librarian Engineering Inspector II Parks Lead Maintenance Specialist Roads Lead Maintenance Specialist Utilities Lead Maintenance Technician Youth Services Librarian	\$34.04	\$43.42
41	Engineering Technician III	\$34.88	\$44.50
42	Associate Planner Information Systems Analyst	\$35.74	\$45.59
43	Building Inspector/Plans Examiner II	\$36.63	\$46.75
44	Engineering Inspector III Facilities Lead Maintenance Technician	\$37.56	\$47.89
45		\$38.52	\$49.10
46	Building Inspector/Plans Examiner III	\$39.49	\$50.33
47	Lead Building Inspector/Plans Examiner Network Administrator Senior Accountant Senior Information Systems Analyst Senior Planner	\$40.46	\$51.59
48		\$41.46	\$52.89
49	IT Project Manager	\$42.49	\$54.20
50		\$43.57	\$55.56

**Effective July 1, 2025
3% COLA**

<u>Range</u>	<u>Position</u>	<u>Hourly</u>	
		<u>Low</u>	<u>High</u>
13	Nutrition Program Assistant	\$18.00	\$22.92
14		\$18.44	\$23.51
15		\$18.92	\$24.08
16		\$19.37	\$24.73
17		\$19.87	\$25.34
18		\$20.37	\$25.97
19		\$20.87	\$26.63
20		\$21.39	\$27.30
21	Library Clerk I	\$21.94	\$27.96
22		\$22.50	\$28.64
23	Janitor	\$23.07	\$29.41
24	Nutrition Coordinator I	\$23.63	\$30.12
25		\$24.23	\$30.86
26	Administrative Assistant I Records Technician	\$24.83	\$31.62
27	Nutrition Coordinator II	\$25.43	\$32.43
28	Support Services Coordinator	\$26.06	\$33.24
29	Parks Maintenance Worker Public Works Maintenance Worker	\$26.72	\$34.07
30	Accounting Technician Administrative Assistant II Lead Janitor Information Systems Assistant I Permit Technician I	\$27.37	\$34.89
31		\$28.08	\$35.80
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$28.78	\$36.71
33		\$29.49	\$37.61
34	Engineering Technician I Facilities Maintenance Specialist Mobility Technician Parks Maintenance Specialist Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Roads Maintenance Specialist Utilities Maintenance Specialist	\$30.21	\$38.53

<u>Range</u>	<u>Position</u>	<u>Hourly</u>	
		<u>Low</u>	<u>High</u>
35	Utilities Maintenance Technician	\$30.96	\$39.51
36	Assistant Planner Arts & Culture Program Coordinator Outreach Librarian Water Distribution Technician	\$31.78	\$40.49
37	Engineering Inspector I Engineering Technician II Facilities Maintenance Technician Recreation Coordinator II	\$32.55	\$41.51
38	Asset Management Coordinator Information Systems Assistant II	\$33.38	\$42.55
39	Accountant Building Inspector/Plans Examiner I Code Compliance Coordinator Environmental Specialist Industrial Pre-Treatment Coordinator	\$34.19	\$43.60
40	Adult Services Librarian Engineering Inspector II Parks Lead Maintenance Specialist Roads Lead Maintenance Specialist Utilities Lead Maintenance Technician Youth Services Librarian	\$35.06	\$44.72
41	Engineering Technician III	\$35.93	\$45.84
42	Associate Planner Information Systems Analyst	\$36.81	\$46.96
43	Building Inspector/Plans Examiner II	\$37.73	\$48.15
44	Engineering Inspector III Facilities Lead Maintenance Technician	\$38.69	\$49.33
45		\$39.68	\$50.57
46	Building Inspector/Plans Examiner III	\$40.67	\$51.84
47	Lead Building Inspector/Plans Examiner Network Administrator Senior Accountant Senior Information Systems Analyst Senior Planner	\$41.67	\$53.14
48		\$42.70	\$54.48
49	IT Project Manager	\$42.49	\$43.76
50		\$44.88	\$57.23

**Effective July 1, 2026
3% COLA**

<u>Range</u>	<u>Position</u>	<u>Hourly</u>	
		<u>Low</u>	<u>High</u>
13	Nutrition Program Assistant	\$18.54	\$23.61
14		\$18.99	\$24.22
15		\$19.49	\$24.80
16		\$19.95	\$25.47
17		\$20.47	\$26.10
18		\$20.98	\$26.75
19		\$21.50	\$27.43
20		\$22.03	\$28.12
21	Library Clerk I	\$22.60	\$28.80
22		\$23.18	\$29.50
23	Janitor	\$23.76	\$30.29
24	Nutrition Coordinator I	\$24.34	\$31.02
25		\$24.96	\$31.79
26	Administrative Assistant I Records Technician	\$25.57	\$32.57
27	Nutrition Coordinator II	\$26.19	\$33.40
28	Support Services Coordinator	\$26.84	\$34.24
29	Parks Maintenance Worker Public Works Maintenance Worker	\$27.52	\$35.09
30	Accounting Technician Administrative Assistant II Lead Janitor Information Systems Assistant I Permit Technician I	\$28.19	\$35.94
31		\$28.92	\$36.87
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$29.64	\$37.81
33		\$30.37	\$38.74
34	Engineering Technician I Facilities Maintenance Specialist Mobility Technician Parks Maintenance Specialist Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Roads Maintenance Specialist Utilities Maintenance Specialist	\$31.12	\$39.69

<u>Range</u>	<u>Position</u>	Hourly	
		<u>Low</u>	<u>High</u>
35	Utilities Maintenance Technician	\$31.89	\$40.70
36	Assistant Planner Arts & Culture Program Coordinator Outreach Librarian Water Distribution Technician	\$32.73	\$41.70
37	Engineering Inspector I Engineering Technician II Facilities Maintenance Technician Recreation Coordinator II	\$33.53	\$42.76
38	Asset Management Coordinator Information Systems Assistant II	\$34.38	\$43.83
39	Accountant Building Inspector/Plans Examiner I Code Compliance Coordinator Environmental Specialist Industrial Pre-Treatment Coordinator	\$35.22	\$44.91
40	Adult Services Librarian Engineering Inspector II Parks Lead Maintenance Specialist Roads Lead Maintenance Specialist Utilities Lead Maintenance Technician Youth Services Librarian	\$36.11	\$46.06
41	Engineering Technician III	\$37.01	\$47.22
42	Associate Planner Information Systems Analyst	\$37.91	\$48.37
43	Building Inspector/Plans Examiner II	\$38.86	\$49.59
44	Engineering Inspector III Facilities Lead Maintenance Technician	\$39.85	\$50.81
45		\$40.87	\$52.09
46	Building Inspector/Plans Examiner III	\$41.89	\$53.40
47	Lead Building Inspector/Plans Examiner Network Administrator Senior Accountant Senior Information Systems Analyst Senior Planner	\$42.92	\$54.73
48		\$43.98	\$56.11
49	IT Project Manager	\$43.76	\$45.07
50		\$46.23	\$58.95

From The Director's Office

Greetings,

It is the middle of June and that means one thing is certain, that new cohorts of seniors are graduating from High Schools all across the state beginning a new chapter in their exciting lives. High School graduation is a major life milestone, when kids transition from their neighborhood schools to the schools/careers of theirs and their family's choosing. Whether going to community college, a trade school, four-year university, entering the military, or getting a job, our high school graduates represent the future of our communities and country, which based on my experience is going to be quite bright. Interestingly, there are five members of the City's Executive Team that all have kids graduating from high school this year.



For my family, our only son Jonathan graduated from Sherwood High School and is headed to the University of Washington to study Marine Biology. His high school journey began in 2020. Following 20 months of construction, the new high school was ready to occupy, but Covid arrived changing the trajectory of everything resulting in remote learning opposed to enjoying the new state of the art facility. By 10th grade, they were back in school, and the next three years flew by with all the excitement that a teenager brings to life.

I want to congratulate all of the parents and young people in our community that are celebrating the graduation of seniors this year. It is truly an exciting time, one that will forever be etched in the memories of us all. This group of young adults are as resilient and adaptive as any group before them. I truly hope that all of the graduates pursue their passions in life, learn from the best teachers/mentors and surround themselves with smart, kind people that will lift and support them in their future endeavors. I am so excited for the future, and look forward to all the good things that the graduates of 2024 will accomplish.

Cheers to the Class of 2024!

Respectfully submitted,

Chris Neamtzu, AICP

Community Development Director

Building Division

Water System Safety

Most of us don't think of the dangers unsafe domestic water use can bring to our households and communities. As an example of those hazards, think of how quickly diseases start after a natural disaster has destroyed the plumbing systems in an area. Within weeks after the event, the population's health suffers from the increase in water-borne bacteria and viruses. The lack of clean water leads rapidly to unsanitary conditions. Journeyman plumbers are engaged in keeping our nation safe and well.

Besides diseases created from the lack of safe water systems, plumbers guard against other things such as:

- Excessive hot water temperatures above 120°F that may cause scalding, particularly to children
- Freezing pipes (pictured) that can destroy a building when they thaw
- Inefficient use of water and energy caused by improper pipe sizing
- Cross-connections between potable and non-potable water resulting in sickness or death
- Lead contaminated faucets, fixtures, and piping



Plumbers, plumbing inspectors, plumbing designers, and engineers each play an important part in ensuring the safety of our plumbing systems. There are also many important national listing agencies and code writing bodies providing guidelines and standards which avoid defects and unacceptable installation practices. The Oregon Plumbing Specialty Code is extensively reviewed and updated every three years. Oregon journeymen plumbers are required to successfully complete a four year apprenticeship program and a state examination. Plumbing inspectors are certified by the State of Oregon for competence and experience. The plumbing industry is profoundly serious about maintaining our high standards in order to continue to provide for the health and safety of our citizens.

The City of Wilsonville's Building Division is in partnership with our other City departments to continue to watch for any "problems" that might affect the safety of our plumbing systems. Although most installations we see are never an issue, sometimes we encounter unlicensed individuals or work that does not meet plumbing code requirements. If in doubt, please call or email a plumbing inspector so we can check it out.

Economic Development Division

Coffee Creek Industrial Area

Staff met on-site with Stu Peterson of Macadam Forbes commercial real estate, to discuss the Coffee Creek Industrial Area and how the city, in partnership with real estate brokers, can work with property owners to facilitate and/or expedite the sale of property in the area for industrial development.

The meeting was productive, in that Mr. Peterson had previously understood that the lands between Grahams Ferry Road and the railroad were not eligible for development. Staff was able to correct this point, and Mr. Peterson left the meeting energized, believing that there may be potential sellers within this western portion of Coffee Creek.

Staff Facilitates Meeting Between Potential Partners

Staff has been in sporadic contact with the coordinator of Career & Technical Education (CTE) programming at West Linn-Wilsonville School District for over a year, in order to understand their objectives and to promote partnerships with Wilsonville employers.

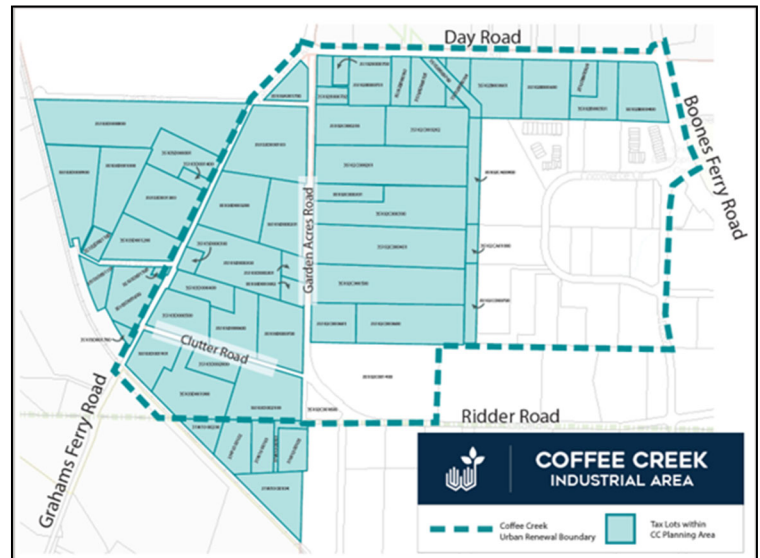
In June, we were able to broker an in-person meeting between DW Fritz and the School District, to discuss how DW Fritz may be able to support the School District currently, and as they look to stand up a manufacturing and engineering program in the coming year or two. For its part, the School District was glad to make inroads with a local employer and an impressive one at that, especially as they look to the future. Similarly, DW Fritz is pleased to support programs that build the future engineering and manufacturing workforce.

IEDC Future Forum

This year's Economic Future Forum, hosted by the International Economic Development Council (IEDC), was in Spokane, Washington. This was a rare opportunity as IEDC rarely hosts annual events west of the Rocky Mountains.

It was good event, with many sessions placing emphasis on topics that Wilsonville is already focused on, such as economic development through placemaking (Town Center Plan).

Other sessions attended by staff discussed Artificial Intelligence and Economic Development, the Creative Economy and Entrepreneurship, Libraries as Economic Development tools, and crowdfunding for small businesses, public projects, and real estate.



"Quality of place, which includes the unique set of characteristics that define a place and make it attractive, is a key factor in attracting creative talent." Richard Florida, *The Rise of the Creative Class*

"If you plan cities for cars and traffic, you get cars and traffic. If you plan for people and places, you get people and places." Fred Kent, *Project for Public Spaces*

Economic Development Division

OIT Tech Village

Staff is not at liberty to share many details at this time, but suffice it to say that leadership at Oregon Tech are exploring a concept they are calling a “Tech Village” at their Wilsonville campus. This project, if completed, would aim to bring academic thought leadership, conferences and seminars, possibly housing and other amenities to the OIT Wilsonville campus. The project would rely upon close partnership and coordination with local industry and the City. There is a lot that still needs to be fleshed out, which will take time and resources, but the OIT campus is an underutilized resource in the City. Staff believes the Tech Village concept would bring new vitality to this economic development and workforce development asset.



Bio on Tap

Staff attended the “Bio on Tap” event hosted by the Oregon Bioscience Association, which was an excellent opportunity to mingle with leaders of the Portland Area’s leading bioscience companies.

The event celebrates the 35th Anniversary of Oregon BIO. The program highlighted the organization’s history of advancing bioscience in Oregon and the greater Pacific Northwest.



New Real Estate Coming to Market

Staff met this month with a local commercial broker who will represent property inside the urban growth boundary (UGB), inside the City, which has long been held by its owner as a land bank for future use. The owner has determined to liquidate the real estate assets; the property will come to market in July.

Local Business Newsletter

This month’s local business newsletter (<https://bit.ly/localbiznews>) was sent out on June 13, 2024, to 607 subscribers. 54.1% of recipients opened the email, and 4.4% of recipients clicked one of the links in the email.

This month, staff did a new import of email addresses associated with local business license holders, increasing the newsletter subscribership to 1,792.

Engineering Division, Capital Projects

2024 Street Maintenance (4014/4717)

Bid opening on was held on May 21 and Council awarded on June 3, this project aims to:

Boones Ferry Road (Wilsonville Road to Bailey Street)

- Reconstruction of pavement section
- Updating of all non-compliant ADA pedestrian ramps
- Pedestrian signal improvements at Boones Ferry Road at the entrance to Fred Meyer
- Updating of the mid-block pedestrian crossing near Killer Burger

Bailey Street (Boones Ferry Road to cul-de-sac near Subaru Dealership)

- Reconstruction of pavement section
- Updating of all non-compliant ADA pedestrian ramps

Boberg Road (Boeckman Road to Barber Road)

- Reconstruction of entire road section

The construction of this project is expected to occur between June-August 2024.

Boberg (Sewer) Manhole Replacement (2100)

This project just completed replacement of a sewer manhole and installation of an internal diversion structure adjacent to the new Public Works campus. This diversion structure will send flows from one sewage basin that sees high stormwater flows through inflow and infiltration (I&I) during rain events, to be diverted to a lower flow sewage basin. This diversion will reduce the potential of any sewage backups in the higher flow basin.

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 1980s. These flows are needed to return to their natural waterways with the installation of the new Boeckman bridge. Two main project sites exist, one between Parkway Avenue and Ash Meadows Road, and the other is on the Siemens campus. Surveying, geotechnical exploration, wetland delineations, and archeological investigations have been complete on both sites, ahead of schedule. Engineering modeling of the system will begin shortly, with preliminary designs targeted in the fall.

Boeckman Creek Interceptor (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, however, it was determined additional field investigations are needed to complete the routing study. CIP 7054, Gesellschaft Water Well Channel Restoration, will also be brought into this project to minimize City design and construction costs. Consultant proposal for additional work was accepted, and data was gathered near the west side of the Wilsonville Bridge at Boeckman Creek. Preliminary design iterations are underway to determine workable solutions to meet all project needs. A public open house will be held soon to seek input on the design to refine the layout. Currently, project constraints are being analyzed to help determine required design elements. Dates for outreach events will be set at appropriate times with advertised in advance of the events.

Engineering Division, Capital Projects

Boeckman Road Corridor Project (4212/4206/4205/2102/7065)

This project involves the design and construction of the Boeckman Dip Bridge, Boeckman Road Improvements (Canyon Creek Road – Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. The Tapani-Sundt Joint Venture is now complete with design. Property acquisitions are advancing, and very nearly complete. This project has been divided into several guaranteed maximum price (GMP) packages. .

- **GMP 1: Temporary Traffic Signal at Stafford Road and 65th Avenue**
 - ◇ Complete!
- **GMP 2: Meridian Creek Culverts, House Demo**
 - ◇ Complete!
- **GMP 3: Bridge, Roundabout, and Road Widening**
 - ◇ Sewer installation is complete, marking another major milestone for this project.
 - ◇ Joint utility Trench - This work includes installing conduits underground to move overhead lines underground.
 - ◇ East of the bridge – Work here is complete, utility companies have started moving wires.
 - ◇ West of the bridge – Work here is nearly complete. Utility companies will start moving wires in August.
 - ◇ Under the bridge – work will commence after the bridge structure is in place.
- Work in the roundabout at Canyon Creek and Boeckman is underway. Work is starting on the Siemens site, as well as utility work through the intersection.
- **Bridge Construction**
 - ◇ Pile driving is approximately 75% complete, with completion tentatively planned for middle of July.
 - ◇ Bridge Abutments are currently under construction with fill being placed for the next several weeks
 - ◇ Bridge Girders have been ordered, with installation tentatively planned for late July.
- Asphalt paving will occur in stages, with the final surface being completed at the end of the year. The first section of paving has been completed between Sherman and Willow on the south side of the roadway.



Construction of the west bridge approach is underway with excavation complete, piles installed, and pile sleeves going over the piles.

The entire project is expected to be complete in Fall 2025.

Engineering Division, Capital Projects

Charbonneau Lift Station (2106)

This project involves replacing the Charbonneau wastewater lift station with a submersible lift station and replacing the force main from the station to the I-5 bridge. The design contract was awarded to Murraysmith in December 2021, and final design was completed in October 2023. A construction contract with Tapani, Inc. was awarded by City Council in December 2023, with construction anticipated for completion in September 2024.

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 a 24-inch transmission main connecting to the City water system. City Council awarded the construction contract to Tapani, Inc. in June 2024. Construction will begin in summer 2024 and is scheduled for completion in fall 2025.

Water Treatment Plant (WTP) Expansion to 20 MGD (1144)

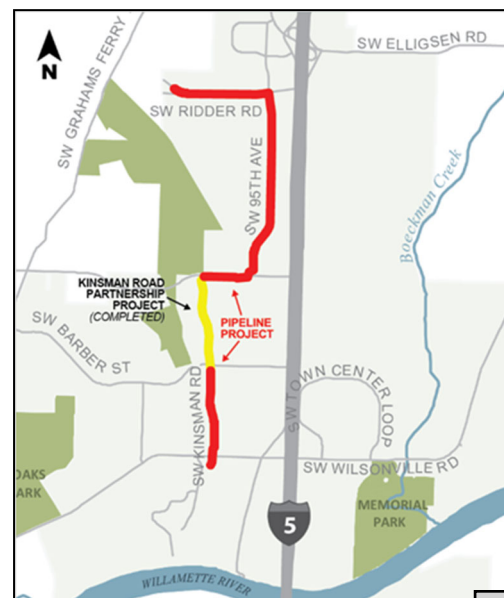
This project will expand the WTP capacity to 20 MGD and incorporate related WTP capital improvements. A Construction Manager/ General Contractor (CMGC) alternative contracting method was approved by City Council in March 2020. An engineering contract was awarded to Stantec in July 2020. The CMGC contract was awarded to Kiewit in August 2021. Final design was completed in coordination with the CMGC in March 2022. Construction (pictured) began in June 2022, with completion expected in December 2024.



WWSP Coordination (1127)

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

- **Phase 1, Wilsonville Road (PLM_1.1)** Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM_1.2)** Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM_1.3)** The WWSP's last section of transmission pipeline to be constructed in the City of Wilsonville began in fall 2022, with completion planned for 2024. 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 the northern half of 95th Avenue to Ridder Road has been completed and restoration of the sidewalk and curb and gutter on the east side of the road is ongoing. The east side of 95th Avenue from Hillman Court to Ridder Road has been temporarily paved and is opened to two way traffic, with permanent concrete road panel restoration to follow in Summer 2024. Pipe installation and water main relocation began on 95th Avenue from Hillman Court to Boeckman Road at the end of February 2024. Pipe installation has been completed on Kinsman Road between Wilsonville Road and Barber Street and the road has been repaved and is open to two way traffic.



Engineering Division, Private Development

Residential Construction Activities

Canyon Creek South Phase 3

The contractor continues to work on punchlist items for closeout. The City continues to await submittal of construction drawings for the open space improvements.

Frog Pond West

Frog Pond West continues to see significant construction activities. Housing construction in the Frog Pond Ridge, Frog Pond Crossing, Frog Pond Oaks and Frog Pond Vista subdivisions is ongoing.

- Frog Pond Crossing subdivision, a 29-lot subdivision located north of Frog Pond Lane, was paved at the end of July. The contractor is working on punchlist items for project closeout. Home construction is underway.
- Frog Pond Estates subdivision, a 22-lot subdivision located south of Frog Pond Lane and west of Frog Pond Ridge, is working on final completion items. Housing construction is anticipated to begin in the Fall 2024.
- Frog Pond Oaks, a 41-lot subdivision located to the west of Frog Pond Crossing, is working to complete the new neighborhood park.
- Frog Pond Overlook, a 24-lot subdivision located north of Frog Pond Lane, and west of Frog Pond Vista, is started grading and installation of the sewer and storm systems.
- Frog Pond Primary, the new West Linn-Wilsonville School District primary school on Boeckman Road is working primarily onsite. Brisband has been paved and is open for vehicle traffic. Storm improvements along Sherman Drive are under construction.
- Frog Pond Terrace, a 19-lot subdivision located north of Morgan Farms, started site grading.
- Frog Pond Vista subdivision, a 44-lot subdivision to the west of Frog Pond Oaks, is continuing to work on punchlist items for project closeout. Home construction is underway.
- Frog Pond Petras, a 21-lot subdivision located at the northern corner of Frog Pond Lane and Stafford Road has submitted construction drawings for review of the infrastructure improvements.



Aerial view of the Frog Pond Estates site

Natural Resources Division

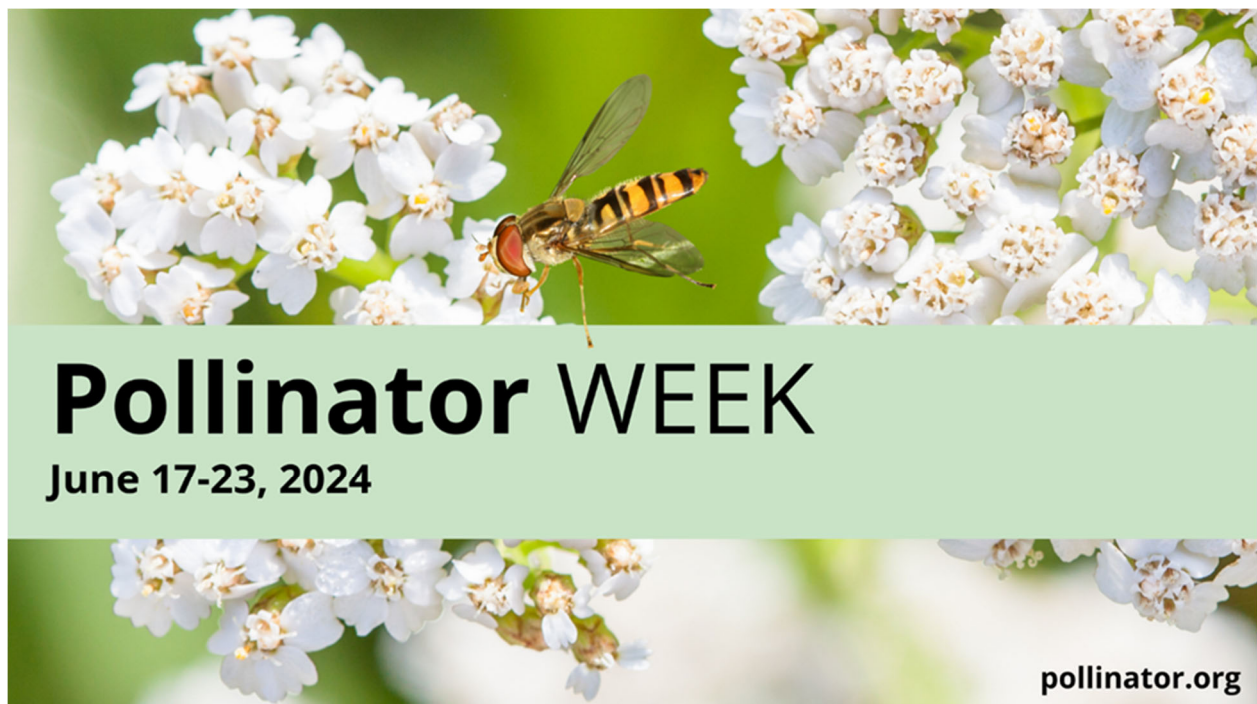
Celebrating Pollinators!

National Pollinator Week was June 17 – 23. However, it's never too late to celebrate pollinators and recognize the critical role they play in sustaining life on Earth. Birds, bats, bees, butterflies, beetles, and small mammals that pollinate plants are responsible for bringing us one out of every three bites of food. They also sustain our ecosystems and produce our natural resources by helping plants reproduce.

Some steps to help pollinators include:

- Add local native flowering plants in your landscape.
- Choose plants with a variety of colors.
- Choose flowers with different shapes and sizes.
- Choose plants with different flowering times to provide forage all season.
- Select plants with different heights and growth habits.
- Include plants that are favored food for butterfly caterpillars; the loss of foliage is well worth it!
- Reduce or eliminate the use of pesticides (including herbicides).

In August 2017, the City Council adopted a resolution designating Wilsonville a Bee City USA affiliate. Bee City USA is a nationwide effort to foster ongoing dialogue in urban areas to raise awareness of pollinators and the role they play in our communities and what each of us can do to provide them with a healthy habitat. Bee City USA corresponds with many of the existing "Bee Stewards" program initiatives, such as creating pollinator habitat, adopting an integrated pest management plan for City properties and facilities, and raising community awareness and participation in pollinator conservation.



Planning Division, Current

Administrative Land Use Decisions Issued

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

Construction Permit Review, Development Inspections, and Project Management

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

- Industrial development on Day Road and Garden Acres Road
- Residential subdivisions in Frog Pond West

Development Review Board (DRB)

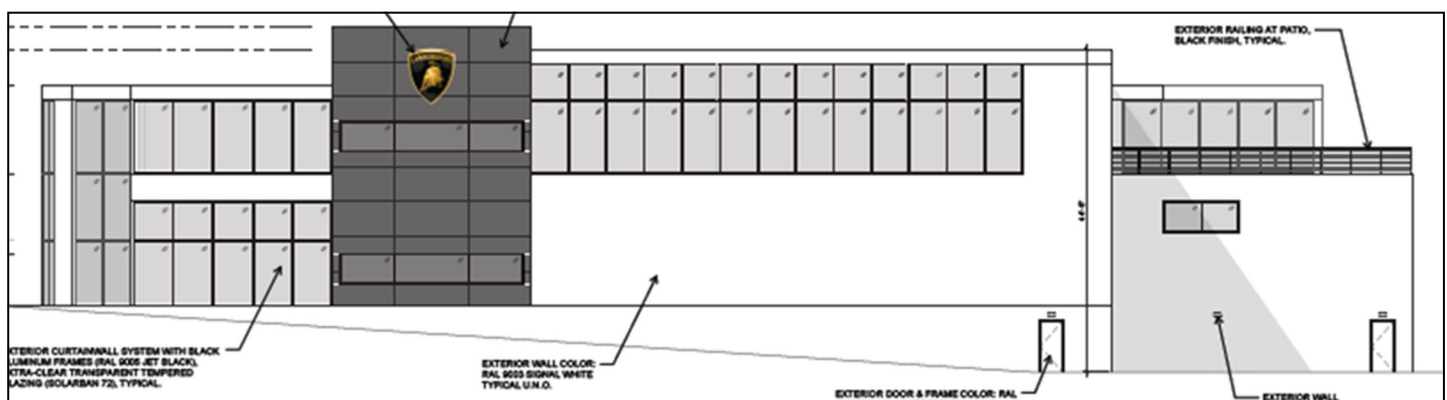
DRB Panel A did not meet in June

DRB Panel B met on June 24. Following a public hearing, the Board unanimously approved the development plans for the Frog Pond West Neighborhood Park.

DRB Projects Under Review

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

- New bus wash and other improvements at SMART/Fleet
- New Lamborghini Dealership on SW Parkway Avenue in North Wilsonville along I-5
- New park in Frog Pond West



Proposed Elevation of Lamborghini Dealership Facing I-5

Planning Division, Long Range

Frog Pond East and South Master Plan

With the Frog Pond East and South Master Plan adopted in December 2022, the City is now focusing on implementation. Two outstanding implementation steps are in process: (1) Development Code amendments, and (2) an



FROG POND EAST & SOUTH MASTER PLAN

infrastructure funding plan. During June, the project team continued to refine draft Development Code amendments, including holding work sessions with both the Planning Commission and City Council. The team also worked on the infrastructure finance plan, including meeting internally, reviewing documents, and holding a meeting with interested development partners.

Housing Our Future

This multi-year project will analyze Wilsonville's housing capacity and need followed by developing strategies to produce housing to meet the identified housing needs. This will build upon previous work, including the 2014 Housing Needs Analysis and 2020 Equitable Housing Strategic Plan. In June, the City held the first project task force meeting to review technical data from the project. The goal of the meeting was to ensure that the task force understands the findings of this work, which will form the basis for future discussions on potential policies and strategies to address identified housing needs. Similar information will be presented to the Planning Commission and City Council at a joint work session in July.

Industrial Land Readiness Project

The Wilsonville Industrial Land Readiness project combines a focused analysis of the Basalt Creek Concept Plan area with a City-wide Economic Opportunities Analysis and Economic Development Strategy to inform long-range job growth and planning efforts. During June, the project team kicked off work with ECONorthwest on the economic analysis portion of the Basalt Creek work. Transportation and natural resource evaluation work is also ongoing. Staff also worked on finalizing additional contracts and working with grant-funding agencies to keep them updated and informed.

Oregon White Oak Response Coordination and Leadership

In June, Associate Planner Georgia McAlister continued as a key member of the Mediterranean Oak Borer (MOB) task force, continuing to coordinate efforts between various City Divisions and Departments, as well as contract arborists, property owners, and others to diagnose and make a plan to address the declining health of a number of the City's Oregon White Oak trees.

The "Log Catch Experiment" is now underway in Edelweiss Park, Murase Plaza, Park at Merryfield, and the WES mitigation site with the intention to learn more about the pest's behavior with the first collection occurring in late June. Coordination between staff and residents created the opportunity for entomologists with Oregon Department of Agriculture and Oregon Department of Forestry to investigate a removed tree on Colvin Lane for patterns in the MOB's behavior. Traps continue to be set throughout the City on public and private property. Outreach to residents and educational information sharing will continue throughout the year as more is learned.

Planning Division, Long Range

Planning Commission

The Planning Commission met on June 12. The Commission first heard a report on the Annual Housing Report, which the City has produced annually since 2014 to track housing development and trends. The Commission held a work session regarding the Frog Pond East and South development code amendment package. The work session focused on updated numbers on the expected cost of housing and answering Commissioner questions and doing addition review the complete package of proposed City Code amendments.

Transit-Oriented Development at the Wilsonville Transit Center

The Equitable Housing Strategic Plan identified exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. Throughout 2023, the City worked with the project's selected developer, Palindrome, to refine development plans for the site. The now city-approved project includes 121 units of housing affordable to households making between 30% and 80% of Area Median Income, along with ground-floor tenants including a welcome center for SMART, a new home for Wilsonville Community Sharing, and a coffee house/taproom space. In June, the City finalized its review of construction permit documents consistent with the Development Review Board's approval of the project, with development anticipated to begin in late summer.

General project information is available on the project website:

<https://ci.wilsonville.or.us/planning/page/wilsonville-transit-center-tod>

- **Fiscal Year End:** June 30 brings to us the end of fiscal year 2023-24. To ensure a clean cut-off, and that revenues and expenses are correctly accounted for in the correct fiscal year, through July and August we will be analyzing, reviewing, and reconciling accounts—leading up to the preparation of financial statements, and the Annual Comprehensive Financial Report (ACFR).
- **Fiscal Year 2023-24 Audit:** The City currently contracts with the independent certified public accounting firm, REDW Advisors & CPAs to carry out the annual and compliance audit for the City and Urban Renewal Agency. (In December 2023, our auditors, Grove, Mueller & Swank, joined forces with REDW Advisors & CPAs—who together, are able to offer a wealth of expanded and enhanced services to clients.) The auditors performed their audit fieldwork the last week of June—which includes assurance testing, data collection, and compliance review, in preparation for our audit, which is performed the last week of October.
- **LEDS Audit:** In June, Municipal Court also had a Law Enforcement Data System (LEDS) representative here to perform a LEDS Audit. More specifically, their focus is on who has access to Court records—ensuring computers and files are secure.
- **Ongoing Professional Development:** In early June, the City’s Assistant Finance Director attended the annual Government Finance Officers Association (GFOA) Conference. This is consistently an invaluable opportunity to network with other organizations, and stay up-to-date with recommended best practices, rules, regulations, and reporting requirements. One of the key takeaways surrounded public engagement. More specifically, how to further engage the public, and disseminate information in more tangible ways, to a wide audience—keeping the end user in mind. Lots of fantastic takeaways, some of which we look forward to executing over the course of this next year.
- **Remote Deposits:** In an effort of continuous improvement, we’re consistently challenging ourselves, “how can we do it better here?” A recent example of this, was the recent implementation of a remote check scanning machine—enabling us to pivot from daily trips to the bank, to now depositing checks remotely (in Finance) through the use of a secure check scanning machine. June was our first full month performing remote deposits—of which has already proven to be of great value add.
- **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	\$ 15,090,000	\$ 14,724,607	\$ 365,393	98%
Intergovernmental	4,102,373	4,067,834	34,539	99%
Licenses and permits	242,800	214,444	28,356	88%
Charges for services	413,164	496,537	(83,373)	120%
Fines and forfeitures	250,000	168,171	81,829	67%
Investment revenue	304,600	1,294,802	(990,202)	425%
Other revenues	681,450	1,144,445	(462,995)	168%
Transfers in	5,607,276	5,629,364	(22,088)	100%
TOTAL REVENUES	\$ 26,691,663	\$ 27,740,205	\$ (1,048,542)	104%
Personnel services	\$ 12,185,032	\$ 11,118,034	\$ 1,066,998	91%
Materials and services	12,947,094	10,116,495	2,830,599	78%
Capital outlay	311,177	217,626	93,551	70%
Debt service	1,134,284	1,129,631	4,653	100%
Transfers out	10,388,870	4,757,691	5,631,179	46%
TOTAL EXPENDITURES	\$ 36,966,457	\$ 27,339,478	\$ 9,626,979	74%
610 - Fleet Fund				
Charges for services	\$ 1,722,180	\$ 1,722,180	\$ -	100%
Investment revenue	8,200	58,330	(50,130)	711%
Other revenues	-	4,972	(4,972)	-
TOTAL REVENUES	\$ 1,730,380	\$ 1,785,482	\$ (55,102)	103%
Personnel services	\$ 985,470	\$ 880,510	\$ 104,960	89%
Materials and services	801,417	618,468	182,949	77%
Capital outlay	303,800	181,292	122,508	60%
Transfers out	2,400	2,400	-	100%
TOTAL EXPENDITURES	\$ 2,093,087	\$ 1,682,670	\$ 410,417	80%
230 - Building Inspection Fund				
Licenses and permits	\$ 1,204,000	\$ 1,730,032	\$ (526,032)	144%
Investment revenue	71,700	174,540	(102,840)	243%
TOTAL REVENUES	\$ 1,275,700	\$ 1,904,573	\$ (628,873)	149%
Personnel services	\$ 1,076,940	\$ 873,184	\$ 203,756	81%
Materials and services	198,774	140,741	58,033	71%
Transfers out	346,058	346,056	2	100%
TOTAL EXPENDITURES	\$ 1,621,772	\$ 1,359,981	\$ 261,791	84%
231 - Community Development Fund				
Licenses and permits	\$ 852,302	\$ 1,089,922	\$ (237,620)	128%
Charges for services	743,714	471,263	272,451	63%
Intergovernmental	21,713	-	21,713	0%
Investment revenue	44,400	100,517	(56,117)	226%
Other revenues	-	25	(25)	-
Transfers in	3,488,935	2,862,640	626,295	82%
TOTAL REVENUES	\$ 5,151,064	\$ 4,524,367	\$ 626,697	88%
Personnel services	\$ 3,685,060	\$ 3,276,361	\$ 408,699	89%
Materials and services	803,584	485,883	317,701	60%
Transfers out	729,639	607,932	121,707	83%
TOTAL EXPENDITURES	\$ 5,218,283	\$ 4,370,175	\$ 848,108	84%
240 - Road Operating Fund				
Intergovernmental	\$ 2,240,600	\$ 1,773,920	\$ 466,680	79%
Investment revenue	52,200	139,143	(86,943)	267%
Other revenues	-	14,904	(14,904)	-
TOTAL REVENUES	\$ 2,292,800	\$ 1,927,967	\$ 364,833	84%
Personnel services	\$ 524,370	\$ 398,050	\$ 126,320	76%
Materials and services	716,212	641,897	74,315	90%
Capital outlay	300,000	8,950	291,050	3%
Debt service	358,000	356,530	1,470	100%
Transfers out	2,835,962	2,393,578	442,384	84%
TOTAL EXPENDITURES	\$ 4,734,544	\$ 3,799,006	\$ 935,538	80%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
241 - Road Maintenance Fund				
Charges for services	\$ 2,249,000	\$ 2,477,326	\$ (228,326)	110%
Investment revenue	87,100	160,131	(73,031)	184%
TOTAL REVENUES	\$ 2,336,100	\$ 2,637,457	\$ (301,357)	113%
Transfers out	\$ 4,236,720	\$ 2,703,857	\$ 1,532,863	64%
TOTAL EXPENDITURES	\$ 4,236,720	\$ 2,703,857	\$ 1,532,863	64%
260 - Transit Fund				
Taxes	\$ 6,000,000	\$ 4,741,544	\$ 1,258,456	79%
Intergovernmental	4,174,500	4,438,460	(263,960)	106%
Charges for services	40,000	15,876	24,124	40%
Fines and forfeitures	5,000	7,606	(2,606)	152%
Investment revenue	425,100	776,045	(350,945)	183%
Other revenues	16,000	948	15,053	6%
TOTAL REVENUES	\$ 10,660,600	\$ 9,980,478	\$ 680,122	94%
Personnel services	\$ 5,058,100	\$ 3,650,886	\$ 1,407,214	72%
Materials and services	3,239,530	2,484,114	755,416	77%
Capital outlay	2,060,000	1,020,092	1,039,908	50%
Transfers out	1,043,990	728,501	315,489	70%
TOTAL EXPENDITURES	\$ 11,401,620	\$ 7,883,592	\$ 3,518,028	69%
510 - Water Operating Fund				
Charges for services	\$ 10,104,780	\$ 9,116,187	\$ 988,593	90%
Fines and forfeitures	-	16,350	(16,350)	-
Investment revenue	324,500	1,106,259	(781,759)	341%
Other revenues	1,168,080	1,174,450	(6,370)	101%
TOTAL REVENUES	\$ 11,597,360	\$ 11,413,246	\$ 184,114	98%
Personnel services	\$ 687,800	\$ 470,601	\$ 217,199	68%
Materials and services	5,050,863	4,034,443	1,016,420	80%
Capital outlay	695,000	354,204	340,796	51%
Debt service	371,000	370,539	461	100%
Transfers out	13,039,912	6,554,264	6,485,648	50%
TOTAL EXPENDITURES	\$ 19,844,575	\$ 11,784,052	\$ 8,060,523	59%
520 - Sewer Operating Fund				
Charges for services	\$ 8,477,900	\$ 7,302,718	\$ 1,175,182	86%
Investment revenue	114,900	681,514	(566,614)	593%
Other revenues	31,500	36,978	(5,478)	117%
Transfers in	600,000	600,000	-	100%
TOTAL REVENUES	\$ 9,224,300	\$ 8,621,210	\$ 603,090	93%
Personnel services	\$ 449,960	\$ 404,661	\$ 45,299	90%
Materials and services	4,121,454	3,239,071	882,383	79%
Capital outlay	125,509	125,509	-	100%
Debt service	2,880,000	2,877,779	2,221	100%
Transfers out	12,239,347	3,271,781	8,967,566	27%
TOTAL EXPENDITURES	\$ 19,816,270	\$ 9,918,800	\$ 9,897,470	50%
550 - Street Lighting Fund				
Charges for services	\$ 540,540	\$ 520,071	\$ 20,469	96%
Investment revenue	17,000	58,126	(41,126)	342%
TOTAL REVENUES	\$ 557,540	\$ 578,197	\$ (20,657)	104%
Materials and services	\$ 366,450	\$ 274,470	\$ 91,980	75%
Transfers out	661,954	57,847	604,107	9%
TOTAL EXPENDITURES	\$ 1,028,404	\$ 332,317	\$ 696,087	32%
570 - Stormwater Operating Fund				
Charges for services	\$ 3,678,840	\$ 3,270,540	\$ 408,300	89%
Investment revenue	55,100	283,966	(228,866)	515%
TOTAL REVENUES	\$ 3,733,940	\$ 3,554,506	\$ 179,434	95%
Personnel services	\$ 324,810	\$ 352,419	\$ (27,609)	108%
Materials and services	830,350	549,048	281,302	66%
Debt service	838,000	836,496	1,504	100%
Transfers out	7,274,162	2,180,231	5,093,931	30%
TOTAL EXPENDITURES	\$ 9,267,322	\$ 3,918,194	\$ 5,349,128	42%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
336 - Frog Pond Development				
Licenses and permits	\$ 2,000,000	\$ 2,752,047	\$ (752,047)	138%
Investment revenue	28,300	217,254	(188,954)	768%
TOTAL REVENUES	\$ 2,028,300	\$ 2,969,300	\$ (941,000)	146%
Materials and services	\$ 36,180	\$ 6,258	\$ 29,922	17%
Transfers out	4,557,454	1,594,758	2,962,696	35%
TOTAL EXPENDITURES	\$ 4,593,634	\$ 1,601,016	\$ 2,992,618	35%
348 - Washington County TDT				
Washington County TDT	\$ 250,000	\$ 335,821	\$ (85,821)	134%
Investment revenue	44,700	73,750	(29,050)	165%
TOTAL REVENUES	\$ 294,700	\$ 409,571	\$ (114,871)	139%
346 - Roads SDC				
System Development Charges	\$ 1,800,000	\$ 2,782,453	\$ (982,453)	155%
Investment revenue	40,000	542,632	(502,632)	1357%
TOTAL REVENUES	\$ 1,840,000	\$ 3,325,085	\$ (1,485,085)	181%
Materials and services	\$ 43,130	\$ 8,224	\$ 34,906	19%
Transfers out	11,449,559	2,261,686	9,187,873	20%
TOTAL EXPENDITURES	\$ 11,492,689	\$ 2,269,911	\$ 9,222,778	20%
396 - Parks SDC				
System Development Charges	\$ 550,000	\$ 752,971	\$ (202,971)	137%
Investment revenue	12,000	98,603	(86,603)	822%
TOTAL REVENUES	\$ 562,000	\$ 851,574	\$ (289,574)	152%
Materials and services	\$ 17,570	\$ 1,126	\$ 16,444	6%
Transfers out	1,506,903	175,433	1,331,470	12%
TOTAL EXPENDITURES	\$ 1,524,473	\$ 176,559	\$ 1,347,914	12%
516 - Water SDC				
System Development Charges	\$ 1,515,000	\$ 1,845,668	\$ (330,668)	122%
Investment revenue	50,000	463,194	(413,194)	926%
TOTAL REVENUES	\$ 1,565,000	\$ 2,308,863	\$ (743,863)	148%
Materials and services	\$ 26,980	\$ 4,328	\$ 22,652	16%
Debt service	452,000	450,702	1,298	100%
Transfers out	9,515,220	4,755,135	4,760,085	50%
TOTAL EXPENDITURES	\$ 9,994,200	\$ 5,210,165	\$ 4,784,035	52%
526 - Sewer SDC				
System Development Charges	\$ 725,000	\$ 806,643	\$ (81,643)	111%
Investment revenue	9,900	54,701	(44,801)	553%
TOTAL REVENUES	\$ 734,900	\$ 861,344	\$ (126,444)	117%
Materials and services	\$ 22,930	\$ 1,884	\$ 21,046	8%
Transfers out	1,908,858	889,743	1,019,115	47%
TOTAL EXPENDITURES	\$ 1,931,788	\$ 891,628	\$ 1,040,160	46%
576 - Stormwater SDC				
System Development Charges	\$ 690,000	\$ 508,405	\$ 181,595	74%
Investment revenue	109,700	162,109	(52,409)	148%
TOTAL REVENUES	\$ 799,700	\$ 670,514	\$ 129,186	84%
Materials and services	\$ 5,980	\$ 1,126	\$ 4,854	19%
Transfers out	1,181,672	752,720	428,952	64%
TOTAL EXPENDITURES	\$ 1,187,652	\$ 753,846	\$ 433,806	63%

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
800 - Year 2000 Program Income				
Investment revenue	\$ 800	\$ 1,289	\$ (489)	161%
Other revenues	-	7,000	(7,000)	-
TOTAL REVENUES	\$ 800	\$ 8,289	\$ (7,489)	1036%
Materials and services	\$ 5,000	\$ 1,183	\$ 3,817	24%
Transfers out	25,000	25,000	-	100%
TOTAL EXPENDITURES	\$ 30,000	\$ 26,183	\$ 3,817	87%
805 - Year 2000 Capital Projects				
Investment revenue	\$ 476,000	\$ 559,432	\$ (83,432)	118%
TOTAL REVENUES	\$ 476,000	\$ 559,432	\$ (83,432)	118%
Materials and services	\$ 295,572	\$ 204,553	\$ 91,019	69%
Capital outlay	14,410,972	7,865,426	6,545,546	55%
TOTAL EXPENDITURES	\$ 14,706,544	\$ 8,069,979	\$ 6,636,565	55%
810 - Westside Program Income				
Investment revenue	\$ 3,715	\$ 6,155	\$ (2,440)	166%
TOTAL REVENUES	\$ 3,715	\$ 6,155	\$ (2,440)	166%
815 - Westside Capital Projects				
Investment revenue	\$ 165,000	\$ 278,448	\$ (113,448)	169%
TOTAL REVENUES	\$ 165,000	\$ 278,448	\$ (113,448)	169%
Materials and services	\$ 277,178	\$ 128,547	\$ 148,631	46%
Capital outlay	710,000	162	709,838	0%
TOTAL EXPENDITURES	\$ 987,178	\$ 128,709	\$ 858,469	13%
817 - Westside Debt Service				
Taxes	\$ 1,672,200	\$ 1,515,957	\$ 156,243	91%
Investment revenue	20,630	102,517	(81,887)	497%
TOTAL REVENUES	\$ 1,692,830	\$ 1,618,474	\$ 74,356	96%
Debt service	\$ 4,702,025	\$ 4,187,519	\$ 514,506	89%
TOTAL EXPENDITURES	\$ 4,702,025	\$ 4,187,519	\$ 514,506	89%
825 - Coffee Creek Capital Projects				
Investment revenue	\$ 3,095	\$ 10,719	\$ (7,624)	346%
Transfers in	500,000	500,000	-	100%
TOTAL REVENUES	\$ 503,095	\$ 510,719	\$ (7,624)	102%
Materials and services	\$ 136,500	\$ 134,000	\$ 2,500	98%
TOTAL EXPENDITURES	\$ 136,500	\$ 134,000	\$ 2,500	98%
827 - Coffee Creek Debt Service				
Taxes	\$ 566,800	\$ 667,632	\$ (100,832)	118%
Investment revenue	8,510	21,645	(13,135)	254%
TOTAL REVENUES	\$ 575,310	\$ 689,278	\$ (113,968)	120%
Debt service	\$ 782,000	\$ 639,313	\$ 142,687	82%
TOTAL EXPENDITURES	\$ 782,000	\$ 639,313	\$ 142,687	82%
830 - Wilsonville Investment Now Program				
Taxes	\$ 1,005,000	\$ 916,653	\$ 88,347	91%
Investment revenue	10,300	636	9,664	6%
TOTAL REVENUES	\$ 1,015,300	\$ 917,290	\$ 98,010	90%
Materials and services	\$ 1,005,000	\$ -	\$ 1,005,000	0%
TOTAL EXPENDITURES	\$ 1,005,000	\$ -	\$ 1,005,000	0%



Staff assisting families at the Summer Reading Program Kick-off Event on Saturday, June 15.

From the Director

One of the exciting things about June is getting to see our Summer Reading Program go live after months of planning. As of June 1, readers of all ages can participate by reading twenty minutes a day for twenty days to complete a Reading Log, doing ten STEAM activities to complete a STEAM log, or doing the activities to complete a Bingo Card. Completed logs and cards will be entered in fun prize drawings at the end of summer.

We kicked off the Summer Reading Program on Saturday, June 15, with an all ages event. Everyone was invited to do some crafts, decorate our sidewalk with chalk art, and take selfies with Sasquatch. At noon we celebrated with cake, and then a concert at 1pm with Cellobop. Over one hundred people attended, and we ran out of chocolate cake!

-Shasta Sasser, Library Director

Children's Services

Thursday Fun Shows

Thursday Fun Shows returned June 20 with a performance by Juggler Henrik Bothe. Then on June 27, Border Collie International demonstrated just how agile these dogs are with sports and skits. These shows are for kids and their families and held at the Grove Shelter in Memorial Park at 11am on Thursdays through Aug. 1.

Prepare with Pedro

The American Red Cross presented this preparedness education program for children in grades K-2 on Saturday, June 29. Children learned about preparing for extreme heat and home fires.

UPCOMING:

- Magician Seth Howard on Thursday, July 11, at 11am.
- Storyteller Rick Huddle on Thursday, July 18, at 11am.
- "They're Alive! Fantastic Freshwater Ecosystems" program on Saturday, July 20, at 1pm.
- Paradise of Samoa Dancers on Thursday, July 25, at 11am.



Families had an assortment of crafts to create with at the Summer Reading Program Kick-off event.



Teens played board and video games, and enjoyed snacks, at the Game Day on June 18.

Teen Services

Teen Summer Events

The Teen Summer Reading Program got off to a great start with a Game Day on June 18 and a Green Teen event on June 25.

UPCOMING:

- Tarot program on July 2 at 2pm.
- Laser Tag/Nerf Day on July 9 at 2pm.
- Barbie Murder Mystery on July 16 at 2pm.
- "Library After Dark" program on July 23 at 10pm.
- Party in the Park on July 30 at 2pm.

Adult Services

Author Talk: Lian Dolan

On June 4, Lian Dolan, creator, producer, and host of Satellite Sisters, the award-winning podcast she created with her four real sisters, talked about her latest novel *The Marriage Sabbatical*, a People Magazine Pick for April and a USA Today Bestseller

Final Book Notes concert for the season

Our final Book Notes concert for the 2023-24 season concluded with a performance of the West African Kora by Sean Gaskell. The new concert season begins Sept. 14.

UPCOMING:

- PROFILES online presentation about Roswell on Wednesday, July 3, at 11am.
- First Friday Films on Friday, July 5, at 3pm.
- Walking Book Club discusses *Mad Honey* by Jodi Picoult on Thursday, July 18, at 1pm.
- Flash Fiction workshop on Thursday, July 25, at 6pm.



Sean Gaskell performs on the West African Kora at the final Book Notes Concert on June 8.



A variety of items in the Library of Things collection.

Around the Library

Library of Things

Word is starting to get out about our Library of Things! Over the past year, we saw an 18% increase in circulation of these items, which include kitchenware, tools, and games, and a 156% increase from two years ago.

One of the most popular items is a ghost hunting kit. The kit was developed by library clerk Haley Spaeth, and has attracted attention. The American Library Association interviewed Haley and Library of Things Coordinator Angelika Heidelberger about the kit for an upcoming issue of their magazine.

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

READ JUNE

1
Space Talks
 Rockets, Rockets, and More Rockets
 11am
Concert
 WCAS
 3-4pm

2	3 Beginnning English Class 11am	4 ODHS Drop-in 10am-12pm 1-3pm Intermediate English Class 10am Author Talk Lian Dolan 10:30am	5 Profiles Juneteenth! Zoom 11am	6 Documentary The Slow Way Home 6pm	7 First Friday Films Next Goal Wins PG-13 3pm	8 Booknotes Concerts Sean Gaskell African Kora 2pm
9	10 Beginnning English Class 11am	11 ODHS Drop-in 10am-12pm 1-3pm Intermediate English Class 10am	12	13	14 	15 Summer Reading Kick-Off Event 10am-2pm Gideon Freudman "Cellobop" at 1pm
16	17 Beginnning English Class 11am Genealogy Club 1pm	18 ODHS Drop-in 10am-12pm 1-3pm Intermediate ESL 10am Toddler & Baby Time 10:30am 11:15am Teen Tuesdays 2-4pm	19 Library Closed Celebrate Juneteenth	20 Thursday Fun Show Henrik Bothe 11am Walking Bookclub The Push by Ashley Audrain 1pm	21	22
23 30	24 Red Cross Blood Drive 11am-4pm Beginnning English Class 11am	25 ODHS Drop-in 10am-12pm 1-3pm Intermediate ESL 10am Toddler & Baby Time 10:30am 11:15am Teen Tuesdays 2-4pm History Talk 6pm	26 Stories & Science 10:30am & 12pm	27 Thursday Fun Show Border Collies International 11am	28	29

Address
 8200 SW Wilsonville Rd
 Wilsonville, OR 97070

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

More Information
 (503) 682-2744
wilsonvillelibrary.org
reference@wilsonvillelibrary.org





Parks and Recreation Report | June 2024

Director's Report

June highlights:

- Pride Mural (pictured above) unveiling and reception at the Parks and Recreation Administration Building
- Korean War Memorial Interpretive Center Grand Opening
- Summer camps began
- Boones Ferry Playground work began
- Boones Ferry Park and Park at Merryfield trail projects break ground

Upcoming Events:

- Fourth of July Laser Light Show and Concert
- STARS Camp July 8-11
- Movies in the Park

Happy Summer!

~Kris Ammerman

Community Center & Recreation Updates

STARS Camp

The annual STARS Camp is gearing up to take place July 8-11 at the Memorial Park River Shelter. The camp, which is intended for those on the free or reduced lunch program, is run by Wilsonville High School volunteers. The camp is 9am-3pm each day and includes activities like arts and crafts, sports, and STEM experiments. The counselors had their training on Sunday, June 30 where they reviewed each day's activities and went over safety precautions. Ten counselors from the group also took and passed a CPR exam through the red cross earlier this summer. In total, 38 kids are registered for the camp.

Summer Camps are in Full Swing!

Summer camps began the week of June 17. Several sports camps including tennis, basketball and flag football, along with a 3-5 year old multi-sport camp kicked off the summer! The week of the 24th saw the season's first Jordan Kent Skills camp with over 75 kids enrolled. The ever popular Chess Wizards chess camp also ran at the Parks and Rec Admin Building that week with 12 kids enrolled. There are still lots of camps available. Those interested should register at WilsonvilleParksandRec.com/Register

Community Garden Work Parties

New at the Community Garden this year is a volunteer requirement of four hours per garden plot. To encourage participation, the Recreation team has been hosting monthly work parties where gardeners get together and work on service projects with one another. June was the second work party of the season, and while few gardeners attended— they were very hard working, and cleared an abandon plot for a new gardener on the waitlist. The next garden work party is scheduled for July 18 at 5:30pm.



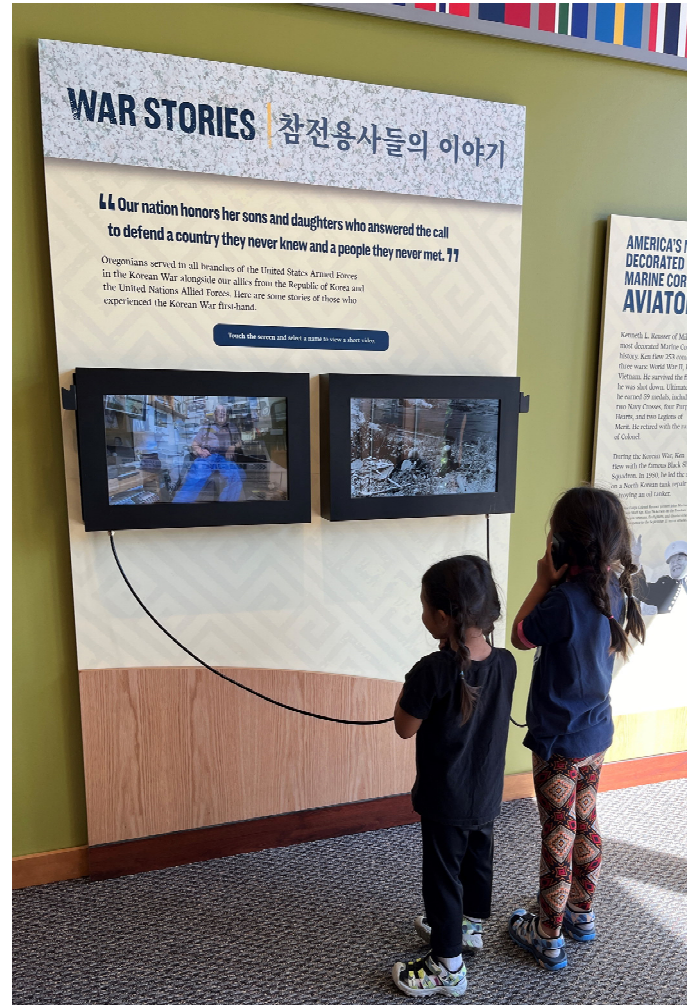
Skateboard Lessons

In partnership with the Wilsonville Skate park Association, free skateboard lessons were offered this month. The program filled to capacity with 20 skaters and a waitlist. The group hopes to offer the lessons again this fall.



Interpretive Center Opens!

The long awaited Oregon Korean War Memorial Interpretive Center opened on June 29 as part of the Korean War Remembrance ceremony. A large crowd gathered at Town Center Park to hear speeches from Mayor Julie Fitzgerald, Governor Tina Kotek and Congresswoman Andrea Salinas. Additionally, 13 Veterans who had yet to receive their recognition were given the Congressional Medal of Freedom on behalf of the Republic of Korea.



Community Center Updates

Life 101 Lecture Series

The summer session of the lecture series continued in June. Physical therapist and vestibular specialist Sydney Neumann, spoke about the most common causes of dizziness and what can be done to decrease your symptoms. An AARP representative presented on how to protect from scammers and identity theft. And the last lecture was on brain health and activities that support brain health.

AARP Smart Driver

A full class of 13 took part in an all day classroom training learning tips and techniques to be a safe, defensive driver. As an added bonus, those completing the course are eligible for discounts on their auto insurance.

Nutrition Program

In June the nutrition program served up 589 meals as part of the Center's in-person lunch program and sent out 1,440 meals to home-bound clients enrolled in the home delivered meal program. There was also a special Father's Day lunch.

Board Highlights

Arts, Culture, and Heritage Commission (ACHC)

The Pride Month Mural Reception took place On Saturday June 1 and was a great collaboration between the ACHC and Diversity, Equity and Inclusion (DEI) Committee. The event was a chance for the Pride Mural to be showcased and unveiled, which was painted by local artist Lauren “Ren” Kyles. The mural was up the entire month of June for Pride Month located outside the Parks & Recreation Administration Building. The purpose and goal of the mural was to provide visual representation to uplift, recognize and celebrate the LGBTQIA+ community and celebrate and honor Pride Month. Ren “wanted to create a visual language that celebrates the essence of the LGBTQIA+ community.” She also featured a folk-art aesthetic and the illustrations symbolized growth, transformation, love, happiness and the connections that bind us together. The event featured speeches, artist FAQ, Story time from the Library, treats and refreshments, as well as handing out the City’s Pride Pin. The mural will remain up until mid-July for any late viewing.

Wilsonville Community Seniors, Inc. (WCSI)

The WCSI held its annual congregated meeting which included Board member elections. All Board members were voted in to continue their role. The Board also held Officer elections in June and secured their leadership roles for the upcoming year.

Upcoming Events

Laser Light Show: July 4, Town Center Park—Music begins at 8pm, Light Show begins ~9:45pm

Movies in the Park Series:

- **Barbie:** July 12, Dusk, Town Center Park
- **Elemental:** July 26, Dusk, Edelweiss Park
- **Migration:** August 9, Dusk, Town Center Park
- **Wish:** August 23, Dusk, Memorial Park River Shelter

Party in the Park: August 22, 5:30-8:30pm, Town Center Park

Skate Jam: August 24, 1-3pm, Wilsonville Memorial Park Skatepark



Parks Team

There is a lot going on in the parks as we move through the summer months. The team has been busy with projects and maintenance of all types and sizes. The Boones Ferry Park Playground, Restroom and Trail Projects all continue to move forward, with major site prep happening for the playground project.



in

The team spent some time finishing up an unexpected project in Trocadero park. A Sink hole appeared near the Ice Age Tonquin trail in the spring. The team acted quickly and was able to resolve the situation in a timely manner with no amenity damage. The team finished off the project by installing new sod in June.

The team has been focused on irrigation repair and water conservation as the summer heat moves in. Valve repairs like the one pictured here helps to ensure the parks stay vibrant but water is not wasted in the process. These repairs have been critical in both water and fiscal stewardship.





City of Wilsonville Police

JUNE 2024



Above: the covered over concrete stairwell and new Wilsonville Police Department art installation.

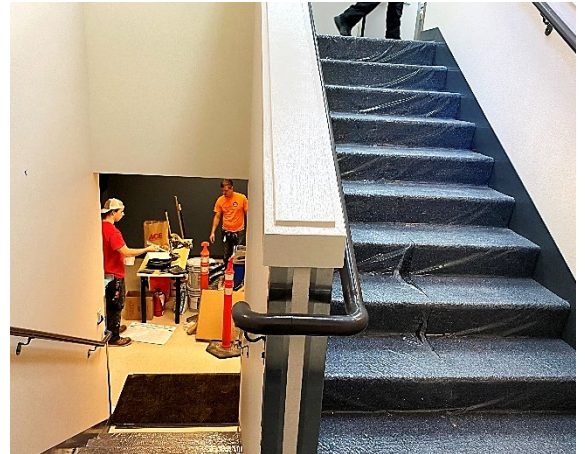
Far right: the internal stairwell (formerly Montalvo's upstairs office and a detective's downstairs office.)

Construction in our building will soon be ending. We've seen a lot of change since Public Works moved and left it to us. We now have space and lots of natural light.

A couple of the more significant changes included the demolition of some offices, upstairs and down, to install a staircase for better internal access between the floors. This led to boarding over the concrete staircase once used by the public and staff to access police space downstairs. That area is now a part of the lobby, which will soon have seating for the public.

A heartfelt thank you to Martin Montalvo, the City's Operation's Manager, Public Works, for all he has poured into this project. It's taken a lot of his time and energy, and the results are already being appreciated.

Thank you!



Wilsonville Police participated in this year's Citizen's Academy on June 13. Present from the PD and Sheriff's Office were Chief Robert Wurpes, Sergeant Hayden Sanders—who also represented S.W.A.T., K9 Deputy Huskinson, and Brenda Evans, MCSW, from our Behavioral Health Unit.



On June 23, Pro-Palestinian Oregonians held a protest in Wilsonville at Collins Aerospace. The event lasted around 90-minutes. Wilsonville Police and the Clackamas County Sheriff's Office, along Oregon State Troopers, were on scene to help keep things peaceful.

Photo credit left: Pro-Palestinian Oregonians protest weapons manufac
Collins Aerospace — Fight Back! News (fightbacknews.org)



City of Wilsonville

Call Activity

6,999

Total Calls

YEAR 2024

High Priority • 630

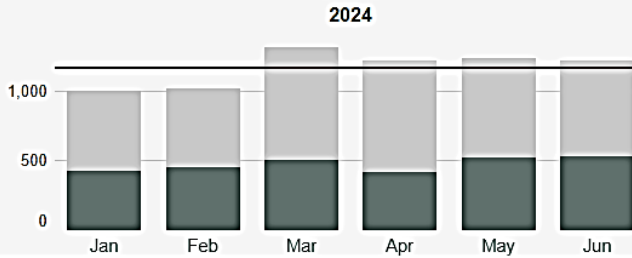
Medium Priority • 4,491

Low Priority • 1,878

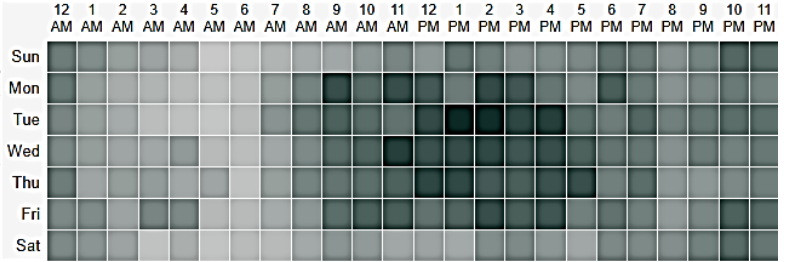
Public-Initiated • 2,851

Deputy-Initiated • 4,148

Call Activity by Month and Year



Call Activity by Day of Week and Hour of Day



*This dashboard is maintained by CCSO's Strategic Analysis Unit
 Data source: Clackamas County Communication's Computer Aided Dispatch (CAD) software
 Updated: 7/1/2024 2:43:29 PM (UTC)*

JUNE 2024

49	82	39	143	389	154	60	297
Alarm	Assist	Civil	Crime	Disorder	Follow-up	Other	Traffic

Alarm	Alarm	49
Assist	Assist Public	51
	Assist Fire/Medical	12
	Assist Other Agency	7
	Missing Person	6
	Warrant	4
	Assist Law Enforcement	2
Civil	Civil	25
	Behavioral Health	14
Crime	Harassment/Menacing	24
	Domestic Violence	20
	Theft	17
	Trespass	15
	Assault/Abuse	14
	Fraud	12
	Criminal Mischief	11
	Stolen Vehicle	10
	Hit & Run	9
	Burglary	4
	Vice	4
	Robbery	1
	Sex Offense	1
	Violation of Restraining Order	1

Disorder	Suspicious Activity	108
	Parking Disorder	70
	Welfare Check	69
	Premise Check	37
	Subject Contact	18
	Extra Patrol	17
	Noise Disorder	16
	Disturbance	14
	Animal Disorder	12
	Unwanted Person	11
	Juvenile Disorder	9
	Recovered Stolen Vehicle	4
	Shots Fired	2
	Marine Patrol	1
	Ordinance Disorder	1
Follow-Up	Follow-Up	154
Other	Other	60
Traffic	Traffic Stop	251
	Traffic Crash	20
	Traffic Disorder	15
	Hazard	7
	DUII	4

From The Director's Office:

Since the beginning of the year, the City has received over 45 reports of Graffiti vandalism. Graffiti is defined as scribbling, scratching or spraying illicitly on a surface in a public place, and is illegal.

Graffiti done on private property is the responsibility of the property owner or home owner's association to remove. Code Compliance works with the owners to let them know about the need for removal.

Graffiti placed on City owned assets is removed by staff who use various methods for eradicating the markings including wipes, pressure washing and paint. Below are markings on the bridge over Coffee Lake Creek on 5th Street that took several tries for complete removal. The final solution was to repaint sections of the bridge wall.



Best Regards,

Delora Kerber, Public Works Director

Roads

Happy Trails to You

Work on the Charbonneau Trail continues, a lengthy project that will keep the Roads crew busy throughout most of the summer. Grinding of ridges and high spots will help keep the trail even and smooth for everyone to enjoy safely.



Roads

Sign Language

The Roads team took advantage of the mostly dry weather in June; updating pavement markings around the City with a new process and machine that allows for increased productivity.



A new plotter and roller table have arrived at the Public Works complex, filling out the new Sign Shop equipment. This will allow the Roads team to make street name and specialty regulatory signs in house, greatly reducing costs and turnaround times.



Stormwater

Catch, Don't Release

Upon completion of inspecting the City's catch basins, nearly 1,100 required cleaning by the Stormwater Crew. The team uses the vacuum (aka Vactor) truck to remove debris and clean the area. The debris is brought to the Public Works complex and dumped in the decant bay prior to its final destination at Pride disposal in Sherwood. This large project is a critical step in keeping our water sources clean and healthy.



Stormwater

Clean up on Aisle 3

Keeping Right of Ways clear and safe is especially important in early summer when vegetation seems to grow overnight. The Stormwater crew also made time to work on the detention pond in Memorial Park, and at the Boones Ferry / Boeckman drainage area.



Facilities

The Right Tools for the Job

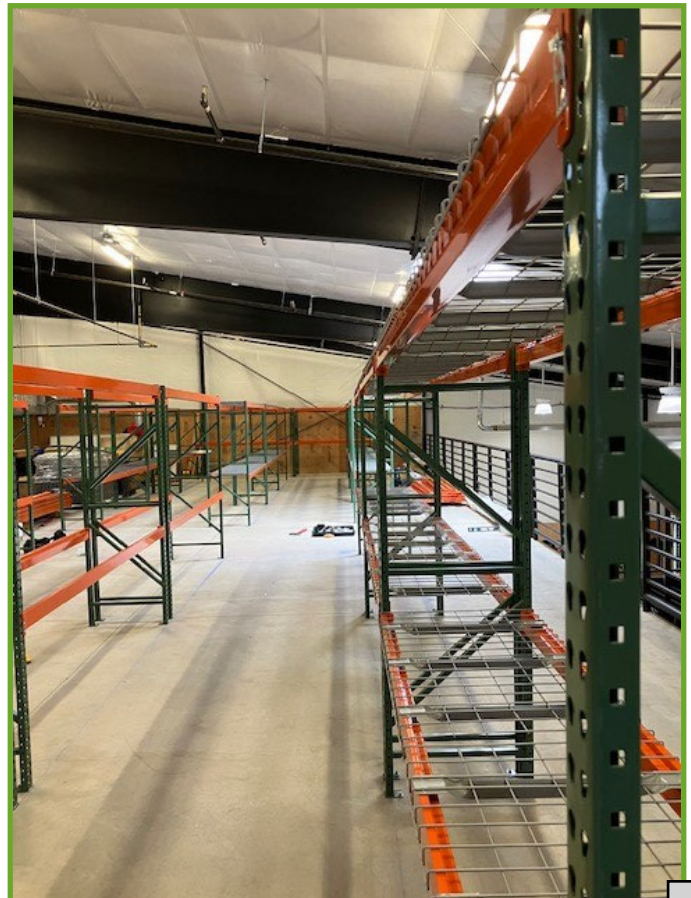
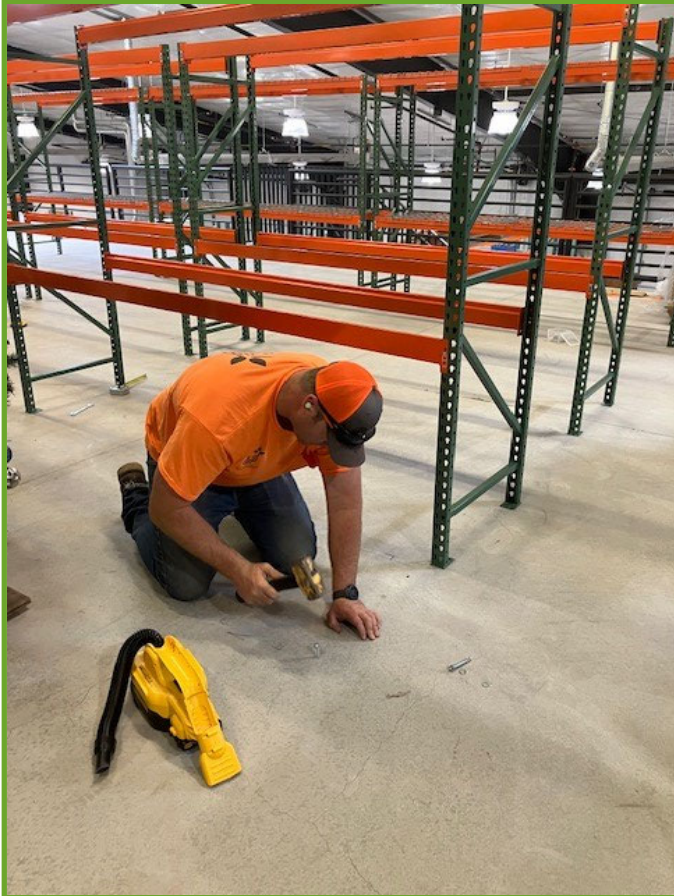
An irrigation leak under the parking lot of the Police station brought out the Facilities Maintenance team along with the Vactor truck. This versatile piece of equipment navigates roots and neighboring irrigation pipes safely and allowed the team to install a new, flexible irrigation pipe under the parking lot.



Facilities

Secure Storage

A new racking system was installed on the warehouse mezzanine at the Public Works complex. This seemingly simple task required critical attention to detail and accuracy to ensure the safety and stability of these load-bearing racks.



Facilities

Unseen Champions

The work performed by the Janitorial team is often unseen, and completed before the public arrives at City facilities each day. Whether removing graffiti at Westside Express Service (WES) lot, or attending to a prankster's mess at the Library, the Janitorial team keeps the City in tip top shape for all.



Utilities

An Eruption of Water

June was a busy month for the Utilities Division. The crew wrapped up the annual flushing program by flushing dead end lines that terminate in a “Blow Off”. A “Blow Off” is a valve and reduced piping at the end of a capped dead end line that can be opened to flush the pipe. Blow offs are often found in Cul-de-Sacs or dead end side streets where a hydrant may not be present .



Utilities

Testing, Testing, 1, 2, 3

This month the water crew worked with Oregon Meter Repair to test and calibrate a portion of the large meters in the City. Meters that are 3 inches and larger are tested to verify accuracy. These meters are located at larger commercial facilities, industrial facilities and schools. Ensuring that meters are accurate is a critical aspect for the sound management of a water system.



The process for testing a meter consists of using a calibrated bench-tested meter that the contractor provides. The calibrated meter is connected to the meter being tested. Water is run through both meters and compared for accuracy. If necessary, the contractor performs any repairs or adjustments to the meter while on site. If the meter is not repairable it is scheduled to be replaced.

Utilities

Continuing Education

A few members of the Utilities team were able to attend a fantastic full day training that covered fire hydrant and valve maintenance. The attendees came away with valuable information as well as some tricks and tips that they can apply in the field. The hosts of the training held the audience's attention with demonstrations and props such as cutaways of fire hydrants and valves.



SMART

SOUTH METRO AREA REGIONAL TRANSIT

2024 June Report Transit/Fleet

Let us make June the Month of Forgiveness. Poet Robert Frost humorously wrote – “Forgive me my nonsense, as I also forgive the nonsense of those that think they talk sense.” I perceive true forgiveness and true friendship as kindred spirits; they can both be incredible gifts that we give ourselves. Forgiveness, much like a good friend, is never far away. Forgiveness follows us like our shadow; it’s always available to us even when we can’t see it. I am convinced that when we forgive others, we free ourselves from the chains of selfishness, while also releasing our minds from the shackles of unlost memories. This writer is further convinced that denying another forgiveness is a double-edged sword. Forgiveness denied cuts deep both the wielder and its intended victim.

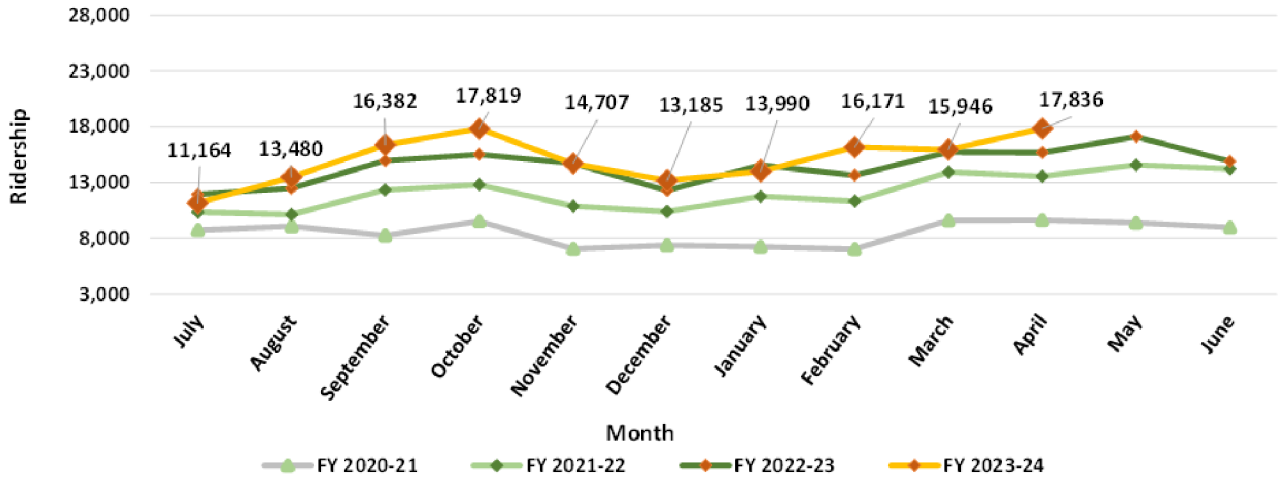
Dwight Brashear
Transit Director



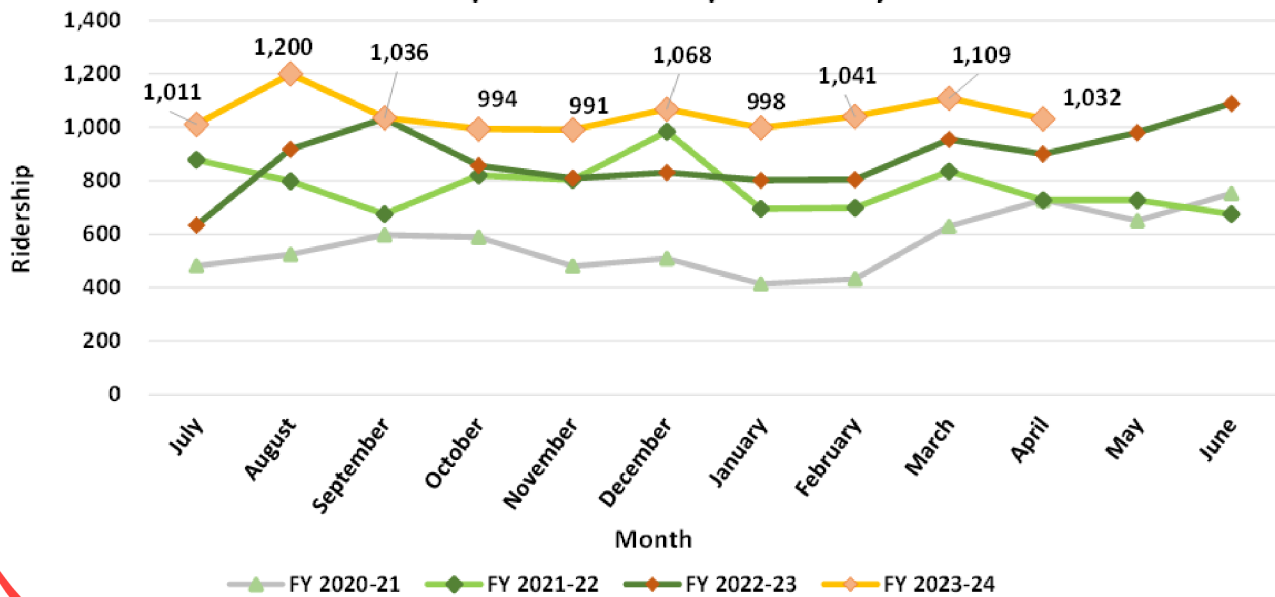
RIDERSHIP TRENDS

Anne MacCracken

Fixed Route Ridership Trends by Month



Demand Response Ridership Trends by Month



FLEET SERVICES

Scott Simonton

Two new Siemens EV chargers have been installed at City Hall. These chargers will be available to the general public, and can be used to recharge city fleet vehicles as well.

These particular chargers match the units recently installed at the new Public Works complex, and will be added to the City's existing EV Gateway account. EV Gateway offers a mobile app used by EV drivers to access the chargers, and provides the City energy use tracking and billing, to collect fees for charger use.

Customers are charged a \$3.00 fee per charge, plus \$0.19 per hour of the charging session.



OPERATIONS

Brad Dillingham

Every bus in the SMART fleet is equipped with gadgets and gizmos that help improve the experience for passengers and operators alike. For example, each bus at SMART has multiple cameras to keep people safe, Automatic Passenger Counters (APCs) above the doors that gather data so that we can make good decisions in our service planning, a tablet for the driver to help them stay on time and on-course, and radios for communication between the driver and our home base. All of our buses have Automatic Vehicle Location (AVL) capabilities, allowing passengers to use apps like mySMARTbus or the Transit App to see where their bus is in real-time and all of our routes appear on Google and Apple Maps, making it easier for passengers to plan their trips.



Furthermore, when our buses approach a stop, they announce the stop's name to the passengers on board the bus so that people know where they are in the City and when the bus comes to a stop at one of our bus stop locations, it then either has a ramp that folds out onto the curb or a lift that can be used to help people who find steps difficult to navigate. Some of the buses in our fleet even kneel when they get to the curb so that passengers don't need to step up into the bus.

SMART is currently in the process of partnering with its neighboring service providers to share a technology consultant who will help ensure that all of the awesome technology we have continues to work as intended.

COMMUTE OPTIONS

Michelle Marston

Every two years large employers are required to survey their employees to demonstrate progress toward a 10% commute trip reduction goal. Several large employers' E (employee commute options) surveys came due during June.

The survey provides the employer and DE (Department of Environmental Quality) with the following:

- An auto trip rate, which is the number of commute vehicles arriving at a work site divided by the number of employees that report to the work site;
- Ideas for incentives to encourage employees who drive alone to choose another commute method and;
- Follow-up surveys every two years which measure the progress toward meeting the commute trip reduction target.

Multiple worksites are participating in commute challenges this month including City of Wilsonville employees. These commute challenges are great incentives for employers to include in the ECO Trip reduction plans that most employers update every two years.

GRANTS & PROGRAMS

Kelsey Lewis

Our summer interns for the Transportation Options program started June 17. Please welcome Fabian Gomez Hernandez and Stefan Melko if you see them at community events like the Farmer's Market, Rotary concerts, and Party in the Park.

This summer, construction of the Transit Oriented Development (TOD) at the Wilsonville Transit Center begins. It will have a big impact on how it feels to get around the Transit Center. Some of our shelters will be removed temporarily, and bus stop locations will move. We will provide updated signage to help our passengers and visitors navigate safely.

While we know construction will bring some noise and change, we are excited to begin this transformation, including building the new SMART regional customer service space!



SAFE ROUTES TO SCHOOL



Patty Tiburcio

SMART staff organized a weeklong Learn-to-Ride Bike Clinic after school during mid-June at the Wilsonville Transit Center.

The Walking School Buses at Autumn Park Apartments, Boeckman Creek Primary, Boones Ferry Primary, Lowrie Primary, and Meridian Creek Middle School concluded with the end of the school year.

SMART staff and summer interns offered transit information and promoted Bike Adventure Camp at the Juneteenth Celebration at Town Center Park. SMART hosted a bike repair mechanic to provide complimentary minor bike repairs to the community.



Learn-to-Ride Bike Clinic



Juneteenth



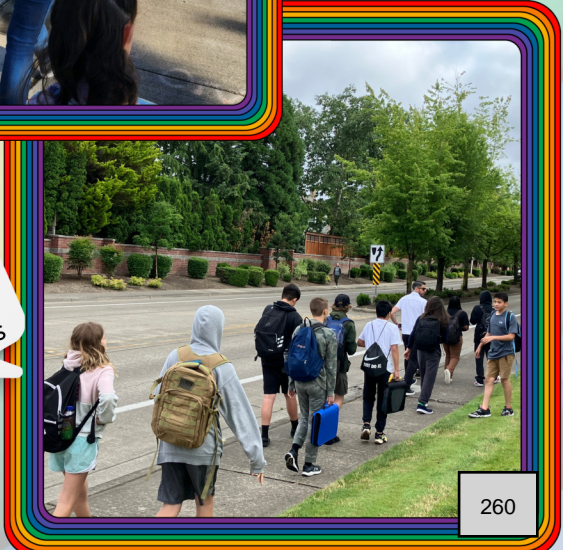
Juneteenth Bike Repair



Autumn Park Walking School Bus



Lowrie PS Walking School Bus



Meridian Creek MS Walking School Bus

