

EXHIBIT 2



City of Wilsonville Graffiti Removal Subsidization Program

Program Background

As part of its 2025-27 Council Goals, the City Council adopted Goal 2: Public Safety. The first outcome identified in Goal 2 is to “streamline response to code enforcement challenges.” To achieve this outcome, Strategies 2.4 calls for the City to “investigate developing a graffiti enforcement/reward program”

For graffiti on City property, Wilsonville’s Public Works Department has a timely standard operating procedure operated by both Public Works and Parks Departments. The City is responsible for removing graffiti from City-owned assets in the public right-of-way and notifying utility operators of vandalism to their assets.

The Graffiti Subsidization Program was developed in recognition of the gap in procedures to address vandalized private property, and the opportunity for the City to assist community members in removing graffiti.

Reimbursement Eligibility

1. Applications will be accepted for vandalized private property that would not otherwise fall under the maintenance responsibility of the Public Works Department or Parks and Recreation Department.
2. Property-owners may only apply for one reimbursement for one property in a calendar year.
3. First-time applicants will be given priority over previous applicants.
4. Priority will be given to residential applications.
5. For removals that require more service, or for property-owners who are unable to complete the removal themselves, a separate application PRIOR to work commencing can be filed with the City with 3 competitive bids for removal services. The City will cover 50% of the lowest bid or 50% of the service completed, whichever is lowest, subject to a \$500 cap.
6. Work must be completed within 30 days of application approval. If this deadline is not able to be met, applicant may apply for a one-time extension as determined by the City. Applicant must contact the City at least 5 days prior to the work deadline if an extension is necessary.

Use of Funds

1. Reimbursable funds may only be used for the repair or repair products to remove graffiti from private property.
2. To access reimbursement funds, property owners must obtain competitive bids for jobs that require a permit. The maximum reimbursement will be 50% of the lowest bid or 50% of the actual invoiced amount, whichever is less, regardless of who the property-owner chooses for the work, subject to a cap of \$500 per application.
3. All reimbursement awards will be made on a first-come, first-served basis, subject to the availability of funds in the approved City Budget. Once the budgeted amount has been expended, no further applications will be approved for the current fiscal year.

4. The lack of sufficient funds to cover the number of applications received by the City in any given year will not excuse the property owner from the responsibility of removing the graffiti from their property within the allotted time frame described in [WC 6230-6.250](#).
5. The annual program budget will be allocated an equal amount each quarter of the fiscal year. Any remaining funds from the previous quarter will roll over to the next quarter.

Procedures

Step 1. Property owner submits application form with receipt/invoice attached.

Applications may be emailed to David Valenzuela at dvalenzuela@wilsonvilleoregon.gov or mailed to City Hall Attn: Graffiti Reimbursement Program 29799 SW Town Center Loop E Wilsonville, OR 97070. Applications must be signed by the owner of the subject property with copies of any product receipts and any copies of bids attached.*

* For removals that require more service, or for property owners who are unable to complete the removal themselves, a separate application PRIOR to work commencing can be filed with the City with 3 competitive bids for removal services. Applications must be signed by the owner of the subject property and have copies of bids attached. Bids must be itemized.

Step 2. City confirms reimbursement eligibility and approves application. Work begins.

For removal product reimbursement, receipt attached will be verified and reimbursement will be issued for 50% of total cost, subject to available funds.

For removal services, PRIOR to work, the property owner may submit application with bids attached. Application may be approved, subject to available funds and will be notified that work may proceed.

Work must be completed within 30 days of either receipt approval or service application approval unless property-owner requests an extension within 5 days of deadline. Applicant must contact the City at least 5 days prior to the work deadline if an extension is necessary.

Step 3. Work complete. Property-owner pays contractor & submits Reimbursement Request with final invoice.

After the work has been completed, the homeowner must submit the actual itemized invoice from the contractor along with a signed Graffiti Removal Reimbursement Request form. Upon approval by the City, the Reimbursement funds will be disbursed in the amount of 50% of the invoice or 50% of the lowest bid for jobs requiring a permit subject to a cap of \$500.



GRAFFITI REMOVAL SERVICE REIMBURSEMENT PROGRAM APPLICATION FORM

Owner Applicant Name: _____
Mailing Address: _____
Phone Numbers: _____
Email address: _____
Project location address: _____
Size of Project (square feet): _____ Estimated Cost: _____
Project description: _____

Attach Copies of Bids:

_____ \$ _____
_____ \$ _____
_____ \$ _____

Certification:

By signing this application, I certify that, 1) I am the legal owner of the property where the proposed graffiti removal project will take place, 2) that all the information on this application and accompanying material is true and accurate to the best of my knowledge. If awarded a Reimbursement, I agree to comply with all the rules and conditions set forth in the application packet and on the permit forms.

Signature: _____ Date: _____

Applications may be scanned and emailed to: mailed to City Hall Attn: Graffiti Removal Reimbursement Program 29799 SW Town Center Loop E Wilsonville, OR 97070.

Questions?

Contact David Valenzuela, Code Compliance Coordinator at dvalenzuela@wilsonvilleoregon.gov or (503)570-1603.