City *of* Tigard

Tigard Business Meeting – Agenda

TIGARD CITY COUNCIL

MEETING DATE AND TIME:	DECEMBER 19, 2023 - 6:30 p.m. Business Meeting
MEETING LOCATION:	Hybrid - City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223 - See PUBLIC NOTICE below

PUBLIC NOTICE: In accordance with Oregon House Bill 2560, this will be a hybrid meeting where some Council, staff or public will participate in person and some will participate remotely.

How to comment:

- Written public comment may be submitted electronically at www.tigard-or.gov/Comments by noon the day before the meeting date.
- If attending the meeting in person, please fill out the public comment sign-in sheet at the front of the room and come to the microphone when your name is called.
- If you prefer to call in, please call 503-966-4101 when instructed to be placed in the queue. We ask that you plan on limiting your testimony to three minutes.
- You may comment by video through the Teams app. Go to this link to learn how to participate by video December 19, 2023 Council Meeting (https://www.tigard-or.gov/Home/Components/Calendar/Event/4513/372).

Upon request, the City will endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-718-2419 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA

VIEW LIVESTREAM ONLINE: https://www.tigard-or.gov/boxcast

CABLE VIEWERS: The City Council meeting will be shown live on Channel 21 (1st Tuesdays) and Channel 28 (2nd & 4th Tuesdays) at 6:30 p.m. The meeting will be rebroadcast at the following times on Channel 28:

Thursday 6:00 p.m. Friday 10:00 p.m. Saturday 7:30 p.m. Sunday 11:30 a.m. Monday 6:00 a.m.

City *of* Tigard

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TIGARD CITY COUNCIL
MEETING DATE AND TIME: DECEMBER 19, 2023 - 6:30 p.m. Business Meeting
MEETING LOCATION: Hybrid - City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

6:30 PM

1. BUSINESS MEETING

   A. Call to Order

   B. Roll Call

   C. Pledge of Allegiance

   D. Call to Council and Staff for Non-Agenda Items

2. PUBLIC COMMENT

   A. Follow-up to Previous Public Comment

   B. Public Comment – In Person

   C. Public Comment – Phone-In

   D. Public Comment – Video

3. COUNCIL LIAISON REPORTS **6:40 p.m. estimated time**

   VIEW SMARTER CHARTER VIDEO

4. CONSENT AGENDA: (Tigard City Council) The Consent Agenda is used for routine items including approval of meeting minutes, contracts or intergovernmental agreements. Information on each item is available on the city's website in the packet for this meeting. These items may be enacted in one motion without separate discussion. Council members may request that an item be removed by motion for discussion and separate action. **7:05 p.m. estimated time**

A. RESOLUTION OF SUPPORT FOR TIGARD DOWNTOWN ALLIANCE (TDA) MAIN STREET DESIGNATION

- *Consent Agenda - Items Removed for Separate Discussion: Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Council has voted on those items which do not need discussion.*

5. RESOLUTION APPOINTING NEW BOARD & COMMITTEE MEMBERS **7:10 p.m. estimated time**

6. COMMUNITY ORGANIZATION UPDATE - WASHINGTON COUNTY SUPPORTIVE HOUSING SERVICES UPDATE **7:30 p.m. estimated time**

7. NON-AGENDA ITEMS

8. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

9. ADJOURNMENT **8:00 estimated time**

AIS-5397 **4. A.**

Business Meeting

Meeting Date: 12/19/2023

Length (in minutes): Consent Item

Agenda Title: Resolution of Support for Tigard Downtown Alliance (TDA) Main Street Designation

Authored By: Steve Rymer

Presented By: Economic Development Manager Purdy

Item Type: Motion Requested

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The Tigard Downtown Alliance is seeking Tigard City Council endorsement of the nonprofit's participation in the State of Oregon Main Street program and application for designation as a State recognized Main Street program. Main Street designation by the State of Oregon requires an application which includes a resolution of support from the local municipality.

ACTION REQUESTED

Adopt the resolution of support for the Tigard Downtown Alliance's Oregon Main Street designation application.

BACKGROUND INFORMATION

The Tigard Downtown Alliance (TDA) has operated as a volunteer-led downtown revitalization program for ten years. The program formally incorporated as a nonprofit in 2016. In 2023, the TDA hired a full-time Director to lead local volunteer efforts -- meeting a key element in State of Oregon certification.

The State of Oregon Main Street program follows a national "Main Street" model which provides program benchmarks, goals, technical assistance, and guidance for downtown programs like the TDA. This guidance includes coaching on the national "Four-Point Main Street Approach," encouraging local programs to work in four focus areas – **Economic Vitality, Design, Promotion and Organization**. Successful downtown revitalization programs include participation by a range of downtown stakeholders including residents, business owners, property owners, and community partners working in teams on projects in each of the four focus areas.

In support of the TDA, the City of Tigard has provided more than $342,000 in funding to the nonprofit since 2016 for capacity building, capital investments, and event management. The City endorses the TDA as a key community partner for addressing and solving complex and challenging downtown issues like commercial vacancies, parking constraints, real-estate redevelopment, commercial tenant mix and a changing local economy.

ALTERNATIVES & RECOMMENDATION

Without passing a local resolution of support, the TDA's application to the State of Oregon for Main Street designation will lack a key indicator of local support. Staff recommend council pass the attached resolution of support.

ADDITIONAL RESOURCES

N/A

Attachments

Resolution

Application

CITY OF TIGARD, OREGON.
TIGARD CITY COUNCIL
RESOLUTION NO. 23-

A RESOLUTION AUTHORIZING TIGARD DOWNTOWN ALLIANCE PARTICIPATION IN THE DESIGNATED MAIN STREET LEVEL OF OREGON MAIN STREET.

WHEREAS, The Tigard City Council encourages the Tigard Downtown Alliance to participate at the Designated Main Street level of the State of Oregon's Main Street program**,** because it recognizes the importance of our downtown as it relates to the economic health and quality of life of the community; and

WHEREAS, The Tigard City Council endorses the Tigard Downtown Alliance as a key community partner for addressing and solving complex and challenging downtown issues like commercial vacancies, public parking constraints, real-estate redevelopment and repurposing, commercial tenant mix, and a changing local economy; and

WHEREAS, The Tigard Downtown Alliance will accomplish this through the Main Street Approach® and has generated community-wide interest and support including residents, business owners, property owners, and community partners as stakeholders; and

WHEREAS, The Tigard City Council has provided financial resources to support the Tigard Downtown Alliance's capacity building, capital investments, and event management since 2016 and is committed to considering future funding during its annual budget process; and

WHEREAS, The Tigard Downtown Alliance recognizes its commitment to private sector financial support for operations; and

WHEREAS, the Tigard Downtown Alliance is committed to a sustainable organization through the Main Street Approach® maintaining our organizational readiness, following the baseline maintenance objectives, and creating and following organizational work plans to include evidenced transformation strategies around the Four-Point Approach™: Economic Vitality, Design, Promotion, and Organization.

WHEREAS, This Designated Main Street level provides guidance and access to technical support for the downtown revitalization programs through Oregon Main Street, Main Street America, and the Oregon Main Street Network;

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The Tigard City Council endorses the Tigard Downtown Alliance's application to the State of Oregon for the Designated Main Street Level.

SECTION 2: The Tigard City Council recognizes that commercial district revitalization is an ongoing process requiring long-term attention, community support and involvement, and a public/private partnership.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2023.

_____
Mayor - City of Tigard

ATTEST:

_____
City Recorder - City of Tigard

DESIGNATED | MAIN STREET APPLICATION

DUE: JANUARY 31, 2024

The Designated Main Street level is a mark of distinction that reflects a commitment and dedicated efforts to building, growing, and sustaining successful historic downtown or traditional commercial neighborhood improvement efforts by leveraging partnerships and engaging community.

Qualifying as a Designated Main Street

- ❑ Have an identifiable Main Street District in a traditional downtown or neighborhood commercial district.
- ❑ Operate an independent nonprofit with appropriate staffing
- ❑ Complete annual activities supporting the Main Street Four-Point Approach™

Applicant organizations agree to the following maintenance objectives:

❑ Maintain a comprehensive revitalization strategy that follows the Four-Point Approach™
❑ Focus on a pedestrian-oriented traditional commercial core defined by boundary map
❑ Operate an independent nonprofit which holds an office in the designated district
❑ Have an active volunteer board of directors and comparably paid full-time executive director (part-time for populations less than 3,500)
❑ Develop an adequate long-term funding strategy
❑ Include Oregon Main Street staff in executive director hiring processes
❑ Attend all required conferences and trainings (Oregon Main Street Network, Oregon Main Street Conference, New ED Orientation, occasional workshops on request)
❑ Send all board members to Oregon Main Street virtual Board Member Institute and at least one volunteer board member to the Oregon Main Street Conference
❑ Maintain a historic preservation ethic
❑ Maintain membership in the National Main Street Network
❑ Use Main Street America™ brand appropriately and follow brand standards
❑ Adopt a statement of commitment to being an inclusive organization that welcomes all

Application Instructions

- Type directly into the application form unless an attachment is requested.
- For questions requiring narratives a maximum length is set, do not exceed this length.
- Applications and attachments should be in a common format such as PDFs, JPGs, TIFs, PNGs, .docx (word), .xlsx (excel), etc.
- Name all attachment files according to the attachment number and basic description. (e.g. Attachment 1 – City Council Resolution)

- Where possible, place the appropriate attachment number in the top righthand corner within each attachment document in addition to appropriate file names.
- Do not include items that have not been specifically requested.
- Do not fax or mail your application.

Strong Applications

Strong applications will be evaluated for their ability to do the following:

▪ Illustrate strong commitment from local government and private sector organizations in supporting revitalization efforts following the Main Street Approach®
▪ Highlight historically significant and unique buildings in the district and exhibit community historic preservation ethic
▪ Demonstrate the need for district revitalization/preservation and how the district will benefit from Oregon Main Street technical assistance
▪ Demonstrate the readiness and willingness of the community and organization to proceed with revitalization, commit time and resources, and explore new ventures
▪ Employ or plan to employ an executive director at a minimum of 20 hours per week based on population size minimum standards
▪ Display a past record of community development efforts and broad community support
▪ Express likelihood of impactful change for commercial district as a result of participation
▪ Present an honest picture of your community and organization, featuring strengths and weaknesses, using data and prior documentation where possible
▪ Follow application instructions
▪ Use clear and concise language, avoiding excessive narrative

We recommend applicants proactively collect letters of support along with your city council resolution as soon as you decide to apply.

Application Submission

Completed Main Street applications must be received by January 31, 2024.

Please upload a zip file of the of the completed application with attachments at: Designated Main Street Application Uploads

Instructions for creating a zip file and uploading to the OMS shared drive can be found at the How to Join link on our website. For assistance or questions regarding application submission, please contact Cam Amabile at 971-720-8998 or cam.amabile@oprd.oregon.gov.

All other questions about this application may be directed to Sheri Stuart at 503.551.3705 or sheri.stuart@oprd.oregon.gov.

OREGON MAIN STREET
DESIGNATED MAIN STREET APPLICATION

GENERAL INFORMATION:

City or Town:	County:
City population:	County population:
State Legislative District - House:	Congressional District – House:
State Legislative District – Senate:	Congressional District – Senate:
Size of proposed downtown district in square blocks:	

Organizational Contact Information:

Applicant Name & Position		**Organization**	
Executive Director Name		**Organization Address**	
Daytime Phone		**Organization Website**	
Email Address		**Organization Tax Identification Number**	
Fax Number		**Organizational IRS Status (501c3, 501c6)**	
		Organizational Incorporation Date	

SECTION A: DOWNTOWN DISTRICT INFORMATION

Completing the following sections features multiple attachment series. Please provide the requested information to indicate your community's readiness to meet designation requirements. Number all attachments accordingly in the file name (e.g. Attachment 1 – District Boundary Map).

Attachment: Boundary Map

Attachment #	Attachment Description	
1	A boundary map of your proposed downtown district	

Please answer the following questions about your proposed downtown.

1. Provide a brief overview about your downtown or neighborhood commercial district. Include information about the early history of the district, economic forces at work in the area, key turning points in the district's decline (and rebirth), and where it is today.

2. Please describe the characteristics that you feel make the district a cohesive and recognizable district with distinct features or architectural character.

SECTION B: STATISTICS

Designated Main Street Communities track key statistics on a regular basis. Having baseline information about your district during the early stages of the revitalization process will help your organization tell its story and show impact over time.

Fill in the tables below with the appropriate information about your downtown district.

Structures in District	
Approximate number of buildings in district	
% of buildings owned by absentee owners	
% of first floor vacancies	
Number of partially residential buildings	
Number of fully residential buildings	

Parking in District	
On-street public parking spaces	
Off-street public parking spaces	
Off-street private parking spaces	
Total parking spaces	

Number of Businesses by Category in District			
Retail		Professional	
Restaurant		Government/Nonprofit	
Service		Industrial	
Religious		Other	
Total Number of Businesses in District:			

To what extent has the district been negatively affected by the following:

	Greatly	Somewhat	Very Little	Distance from District
Local strip shopping center				
Local discount center				
Other downtowns in region				
Regional mall/discount centers				

Please provide information on the five largest employers in the city or market area:

Employer Name	Business Type	# of Employees	In district?

Check the box if your municipality has any of the following.

Economic Improvement District		Economic Development Plan	
Certified Local Government		Community-wide Master Plan	
Downtown Master Plan/Overlay District		Market Analysis Study or Report	

3. Describe the physical boundaries for your proposed Main Street district and why you have selected those boundaries.

4. Describe the characteristics that you feel make the downtown a cohesive and recognizable district with distinct features or architectural character:

SECTION C: EVIDENCE OF COMMUNITY SUPPORT

Completing the following sections features multiple attachment series. Please provide the requested information to indicate your community's readiness to meet designation requirements. Number all attachments accordingly in the file name (e.g. Attachment 2 – Commitment Letter from Mayor).

Attachment Series: Broad-Based Community Support

Attachment #	Attachment Description	
2	A letter of commitment and support from the community mayor	
3	A city council resolution endorsing capacity-building purposes of the revitalization efforts, pledging cooperation in the process, and when possible, commiting to public sector funding	
4	A maximum of 15 letters of commitment from community stakeholders (businesses, citizens, financial institutions, public officials, etc.) expressing readiness to be actively involved and contribute financially to downtown revitalization efforts. **No form letters will be accepted.**	
5	At least one letter of support and intent to integrate from the local Chamber of Commerce, merchant group, Economic Development council, historic preservation group, etc.	

5. Please describe any major revitalization efforts previously undertaken by the public and/or private sector within or adjacent to the district. Be as thorough as possible. Include dates, summary of projects, and description of outcomes.

SECTION D: ORGANIZATIONAL MAIN STREET® PLANNING

Attachment Series: Comprehensive Main Street® Planning

Attachment #	Attachment Description	
6	A current organizational work plan including: dates it was developed, names of developers, frequency of updates, and status of board of director approval	
7	If applicable, a copy of the pertinent sections of community economic development or long-range plans including your downtown district; including development dates & authors	

6. Write your organization's mission and vision statement. Indicate when it was developed and by whom. If you don't have a mission and/or vision statement leave the appropriate space(s) blank.

Mission	
Vision	

7. How do you believe the community and your organization will benefit from being selected as a Designated Downtown?

SECTION E: HISTORIC PRESERVATION

Attachment Series: Historic Preservation

Attachment #	Attachment Description	
8	If applicable, a copy of any local preservation or design ordinances or regulations in place affecting the district	
9	Up to 30 images of your district in JPG or TIF format illustrating both strengths and weaknesses in the district. *Disclaimer: Images will become property of OMS/OPRD for future use.*	

HISTORIC PLACES RECORD

Please note any locally or nationally recognized historic buildings, structures, commercial/residential districts, corridors, cemeteries, trails, etc. that are within your downtown district.

Historically Significant Places in the Downtown District	National Register Designation	Local Historical Designation	Designation Date

Please describe the state of existing structures and construction in your district:

General Condition of Buildings in District	
Number of Buildings Demolished in Last 5 Years	
Primary Reasons for Demolition	

8. List and describe the purpose of any active preservation groups in your community.

9. What other cultural or special features are in the district that you feel are important to consider when reviewing your application?

SECTION F: ORGANIZATIONAL READINESS

Attachment Series: Evidence of Organizational Readiness

Attachment #	Attachment Description	
10	Your downtown organization's Articles of Incorporation & Bylaws	
11	A list of officers and board members with term limits and description of their affiliation/position in the community	
12	A list of organizational committees including membership and committee purpose	
13	Additional letters showing financial commitment from government organizations, businesses, industries, properties not previously included	
14	Organization's past year (2021) and current year (2022) real budget	
15	If applicable, an organizational membership brochure and record of current membership statistics including indications of in-district members and out-of-district members	
16	A copy of the executive director's job description	

Projected Revenue

Please indicate the approximate percent of projected revenue from the following sources:

SOURCE	% of Budget From This Source
Local government	%
Downtown business and property owners	%
Events	%
Lodging Tax	%
Fundraising	%
Grants	%
Donor Campaign	%
Contract for Services	%
List other sources:	%
Total Projected Revenue	$

10. If more than 50% of your operating budget is derived from a single source, please indicate how your organization plans to work toward a more balanced budget in the coming year.

11. Experience has shown that it is critical to provide a dedicated individual to assist with the development of the downtown program when enrolled at the Designated Downtown level. This requirement can be met by having a part- or full-time staff person dependent upon population size. This individual will be the primary contact for the state Oregon Main Street Coordinator. Please describe how your community will meet this requirement.

12. How does your board membership reflect the diversity of your community and represent downtown stakeholders?

13. Please describe your board development plan. This may include how you identify gaps in skills or perspectives, your nomination process, new member orientation, and leadership succession strategies.

14. Tell us what volunteerism looks like in your organization. This should include your committees, but could also include specific event or project volunteer opportunities.

15. Fill in the table below to detail your organization's strategies for engaging and developing volunteers in the following areas.

Recruitment	
Orientation	

Continued Training & Development	
Recognition & Celebration	
Stewardship of Your Organization's Mission	
Stewardship of the Main Street Approach™	

16. If you have already joined the National Main Street Network, please indicate your membership number and expiration date.

Organizational Responsibility

The state program requires that brief quarterly reports be submitted. Information requested in the report includes statistics on jobs, businesses, building renovation and construction costs, public improvement projects, etc. Submission of this application indicates your agreement to the quarterly reporting requirements and that you will adhere to deadlines for submitting these reports.

Please check the appropriate box to indicate organizational agreement to this responsibility.

Yes, we agree. No, we do not agree to this.

SECTION G: COMMITMENT TO ONGOING TRAINING

Continuing education and training of the program manager and downtown leaders is critical a requirement of the local Main Street® program. Every effort is made to keep costs for state sponsored training sessions at a minimum. It is the responsibility of the local program to cover registration fees, travel, lodging, and meals. Please check the spaces below as an indication of your commitment to the education and training component of the state program.

	Required basic training for board and committee members within 3 months of acceptance at the Designated Main Street level.
	Quarterly Main Street Network meetings. Attendance required for your manager and encouraged for board members. These are at various locations throughout the state.
	Oregon Main Street Conference (biannual two to three-day statewide conference in even years). At a minimum you will be required to send your manager and at least one board member.
	The biannual fall Oregon Main Street workshop in odd years. When offered, you will be required to send your manager and at least one other person representative at the board or committee level depending on the workshop topic.
	The National Main Street Conference, Main Street America's annual three-day conference, held in various locations throughout the country. Attendance is not required, but encouraged.
	On-site training sessions held in your community including day-long board retreats and committee action planning sessions. High attendance is required of your manager, board, and committee members.

17. If you have sent representatives to an Oregon Main Street or National Main Street sponsored workshop or conference in the last two years please list the workshop title, date(s), and who attended.

Name of Workshop or Conference and Date(s)	Name of Participant

18. Is there any additional information that you feel we should know about? For example, major issues affecting the downtown or neighborhood commercial district, your community, or your organization.

AIS-5379 **5.**

Business Meeting

Meeting Date: 12/19/2023

Length (in minutes): 20 Minutes

Agenda Title: Board Appointments

Authored By: Joanne Bengtson

Presented By: Mayor Heidi Lueb

Item Type: Motion Requested
Resolution

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The City of Tigard has ten standing boards, committees, and commissions with six recruiting to fill member openings in January 2024. Those boards are:

- Audit Committee,
- Budget Committee,
- Library Board,
- Park and Recreation Advisory Board,
- Town Center Advisory Commission, and
- Tigard Youth Advisory Council.

Following a recruitment for volunteers, on November 21, 2023, the Mayor interviewed nine individuals for nine open positions. The recommendations being considered by City Council will aim to fill those openings by appointing new members.

Board members are key to informing the development of Tigard's programs and policies. These volunteers dedicate time and expertise to serve as an important link to community needs and represent community values. The following individuals are being recommended for appointment by the Mayor.

ACTION REQUESTED

City Council is asked to consider passing six separate resolutions to appoint new members to Tigard boards and committees. These appointments are recommended by the Mayor.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

Applications to serve on a city board are open year-round for anyone to apply. Applications that were received in a recruitment period from September 25 to November 19, 2023 were considered.

Eleven people applied for nine open positions, two withdrew, and nine were interviewed. Of the nine interviewed, 22% identified as female, 11% male, and 67% did not respond. When asked their racial/ethnic identity, 22% of applicants indicated they were Caucasian, 11% Pacific Islander, and 67% did not respond.

The primary ways applicants heard about this opportunity were through social media, the city website or Cityscape newsletter, and word of mouth. Tigard Mayor Heidi Lueb reviewed applications and interviewed applicants on November 21, 2023.

Previous to this recruitment, City Council approved appointments for all ten of the city's boards, committees and commissions on October 24, 2023.

ALTERNATIVES & RECOMMENDATION

The Mayor recommends approving the attached resolutions to appoint board and committee members.

The Council may decide not to appoint some or all of the recommendations. This would require recruiting new applicants to fill vacancies.

ADDITIONAL RESOURCES

Attachments

Presentation Board and Committee Appointments
Audit Committee Appointment Resolution
Budget Committee Appointment Resolution
Library Board Appointment Resolution
Park & Rec Adv Board Appt Resolution
Town Center Advisory Commission Appointment Resolution
TYAC Appointment Resolution



City of Tigard
Board, Committee, & Commission Appointments

December 19, 2023

CITY OF Tigard

Audit Committee

Name	Position	Term
Heather Robbins	Alternate	1 year

Budget Committee

Name	Position	Term
Courtney Cornejo	Alternate	2 year

Library Board

Name	Position	Term
Jenny Stoffel	Voting	4 year
Pamela Michael	Alternate	2 year

Park and Recreation Advisory Board (PRAB)

Name	Position	Term
Skip Haak	Alternate	2 year

Town Center Advisory Commission (TCAC)

Name	Position	Term
JoJo Keating	Voting	3 year
Alvin Bautista	Alternate	3 year
Daniel Thompson	Voting	1 year (fill vacant term)

Tigard Youth Advisory Council (TYAC)

Name	Position	Term
Aubrey Nunn	Voting	1 year



Welcome Board & Committee Members!
Thank you for serving your community.

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 23-

A RESOLUTION APPOINTING HEATHER ROBBINS AS AN ALTERNATE MEMBER TO THE AUDIT COMMITTEE.

WHEREAS, Tigard City Council established the Audit Committee to manage the audit contract with the city's outside audit firm and oversee the city's internal control management; and

WHEREAS, a vacancy for an Alternate position exists on the Audit Committee; and

WHEREAS, Mayor Lueb recommends appointing Heather Robbins to the city's Audit Committee in the Alternate position.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Heather Robbins is appointed to Audit Committee as an Alternate member for a 1-year term, effective January 1, 2024 through December 31, 2024.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 19th day of December 2023.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 23-

A RESOLUTION APPOINTING COURTNEY CORNEJO TO A 2-YEAR ALTERNATE POSITION ON THE BUDGET COMMITTEE.

WHEREAS, Tigard City Council established the Budget Committee to deliberate on the proposed budget submitted by the City Manager and send an approved budget to City Council for adoption; and

WHEREAS, ORS 294.412(2) states that the budget committee should consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body, and;

WHEREAS, a vacancy exists for a two-year alternate position on the Budget Committee, and;

WHEREAS, Mayor Lueb recommends appointing Courtney Cornejo to that position on the Budget Committee.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Courtney Cornejo is appointed to Budget Committee as an alternate member for a 2-year term, effective January 1, 2024 through December 31, 2025.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 19th day of December 2023.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 23-

A RESOLUTION APPOINTING JENNY STOFFEL AS A VOTING MEMBER, AND PAMELA MICHAEL AS AN ALTERNATE MEMBER OF THE LIBRARY BOARD.

WHEREAS, Tigard City Council established the Library Board to communicate with the City Manager and Council about Tigard Public Library's policies, budget, facilities, and other needs of the community to provide quality library service; and

WHEREAS, Mayor Lueb recommends appointing Jenny Stoffel and Pamela Michael to the city's Library Board.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Jenny Stoffel is appointed to Library Board as a voting member for a 4-year term, effective January 1, 2024 through December 31, 2027.

SECTION 2: Pamela Michael is appointed to Library Board as an alternate member for a 2-year term, effective January 1, 2024 through December 31, 2025.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This 19th day of December 2023.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 23-

A RESOLUTION APPOINTING SKIP HAAK AS AN ALTERNATE MEMBER TO THE PARK AND RECREATION ADVISORY BOARD FOR A 2-YEAR TERM.

WHEREAS, Tigard City Council established the Park and Recreation Advisory Board to advise the Public Works Director and City Council regarding park and recreation policies, budget, facilities, programs, and other needs of the community to provide quality park and recreation services; and

WHEREAS, there is a current vacancy on the Park and Recreation Advisory Board; and

WHEREAS, Mayor Lueb recommends appointing Skip Haak to the city's Park and Recreation Advisory Board.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Skip Haak is appointed to Park and Recreation Advisory Board as an alternate member for a 2-year term, effective January 1, 2024 through December 31, 2025.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 19th day of December 2023.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 23-

A RESOLUTION APPOINTING JOJO KEATING AS A VOTING MEMBER, ALVIN BAUTISTA AS AN ALTERNATE MEMBER AND DANIEL THOMPSON AS A VOTING MEMBER OF THE TOWN CENTER ADVISORY COMMISSION.

WHEREAS, Tigard City Council established the Town Center Advisory Commission to make recommendations to the Town Center Development Agency and the City Council on Tax Increment Financing (TIF) policy, budget, and implementation to improve Tigard's TIF districts; and

WHEREAS, there exists two vacancies for voting members and one vacancy for a non-voting alternate member; and

WHEREAS, the Mayor recommends that Council appoint JoJo Keating and Daniel Thompson as voting members; and appoint Alvin Bautista as a non-voting alternate member.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: JoJo Keating is appointed to Town Center Advisory Commission as a voting member for a 3-year term, effective January 1, 2024 through December 31, 2026.

SECTION 2: Alvin Bautista is appointed to Town Center Advisory Commission as an alternate member for a 3-year term, effective January 1, 2024 through December 31, 2026.

SECTION 3: Daniel Thompson is appointed to Town Center Advisory Commission as a voting member for a 1-year term to fill out the remainder of an open term, effective January 1, 2024 through December 31, 2024.

SECTION 4: This resolution is effective immediately upon passage.

PASSED: This 19th day of December 2023.

_____
Mayor - City of Tigard

ATTEST:

_____
City Recorder - City of Tigard

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 23-

A RESOLUTION APPOINTING AUBREY NUNN AS A VOTING MEMBER TO THE TIGARD YOUTH ADVISORY COUNCIL.

WHEREAS, Tigard City Council established the Tigard Youth Advisory Council in 2003 as a, "student volunteer group whose mission is to empower, improve, and connect the lives of Tigard youth"; and

WHEREAS, the Tigard Youth Advisory Council acts as an advisory board to the Tigard City Council to create civic engagement opportunities for local youth; and

WHEREAS, Mayor Lueb recommends the following individuals to city's Youth Advisory Council.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Aubrey Nunn is appointed to Tigard Youth Advisory Council as a member for a 1-year term, effective immediately through December 31, 2024.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 19th day of December 2023.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

AIS-5367 **6.**

Business Meeting

Meeting Date: 12/19/2023

Length (in minutes): 30 Minutes

Agenda Title: Washington County Supportive Housing Services Update

Authored By: Kim Ezell

Presented By: Homeless Svcs. Supervisor Jessi Adams and Business Operations Mgr. Allie Alexander Sheridan

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Presentation from Washington County Homeless Services Division on outcomes from year two of the Supportive Housing Services tax funding.

ACTION REQUESTED

No action is requested of Council.

BACKGROUND INFORMATION

The Washington County Homeless Services Division is responsible for all County houselessness services. They are funded through a combination of the Supportive Housing Services Measure, the Federal Continuum of Care Grant, and the Washington County Public Safety Levy. The Division partners with community-based organizations, affordable housing owners, and landlords to provide street outreach, housing assistance, and other supportive service programs to community members facing housing instability.

The Division's presentation will discuss outcomes from year two of the Supportive Housing Services tax funding and what to expect in year three.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

Washington County Supportive Housing Services 2022-2023 Annual Report:

Annual Report Link

Attachments

Presentation

Department of
Housing Services



Washington County SHS Updates

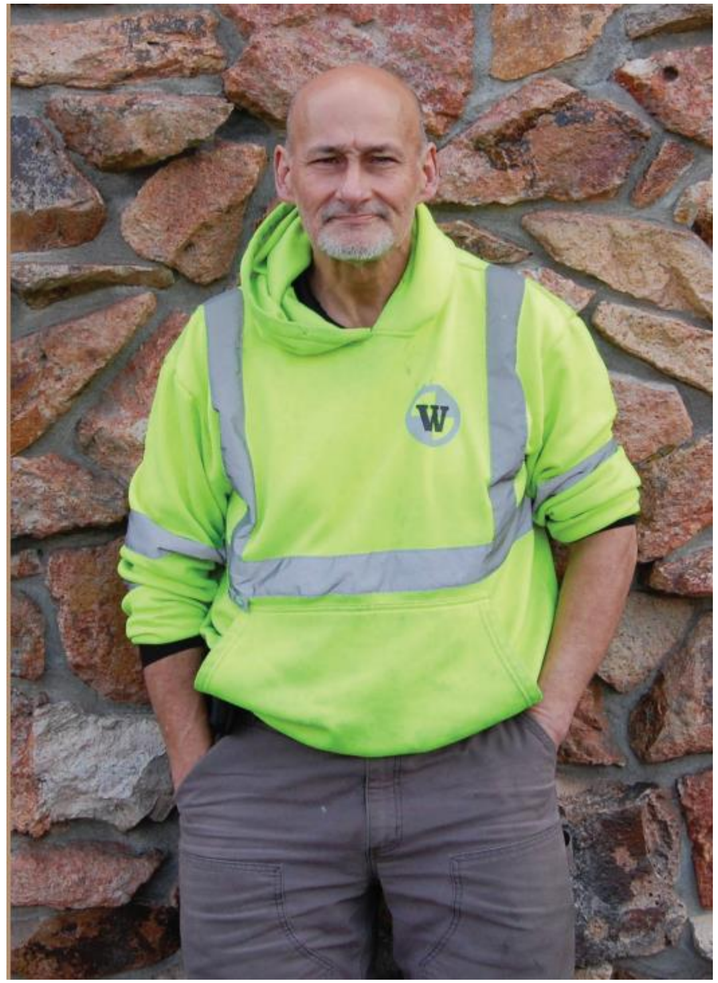
Tigard City Council



December 19, 2023

www.washingtoncountyor.gov

Stories of Hope: Russell's story



Russell experienced unsheltered homelessness

Dedicated outreach workers built a relationship with Russell

Engaged with Hillsboro Bridge Shelter program and is working with a housing case manager to find permanent housing

"I'm still getting used to not needing to check on my stuff, knowing it is safe inside. I slept outside for the better part of eight years."
- Russell

Year 2 Highlights

1,385

Housing placements for previously homeless individuals (866 households)

1,137

Evictions prevented with emergency rent assistance (414 households)

2,522

Total People Served

84

Permanent Supportive Housing apartments (Heartwood Commons & The Viewfinder)

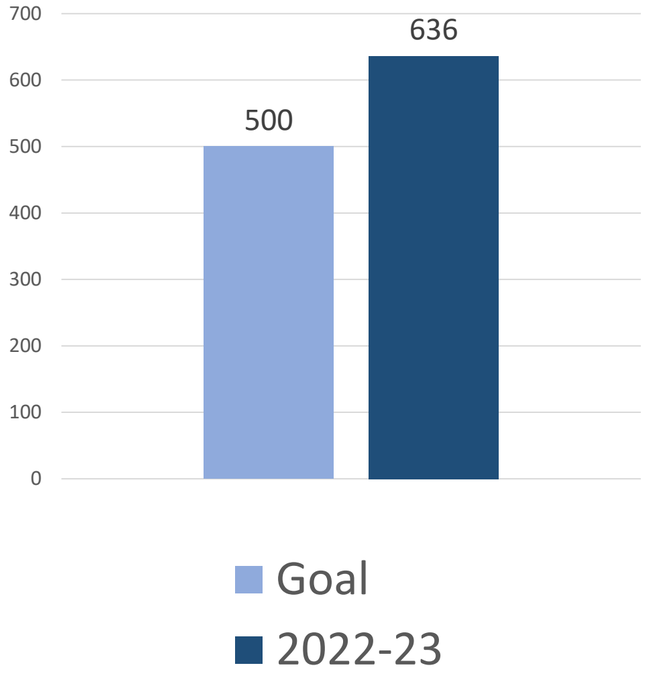
220

Shelter beds/rooms added. Total capacity doubled to more than 400 shelter beds/rooms currently open

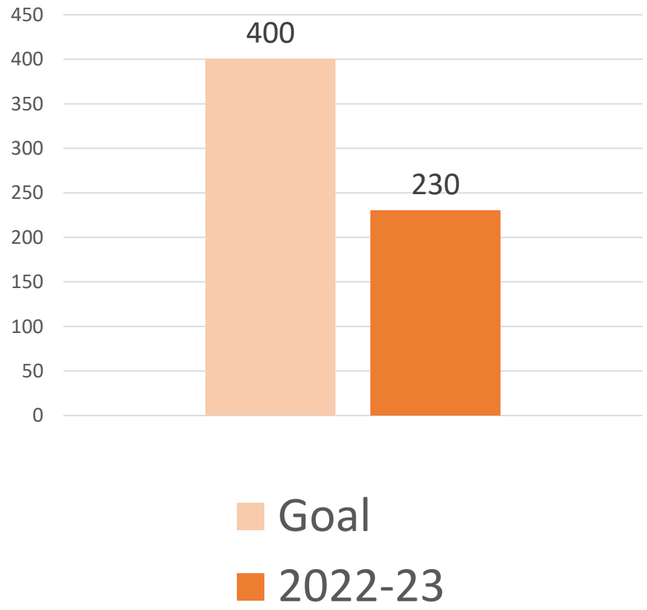
Read the full Supportive Housing Services Fiscal Year 2022-23 Annual Report online.

Housing Goals to Outcomes

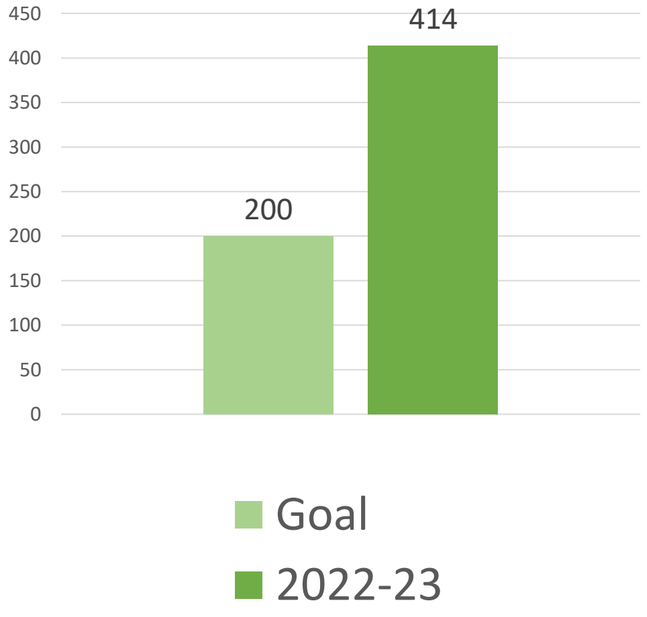
Housing Case Management System (Permanent Supportive Housing)



Rapid Rehousing

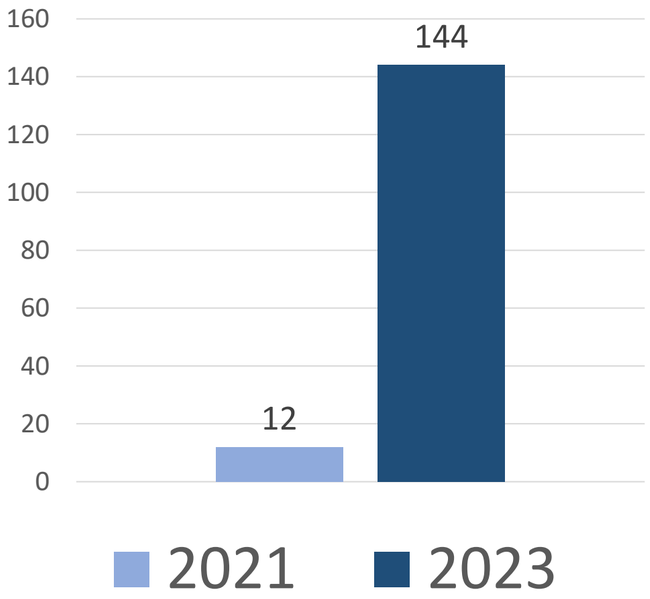


Eviction Prevention

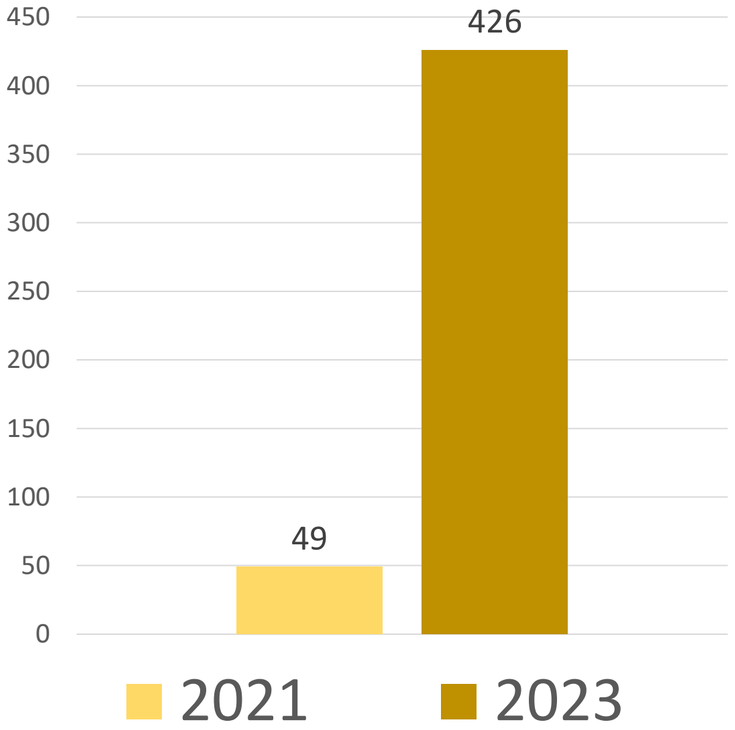


Building a system of care

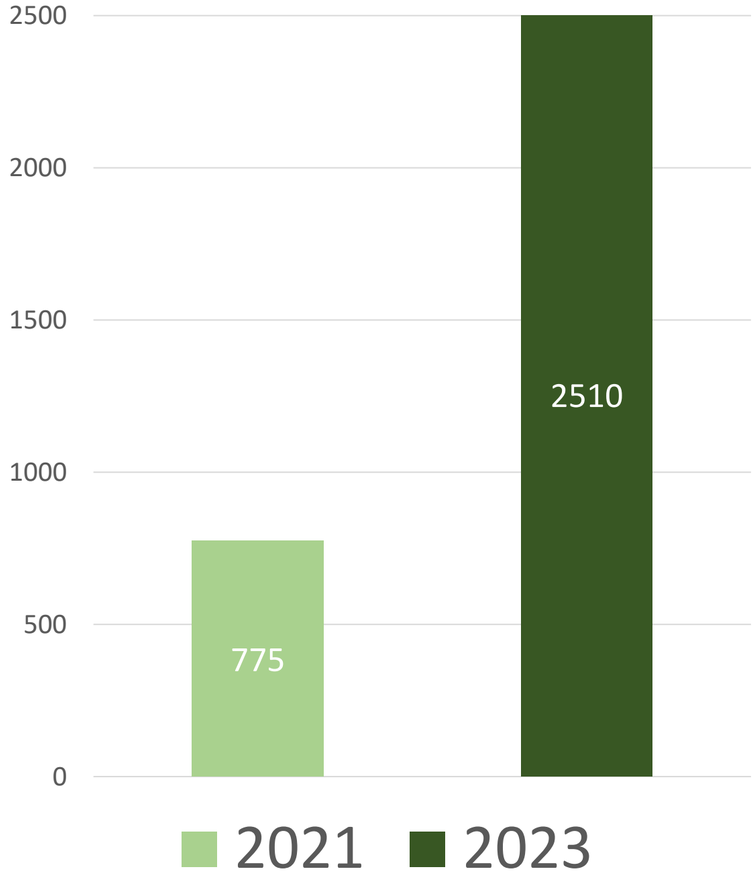
Case Managers/ Outreach Workers



Shelter Capacity



Housing Capacity

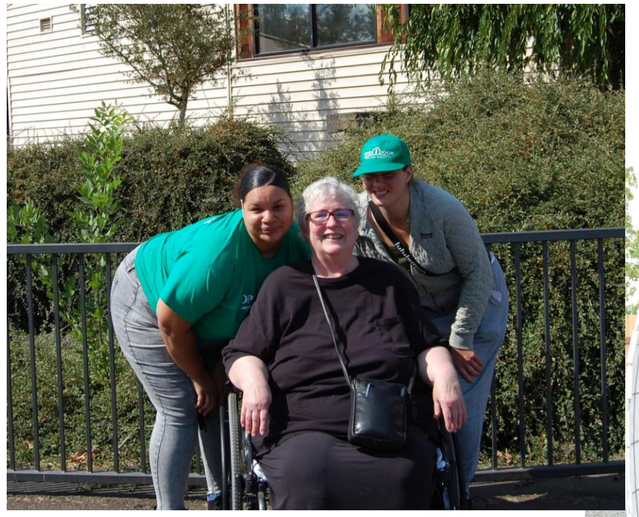


Shelter Program Outcomes

Scaled up year-round shelter capacity to **400+ beds or rooms**

- **Family Promise of Tualatin Valley** purchased Tigard hotel to serve 70 families
- Winter-only **shelters now open year-round**

Next Up: Beaverton shelter construction underway & 60 more shelter pods to open this winter







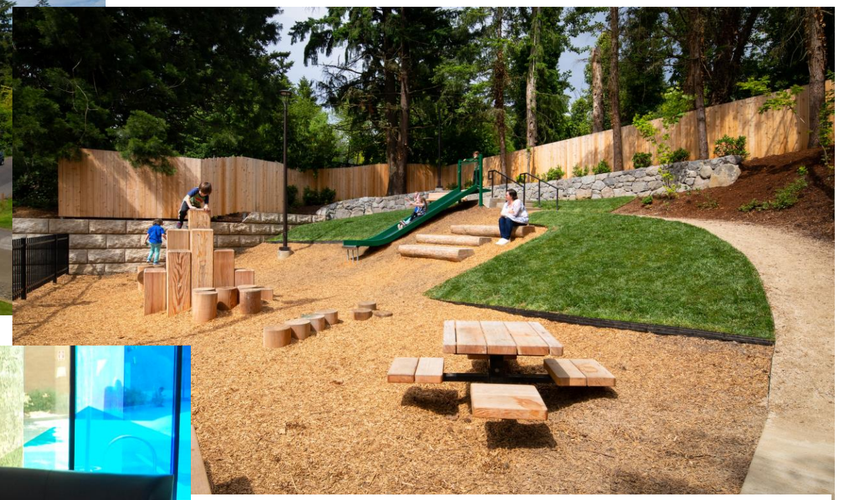
Permanent Supportive Housing (PSH)

84 PSH homes with wrap-around services opened in last year

- **Heartwood Commons**, the first fully PSH building in Washington County

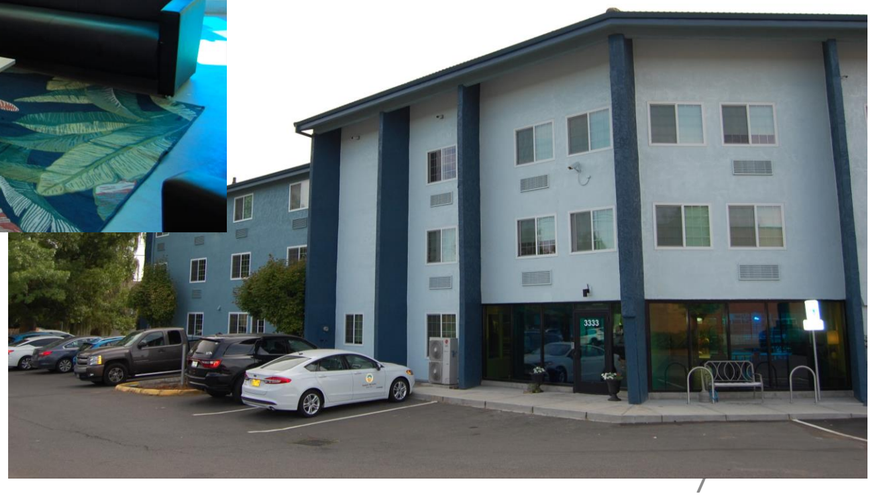
28 more PSH homes planned at The Opal











Strategies for System Alignment

Medical case conferencing with Health Share, Kaiser, and Providence

Housing Liaisons

- Health system programs
- Corrections systems
- Shelter system (Year 3)

Partnering with landlords

- Funding to create PSH and support tenants in new bond buildings
- Risk Mitigation Fund and incentives



Willow Grace, Project Homeless Connect Housing Liaison

Investments in Equity

Equity in our workforce

- staff diversity > general pop.
- 50% have lived experience
- Culturally specific orgs pay more!

Expanded culturally specific services:

- Virginia Garcia
- NARA
- Greater Good NW



Greater Good NW staff photo

Equity Analyses

On track with most communities

Especially reaching Latine families

Need to do better reaching Asian American families

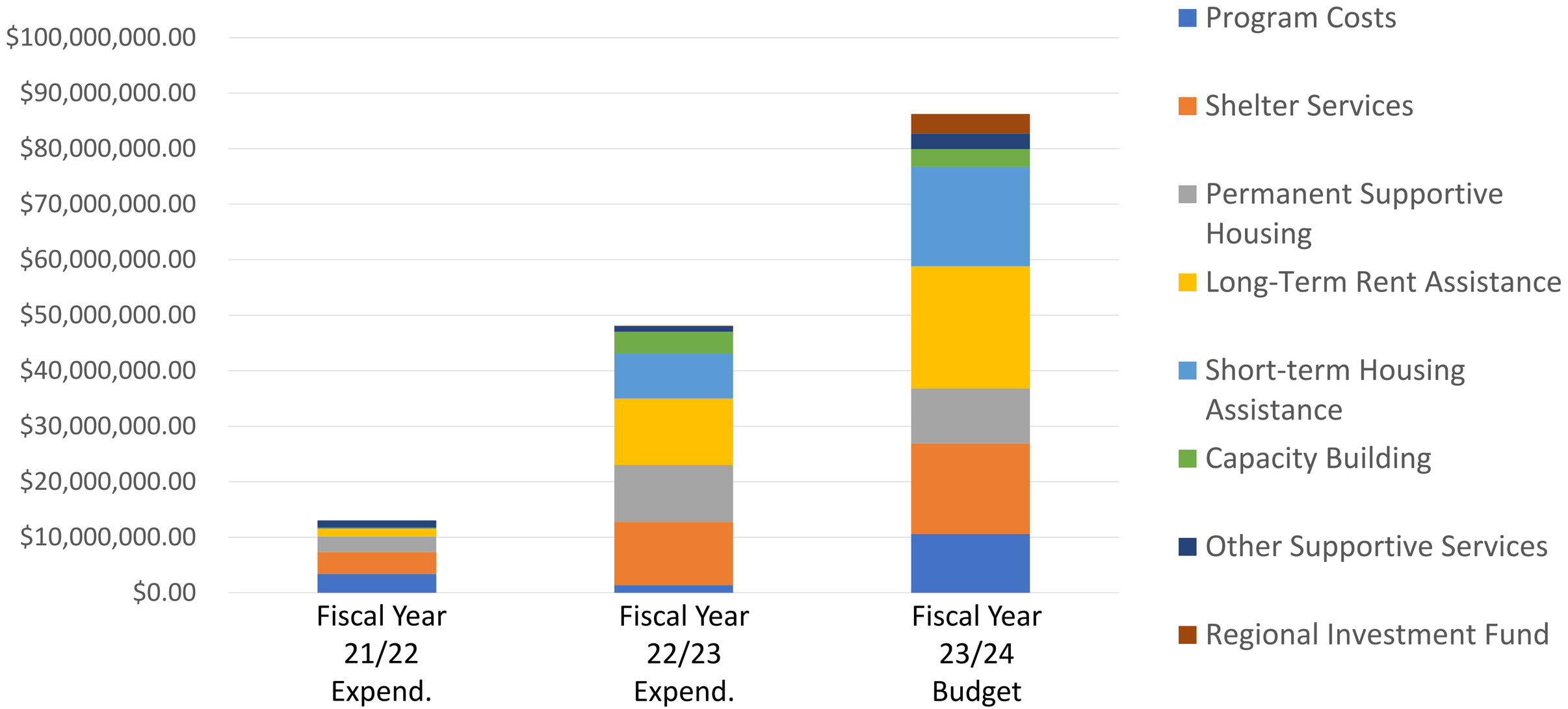
Next Steps:

- Culturally Specific Cohort
- Equity training for workforce
- Analyze and address barriers for Asian American families



Maria Caballero Rubio, Centro Cultural director, at Casa Amparo Shelter

Financial Overview



Quality Improvements for Year Three

Expanding evaluation and monitoring to build system efficiencies and cross sector alignment

Continuous improvement

Scaling up programs and planning for large system investments



Program participant opening her mailbox

Why we do this: Danica's story



PC: Lauren Everett, Metro

Danica started her career as a case manager connecting shelter guests with housing.

Now, she helps people who are already housed at Heartwood Commons as a resident services coordinator.

Danica brings services and resources to the building including free hair cuts, lending library partnerships, and community dinners.

"It's not just that you aren't homeless anymore... but that you are going home"



Department of Housing Services
www.washingtoncountyor.gov