City *of* Tigard

Tigard Business Meeting –Agenda

TIGARD CITY COUNCIL

MEETING DATE AND TIME:	JANUARY 23, 2024 - 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 two minutes.
- You may comment by video through the Teams app. Go to this link to learn how to participate by video: January 23, 2024 Council Meeting (https://www.tigard-or.gov/Home/Components/Calendar/Event/4957/372).

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.

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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. PROCLAMATIONS AND RECOGNITION

3. PUBLIC COMMENT

   A. Follow-up to Previous Public Comment

   B. Public Comment – Written

   C. Public Comment – In Person

   D. Public Comment – Phone-In

   E. Public Comment – Video

4. CITY MANAGER REPORT **6:45 p.m. estimated time**

5. RENEWAL LEVY AND SMARTER CHARTER POLLING RESULTS AND BALLOT THEMES **6:50 p.m. estimated time**

6. JOINT MEETING WITH THE BUDGET COMMITTEE **7:50 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 **9:20 p.m. estimated time**

AIS-5387 **5.**

Business Meeting

Meeting Date: 01/23/2024

Length (in minutes): 60 Minutes

Agenda Title: Renewal Levy and Smarter Charter Polling Results and Ballot Themes

Authored By: Kim Ezell

Presented By: Assistant City Manager Kathy Nyland and Program Manager Kim Ezell

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Tigard City Council is considering placing two ballot measures for May 2024: the Public Safety Renewal Levy and the Charter Amendment. This briefing provides a high-level update on both measures. It covers outreach, engagement, and results from the recent survey which was in the field in mid-January. That survey had questions covering both measures.

In late April and May of 2023, Council received a series of briefings about the current Public Safety Renewal Levy. During those discussions we talked about the history of the original 2020 levy, the need, and the current state of responses. Council gave the directive to continue working on a renewal levy, aiming for a May 2024 ballot measure.

In September 2023, we provided an update about the messaging and the outreach and engagement efforts we have conducted to date- what we have done and what we have heard. We'll also provide a high-level overview of the recent survey which was launched in early September.

In 2023, the City convened a community-led process to review the charter. For eight months, the 14-person Charter Review Committee studied city charters from around the state, state and local laws, and other resources to propose changes for Tigard's City Charter. A briefing on those recommendations was presented to City Council on September 19, 2023. Council's direction was to proceed for possible consideration of a May 2024 ballot measure.

This briefing will help inform City Council as they deliberate and consider placing these ballot measures for May 2024 elections.

ACTION REQUESTED

This is an informational briefing with a request for direction. The internal team will provide an update on communications, outreach, as well as a summary of findings from the most recent survey. We welcome questions, suggestions and input from Council. We will be requesting direction moving forward for any initial thoughts on key items to include in the ballot titles.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations: Public Safety Renewal Levy
4/25/2023 – Council review of Public Safety Renewal Levy background and history.
5/23/2023 - Council discussion on continuation of a Public Safety Renewal Levy; specifically when to place this measure on the ballot. City Council directed teammates to put this renewal levy on the May 2024 ballot.
9/26/2023- Council received a briefing about the survey that was launched in early September. Focus was on messaging and levels of support.

Dates of Previous and Potential Future Considerations: Charter Amendment
9/19/2023 – Council review of Charter Amendment background, history and recommendations.

Public Involvement

In 2023, Tigard Police participated in 121 in-person events totaling at least 8,831 community contacts through community engagement efforts. Outreach strategies varied, from having Tigard Police Department info booths at large scale city-wide events to small group crime prevention presentations and everything in between. Most notably, after our last presentation to council in September, Tigard PD hosted its first Open House in several years which brought in over 800 community members who not only learned about PD services and the public safety renewal levy, but they also connected with the men and women behind the badge who keep our community safe every day.

Once we were given the direction to proceed with two ballot measures for May 2024, we intensified our awareness efforts by utilizing the following tools:

- Utility Bill stuffers: we had inserts in the December and January mailings.
- Tigard Life: We ran ads about our two potential ballot measures in the December issue and a full-page ad in the January 2024 issue.
- Social Media: We've established a regular cadence enhancing the messaging.
- Newsletter: For the past few months, we've included information about the ballot measures in our city newsletter, CityScape. We've also asked departments that have their own newsletter to include information about these measures, including a link to so people can learn more.

These are in addition to our regularly scheduled events where we cross-promote many of Tigard's initiatives.

ALTERNATIVES & RECOMMENDATION

City Council could provide alternative direction regarding the Public Safety Renewal Levy or Charter measure. Staff recommends continuing as discussed and directing staff on ballot title messaging for the February 6th Council meeting.

ADDITIONAL RESOURCES

Attachments

No file(s) attached.

AIS-5385 **6.**

Business Meeting

Meeting Date: 01/23/2024

Length (in minutes): 90 Minutes

Agenda Title: Joint Meeting with the Budget Committee

Presented By: City Manager Rymer

Item Type: Joint Meeting-Board or Other Juris.

Public Hearing No
Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

This is the initial joint meeting of the Budget Committee and City Council related to the Fiscal Year 2025 budget development process.

ACTION REQUESTED

1. Elect Budget Committee Chair and Secretary
2. Appoint two Budget Committee members to the Social Service / Community Events Grant sub-committee
3. Discuss FY2025 budget priority and items of importance
4. Discuss Community Navigator Ad-Hoc Committee Recommendation
5. Discuss Grant Sub-Committee Update
6. Review FY 2025 budget calendar

BACKGROUND INFORMATION

In mid-November 2023, city teammates received the City Manager's budget instructions and are working on their requested FY2025 budgets with a continued focus on long-term fiscal health. The purpose of the Budget Committee meeting is to discuss key FY 2025 assumptions, provide updates from the Community Navigator ad-hoc committee and Grant sub-committee, and receive Budget Committee input and guidance.

The agenda for the joint Budget Committee meeting is as follows:
1. Introductions
2. Elect Budget Committee Chair and Secretary
3. Appoint two Social Services and Community Event Grant sub-committee members
4. Discuss FY2025 budget priority and items of importance
5. Discuss Community Navigator Ad-Hoc Committee Recommendation
6. Discuss Grant Sub-Committee Updates
7. Review FY 2025 Budget Calendar

For your information, a link to the FY2024 budget information follows as an additional resource as we prepare for FY2025.
https://www.tigard-or.gov/your-government/city-budget

ALTERNATIVES & RECOMMENDATION

Not applicable as the Budget Committee's decisions and input are necessary to advance the FY 2025 budget process.

ADDITIONAL RESOURCES

Attachments

Budget Committee Presentation

Tigard Budget Committee



Budget Committee Meeting #1

January 23, 2024

Budget Committee Agenda

- **Introductions**
- Elect Budget Committee Chair and Secretary
- Appoint two Social Services and Events sub-committee members
- Discuss FY 2025 budget priority and items of importance
- Discuss Community Navigator Ad-Hoc Committee Recommendation
- Discuss Grant Sub-Committee Update
- Review FY 2025 budget calendar

Budget Committee Agenda

- Introductions
- **Elect Budget Committee Chair and Secretary**
- Appoint two Social Services and Events sub-committee members
- Discuss FY 2025 budget priority and items of importance
- Discuss Community Navigator Ad-Hoc Committee Recommendation
- Discuss Grant Sub-Committee Update
- Review FY 2025 budget calendar

Elect Committee Chair and Secretary

Mayor

- Request nomination(s) of member(s) for Committee Chair
- Request motion
- Call for roll call vote

- Request nomination(s) of member(s) for Secretary
- Request motion
- Call for roll call vote

Budget Committee Agenda

- Introductions
- Elect Budget Committee Chair and Secretary
- **Appoint two Social Services and Events sub-committee members**
- Discuss FY 2025 budget priority and items of importance
- Discuss Community Navigator Ad-Hoc Committee Recommendation
- Discuss Grant Sub-Committee Update
- Review FY 2025 budget calendar

Social Services and Event Funding Sub-Committee

- Comprised of two Budget Committee members and one City Councilor.
- Purpose is to hear from each Social Service Agency
  - 7-10 minutes
  - Overview of their agency and
  - Describe how the grant funds would help Tigard residents
- Meeting is tentatively set for 3/15, beginning at 8:30am
- Sub-committee will make funding recommendations for the Social Services grants and Community Events grants.
  - These become part of the proposed budget

Budget Committee Agenda

- Introductions
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- Appoint two Social Services and Events sub-committee members
- **Discuss FY 2025 budget priority and items of importance**
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- Review FY 2025 budget calendar

Stewards of Public Funds

Focus on Fiscal Health

Governmental Finance Officers Association

Award for Outstanding Achievement for the Popular Annual Financial Report (PAFR)

Government Finance Officers Association

Distinguished Budget Presentation Award



TIGARD

Stewards of Public Funds

Focus on Fiscal Health



Multi-Year Effort for Long-Term Fiscal Health

FY 2023 – Phase 1

- Developed and fully-funded Internal Service Funds (ISF)
- SDC Coordinator and Asset Manager positions approved

FY 2024 – Phase 2

- New, proactive investment strategy
- Refined ISF
- Long-term priorities funded (Tyler, Houselessness)

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Multi-Year Effort for Long-Term Fiscal Health

FY 2025 – Phase 3

- Revenue-first philosophy
- Zero-based budgeting

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Revenue First Philosophy

- Departments provided with revenue projections prior to budget development
- Better understanding of resources

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Zero-Based Budgeting

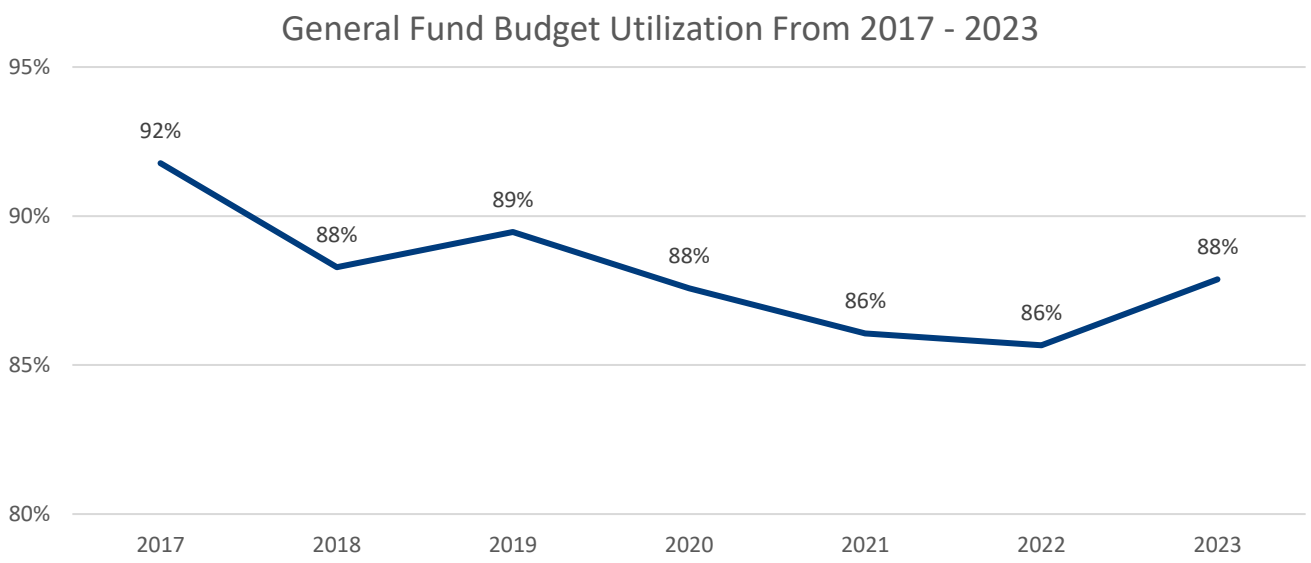
	A	C	E	G	I
3	FY 2022	FY 2023	FY 2024		2025
4	Actual	Actual	Revised	Budget Resource Summary	Proposed
5					
6	5.60	5.60	5.35	Total FTE	5.35
7					
8	257,586	274,943	254,863	51001 - Salaries - Management	267,265
9	78,438	82,139	81,924	51002 - Salaries - General	91,279
10	85,896	76,053	85,746	51004 - Part Time - Regular	102,863
11	621	2,291	0	51006 - Overtime	0
12	422,541	435,426	422,533	Total Personnel Services - Salaries	461,407
13					
14	423	436	424	52001 - Unemployment	462
15	426	450	322	52002 - Worker's Compensation	344
16	32,002	32,715	32,323	52003 - Social Security/Medicare	35,298
17	3,291	3,434	3,312	52004 - Tri-Met Tax	3,661
18	51,618	51,300	52,856	52005 - Retirement	56,832
19	4,116	3,889	4,500	52007 - VEBA - ER	4,800
20	306	278	1,215	52008 - Life Ins/ADD/LTD	1,125
21	1,172	892	0	52009 - Long Term Disability	0
22	64,083	64,378	82,231	52010 - Medical/Dental/Vision	86,506
23	5,809	5,328	0	52011 - Dental Benefits	0
24	6,197	-8,405	0	52012 - Accrued Vacation	0
25	0	0	845	52013 - Oregon Paid Family &	1,846
26				Medical Leave Insurance	
27	169,443	154,695	178,028	Total Personnel Services - Benefits	190,874
28					

	A	C	E	G	I
3	FY 2022	FY 2023	FY 2024		2025
4	Actual	Actual	Revised	Budget Resource Summary	Proposed
29	66,128	45,587	68,800	53001 - Office Supplies	0
30	0	1,046	500	53002 - Small Tools & Equipment	0
31	66,128	46,633	69,300	Total Supplies	0
32					
33	41,137	24,637	30,500	54001 - Professional/Contractual	0
34	0	2,587	5,000	54004 - Printing Services	0
35	397	677	0	54113 - R & M - Vehicles	0
36	25,325	25,259	44,275	54114 - R & M - Office Equipment	0
37	0	646	300	54205 - Utilities - Phone/Pager/Cells	0
38	1,729	0	0	54300 - Advertising & Publicity	0
39	20	20	0	54301 - Fees and Charges	0
40	3,719	19,117	5,000	54302 - Dues & Subscriptions	0
41	0	0	3,000	54303 - Professional Development	0
42	26,726	32,203	32,300	54309 - Rents and Leases	0
43	17,842	48,170	20,000	54311 - Special Department Expenses	0
44	116,895	153,316	140,375	Total Services	0
45					
46	20,198	36,099	41,500	56004 - Computer Hardware and Softwar	0
47	20,198	36,099	41,500	Total Capital Improvement	0
48					
49	0	0	0	58615 - Indirect Charges - Prop	20,511
50				Mgmt Replacement	
51	0	0	0	Total Internal Services	20,511

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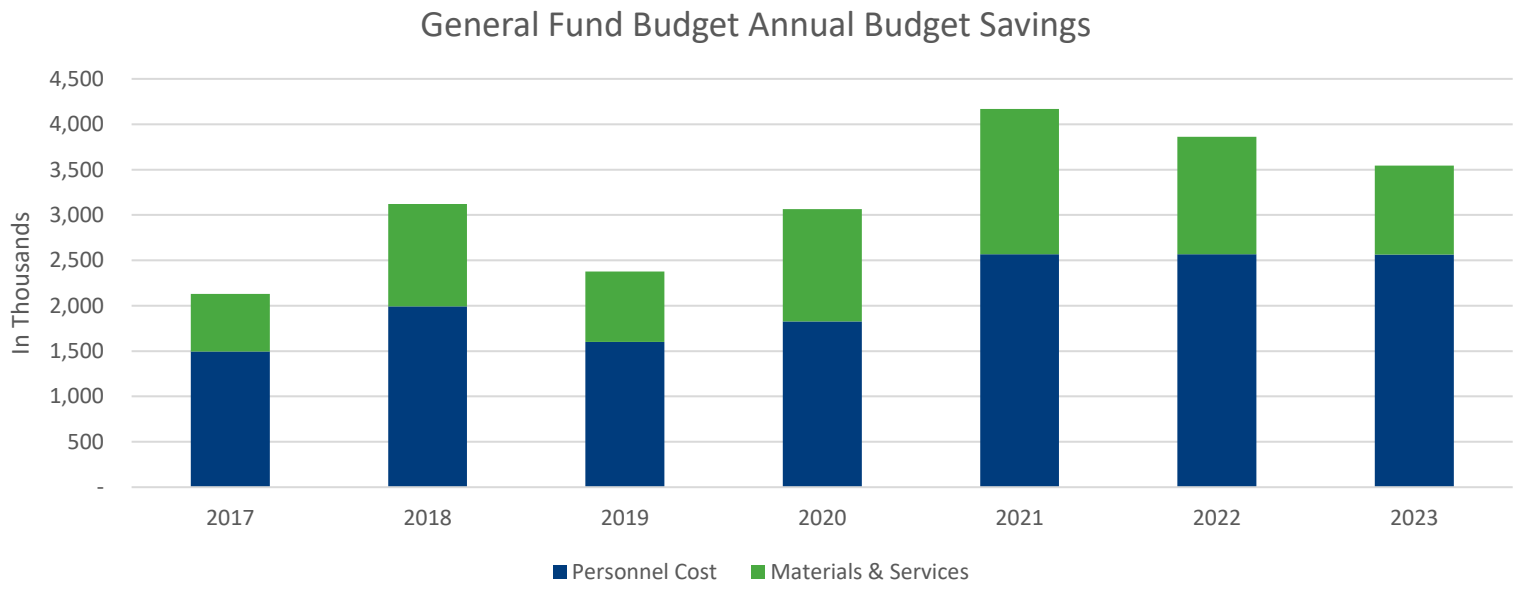
Why Zero-Based Budgeting

- Consistent 8-14% budget under-utilization in GF budget in last 7 years.
- This equates to on average $3.1M per year of under-utilization.



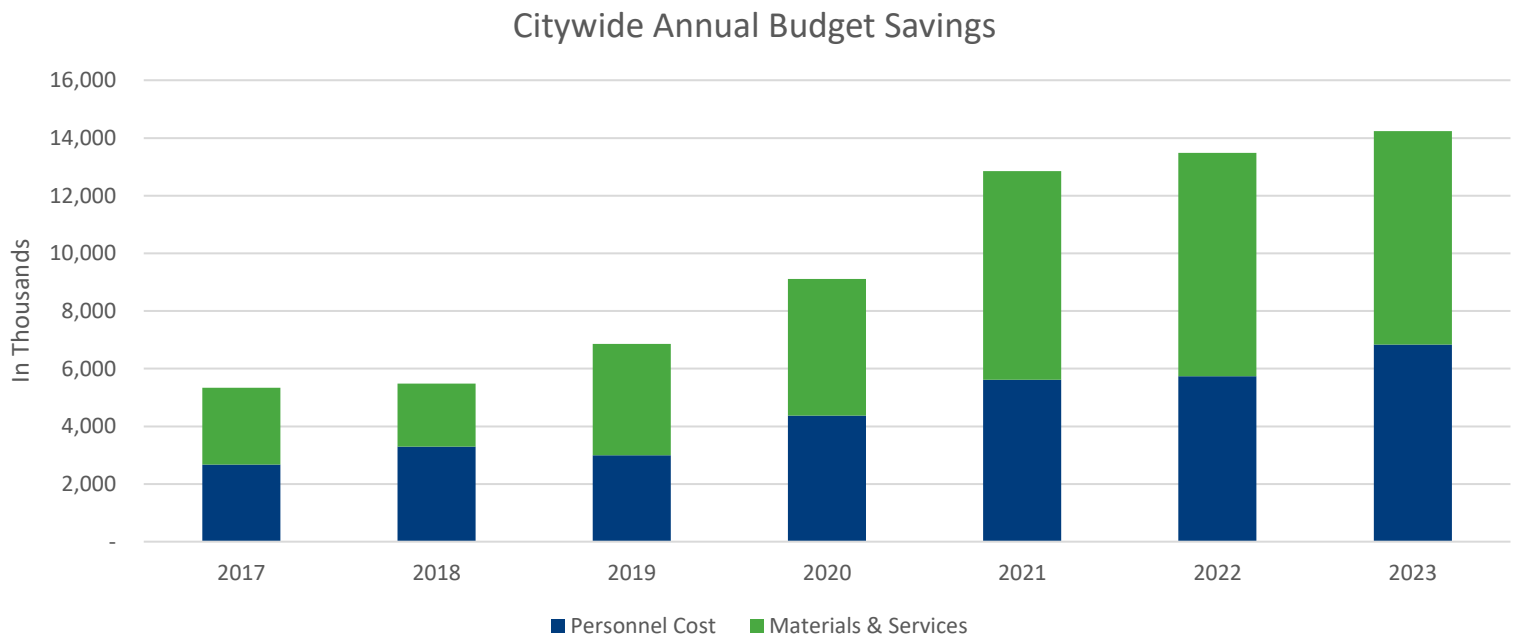
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Why Zero-Based Budgeting



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Why Zero-Based Budgeting



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Items Tracking in FY 2025 *and beyond*

Revenue

- Macro-economic conditions
- Major Streets Transportation Improvement Program (MSTIP)
- Public Safety Renewal Levy
- Washington County Cooperative Library Services Levy and Allocation

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Items Tracking in FY 2025 *and beyond*

Expense

- Citywide Events (Pride, El Tigre & Juneteenth)
- Community Survey Results
- Council Priorities Current & Future
- DEIB
- Emerald Ash Borer
- Facilities
- Houselessness
- Indirect Costs Recalibration
- New Unfunded Mandates
- Performance Audit
- Recruitment & Retention
  - All Teammate Professional Development
  - Class & Compensation Study
- River Terrace 2.0
- Smarter Charter
- Strategic Plan Update
- Tigard Tyler

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Budget Priorities

1. Tigard-Tyler (T2)
2. Mandates that are not currently fully funded.

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Budget Committee Agenda

- Introductions
- Elect Budget Committee Chair and Secretary
- Appoint two Social Services and Events sub-committee members
- Discuss FY 2025 budget priority and items of importance
- **Discuss Community Navigator Ad-Hoc Committee Recommendation**
- Discuss Grant Sub-Committee Update
- Review FY 2025 budget calendar

Community Navigator Ad-Hoc Committee: Overview

- Members: Jimmy Brown, Kelli Pement, Steve Rymer (non-voting), Valerie Sasaki, and Councilor Singh
- Met four times through November and December for a total of six hours
- The task was to add specificity to the PSAB Community Navigator recommendation and explore solutions
- City teammates who serve as navigators and DEIB Manager Kurt Jun attended Committee meetings to talk about the work they're already doing and answer questions

Community Navigator Ad-Hoc Committee: Observations

- Tigard is committed to including all community voices, however:
  - Some engagement activities may be generated and connected to individuals, rather than the organization
  - The City may not have structure, quantitative and qualitative metrics, and processes in place to identify and measure successes and gaps in service
  - There may be community-driven solutions available that the City has not identified and moved forward

Community Navigator Ad-Hoc Committee: Recommendation

Fund an external consultant to review Tigard's current external engagement and outreach efforts using an equity lens and offer recommendations for a path forward.

Community Navigator Ad-Hoc Committee: Next Steps

- Budget Committee considers the recommendation and forwards their opinion to City Council for final consideration.
- If approved, the Ad Hoc Committee requests that the consultant is funded in the current fiscal year.
- If approved, the contract is estimated to be $150,000 and would be funded from pandemic relief funds.

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Discuss Grant Sub-Committee Update

- Grant Sub-Committee Members: Jake Schlack, Tim Cadman, and Councilor Wolf
- Met two times through September and December
- Goal was to establish transparent eligibility guidelines, requirements, funding cap, and scoring matrix.

Discuss Grant Sub-Committee Update

- Social Service Grants
  - Explicitly only 501(c)3 organizations and governmental agencies are eligible, unless they have a fiscal sponsor.
  - Applications must align with **funding priorities**.
  - Requires grant report after 6 months on use of funds.
  - Grants capped at $40,000 (increased from $30,000)
  - Funding priorities will be set annually with City Council priorities in mind.

Discuss Grant Sub-Committee Update

- Community Event Grants
  - Only tax-exempt organizations are eligible, includes 501(c)3, 501(c)4, 501(c)6, and other governmental agencies. Exception if they have a fiscal sponsor.
  - Applicants must provide an event plan that is approved by the city before any check is issued.
  - Requires grant report after 6 months on use of funds.
  - Events must be held within City limits or explanation required if not.
  - Capped at $50,000 (increased from $40,000)
  - Requires City of Tigard to be recognized as a sponsor in all published material recognizing sponsors.

Discuss Grant Sub-Committee Update

- Grant applicants for both Community Events and Social Services will be scored using a rubric approach.
- Each applicant can receive a score between 1 – 5 in the following categories:
  - Alignment
  - Impact
  - Equity
  - Competency
  - Fiscal Responsibility
- Scores will determine eligibility and award amounts.

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Important Dates

- **January 23: Budget Committee Meeting #1**
- *March 15: Grant Sub-committee (proposed)*
- April 10: Optional Budget Committee Training
- April 19: Distribute Proposed Budget Document
- **April 27: Budget Meeting #2**
- **May 14: Budget Meeting #3**
- **May 20: Budget Meeting #4**
- June 18: Council Considers Budget Adoption