



City of Tigard

Tigard Business Meeting – Agenda

TIGARD CITY COUNCIL & LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: MAY 21, 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: [May 21, 2024 Council Meeting](https://www.tigard-or.gov/2024-Council-Meeting)
(<https://www.tigard-or.gov/Home/Components/Calendar/Event/5821/372>).

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

Tigard Business Meeting – Agenda

TIGARD CITY COUNCIL & LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: MAY 21, 2024 - 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. PROCLAMATIONS AND RECOGNITION **6:35 p.m. estimated time**
 - A. PROCLAIM MAY 19 - 25 AS NATIONAL PUBLIC WORKS WEEK
 - B. PROCLAIM MAY AS ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH
 - C. TIGARD CHAMBER SHINING STARS WINNERS RECOGNITION

3. PUBLIC COMMENT **6:50 p.m. estimated time**
 - A. Follow-up to Previous Public Comment
 - B. Tigard Area Chamber of Commerce
 - C. Tigard High School Student Envoy

- D. Police Chief/Police Department Update
 - E. Public Comment – Written
 - F. Public Comment – In Person
 - G. Public Comment – Phone-In
 - H. Public Comment – Video
4. CITY MANAGER REPORT **7:05 p.m. estimated time**
 5. COUNCIL LIAISON REPORTS **7:10 p.m. estimated time**
 6. CONSENT AGENDA: (Local Contract Review Board) 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. **7:25 p.m. estimated time**
 - A. ON-CALL ENGINEERING AND RELATED SERVICES ENVIRONMENTAL PERMITTING SUPPORT SERVICES CONTRACT
 - B. SRTS LOCUST STREET SIDEWALKS
 - C. CONTRACT AMENDMENT FOR KRUGER CREEK STABILIZATION
 - D. CONTRACT AMENDMENT FOR TOTAL TYLER PROJECT CONSULTING
 - E. CONTRACT AMENDMENT FOR EXECUTIVE RECRUITMENT SERVICES
- *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.*
7. TIGARD MUNICIPAL COURT ANNUAL REPORT **7:30 p.m. estimated time**
 8. LEGISLATIVE AGENDA ITEM DISCUSSION: TIGARD ZIP CODE **7:45 p.m. estimated time**
 9. UTILITY SUPPORT DISCUSSION **8:15 p.m. estimated time**

10. NON-AGENDA ITEMS

11. 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.

12. ADJOURNMENT **9:00 p.m. estimated time**

AIS-5478

2. A.

Business Meeting

Meeting Date: 05/21/2024

Length (in minutes): 5 Minutes

Agenda Title: National Public Works Week

Authored By: Jessica Love

Presented By: Mayor Lueb

Item Type: Proclamation

Public Hearing: No

Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

Mayor Lueb will proclaim May 19 - 25 as National Public Works Week.

ACTION REQUESTED

Proclaim May 19 - 25 as National Public Works Week.

BACKGROUND INFORMATION

Tigard's Public Works professionals ensure that our streets, water system, storm water, parks and recreation infrastructure are protected and maintained. This year marks the 64th Annual Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association. Tigard celebrates their team every year and expresses appreciation for the substantial contributions to the community's health, safety and quality of life.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

<https://www.apwa.org/events/national-public-works-week-npww/>

Attachments

Proclamation

Proclamation

City of Tigard

NATIONAL PUBLIC WORKS WEEK May 19-25, 2024

WHEREAS, Public Works professionals focus on street, water and wastewater treatment infrastructure systems, parks and services that are of vital importance to the community of the City of Tigard; and

WHEREAS, Public Works Week is focused on educating the community about essential services provided by the Public Works team 365 days a year; and

WHEREAS, These services could not be provided without dedicated and coordinated efforts from Public Works professionals who are Engineers, Managers, Supervisors, Utility Workers, and teammates who support every level of the department; and

WHEREAS, Tigard Public Works teammates are responsible for rebuilding, improving, and protecting our city's streets, drinking water, wastewater, stormwater, parks, and emergency management structures and services; and

WHEREAS, National Public Works Week is a time to celebrate and appreciate the team that maintains, improves, and protects the essential infrastructure used by, and indispensable to, every resident of our city; and

WHEREAS, this year marks the 64th Annual Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW THEREFORE BE IT RESOLVED, that I, Heidi Lueb, Mayor of the City of Tigard, Oregon do hereby proclaim Sunday, May 19, through Saturday, May 25, 2024, as

NATIONAL PUBLIC WORKS WEEK

in Tigard, Oregon and calls upon our community to recognize and thank our Public Works professionals for the substantial contributions they make to protecting our community's health, safety, and quality of life.

Dated this 21st day of May 2024

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Tigard to be affixed.

Heidi Lueb, Mayor
City of Tigard

Attest:

Jesse B. Raymundo, Deputy City Recorder

AIS-5551

2. B.

Business Meeting

Meeting Date: 05/21/2024

Length (in minutes): 5 Minutes

Agenda Title: Asian American and Pacific Islander Heritage Month Proclamation

Authored By: Rebecca Hathaway

Presented By: Mayor Heidi Lueb

Item Type: Proclamation

Public Hearing: No

Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

Mayor Lueb will proclaim May as Asian American and Pacific Islander Heritage Month.

ACTION REQUESTED

To proclaim May as Asian American and Pacific Islander Heritage Month.

BACKGROUND INFORMATION

In June of 1977, U.S. Representatives Frank Horton of New York and Norman Mineta of California introduced a resolution to establish Asian Pacific Heritage Week, to be celebrated each year at the beginning of May.

Asian American, Native Hawaiian and Pacific Islander Heritage recognizes the contributions and influence of Asian Americans, Native Hawaiians and Pacific Islander Americans to the history, culture, and achievements of the United States.

The month of May was chosen for AAPI Heritage Month because it commemorates the immigration of the first Japanese people to the United States on May 7, 1843. May is also a significant month because it recognizes Golden Spike Day, May 10, 1869, which marks the completion of the transcontinental railroad that was built with significant contributions from Chinese workers.

ALTERNATIVES & RECOMMENDATION

ADDITIONAL RESOURCES

<https://www.asianpacificheritage.gov/>

Attachments

AAPI Proclamation

Proclamation

City of Tigard

PROCLAMATION IN RECOGNITION OF ASIAN AMERICAN and PACIFIC ISLANDER HERITAGE MONTH MAY 2024

WHEREAS, each year, Americans observe Asian American and Pacific Islander (AAPI) Heritage Month by recognizing and celebrating the diverse histories, cultures, and contributions of Asian American citizens, residents, and immigrants of this region; and

WHEREAS, May is nationally recognized as a month-long celebration of the rich culture and heritage, and the remarkable contributions of Asian Americans and Pacific Islanders to the American story; and

WHEREAS, the month of May was chosen with two important milestones: the arrival of the first Japanese immigrants in the United States on May 7, 1843 and contributions of Chinese workers to the building of the transcontinental railroad, completed on May 10, 1869; and

WHEREAS, in 1992, Congress expanded the observance to a monthlong celebration that is known as Asian American and Pacific Islander Heritage Month; and

WHEREAS, the City of Tigard is committed to equity, cultural diversity, and inclusion, and appreciates the rich tapestry of interconnected cultures that form and enrich our community

NOW THEREFORE BE IT RESOLVED, the City of Tigard Mayor does hereby proclaim her support for designating May as

ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH

and invites the Tigard community to take time to reflect and celebrate the important role that Asian Americans, Native Hawaiians, and Pacific Islanders (AANHPIs) have played in our shared history.

Dated this 21st day of May 2024

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Tigard to be affixed.

Heidi Lueb, Mayor
City of Tigard

Attest:

Jesse Raymundo, Deputy City Recorder

AIS-5550

2. C.

Business Meeting

Meeting Date: 05/21/2024

Length (in minutes): 5 Minutes

Agenda Title: Tigard Chamber Shining Stars Winners Recognition

Authored By: Rebecca Hathaway

Presented By: Mayor Heidi Lueb

Item Type: Update, Discussion, Direct Staff

Public Hearing No

Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

Request from the Tigard Chamber of Commerce for recognition of 2024 Shining Stars Awards recipients as listed in the attachment.

ACTION REQUESTED

Recognize the Chamber of Commerce 2024 Shining Stars Award recipients.

BACKGROUND INFORMATION

The Tigard Chamber of Commerce celebrated its 50th Shining Stars event on May 10, 2024, where all recipients were recognized and celebrated.

ALTERNATIVES & RECOMMENDATION

None.

ADDITIONAL RESOURCES

Attachments

2024 Shining Stars Award Recipients

K. Ray Ellison with Melaleuca has been named the 2024 Tigard Chamber Ambassador of the Year.

Ron Royse and John Chamberlain have been selected as the 2024 Tigard Shining Stars “From the Heart” Volunteers of the Year.

Fit Alliance, Owned by Lisa Rhoades and Jordon Hice has been selected as the 2024 Tigard Chamber Business of the Year.

The 2024 recipients of the Tigard Chamber of Commerce Scholarships are.

Benjamin Munoz, Tigard High School
Colin Wieking, Tigard High School
Daphine Sanchez Flores, Tualatin High School
Delaney Cheney-Scholz, Tigard High School
Liliana Tarabochia, Tigard High School
Mariam Haswarey, Tigard High School
Mason Thomas, Tigard High School
Mastan Karim, Tigard High School
Seth Riche, Horizon Christian High School
Zach Jaeger, Tigard High School

Dr. Raquel Muller a financial educator and coach with WealthWave, has been named the 2024 Tigard Chamber Volunteer of the Year.

Maddie Bauer Community Engagement Coordinator for the Tigard Police Department, has been named the 2024 Tigard Chamber Young Professional of the Year

Karen Emerson has been selected as the 2024 Tigard’s First Citizen.

Ephram Woolsey has been selected as the 2024 Tigard Youth Volunteer of the Year!

AIS-5526

6. A.

Business Meeting

Meeting Date: 05/21/2024
Length (in minutes): Consent Item
Agenda Title: On-Call Engineering and Related Services Environmental Permitting Support Services Contract
Authored By: Toni Riccardi
Presented By: Project Manager Jeff Peck
Item Type: Motion Requested
Public Hearing No
Newspaper Legal Ad Required?:
Public Hearing Publication
Date in Newspaper:

Information

EXPLANATION OF ISSUE

The purpose of this action is to approve a Task Order amendment to PBS Engineering and Environmental Inc. related to the On-Call Civil Engineering & Related Services Environmental Permitting Support Services Contract.

ACTION REQUESTED

Staff recommends the Local Contract Review Board approve a Task Order amendment to PBS Engineering and Environmental, Inc. for an amount of \$43,029 and authorize the City Manager to take the steps necessary to execute the Task Order.

BACKGROUND INFORMATION

In November 2020, the City issued a formal RFP for On-Call Civil Engineering and Related Services. PBS Engineering and Environmental, Inc was one of over 40 firms that were awarded contracts for this work. The Local Contract Review board approved the on-call professional services contract with PBS Engineering and Environmental, Inc. on February 1, 2021. The on-call contracts allow for Task Orders to be issued against the contract up to \$250,000. Any individual Task Order above \$250,000 requires LCRB approval.

Under this on-call contract, Task Order P230035 was issued on September 15, 2022, for \$228,556.00 to PBS Engineering and Environmental, Inc. for design, permitting, bidding and construction administration for the Safe Routes to School Locust Street Project (CIP project 95073). Two Task Order amendments have previously been processed totaling \$20,149.00. A third amendment to the Task Order, for an amount of \$43,029.00, is required to cover services necessary to complete the final design, ODOT permitting assistance, ongoing utility coordination, bid support, minor construction support, preparation of as-builts, post construction survey work, and administrative services. With this amendment, the new Task Order total will be \$291,734.00. It is anticipated that the majority of the additional expenses would occur in FY 2025.

The project required additional sidewalk and curb ramp design on the south side of the roadway, unanticipated environmental permitting (CWS Site Assessment), and easement acquisition support not included in the original Task Order or amendments to date.

ALTERNATIVES & RECOMMENDATION

The Local Contract Review Board may choose not to award this contract, and direct staff to issue a new RFP to evaluate and select a new consultant for the work. This would likely result in project delays and increased expenses for the project due to inefficiencies with bringing in a new consultant team.

ADDITIONAL RESOURCES

FY25 Proposed CIP page for 95073 – SRTS Locust Street Sidewalks

Fiscal Impact

Cost: \$43,029.00

Budgeted (yes or no): Yes

Where budgeted?: FY 2025 proposed CIP 95073: Design and Engineering

Additional Fiscal Notes:

Additional Fiscal Notes: Anticipated savings in construction and available contingency funds are sufficient to cover the additional cost and stay within the total project budget, pending approval of the FY 2025 budget.

Attachments

CIP 95073

95073 - SRTS Locust Street Sidewalks

Project Need: SW Locust Street, a collector roadway adjacent to Metzger Elementary School, has no sidewalk on the north side of the roadway limiting students' ability to travel along the street. There is also no marked crosswalk across SW Locust Street to SW Lincoln Street, which is the only point of access for vehicles.

Project Description: A new crosswalk with a Rectangular Rapid Flashing Beacon (RRFB) will be constructed across SW Locust Street to SW Lincoln Street. A new sidewalk (1,465 linear feet) will be constructed from SW 92nd Avenue to Hall Boulevard on the north side of Locust Street to complete the pedestrian network adjacent to the school. This supports the vision statement in the City of Tigard’s Strategic Plan: “Tigard: an equitable community that is walkable, healthy, and accessible for everyone.”

Project Funding: Safe Routes to School (SRTS) grant for \$792,000 and \$240,000 from Washington County MSTIP.

Operations and Maintenance Impact: Increased cost for maintenance of new sidewalk, pavement, striping, and a Rectangular Rapid Flashing Beacon.

Prioritization: Health, Welfare and Safety

Total Project Cost: \$2,286,000
City of Tigard Cost: \$1,254,000

	Actual through 2023	Projected 2024	2025	2026	2027	2028	2029	2030	Project Total
EXPENSES									
Internal Expenses									
Project Management	48,000	60,000	70,000	0	0	0	0	0	178,000
Total Internal	48,000	60,000	70,000	0	0	0	0	0	178,000
External Expenses									
Land/Right of Way	0		0	0	0	0	0	0	0
Design and Engineering	174,000	80,000	10,000	0	0	0	0	0	264,000
Construction	0	32,000	1,512,000	0	0	0	0	0	1,544,000
Contingency	0	0	300,000	0	0	0	0	0	300,000
Total External	174,000	112,000	1,822,000	0	0	0	0	0	2,108,000
Total Project Expense	222,000	172,000	1,892,000	0	0	0	0	0	2,286,000
REVENUES									
Revenue Funding Source									
205 - City Gas Tax Fund	0	0	1,103,000	0	0	0	0	0	1,103,000
415 - Transportation SDC	29,359	30,000	91,641	0	0	0	0	0	151,000
Total Revenue Funding	29,359	30,000	1,194,641	0	0	0	0	0	1,254,000
Other Revenue Source									
SRTS - ODOT Grant	154,113	114,000	523,887	0	0	0	0	0	792,000
WA County MSTIP	38,528	28,000	173,472	0	0	0	0	0	240,000
Total Other Revenue	192,641	142,000	697,359	0	0	0	0	0	1,032,000
Total Revenues	222,000	172,000	1,892,000	0	0	0	0	0	2,286,000

AIS-5530

6. B.

Business Meeting

Meeting Date: 05/21/2024
Length (in minutes): Consent Item
Agenda Title: SRTS Locust Street Sidewalks
Authored By: Toni Riccardi
Presented By: Project Manager Jeff Peck
Item Type: Motion Requested
Public Hearing Yes
Newspaper Legal Ad Required?:
Public Hearing Publication 03/25/2024
Date in Newspaper:

Information

EXPLANATION OF ISSUE

The purpose of this action is to approve the SRTS Locust Street Sidewalks construction contract.

ACTION REQUESTED

Staff recommends the Local Contract Review Board award the contract to Pacific Excavation for construction of the SRTS Locust Street Sidewalks project, CIP 95073, in the amount of \$1,288,000.00, as the lowest responsive bid received, and authorize the City Manager to take the steps necessary to execute the contract.

BACKGROUND INFORMATION

The Safe Routes to School (SRTS) Locust Street Sidewalks project will provide an enhanced crosswalk with rapid flashing beacons at the intersection of Locust Street and Lincoln Street. A new sidewalk (approximately 1,465 feet in length) and accessible ramps will be constructed on the north side of Locust Street between 92nd Avenue and Hall Boulevard to complete the pedestrian network adjacent to Metzger Elementary School.

The city issued an Invitation to Bid for the project March 25, 2024, with notice published in the Daily Journal of Commerce. The Engineer's Estimate for the project was \$1,650,000.00. Ten (10) bids were received and opened on Tuesday, April 16, 2024, at 2:00 p.m.

- Pacific Excavation \$1,288,000.00
- D & D Concrete & Utilities \$1,318,120.00
- Turney Excavating Inc. \$1,362,908.50
- Moore Excavation Inc. \$1,393,172.00
- Kodiak Pacific Construction \$1,479,479.00
- Pihl Inc. \$1,481,000.00
- Brown Contracting Inc. \$1,549,966.00
- Subcom Excavation \$1,659,000.00
- MJ Hughes Construction \$1,752,655.85

- Lee Contractors LLC \$1,921,550.00

The project team, including central contracting, completed responsibility determination reviews of the bids in accordance with ORS 279C.375, reviewed the bids for errors, and, after these reviews, determined that Pacific Excavation submitted the lowest responsible bid. Pacific Excavation has no State of Oregon Contractor Construction Board violations and is not on the Bureau of Labor and Industries ineligible list. Accordingly, it is recommended the city award the SRTS Locust Street Sidewalks contract to Pacific Excavation in the amount of \$1,288,000.00.

ALTERNATIVES & RECOMMENDATION

The Local Contract Review Board may choose not to award this contract and direct staff to re-solicit for the work.

ADDITIONAL RESOURCES

Fiscal Impact

Cost: \$1,288,000

Budgeted (yes or no): Yes

Where budgeted?: FY 2025 proposed CIP 95073 Construction Budget

Additional Fiscal Notes:

The contract is within the total construction budget as proposed in the FY 2025 budget and does not represent any change to the overall project budget.

Attachments

No file(s) attached.

AIS-5537

6. C.

Business Meeting

Meeting Date: 05/21/2024
Length (in minutes): Consent Item
Agenda Title: Contract Amendment for Kruger Creek Stabilization
Authored By: Toni Riccardi
Presented By: Project Manager Andrew Newbury
Item Type: Motion Requested
Public Hearing No
Newspaper Legal Ad Required?:
Public Hearing Publication
Date in Newspaper:

Information

EXPLANATION OF ISSUE

The purpose of this action is to approve a contract amendment to AKS Engineering and Forestry, LLC for the Kruger Creek Stabilization contract.

ACTION REQUESTED

Staff recommends the Local Contract Review Board approve a contract amendment to AKS Engineering and Forestry, LLC for the amount of \$132,550.00 and authorize the City Manager to take the steps necessary to execute the amendment.

BACKGROUND INFORMATION

The Kruger Creek Stabilization project will provide stream enhancement and stabilization of Kruger Creek from near its headwaters on Bull Mountain downstream to Gaarde Street. This project will implement two high priority projects in the 2018 City of Tigard Stormwater System Plan by addressing eroding stretches of Kruger Creek. This erosion is threatening slope stability near existing homes and the safety of sanitary, storm, park and private infrastructure located near the creek. The project will include installation of rock buttress walls to protect private property, a high flow bypass storm system to reduce flows in the creek, a series of step pools, beaver analog and check dams, plantings, and import of stream bed material to provide enhancement and stabilization.

The construction of this project began in October 2022. AKS Engineering & Forestry has been completing the construction and erosion control inspection of the project as outlined in their original contract. The inspection frequency outlined in the contract was for part-time only. As the project progressed, it became necessary to have AKS provide full-time inspection to ensure that the project was being constructed according to the approved plans and specifications, as well as meeting erosion control standards required by Clean Water Services. This amendment will cover the additional inspection time needed from AKS until project completion. The project is expected to be finished in fall 2024.

The city issued a Request for Proposals for the project on September 9, 2020, and AKS Engineering &

Forestry, LLC scored as the top proposer. On January 26, 2021, the Local Contract Review Board awarded AKS a contract for this work in the amount of \$588,866.00. On September 27, 2023, an amendment for \$171,912.00 was executed for additional construction and erosion control inspection services. This second amendment is for \$132,550.00, bringing the new contract amount to \$893,328.00. Combined, the amendments exceed twenty-five (25) percent of the original contract amount.

Tigard's Public Contracting Rule 10.075C requires LCRB approval when the total of all amendments exceeds twenty-five (25) percent of the original contract amount and when the amended contract amount exceeds \$150,000 if the board finds it to be in the public interest to do so.

Date of Previous Considerations

January 26, 2021, LCRB approval of the professional services contract to AKS Engineering and Forestry, LLC.

August 9, 2022, LCRB approval of the construction services contract to Lee Contractors LLC.

ALTERNATIVES & RECOMMENDATION

The Local Contract Review Board may choose not to approve the contract amendment and issue a solicitation for the remaining construction inspection work. This would require additional time spent by city staff and would add inefficiencies and time for a new consultant to become familiar with the previous work done. The city negotiated with AKS to reduce the total amendment cost by supplementing some of the inspection required by in-house inspection staff.

ADDITIONAL RESOURCES

Fiscal Impact

Cost: \$132,550.0

Budgeted (yes or no): Yes

Where budgeted?: CIP 94046 Contingency

Additional Fiscal Notes:

Additional Fiscal Notes: The contract is within the CIP 94046 project contingency as proposed in the FY 2025 budget and does not represent any change to the overall project budget.

Attachments

No file(s) attached.

AIS-5544

6. D.

Business Meeting

Meeting Date: 05/21/2024
Length (in minutes): Consent Item
Agenda Title: Contract Amendment for Total Tyler Project Consulting
Authored By: Rosie McGown
Presented By: Presented by Eric Kang
Item Type: Motion Requested
Public Hearing No
Newspaper Legal Ad Required?:
Public Hearing Publication
Date in Newspaper:

Information

EXPLANATION OF ISSUE

The purpose of this action is to approve a contract amendment to L. Yeo Consulting, LLC for additional Total Tyler Project Consulting

ACTION REQUESTED

Staff recommends the Local Contract Review Board approve a contract amendment to L. Yeo Consulting, LLC in the amount of \$50,000 and authorize the City Manager to take the steps necessary to execute the amendment.

BACKGROUND INFORMATION

The Tigard-Tyler (T2) ERP implementation project is a citywide initiative to support the Council goal, modernize and improve city services. This initiative will replace the city's legacy systems, integrate departments such as Finance, Human Resource Management, Asset Management, Permitting and Licensing, and Municipal Courts into a unified platform to streamline operations, improve service delivery, and enhance decision-making capabilities. Effective implementation of this system requires contracted project management services.

In October 2022, the City executed a direct award contract for \$20,000 with L. Yeo Consulting to provide project management, business analysis, and professional technical expertise. It was quickly recognized that additional services were needed, and in December 2022, the City solicited quotes from two additional companies to provide expanded strategic and professional technical advisory services for the Tigard-Tyler project. Both companies declined to submit a proposal for the work and an additional \$80,000 was awarded to L. Yeo Consulting. A third amendment for \$100,000 was executed in November 2023 to continue providing consulting services with a focus on assisting with Tyler Enterprise ERP (Finance) "post-live" components and overall, Tyler implementation strategies and plans.

With the recent departure of the IT Project Manager who was leading the finance, HR, and permitting and licensing components of Tyler and the IT and HR Directors, interim project management services are required to ensure progress continues on the HR, Payroll, and Finance modules while a new project manager, IT Director, and HR Director are being recruited for. This will require up to an additional \$50,000 in services, bringing the total contract award amount to \$250,000.

Tigard's Public Contracting Rule 10.075C requires LCRB approval when the total of all amendments exceeds twenty-five (25) percent of the original contract amount and when the amended contract amount

exceeds \$150,000, if the board finds it to be in the public interest to do so.

ALTERNATIVES & RECOMMENDATION

The Local Contract Review Board may choose to not approve the contract amendment. This would cause delays in the Total Tyler implementation of the HR module and additional Finance post go-live components. These delays may also affect the implementation dates of other modules.

ADDITIONAL RESOURCES

Fiscal Impact

Cost: \$50,000

Budgeted (yes or no): Yes

Where budgeted?: Central Services: IT (FY2024), Finance (FY2025)

Additional Fiscal Notes:

The expense for the additional services will come out of the Total Tyler project contracted services budget and is not anticipated to increase the overall project budget. Contracted services for Total Tyler are budgeted out of IT in FY2024 and by module in FY2025.

Attachments

No file(s) attached.

AIS-5545

6. E.

Business Meeting

Meeting Date: 05/21/2024
Length (in minutes): Consent Item
Agenda Title: Contract Amendment for Executive Recruitment Services
Authored By: Rosie McGown
Presented By: ACM Emily Tritsch
Item Type: Motion Requested
Public Hearing No
Newspaper Legal Ad Required?:
Public Hearing Publication
Date in Newspaper:

Information

EXPLANATION OF ISSUE

The purpose of this action is to approve a contract amendment to Raftelis Financial Consultants, Inc. for Executive Recruitment Services.

ACTION REQUESTED

Staff recommends the Local Contract Review Board approve a contract amendment to Raftelis Financial Consultants, Inc. in the amount of \$82,520 and authorize the City Manager to take the steps necessary to execute the amendment for a total amended contract award of \$200,520.

BACKGROUND INFORMATION

With the recent departure of the Human Resources Director and Information Technology Director, the City would like to engage the services of Raftelis Financial Consultants to provide the additional resources needed to successfully recruit and select for these two executive level vacancies.

In June 2021, an intermediate request for proposals was issued for the recruitment of two executive level vacancies at that time: Assistant City Manager and Finance Director. Raftelis Financial Consultants scored as the top proposer and was awarded a contract for \$61,000 to complete these recruitments. In March 2022, the contract was amended to expand the executive recruitment services to other vacancies, as needed. Since that time, two amendments for additional executive recruitments were issued, adding \$27,000 and \$30,000 and bringing the contract total to \$118,000. An additional \$52,520 is required for the Human Resources Director (\$29,250) and Information Technology Director (\$23,270) recruitments. Savings for the IT Director recruitment reflect Raftelis Financial Consultants prior services for the 2023 IT Director recruitment. Upon completion of these recruitments, the City intends to issue a new Request for Proposals for on-call executive recruitment services for the next five years. However, an additional \$30,000 of contract authority is requested to cover any unforeseen needs that may arise before a new contract is in place. This would bring the total potential contract amount to \$200,520.

Tigard's Public Contracting Rule 10.075C requires LCRB approval when the total of all amendments exceeds twenty-five (25) percent of the original contract amount and when the amended contract amount exceeds \$150,000, if the board finds it to be in the public interest to do so

ALTERNATIVES & RECOMMENDATION

The Local Contract Review Board may choose not to approve the contract amendment and require the city to issue a Request for Proposals for new executive recruitment services now. This would delay recruitment of these executive level positions and likely increase the cost of the IT Director recruitment.

ADDITIONAL RESOURCES

Fiscal Impact

Cost: \$52,520

Budgeted (yes or no): yes

Where budgeted?: Central Services: HR (\$29,250) and IT (\$23,270)

Additional Fiscal Notes:

The expense for these recruitments is anticipated to be covered by salary savings during the time of the vacancies. The additional \$30,000 would only be used as needed and would be also be paid with any salary savings for a vacant position.

Attachments

No file(s) attached.

AIS-5536

7.

Business Meeting

Meeting Date: 05/21/2024

Length (in minutes): 15 Minutes

Agenda Title: Tigard Municipal Court Annual Report

Authored By: Emily Oberdorfer

Presented By: Municipal Court Judge Emily Oberdorfer

Item Type: Update, Discussion, Direct Staff

Public Hearing No

Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

Judge Emily Oberdorfer and Senior Clerk Maria Nguyen will present the annual report to the City Council. We look forward to addressing any questions the Council may have regarding the court's purpose, processes, and procedures.

ACTION REQUESTED

Receive report.

BACKGROUND INFORMATION

This is the Court annual report provided to the City Council.

ALTERNATIVES & RECOMMENDATION

ADDITIONAL RESOURCES

Attachments

Tigard Municipal Court Annual Report 2024 Final
Presentation



City of Tigard Memorandum

To: Honorable Mayor and City Council
From: Emily Oberdorfer, Presiding Judge
Re: Tigard Municipal Court Report
Date: May 8, 2024

We are proud to present the 25th annual review of the Tigard Municipal Court, a testament to our enduring commitment and continuous progress.

About Our Court:

- We are a court of limited jurisdiction, established by Chapter V, Section 21 of the City Charter.
- Our Court has concurrent jurisdiction with Washington County Circuit and Justice Court over all violations and misdemeanors triable in Tigard.
- Currently, the Municipal Court hears traffic violations and violations of City ordinances. Most of our cases are for speeding and “red light” citations issued through the City’s photo enforcement program.
- We are not a court of record, which means that our hearings are not recorded, and cases appealed from Tigard are heard as if they haven’t been heard before at the Washington County Circuit Court.
 - Becoming a court of record is laid out in ORS 221.342. The process begins with City Council passing an ordinance and is completed with an order by the Oregon Supreme Court.

Court Mission:

The mission of the Tigard Municipal Court is to achieve the just, fair, and timely resolution of all matters that come before us. In service of our mission, the Tigard Municipal Court is committed to ensuring that everyone who enters our court, for any reason, is treated with respect, dignity, and professionalism.

Caseload:

Our caseload dropped significantly over the last year.

- a. Between April 1, 2022, and March 31, 2023, there were 17,066, which is 5,570 fewer than the same period the year before and 12,718 fewer than the April 1, 2021, through March 31, 2022.
- b. Last year, we reported 10,465 photo enforcement speed citations; this year, that number was down to 5,204.



City of Tigard Memorandum

- c. 3,756 of the photo cases alleged Failure to Obey a Traffic Control Device, or “photo red light.”
- d. Citations issued from in-person stops were slightly up from the year before, with a total of 2,345, up from 1,883 last year.
- e. The RFP for the photo enforcement vendor is underway.

What We Do:

- a. We provide excellent customer service to our community.
- b. To ensure equity and access to justice, we have our most commonly used documents in five different languages.
- c. We continue to hold “open court” every week to increase community engagement by giving people an unscheduled opportunity to speak with the Judge. This is in addition to the scheduled arraignment date or any other required appearance.
- d. We began drop-in hours once a month for folks who need help with something that doesn’t require a court hearing such as signing up for the online traffic safety education program, figuring out why they are suspended, or where to go for community service.
- e. We finally have a community service option for defendants who are unable to pay their fine based on economic reasons. Defendants can do their service at any 501(c)(3) and are required to provide proof to the court by their determined deadline.
- f. We frequently work with our colleagues in the communications department to update our website. Having an eye to navigate an informative website is one of the ways we help protect the community and staff’s time.
- g. One of our goals last year, was to pitch in with the Council’s environmental efforts. We are on our way to becoming paper on request. We are working closely with Julie Drinkwater at the City Recorder’s office on a document retention policy that meets state requirements and allows us to move away from paper. At the same time, the court team has developed processes to avoid having to print most documents for internal use.

Our Team:

- a. We have an extremely strong group made up of two Senior Clerks, five Clerk IIs, an Administrative Assistant, and one Judge. However, we are about to begin a mild restructuring; an internal search is underway for a Court Operations Supervisor which will allow me to focus on my judicial role.
- b. Our training system allows all clerks to train in each area of court operations. Our protocol ensures that every job is completed well, that nothing slips through the cracks, and that our systems are constantly being reviewed for improvement.
- c. Everyone on the court team receives individual training and career development opportunities.



City of Tigard Memorandum

Selected Highlights:

- a. Judge Oberdorfer was elected Vice President of the Oregon Judges Association.
- b. Judge Oberdorfer was appointed to the Oregon State Bar Legal Ethics Committee and the House of Delegates
- c. Judge Oberdorfer completed a two-week “General Jurisdiction” course sponsored by the National Judicial College in addition to a series of three courses co-sponsored by the Federal Motor Carriers Safety Association on Commercial Driver’s License holders, including a series on human trafficking.
- d. Holly Fenton, Maria Nguyen, and Samantha Boggini-Erhard attended the Oregon Association of Court Administrators conference in April 2023. Every clerk has attended the OACA conference.
- e. Maria Nguyen and Karen Trammell joined the Equity Advisory Committee and planned a lunch and learn with Mayor Lueb in March.
- f. Karen is helping to plan the Northwest Public Employee Diversity Conference.
- g. Maria is well on her way to becoming a court-certified interpreter, further demonstrating the city’s commitment to fair trials and access to justice.
- h. Maria Nguyen was elected vice-president of Membership for OACA for a third time.
- i. Coby Edwards was awarded a certificate in DEI Awareness from LinkedIn Learning.
- j. Linette Moncayo is currently engaged in Leadership Tigard. Diana Lopez is next in line for that opportunity.

As a court team, we accept and embrace our role as community servants. We recognize our responsibility to promote a court system, and a city, free from bias and discrimination. Continue engaging with the community by working with local schools, participating in city-planned events, and recurring “Judge’s Corner” articles, community gatherings, schools, and professional organizations.

I invite any questions you may have.

Tigard Municipal Court

ABOUT US

We are a court of limited concurrent jurisdiction with Washington County Circuit and Justice Court over all violations and misdemeanors triable in Tigard.



The 5 E's – Tigard's Community Promise: Equity • Environment • Economy • Engagement • Excellence

CITY OF
Tigard

WHO WE ARE!

Coby
Diana
Holly
Judge Oberdorfer
Julie
Karen
Linette
Maria
Samantha



CITY OF
Tigard

The 5 E's – Tigard's Community Promise: Equity • Environment • Economy • Engagement • Excellence

OUR GOALS

- Showcase excellent customer service.
- Ensure equity and access to justice.
- Achieve just, fair and timely solutions of all matters that come before us.
- Continue active involvement in the Equity Advisory Committee, Northwest Public Employee Diversity Conference, and other professional organizations.



CITY OF
Tigard

The 5 E's – Tigard's Community Promise: Equity • Environment • Economy • Engagement • Excellence

WHAT WE DO

The caseload for the Tigard Municipal is made up primarily by photo radar citations, in-person stops, and some violations of City ordinances.



CITY OF
Tigard

The 5 E's – Tigard's Community Promise: Equity • Environment • Economy • Engagement • Excellence

HOW WE DO IT

- Open Court every Wednesday between 10:30 and noon.
- Trials held Tuesdays and some Thursday mornings.
- Arraignments on Wednesday and Thursday afternoons.
- Phone calls, emails, and mail correspondence from defendants to take care of their citation.

ENGAGEMENT WITH THE COMMUNITY



CITY OF
Tigard

The 5 E's – Tigard's Community Promise: Equity • Environment • Economy • Engagement • Excellence

WHAT'S NEW WITH US?

Opened drop-in hours once a month.

Made community service an option for payment.

Website improvements to make be more user friendly.

Becoming paper on request.



AIS-5487

8.

Business Meeting

Meeting Date: 05/21/2024

Length (in minutes): 30 Minutes

Agenda Title: Legislative Agenda Item Discussion: Tigard ZIP Code

Authored By: Nicole Hendrix

Presented By: Nicole Hendrix, Assistant to the City Manager

Item Type: Update, Discussion, Direct Staff

Public Hearing No

Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

At their January 9, 2024 meeting, while developing the city's federal legislative agenda, City Council expressed interest in adding a legislative agenda item for the City of Tigard to pursue a single designated ZIP code. This discussion provides information on past efforts, potential options, and impacts for requesting to change City of Tigard ZIP code.

ACTION REQUESTED

Share reactions, questions, and thoughts based on the information shared. Provide direction or preference on whether the City should*:

- A) Request a new ZIP code that replaces current codes.
- B) Keep an existing ZIP code and replace other codes to match; if this option is selected, indicate which code to keep.
- C) Request that 97223 and 97224 list Tigard as the "primary" city, rather than "alternate".
- D) Maintain current state (includes choice for people to list 97223 or 97224 as Portland or Tigard).
- E) Continue to discuss options and research before making a decision.

*The Tigard Team recommends that stakeholder engagement be part of the next steps for any of these options.

BACKGROUND INFORMATION

United States Postal Service (USPS) ZIP Codes

USPS uses Zoning Improvement Plan (ZIP) codes to help process mail quickly and efficiently. ZIP codes commonly align with mail routes based on location of delivery post offices, rather than city boundaries. This means that addresses may not align with the city name or zip code of the city in which the address is located. ZIP codes have capacity limits and new codes can be created based on growth in population or to improve postal operations.

The City of Tigard's primary ZIP codes are 97223 and 97224. Attachment C features the number of tax lots within City of Tigard and each ZIP code boundary.

Previous Efforts

In 2012, the City of Tigard's Blue Ribbon Task Force, comprised of community and budget committee

members, was tasked with examining Tigard's service and financial challenges and recommending a course of action to City Council. The final task force report included a recommendation to enhance services by creating a strong community identity and vision. In Attachment A, the report references, "a Tigard zip-code distinct from Portland and required for all Tigard addresses that would foster a stronger business connection to the community" (pg. 5).

From 2013-2015, requests from the City of Tigard and elected officials to have 97223 and 97224 ZIP codes listed as Tigard instead of Portland were denied by USPS. In 2015, Representative Margaret Doherty sponsored House Joint Memorial 1 that passed the state legislature unanimously, the memorial requested the Postmaster General of USPS classify both 97223 and 97224 codes as separate from Portland. After continued discussions between the City and USPS, USPS maintained that stance that 97223 and 97224 would recognize both Tigard and Portland as being legitimate city names for 97223 and 97224 (Attachment B).

Dates of Previous and Potential Future Considerations

02/06/24 2024 State and Federal Legislative Agendas
01/09/24 2024 State and Federal Legislative Agendas
11/25/14 Adopt 2015 State and Federal Legislative Agendas
10/14/14 Legislative Update
12/18/12 Mayor's Blue Ribbon Task Force Report

Public Involvement

There has been no public engagement during this research phase. The City team would engage impacted stakeholders as a next step in this process. In past efforts mentioned above, some businesses preferred to keep the option to choose whether the ZIP code appeared as Portland or Tigard.

Impacts (Community, Budget, Policies and Plans/Strategic Connection)

There are several potential impacts to community members, businesses, and internal city operations depending on which option City Council decides to pursue. The presentation will cover potential fiscal, physical, and other impacts. The Tigard team recommends public involvement as a next step to continue to explore impacts and community preferences.

To initiate engagement with people who receive mail in Tigard would cost an estimated \$20,000 for each mailer. For any proposed change to the status quo, at least two mailers are recommended. It is suggested that, with any proposed change, at least one teammate should be available full time to respond to questions from community members, business owners, and others who receive mail in Tigard.

ALTERNATIVES & RECOMMENDATION

- A) Request a new ZIP code that replaces current codes.
- B) Keep an existing ZIP code and replace other codes to match; if this option is selected, indicate which code to keep.
- C) Request that 97223 and 97224 list Tigard as the "primary" city, rather than "alternate".
- D) Maintain current state (includes choice for people to list 97223 or 97224 as Portland or Tigard).
- E) Continue to discuss options and research before making a decision.

The Tigard Team recommends that stakeholder engagement be part of the next steps for any of these options.

ADDITIONAL RESOURCES

Nearby Case Studies:

- In 2014, due to population and business growth, USPS added two new zip codes in Aloha and Beaverton. ([Hillsboro News Times Link](#))

News Articles from Past Efforts:

- Jan 2015; Valley Times "Tigard lawmaker aims to change ZIP code confusion" ([Valley Times Link](#))
- March 2015; Oregonian "Tigard City Hall is in...Portland?" ([Oregon Live Link](#))

Attachments

Attachment A - Blue Ribbon Task Force Final Report

Attachment B - 2013 Letter from Portland Postmaster

Attachment C - Tigard ZIP Map

Powerpoint - ZIP Code



Final Report

DECEMBER 18, 2012

INTRODUCTION

In Mayor Dirksen's 2011 State of the City address, he summarized the city's financial situation and the factors that challenge the city's commitment to maintaining financial stability into the future. Mayor Dirksen referred to the fiscal challenge that faces Oregon municipalities as a "cliff" over which all of us will eventually fall unless something fundamentally changes. Due to service level reductions and prudent fiscal decisions Tigard isn't facing the "cliff" at this time. However, the city has no financial flexibility to address service enhancements without corresponding cuts and will face further service cuts, in the next three to five years unless something changes fundamentally.

The mayor proposed to council that the city convene a citizen task force composed of the citizen members of the budget committee together with representatives from Tigard citizen advisory committees to look at the problem and recommend a course of action to address the problem proactively and find a solution before we reach a crisis.

- **CHARGE:**

The Mayor's Blue Ribbon Task Force was convened August 16, 2012, with the charge described below.

- **Purpose:** Convene a citizen task force to examine Tigard's service and financial challenges and recommend a course of action to the City Council.
- **Background:** The City of Tigard continually strives to align services to the community's needs and available resources. The city conducts surveys every other year to measure citizen satisfaction with services, and to measure the most important areas of demand. These surveys show that there is a high level of citizen satisfaction and that Tigard has done a good job of aligning services with demand. Additionally, Tigard's Citizen Budget Committee annually reviews the allocation of city resources to services. The committee has supported targeted service and budget reductions in two of the last three budgets. These reductions are due to revenue growth that is slower than growth in costs for existing services. This puts citizen satisfaction with these reduced service levels in jeopardy and leaves no room to address deferred or emerging service needs without further reductions in

existing services or additional revenue sources. To begin to address this, the city is working to identify areas of emerging service level needs and ways to fund them. One of the fundamental issues this task force will need to confirm is the current alignment of services, given the reduced revenues available.

- **Fundamental Questions:** If Tigard were to acquire a new public dollar, what would it fund? Where would it come from?
 - Based on citizen surveys, the city has done a good job aligning services with demand given the resources available.
 - Citizen satisfaction may decrease unless service reductions are restored.
 - There are no resources identified to fund deferred or emerging service needs.
- **Membership:** In an effort to focus the work of the task force in addressing these fundamental questions, it was important that members have some working knowledge of government financing. Members were selected based on their current and past involvement in the community and for their experience in a variety of backgrounds and perspectives.

Barry Albertson	State Representative Margaret Doherty
Bob Smith	Mark Haldeman
David Burke	Melody Graeber
Fire Chief Michael Duyck	Mike Stevenson
Dan Goodrich	Sue Yesilada
Jason Rogers	Tom Woodruff
Jessica Cousineau	Troy Mears

- **Resources:** Task force members were provided with a number of background reports as informational tools. They requested further information from staff to assist in their discussions. A complete list of resource material is attached.

Assistant City Manager Liz Newton facilitated the meetings; Finance and Information Services Director Toby LaFrance provided budget and financial information and his Executive Assistant Liz Lutz took meeting notes and distributed meeting materials.

FINANCIAL STABILITY/SERVICES

The first topic discussed by the task force members was citizens' perceptions of the city's financial condition and level of services provided. Tigard has one of the lowest tax rates in comparison with other cities in the region and in Oregon, and should be proud of doing well with less. However, the city may want to consider what services other cities are providing with their additional revenue that Tigard doesn't provide. Task force members agree that Tigard citizens have confidence in the city to address financial issues because the city has met these challenges in the past. The city maintains a sound financial forecast and sound fiscal practices and it's important to continue what works. The task force recognizes the financial problems created by the state's tax structure. There was discussion about other options that may increase revenue, including the impact to the city's tax base caused by expanding the city limits and charging more fees for service. One of the key documents that the task force used is found in the appendix. The task force discussed the "Hundred Thousand Dollar Revenue Matrix Fact Sheet" as a potential resource for Tigard to increase revenue.

The city has a good batting average on passing bonds and levies because it keeps its commitments. Before going out to voters or raising fees to maintain or expand services or unfunded capital needs, the city needs to make a case for those expenditures. Task force members noted that the city received over 50 calls from citizens on the recent PGE franchise fee increase.

The most recent community attitudes survey reveals that 99 percent of respondents are satisfied or very satisfied with Tigard as a place to live. That means citizens have confidence in the city as an organization. Citizens perceive the recent service cuts and staff reductions as necessary to ensure financial stability over the long term. Task force members have a broader community view of the city and believe that citizens don't expect the city to be the provider of all community services. There was a lot of discussion about providing services through partnerships and changing the mindset that it's "all or nothing" in terms of the city providing services. It's critical to ask citizens which services they want, what services they would be willing to spend more for, and how they would spend existing resources.

- **RECOMMENDATIONS:**

1. Develop and launch an ongoing robust communication strategy that celebrates what Tigard does well, educates citizens about how services are provided, and addresses future funding challenges. Communicate more; offer feedback postcards in Cityscape, use focus groups. The city needs to make the case for increasing taxes or fees tied to specific expenditures.
2. Change the focus of the 2013 community survey to ask citizens specifically about services; which services they want, how they would spend existing resources and how much more they would be willing to pay to retain existing services or add new services or programs. Use a shopping cart concept; put a dollar value on each service, show how the funds are spent now, and ask respondents to allocate \$100 going forward. Include the business community and residents in focus groups during the development of the survey.
3. Lobby for legislation at the state level that provides local communities with options to fund local services.

ECONOMIC DEVELOPMENT

Economic development and a healthy business sector are critical for a financially stable and vibrant community. A more robust local economy brings more revenue to the city which supports the city's goal of financial stability. The city has a lot to offer businesses but needs to be more creative and proactive in attracting quality businesses that citizens want, especially downtown. Engage citizens to identify the types of businesses that will keep them here and encourage them to shop local. Use marketing tools to increase private rather than public investment. The city's low tax rate should be attractive to investors.

Which investments in the business community would get them involved and connected in determining what's important for businesses to be successful—tax incentives, infrastructure improvements, business-friendly policies? Positive interactions between the business community and city personnel are critical. The city should work to identify business types and/or clusters to attract new businesses and develop the business community. It's important to get input from the business community about Tigard's unique potential that makes it attractive for investment. It's also important to connect with successful business owners in areas with more potential such as Washington Square II.

The appearance of the community is important. The beautification of Pacific Highway could improve the overall image of the city. The view of downtown from the Pacific Highway viaduct could also be improved, making downtown more inviting.

Although viewed as an important commitment by the city to advancing improvements in the downtown, the Burnham Street project has not had a positive impact on downtown development by itself; it is the first phase. More public or public/private investments are needed in the downtown to spur private investment.

- **RECOMMENDATIONS:**

1. Develop and implement a competitive economic development strategy that creatively engages members of the business community and the citizens. Focus on strategies for the downtown, Washington Square II, the Pacific Highway corridor and the Tigard Triangle. Include ideas for leveraging private investment through interviews with successful developers with proven equity investors such as Barry Cain of Gramor, who developed both Progress Ridge and downtown Lake Oswego. Emphasize doing business locally. Enhance this strategy through a dedicated full time staff position and an economic development commission.
2. Renew a focus on community aesthetics and beautification. Review, update and enforce code requirements as necessary in keeping with community standards as determined through the community survey.

IDENTITY/VISION

The city needs a strategic plan that clearly articulates the city's vision for what it hopes to accomplish and that supports a stronger identity and brand. This effort is crucial to implementing the task force recommendations in the areas of economic development, partnerships and marketing, education and communication. The strategic plan is the umbrella encompassing all of the city's future efforts and critical to engaging the business community and residents in developing the image the city wants to project.

Branding the city's identity is important. A strong community identity would create a connection for people to be more than just satisfied with Tigard as a place to live, and motivate people to move to Tigard and stay. A vibrant downtown with a community gathering place is important for connecting citizens to their community.

Some tangible things that could contribute to branding the city include signage that says "*City of Tigard*" even on fire stations; family friendly activities that facilitate gathering as a community; and a Tigard zip code—distinct from Portland and required for all Tigard addresses—that would foster a stronger business connection to the community. It should be noted that State Representative Doherty is exploring a resolution to the zip code issue.

- **RECOMMENDATIONS:**

1. Develop a strategic plan that articulates a clear vision for the city. Involve the business community along with residents. Include strategies for ongoing communication with the public.
2. Reinforce and strengthen the city's brand through signage, print materials and electronic communication. Complete the installation of "*Welcome to Tigard*" signs at entry points with the first priority location around Washington Square.

MARKETING/EDUCATION/COMMUNICATION

The city needs a communication strategy that does a better job celebrating what it does well and conveys the financial realities without using scare tactics. The strategy should determine the goal, audience and timing. This effort is separate from the development of a vision because it's ongoing. Ongoing communication with citizens is critical in addressing the city's financial future. The message is more than the city's vision. Citizens and business owners need to be educated and engaged to convey their priorities for services and express a willingness to fund those priorities. Communication needs to be proactive and market the services the city offers, current economic conditions and our vision for the future.

The city is running "lean and mean" which should be a point of pride, but significant financial consequences (e.g., the one-day-a-week library closure) should be highlighted. A balanced picture should be presented; parks and businesses are open, residents are safe. More effort is needed to keep citizens informed about what's planned for downtown. Building excitement about the possibilities for downtown will also build interest. Work with the Tigard Area Chamber of Commerce to celebrate the success of businesses in the community. Emphasize the city's commitment to businesses and citizens. Consider a *Cityscape* feature on new businesses including those new to Washington Square.

The tools used should be appropriate for the intended audience. The *Cityscape* and the city's website are good communication tools, but to be effective, it's essential to communicate with people where they are (i.e., school, community and business events.) Create a dialogue with citizens. Social media tools are key to effective communication. When conducting the 2013 community survey, the use of focus groups could ensure that respondents represent the city's demographic.

- **RECOMMENDATIONS:**

1. Develop and implement a comprehensive ongoing marketing/communication strategy that celebrates what the city does well and conveys the financial realities without using scare tactics.
2. Incorporate community and business outreach and dialogue using a wide variety of communication tools including the Community Section of the Oregonian, the Tigard Times, *Cityscape* and potential activities at Washington Square or other high foot traffic areas. Feature local businesses in a regular monthly business section of *Cityscape*.

PARTNERSHIPS

Providing services through partnerships should be an integral part of the city's financial strategy. Partnerships may reduce expenses through economies of scale, using single service providers or eliminating duplication of equipment or administrative costs. The city regularly partners with adjacent cities, the private sector, special districts and non-profit or private entities for maintenance of existing, expanded or new programs. Partnerships should be pursued before revenue increases are considered to maximize quality service delivery at the lowest cost.

The city is in a partnership with the City of Lake Oswego to develop a long-term water supply because the partnership is the most cost-effective option. There is some potential for partnering with the Tigard-Tualatin School District on facility use. Citizen volunteers serve as partners on boards and commissions that support city staff in the delivery of ongoing services. Colleges and universities may offer partnership opportunities.

The private sector is a logical choice to help spur development in the downtown. Many city services are currently provided in partnership with the private sector. In a typical year, half of the city's expenditures go directly to the public sector in the form of equipment, supplies, capital and contracted services. In fiscal year 2011-12, over \$27 million went directly to the private sector from the city, creating jobs in the local economy. This includes services such as legal advice, street sweeping, fleet maintenance, janitorial, fuel providers and software companies.

- **RECOMMENDATIONS:**

1. Conduct periodic reviews of programs and services to determine if partnerships are a more cost-effective way to deliver quality services.
2. Identify and pursue partnership opportunities with the Tigard-Tualatin School District for joint improvement and use of facilities and fields.
3. Develop and implement a robust public/private partnership strategy for development in the downtown.
4. Survey citizens about their interest in providing recreation opportunities and/or facilities through partnerships.

NEXT PUBLIC DOLLAR

The fundamental questions asked of the Mayor's Blue Ribbon Task Force were, *"If Tigard were to acquire a new public dollar, what would it fund? Where would it come from?"* The task force members concluded that the city should engage the community in answering those questions. Implementing the task force recommendations in the areas of economic development, partnerships, and marketing, education and communication will involve the community in a comprehensive approach to address the city's vision for the future and in how to fund services over the long term.

The city has reduced the number of staff, kept the tax base low in comparison to surrounding cities and improved roads without additional revenue, but that can't continue. The structure of local government revenues does not allow revenue growth at the same rate as the costs of services. The city should apprise the community of the need to increase revenue or raise taxes, but it needs to be specific about what the funding source is and how the money will be used. Survey citizens first on what they value and their service priorities are. Include a specific list of revenue options and measure their support for each. Enlist staff in developing a detailed list of restored and new services, including the impact of staff reductions on service delivery and continued maintenance of streets and utilities. A second voter survey should focus on specifically gauging citizen support for additional revenue to retain or expand services.

Communicate to citizens what the city does well and convey the financial realities the city faces on an ongoing basis. The Cityscape is the most popular communication tool and should promote city services, local businesses and encourage participation in community surveys. It's also critical to engage the business and development community in a dialogue about what they need to be successful.

The task force is bullish on Tigard—both the community and city government. We unanimously concur that Tigard citizens have confidence in their city's leadership to adequately address financial issues based on the City of Tigard's past and current fiscal challenges. We believe the future is bright. Moreover, task force members are secure in the city's determination and ability to both ask and then follow the recommendations of this task force with the belief that following them will better assure financial stability and success. Specifically, they are confident in Tigard's ability to engage citizens to determine priorities and to identify the best and most appropriate arenas for the expenditure of future public dollars.

- **NOTE:** *The task force advises that it is important for the city to spend the \$1.7 million set aside in the park bond to acquire land for a downtown plaza. Citizens are looking forward to that investment as a gathering place to bring people into the downtown. Also, it's assumed that the city will make it a priority to continue investment in the urban renewal district to update and vitalize downtown. Further, a focus on community development and economic development with incentives to attract and retain business is essential.*

Resources Provided

TO THE MAYOR'S BLUE RIBBON TASK FORCE

AUGUST 16, 2012

Requests from the task force for additional resources:

- Laws of funding and how we fund services—what is funded by which fund. Mail funding information one week before 9/6 meeting—detail and overview.
- Move funding discussion to next meeting (9/6).
- Per statute—what does city HAVE to provide.
- Access to budget.
- Bring money issues and how citizens have responded (election history and other increases).
- Comps of other cities would be helpful.
- Available land (Taylor Report)—Metzger, Bull Mountain, etc.?
- Financial forecasting.
- What can't we touch?
- State revenue restrictions.
- Compression explanation.
- Mail Taylor Report to task force.
- 2012 Budget transmittal to task force.

Provided by staff:

- Community Attitudes Survey from 2007, 2009, 2011.
- League of Oregon Cities—Measure 5 and 50 Primer.
- Draft of new Strategic Financial Plan (Taylor Report).
- 2012 City Council Goals.

SEPTEMBER 6, 2012

Requests from the task force for additional resources:

- The available lands report.
- Annexation policy.
- Grants:
 - A list of past grants that the city has applied for.
 - A list of grants that the city applied for but was not awarded.
 - A list of recent grants.
- The recruitment packet for the CD Director and Assistant Director positions.
- A report of what would make a developer come to Tigard.

Provided by staff:

- City of Tigard Charter.

SEPTEMBER 27, 2012

Requests from the task force for additional resources:

- What partnerships do we have?
- Has the commuter rail helped or hurt Tigard?
- What would it take of different revenue sources to raise \$100,000?

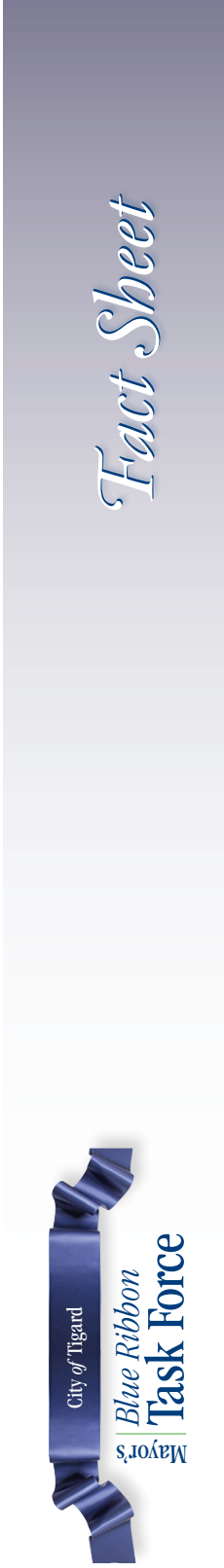
Provided by staff:

- Gresham proposal (citywide fee).
- Service level impacts.

OCTOBER 18, 2012

Requests from the task force for additional resources:

- What percent of total funds spent by the city goes to the private sector and how much goes to local Tigard? (Toby)
- Outline will be created for the 11/8/12 meeting. (Liz N.)



HUNDRED THOUSAND DOLLAR REVENUE MATRIX

OR WAYS THE CITY COULD GENERATE \$100K OF REVENUE

REVENUE	REVENUE CHANGE	USE	NOTE
Property Tax*	\$0.019 / \$1,000 Assessed Value	Limited to Voter Approved Purpose	5-year Special Option for Operations or 20-year for Bonded Infrastructure
Franchise Fee – Solid Waste	Increase from 4% to 5%	General Use	All Other Franchise Fees Already at 5%
Business License	15% Increase	Commercial Crimes and General Use	
Planning Fees	50% Increase	Planning and General Use	Assumes Current Level of Activity
Stormwater Maintenance Charge	Increase from \$2.00 to \$2.32/mo	Stormwater Infrastructure	
Water Utility Sales	0.8% Rate Increase	Water Infrastructure and Operations	
Building Fees	10% Increase	Building Operations	Assumes Current Level of Activity
Street Maintenance Fee	5% Increase	Maintenance of Streets and Right-of-Way	
Parks Maintenance Fee	Establish \$0.70/mo Fee	Maintenance and Development of Parks	Fee is per Account
Water SDC	28% Increase	Water Infrastructure	
Parks SDC	33% Increase	Parks Infrastructure	

*NOTE: Changes to the property tax rate require a vote of Tigard citizens. All other options on this page could be implemented with a vote of the Tigard City Council.



Recommendations

TASK FORCE ASSESSMENTS — A BRIEF STATEMENT CATEGORIZED BY TOPIC

FINANCIAL STABILITY/SERVICE

- Members recognize the financial problems created by the tax structure.
- Expand city limits in order to expand tax base.
- Citizens have confidence in the city to address financial issues.
- Look at demographics when offering services.
- Recent staff reductions perceived by citizens as needed.
- Library closure noticed.
- No comments from the public on park maintenance, police shifts or Friday closures.
- Over 50 calls on PGE franchise increase.
- Ask citizens what services they want. How they would spend existing resources, would they spend more? If they had to choose, which services would citizens put in their shopping cart?
- Tigard has a good batting average on passing bonds because the city does what they say they will do; however, there's only so much people are willing to pay.
- People don't think about the city until there is a problem.
- More fee for service.
- Don't do all or nothing—do a mix of things in the partnership area.
- Can services be provided with a partnership of some kind?

NEED TO ATTRACT GOOD QUALITY BUSINESSES

- Is Tigard pro-business?
- Positive interactions with city personal are key.
- Community development and economic development are important.
- Invest in the business community.

TIGARD NEEDS A STRONGER IDENTITY

- Need to have a clear vision of what the city wants to accomplish and communicate that to the public.
- Its own post office.
- Family friendly activities.
- There needs to be a reason for people to move here.
- City needs to do better at celebrating what we do well.
- Constant communication that markets the City of Tigard.
- All signs should say “City of Tigard.”
- Vision, communication, involve the business community.
- What’s the image we want to project?
- Need a strategic plan.
- Vibrant downtown—heart of the city.
- Improve appearance along Pacific Highway and downtown—absentee owners don’t want to update their property.
- Burnham hasn’t had a positive impact yet.
- Beautification is a priority (fee on businesses to pay for beautification efforts?)

MARKETING AND EDUCATION

- Need a communication strategy—determine the goal, audience and timing.
- City website and Cityscape are good communication tools.
- 2013 survey, focus groups.
- Where the city is and where it’s going.
- City is running “mean and lean. Highlight large financial consequences (e.g., library closure)
- Don’t use scare tactics. Celebrate success: parks are open, businesses are open.
- Communicate with people where they are.
- Make sure citizens know what the city has planned for downtown.
- City needs to be more visionary, people need an identity or connection to support something (e.g., library).
- Tigard needs to use the marketing opportunities available to support and encourage more private than public investment.

PARTNERSHIPS

- Consider providing a recreation center through a partnership.
- Consider using schools as recreation centers.
- Partner with Tualatin or another adjacent city.
- Tualatin Hills Park and Recreation.
- YMCA for recreation.
- Photo red light.
- Partner with colleges for communication efforts.
- Park maintenance?
- Partner with schools—joint improvement of facilities and fields, playgrounds, community gardens.
- Partner with Broadway Rose on entertainment venue.
- Partner with downtown business association, Tigard Area Chamber of Commerce, Broadway Rose on downtown redevelopment.

NEW PUBLIC DOLLAR

- Town Square—master plan is clear. Could serve as a foundation for bringing the community together.



October 24, 2013

Margaret Doherty
Honorable State Representative, District 35
900 Court Street N.E. #H-282
Salem Oregon 97301-4042

Dear Honorable State Representative Doherty:

This letter is in response to your letter dated October 15, 2013 requesting that the US Postal Service identify the two ZIP Codes, 97223 and 97224 as being located in Tigard and not Portland.

The fact of the matter is that the U.S. Postal Service actually recognizes both Tigard and Portland as being legitimate city names for both 97223 and 97224. Both residential and business addresses can use either Tigard or Portland in the city, state, ZIP Code line of the delivery address and the mail will get delivered without delay.

For example, when "Gerber Legendary Blades, 14200 SW 72nd Avenue, Tigard Oregon" is entered into "find a ZIP Code" at usps.com, the website responds with "GERBER LEGENDARY BLADES, 14200 SW 72ND AVE, TIGARD OREGON 97224-8010.

When "Gerber Legendary Blades, 14200 SW 72nd Avenue, Portland Oregon" is entered into "find a ZIP Code" at usps.com, the website responds with "GERBER LEGENDARY BLADES, 14200 SW 72ND AVE, PORTLAND OREGON 97224-8010.

Thank you for giving me the opportunity to clarify this issue.

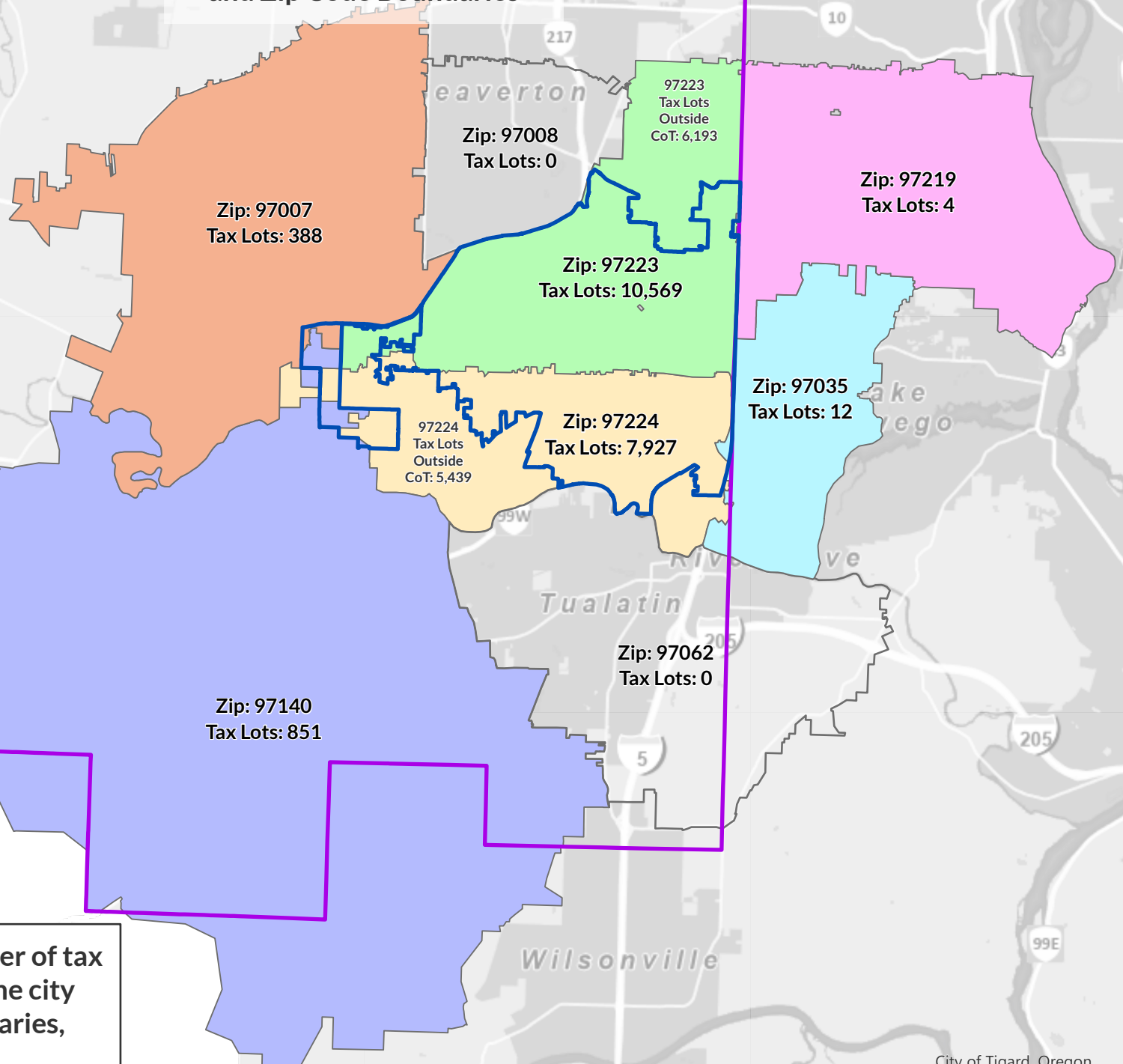
Sincerely,

A handwritten signature in blue ink, appearing to read "Shawneen Betha". The signature is stylized and fluid.

Shawneen Betha

Tax Lots Inside City of Tigard and Zip Code Boundaries

- Metro Zip Code Boundary
- 97007
- 97035
- 97140
- 97219
- 97223
- 97224
- Tigard City Boundary
- Wash. County Boundary



"Tax Lots" represent the number of tax lots with their centers inside the city and respective zip code boundaries, unless stated otherwise.



Legislative Agenda Item Tigard ZIP Code

May 21, 2024

City Council

Tigard: An equitable community that is walkable, healthy, and accessible for everyone.



CITY OF
Tigard

Council Action

- Receive high level briefing on ZIP code context, options, and impacts.
- Share reactions, questions, and thoughts on information presented.
- Provide direction and/or preference on next steps.

Tigard: An equitable community that is walkable, healthy, and accessible for everyone.



CITY OF
Tigard

Background

USPS ZIP Codes

- USPS uses Zoning Improvement Plan (ZIP) codes to help process mail quickly and efficiently
 - Codes typically align with mail routes and delivery rather than city boundaries
 - The digits of a ZIP code (e.g., 12345) may be grouped as follows: [123] [45]
 - [123] : Sectional Center or Large City
 - [45] : Post Office facility or Delivery Area
- Codes have capacity limits and therefore new codes can be created based on growth in population or to improve postal operations

City of Tigard ZIP Code Past Efforts – Community Identity

- 2012: Blue Ribbon Task Force Recommendation
- 2013: City of Tigard and elected officials request to USPS Portland Postmaster
- 2015: House Joint Memorial 1 passed State legislature unanimously

Tigard: An equitable community that is walkable, healthy, and accessible for everyone.

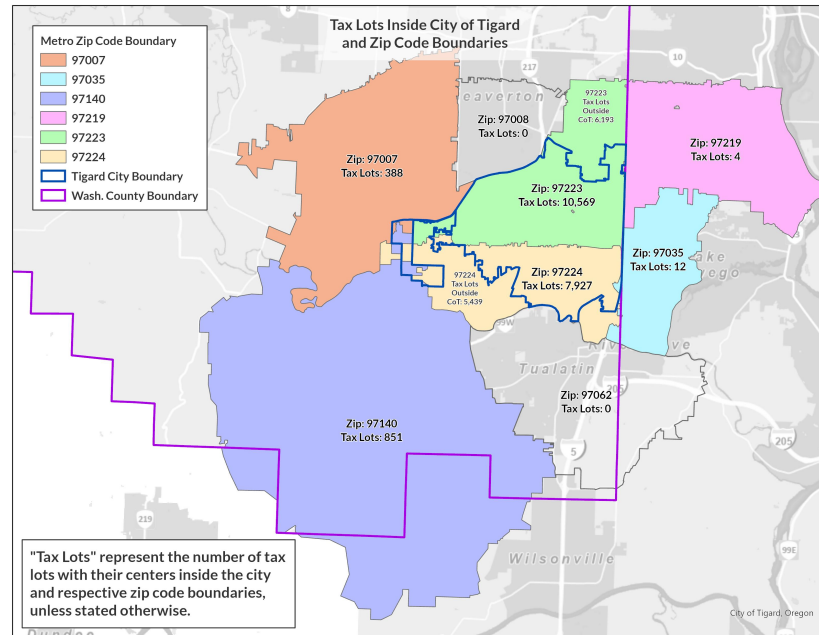


CITY OF
Tigard

Tigard ZIP Code

City of Tigard's most common ZIP codes are 97223 and 97224.

USPS recognizes the primary city for both as Portland, with the alternate city as Tigard.



Tigard: An equitable community that is walkable, healthy, and accessible for everyone.



Tax Lots Inside City of Tigard and Zip Code Boundaries

Metro Zip Code Boundary

97007

97035

97140

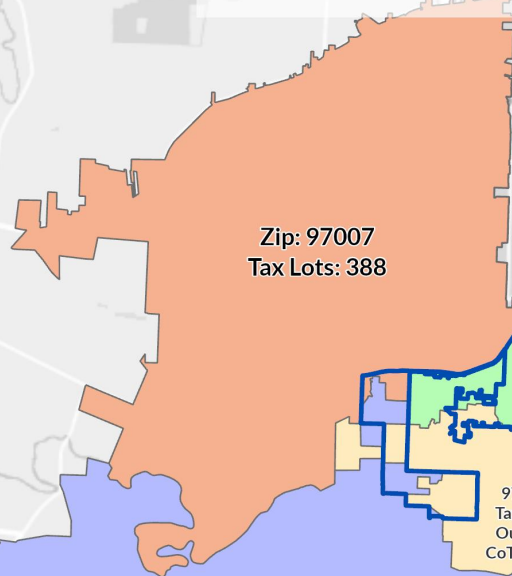
97219

97223

97224

Tigard City Boundary

Wash. County Boundary



Zip: 97008
Tax Lots: 0

97223
Tax Lots Outside
CoT: 6,193

97224
Tax Lots Outside
CoT: 5,439

Zip: 97062
Tax Lots: 0

"Tax Lots" represent the number of tax lots with their centers inside the city and respective zip code boundaries, unless stated otherwise.



Changing ZIP code

Boundary Review Process

- Submit written request to USPS District Office for decision within 60 days
- If approved, USPS will conduct survey of impacted people to confirm majority are in favor of change
- If denied, requester may appeal

Potential Impacts

- Costs to update materials with ZIP codes (address labels, letterhead, business cards, websites, etc.)
- Customer satisfaction
- Community identity
- Implementation/awareness and mail delivery times
- Uses of ZIP for non-postal services: insurance statistics, etc.

Case Studies

- 2014 Beaverton and Aloha: two new ZIP codes, existing codes changed
- 2015 Bend: one new ZIP code
- 2006 The Postal Accountability and Enhancement Act: Zip code by statute

Tigard: An equitable community that is walkable, healthy, and accessible for everyone.



CITY OF
Tigard

Council Guidance

Share reactions, questions, and thoughts based on the information shared. Provide direction or preference on whether the City should*:

- A. Request a new ZIP code that replaces current codes.
- B. Keep an existing ZIP code and replace other codes to match; if this option is selected, indicate which code to keep.
- C. Request that 97223 and 97224 list Tigard as the "primary" city, rather than "alternate".
- D. Maintain current state (includes choice for people to list 97223 or 97224 as Portland or Tigard).
- E. Continue to discuss options and research before making a decision.

*The Tigard Team recommends that stakeholder engagement be part of next steps for any of these options.

Tigard: An equitable community that is walkable, healthy, and accessible for everyone.



CITY OF
Tigard

Action

- Receive high level briefing on ZIP code options and impacts
- Share reactions, questions, and thoughts on information presented.
- Provide direction and/or preference on next steps.





Thank you

We welcome your thoughts and questions!



CITY OF
Tigard

Tigard: An equitable community that is walkable, healthy, and accessible for everyone.

Business Meeting**Meeting Date:** 05/21/2024**Length (in minutes):** 45 Minutes**Agenda Title:** Utility Support Discussion**Authored By:** Emily Tritsch**Presented By:** Eric Kang, Finance Director**Item Type:** Update, Discussion, Direct Staff**Public Hearing** No**Legal Ad Required?:****Publication Date:****Information****EXPLANATION OF ISSUE**

At the Mayor's request, Tigard teammates are bringing forward a discussion of Tigard's current programs available to support residential customers in paying the water portion of their city utility bill. This discussion will be focused on the water portion of the utility bill because the city currently has options for payment support in that area, including payment plans and bill relief directly. Support for utility fees associated with solid waste, electricity, or internet requires the customer to work directly with those service providers. The City of Tigard does not have a history of providing such support.

Tigard's Municipal Code (Chapter 12) and administrative rules provides the following options for residential customers who are facing financial hardship and need assistance paying the water portion of their city utility bill. Customers in good standing may:

- **Request assistance from St. Vincent de Paul for up to \$250 per 12-month period.** St. Vincent de Paul administers Tigard's financial support for utility bill pay, ensuring applicants meet income criteria, managing distribution of funds and reporting.
- **Request a payment plan, which cannot exceed one year.** Payment agreements over \$10,000 must be approved by City Council

If there is a bill error, the customer did not receive their bill, or to address fees from returned checks or disconnection, a customer can request to waive a utility charge. Requests can be made by customers in good standing to either the Finance Director or the City Manager.

Other cities in Washington County provide similar resources for community members experiencing financial hardships; many of these programs are also administered by non-profit organizations such as St. Vincent and Community Action.

ACTION REQUESTED

Teammates are available to answer any questions about the water utility assistance Tigard currently offers its residential customers. Council may direct teammates to explore changes to this program.

BACKGROUND INFORMATION

Public Involvement

Public engagement on this topic will look different depending on Council's direction. If there is a desire to explore community needs or preferences, the city can initiate this outreach.

Public involvement with the existing program has been through the city's Utility Billing team, as customers connect with the city to inquire about bill pay and assistance programs.

Budget Impacts

If the Council would like to expand this program, there would be budgetary impacts, likely resulting in increased charges to customers. Depending on Council direction, the scale and breadth of these impacts would look different.

ALTERNATIVES & RECOMMENDATION

Tigard teammates will learn Council preference through discussion of this item and any direction, if provided.

ADDITIONAL RESOURCES

Attachments

Utility Programs in WaCo

	TIGARD	Tualatin	Sherwood	Beaverton	Hillsboro
Assistance Programs Available					
Payment Plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bill Relief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Government Assistance					
Partner Agency(ies) that administer program(s)	Community Action St Vincent de Paul	Community Action	City of Sherwood	Community Action	Community Action Centro Cultural Salvation Army
Maximum amount available	Up to \$250 /year per customer	Up to \$300 per fiscal year per customer	Credit for 2 months' of base charges , and 1 additional water base charge , available once per year, approximately \$115	<i>Information is not available online</i>	Up to 2 bills , not to exceed \$250 /yr per household