Tigard Business Meeting
AGENDA

TIGARD CITY COUNCIL AND TOWN CENTER DEVELOPMENT AGENCY

MEETING DATE AND TIME: JUNE 24, 2025 - 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: Video Testimony Registration https://www.tigard-or.gov/your-government/video-public-testimony-registration

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 contacting: City Recorder Carol Krager at 503-718-2419 (voice) /971-724-1565 (cell) carolk@tigard-or.gov (email) 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.

Tigard Business Meeting
AGENDA

TIGARD CITY COUNCIL AND TOWN CENTER DEVELOPMENT AGENCY
MEETING DATE AND TIME: JUNE 24, 2025 - 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

2. PROCLAMATIONS AND RECOGNITION **6:35 p.m. estimated time**

   A. JAZZ HANDS DAY

3. PUBLIC COMMENT **6:45 p.m. estimated time**

   A. Public Comment – Written

   B. Public Comment – In Person

   C. Public Comment – Phone-In

D. Public Comment – Video

4. CITY MANAGER REPORT **7:00 p.m. estimated time**

5. PUBLIC HEARING: CONSIDER RESOLUTION AUTHORIZING WATER REVENUE REFUNDING BONDS **7:05 p.m. estimated time**

6. TCDA CONSIDER RESOLUTION AUTHORIZING BONDS FOR CAPITAL PROJECTS IN THE TIGARD TRIANGLE **7:20 p.m. estimated time**

7. DISCUSS SOLID WASTE FRANCHISE FEES AND CHARGES AGGREGATE REPORT **7:35 p.m. estimated time**

8. DOWNTOWN PARKING MANAGEMENT PROGRAM UPDATE **8:05 p.m. estimated time**

9. ADOPTION OF COUNCIL GROUND RULES RESOLUTION **8:35 p.m. estimated time**

10. 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.

11. ADJOURNMENT **9:05 p.m. estimated time**

AIS-5865 **2. A.**

Business Meeting

Meeting Date: 06/24/2025

Length (in minutes): 10 Minutes

Agenda Title: Jazz Hands Day Proclamation

Authored By: Rebecca Hathaway

Presented By: Leandro Barrientos Digital Communications Coordinator and Meredith Gordon (and team) from Broadway Rose Theatre Company

Item Type: Proclamation

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Robert Louis "Bob" Fosse, born on June 23, 1927, in Chicago, Illinois, was a visionary dancer, choreographer, and director whose innovative style transformed the worlds of dance, theater, and film. Jazz Hands Day honors the vibrant legacy of musical theater, performance, and the art of movement—while also recognizing the deeper historical roots of jazz as a uniquely American art form born from the Black experience.

ACTION REQUESTED

Tigard Team member Leandro Barrientos requests that the Mayor proclaim Jazz Hands Day in Tigard as this playful proclamation is designed to bring some joy, theatrical flair, and celebration into the civic process - while also recognizing the deeper historical roots of jazz as a uniquely American art form born from the Black experience.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

This is the first time Jazz Hands Day has been proclaimed in the City of Tigard.

Public Involvement

Members of the Broadway Rose Theater have been invited to participate in this proclamation.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

https://www.refinery29.com/en-us/2019/04/229334/what-is-bob-fosse-dance-style-jazz-moves

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Attachments

Jazz Hands Day Proclamation

Proclamation

City *of* Tigard

JAZZ HANDS DAY IN HONOR OF BOB FOSSE
JUNE 23, 2025

WHEREAS, Robert Louis "Bob" Fosse, born on June 23, 1927, in Chicago, Illinois, was a visionary dancer, choreographer, and director whose innovative style transformed the worlds of dance, theater, and film; and

WHEREAS, Fosse's signature moves—including turned-in knees, rolled shoulders, and the exuberant jazz hands—redefined performance art through iconic works like Cabaret, Chicago, Pippin, and Sweet Charity; and

WHEREAS, the roots of jazz—an entirely American art form—are deeply embedded in the Black experience in the United States. Born out of African American communities in the early 20th century, jazz music became a powerful sonic expression of struggle, liberation, resistance, and joy. It is one of the foundational building blocks of American musical language, influencing genres and movements across generations and borders; and

WHEREAS, the evolution of jazz shaped not only popular music but also performance styles in musical theater and dance. Artists like Bob Fosse were deeply inspired by jazz's rhythms, improvisational energy, and emotional expression, channeling these into movement and theatrical storytelling that changed the face of American performance; and

WHEREAS, in May 2025, the City of Tigard celebrated Move with the Mayor, encouraging community members to stay active and healthy through fun and engaging activities; and

WHEREAS, Jazz Hands Day extends the spirit of that campaign, reminding us that movement can also be expressive, joyful, and theatrical—and sometimes, all it takes is a simple flick of the fingers to celebrate life; and

WHEREAS, we encourage all Tigard residents to take a break from the seriousness of life, get up, move, and express themselves—whether through a dance, a stretch, or a bold pair of jazz hands;

NOW, THEREFORE, BE IT RESOLVED that I, Mayor Heidi Lueb of the City of Tigard do declare June 23, 2025 as

JAZZ HANDS DAY

in the City of Tigard, and encourage all community members to keep moving, stay healthy, celebrate the rich cultural heritage of jazz, and never forget the joy of performance.

Dated this 24th day of June, 2025

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:

_____
Carol A. Krager, City Recorder

AIS-5852 **5.**

Business Meeting

Meeting Date: 06/24/2025

Length (in minutes): 15 Minutes

Agenda Title: Public Hearing: Consider Resolution Authorizing Water Revenue Refunding Bonds

Authored By: Keith McClung

Presented By: Assistant Finance Director McClung

Item Type: Resolution
Public Hearing

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The Council is being presented with an opportunity to pass a resolution authorizing the sale of water revenue-refunding bonds in order to capture interest rate savings.

ACTION REQUESTED

Staff recommends Council pass a resolution to authorize the sale of water revenue refunding bonds.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

On May 1, 2012, Tigard issued $97,720,000 in water revenue bonds to pay for the Lake Oswego Tigard Partnership that enhanced Tigard's current water system. This bond was the first of two bonds issued to pay for the project. An additional $30,810,000 was issued in March 2015. On September 8, 2020, Council passed a resolution authorizing the City to issue water revenue refunding bonds for the 2012 issuance in an effort to recognize interest rate savings due to the market conditions having changed from 2012 to 2020. The refunding of the 2012 bonds generated savings to the City of over $1,000,000. The 2015 issuance of $30,810,000 was not refunded at this time as the 10-year call period had not expired and was therefore not eligible for refunding.

In October 2024, the city received affirmation from Standard & Poors (S&P) of its AA- credit rating and also an upgrade to a positive outlook from stable. The 2015 bonds were issued with a 30-year term and a 5% coupon rate. Currently, the interest rate environment is favorable for issuing bonds and would allow the city to take advantage of the lower interest rate environment by selling new bonds at a lower interest rate. The gain to Tigard on the last 20 years of debt is significant and makes the refunding worthwhile. While the market can change, initial estimates are that Tigard will save approximately $1,300,000 million in total debt payments.

Public Involvement

The public is encouraged to comment and can do so at the June 24, 2025, council meeting.

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

The impact primarily affects the budget positively through interest expense savings. These savings allow the water fund to focus resources on system enhancements/expansion.

ALTERNATIVES & RECOMMENDATION

Council could choose to not approve the resolution, and Tigard will continue to pay the 2015 Water Revenue Bonds. Staff will continue to monitor the bond market to determine if a refunding is worthwhile.

ADDITIONAL RESOURCES

N/A

Fiscal Impact

Cost:	n/a
Budgeted (yes or no):	n/a
Where Budgeted (department/program):	n/a

Additional Fiscal Notes:

The refunding bond is expected to save rate payers approximately $1.3 million in total debt payments over the life of the bond.

Attachments

Tigard Water Revenue Refunding Bonds 2025

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL

RESOLUTION NO. 25-____

A RESOLUTION OF THE CITY OF TIGARD, WASHINGTON COUNTY, OREGON, AUTHORIZING THE SALE OF WATER SYSTEM REVENUE REFUNDING BONDS AND RELATED MATTERS

WHEREAS, the City of Tigard, Oregon (the "City") has issued water revenue bonds under a Master Water System Revenue Bond Declaration dated as of May 1, 2012 (the "Master Declaration"), as amended and supplemented by the First Supplement to Master Water System Revenue Bond Declaration dated as of March 3, 2015 (the "First Supplemental Declaration") and the Second Supplement to Master Water System Revenue Bond Declaration dated as of November 3, 2020 (the "Second Supplemental Declaration"). The Master Declaration, together with the First Supplemental Declaration and Second Supplemental Declaration, is referred to herein as the "Declaration." Capitalized terms used but undefined in this Resolution shall have the meaning for such terms in the Declaration; and

WHEREAS, on March 3, 2015, the City issued its $30,810,000 Water System Revenue Bonds, Series 2015 (the "Refundable Bonds") pursuant to Ordinance No. 10-19 and under the Master Declaration and First Supplemental Declaration; and

WHEREAS, the City may reduce its debt service expense by refunding all or a portion of the outstanding Refundable Bonds; and

WHEREAS, ORS Section 287A.360 and the other applicable sections of ORS Chapter 287A authorize the City to issue bonds to refund outstanding City bonds.

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

SECTION 1. Refunding Bonds Authorized. The City hereby authorizes the sale and delivery of water system revenue refunding bonds in a principal amount sufficient to refund all or any portion of the City's outstanding Refundable Bonds and to pay estimated costs related to the refunding. The water system revenue refunding bonds authorized by this Resolution (the "2025 Bonds") may be issued as Parity Bonds under the Declaration.

SECTION 2. Security. The 2025 Bonds shall not be general obligations of the City and neither the authorization nor issuance of the 2025 Bonds shall authorize the City to levy additional taxes. The 2025 Bonds shall be special obligations of the City that are payable solely from the Net Revenues of the Water System and related amounts as provided in the Declaration.

SECTION 3. Delegation. The City Manager, the Finance Director, Assistant Finance Director, or a designee of the City Manager (each of whom is referred to herein as a "City Official") are hereby authorized, on behalf of the City and without further action by the City Council to:

1) Determine whether the savings produced by the refunding are adequate to justify the refunding, and select maturities of the Refundable Bonds to be refunded.

2) Issue the 2025 Bonds in one or more series, which may be sold at different times.

3) Participate in the preparation of, authorize the distribution of, and deem final any official statement or other disclosure documents relating to each series of the 2025 Bonds.

4) Establish the form, final principal amounts, interest rates, payment dates, and other terms of each series of the 2025 Bonds.

5) Either publish a notice of sale, receive bids and award the sale of that series to the bidder complying with the notice and offering the most favorable terms to the City, or select one or more underwriters, commercial banks or other investors and negotiate the sale of that series with those underwriters, commercial banks or other investors.

6) Undertake to provide continuing disclosure for each series of the 2025 Bonds, as applicable, and to comply with Rule 15c2-12 and any other applicable requirements of the United States Securities and Exchange Commission.

7) Finalize the terms of, execute and deliver a supplemental bond declaration or similar document for each series of 2025 Bonds, which memorializes the terms under which the series is issued and which may contain additional covenants that the City Official determines are desirable to facilitate the sale of 2025 Bonds or obtain more favorable terms for the City.

8) Apply for one or more credit ratings for each series of the 2025 Bonds.

9) Determine whether to purchase municipal bond insurance or obtain other forms of credit enhancements for each series of the 2025 Bonds, enter into agreements with the providers of credit enhancement, and execute and deliver related documents.

10) Engage the services of verification agents, escrow agents, paying agents and any other professionals whose services are desirable for the 2025 Bonds and negotiate the terms of and execute any agreement with such professionals.

11) Make any contributions to or withdrawals from the Bond Reserve Account that the City Official determines are desirable and determine the Reserve Requirement, if any, for each series of the 2025 Bonds.

12) Determine whether each series of the 2025 Bonds will bear interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended (the "Code"), or is includable in gross income under the Code. If a series bears interest that is excludable from gross income under the Code, the City Official may enter into covenants to maintain the excludability of interest on that series of the 2025 Bonds from gross income.

13) Designate any series of the 2025 Bonds as "qualified tax-exempt obligations" under Section 265(b)(3) of the Code, if applicable.

14) Provide for the call, defeasance, and redemption of any Refundable Bonds that are refunded and enter into related agreements and take related actions.

15) Execute and deliver each series of the 2025 Bonds to their purchaser.

16) Execute and deliver any agreements or certificates and take any other action in connection with each series of the 2025 Bonds which the City Official finds is desirable to permit the sale and issuance of that series of the 2025 Bonds in accordance with this Resolution.

SECTION 4. Effective Date. This Resolution shall take effect on its date of adoption.

PASSED: This 24th day of June, 2025.

_____
Mayor - City of Tigard

ATTEST:

_____
City Recorder – City of Tigard

AIS-5873 **6.**

Business Meeting

Meeting Date: 06/24/2025

Length (in minutes): 15 Minutes

Agenda Title: TCDA Consider Resolution Authorizing Bonds for Capital Projects in the Tigard Triangle

Authored By: Eric Kang

Presented By: Finance Director Kang and Community Development Director Kirkman

Item Type: Resolution
Town Center Development Agency

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The Board is requested to consider a resolution authorizing the issuance of bonds for capital projects in the Tigard Triangle. The proceeds from this bond would be used to purchase the 10.39-acre site in the Tigard Triangle, the former Tigard Cinema property, including acquisition and borrowing costs.

The attached resolution authorizes staff to enter into a new financing agreement to fund the purchase of the former Tigard Cinema Property in the Tigard Triangle TIF district in an amount not to exceed $5,600,000. In addition to the $5,000,000 in proceeds for the purchase of the property, the city is estimating an additional $600,000 for borrowing costs, acquisition costs, and contingency for unanticipated costs.

ACTION REQUESTED

Staff recommends approval of the resolution.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

On May 27, 2025, the Board authorized the purchase and sale agreement for the 10.39-acre site, the former Tigard Cinema property. The financing stack included $7 million from the use of existing proceeds from previous bond issuance and tax increment revenue, as well as the issuance of new debt of $5 million.

Public Involvement

Acquisition of park land has been a high priority of the Town Center Advisory Commission and of the adopted Tigard Triangle Equitable Implementation Strategy. As the Tigard Triangle continues to grow, acquiring this property will provide an important recreational amenity as well as help attract new investment to the district. The acquisition is consistent with Goal 3 of the Council's 2025-26 Goals: "Cultivate Tigard as a great place to live, work, and play."

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

Issuance of debt is expected to add to the Tigard Triangle's Debt Service requirements, potentially

reducing tax increment revenue available for other projects in the near term. This debt obligation will not supersede existing budgets that have been encumbered or committed, such as existing grant commitments for affordable housing and business facade improvements. Fund capacity for future grants or projects will be significantly reduced until more tax increment revenue growth is realized in the district.

ALTERNATIVES & RECOMMENDATION

The city has entered into a Purchase and Sale agreement with the Board's approval on May 27, 2025. Not approving the resolution would cause the TIF district to be unable to acquire the property. The Tigard Team recommends authorizing the issuance of bonds for this property purchase.

ADDITIONAL RESOURCES

N/A

Fiscal Impact

Fiscal Information:

Staff will be returning with a supplemental budget to propose an adjustment to fund the land acquisition after the start of the fiscal year that will include the funding associated with this bond request.

Attachments

Resolution

CITY OF TIGARD, OREGON
TOWN CENTER DEVELOPMENT AGENCY
RESOLUTION NO. 25-

A RESOLUTION AUTHORIZING INDEBTEDNESS FOR CAPITAL PROJECTS DESCRIBED IN THE TIGARD TRIANGLE URBAN RENEWAL PLAN

WHEREAS, the Tigard Town Center Development Agency is authorized to enter into borrowings that are payable from the tax increment revenues of the Tigard Triangle Urban Renewal Area; and

WHEREAS, the Agency desires to borrow up to $5,600,000 to finance urban renewal projects in the Tigard Triangle Urban Renewal Plan; and

WHEREAS, the City has approved a maximum indebtedness for the Area of $188,000,000 and the Agency has the capacity and is willing to use up to $5,600,000 of that maximum indebtedness to enter into the borrowings described in this Resolution.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Town Center Development Agency, an Urban Renewal Agency in the State of Oregon, as follows:

SECTION 1: Definitions.

Unless the context clearly requires otherwise capitalized terms that are used in this Resolution shall have the following meanings:

"Agency" means the Town Center Development Agency.

"Agency Official" means the City Manager, the City's Finance Director or the person designated by the City Manager to act on behalf of the Agency under this Resolution.

"Area" means the Agency's Tigard Triangle Urban Renewal Area.

"Borrowings" means the Area borrowings authorized by Section 2 of this Resolution.

"City" means the City of Tigard, Oregon.

"Master Declaration" means the Master Borrowing Declaration for the Area dated September 29, 2021, as it may be amended and supplemented pursuant to its terms.

"Plan" means the Tigard Triangle Urban Renewal Plan, as it has been and may be amended pursuant to its terms.

SECTION 2: The Borrowings.

2.1 Authorization. The Agency hereby authorizes the sale and delivery of the Borrowings in an aggregate principal amount not to exceed five million six hundred thousand dollars ($5,600,000) pursuant to the applicable provisions of ORS Chapters

287A and 457. The proceeds of the Borrowings will be used to finance urban renewal projects in the Plan, to fund debt service reserves, if necessary, and to pay costs of issuing the Borrowings.

2.2 Delegation. An Agency Official may, on behalf of the Agency and without further action by the Board of Directors:

(A) Issue the Borrowings in one or more series which may be sold from time to time.

(B) Solicit competitive bids for the purchase of any series of the Borrowings and award the sale to the bidders offering the most favorable terms to the Agency, select underwriters to purchase any series of the Borrowings and negotiate the terms of the sales of any series of the Borrowings with those underwriters, and place any series of the Borrowings directly with a commercial bank or other lender.

(C) Amend, supplement or replace the Master Declaration.

(D) Determine whether one or more series of the Borrowings will bear interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended (the "Code"), or is includable in gross income under the Code. If any series of the Borrowings bears interest that is excludable from gross income under the Code, the Agency Official may enter into covenants to maintain the excludability of interest on that series of the Borrowings from gross income.

(E) Enter into additional covenants for the benefit of the purchasers of each series of the Borrowings which an Agency Official determines are desirable to sell each series of the Borrowings on favorable terms.

(F) Determine the final principal amounts, maturity schedules, interest rates, payment and prepayment rights and dates, and all other terms of each series of the Borrowings.

(G) Pledge the tax increment revenues of the Area pursuant to the Master Declaration and the proceeds of the Borrowings to secure any series of the Borrowings.

(H) Use proceeds of the Borrowings or other legally available funds to fund a debt service reserve for any series of the Borrowings.

(I) Execute and deliver each series of the Borrowings, which may be in such form as the Agency Official approves, including a note or bond.

(J) Amend any existing intergovernmental agreements between the City and Agency related to the Area to, if necessary, subordinate the lien on tax increment revenues of the Area that secures that agreement and to facilitate the issuance of the Borrowing on favorable terms.

(K) If applicable, participate in the preparation of, authorize the distribution of, and deem final the preliminary and final official statements and any other disclosure documents for each series of the Borrowings.

(L) If applicable, undertake to provide continuing disclosure for each series of the Borrowings in accordance with Rule 15c2-12 of the United States Securities and Exchange Commission.

(M) If applicable, obtain ratings and apply for municipal bond insurance or other forms of credit enhancement for each series of the Borrowings, and enter into related agreements.

(N) Execute any documents and take any other action which an Agency Official finds is desirable to carry out this Resolution.

SECTION 3: This resolution is effective immediately upon adoption.

PASSED: This _____ day of _____ 2025.

_____
Chair – City of Tigard
Town Center Development Agency

ATTEST:

_____
City Recorder – City of Tigard
Town Center Development Agency

AIS-5848 **7.**

Business Meeting

Meeting Date: 06/24/2025

Length (in minutes): 30 Minutes

Agenda Title: Discuss Solid Waste Franchise Fees and Charges Aggregate Report

Authored By: Keith McClung

Presented By: Assistant Finance Director McClung

Item Type: Motion Requested
Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

This is a Council briefing on solid waste management franchise fees and charges, recent aggregate report, and discussion on council options pertaining to solid waste rates and charges.

ACTION REQUESTED

Discuss the rate review of waste and recycling collection rates and provide the necessary guidance. Based on Council guidance, staff will return with an amended fees & charges schedule for Council adoption at the July 22, 2025 meeting.

BACKGROUND INFORMATION

This update on solid waste management franchise requirements pertains to the municipal code, franchise provisions, and the setting of rates, fees, and charges. Additional information will be provided relating to the recent franchise aggregate report, and options for Council consideration regarding rates, fees and charges for compactors and drop boxes. The city contracted with financial consultant Bell and Associates to review the drop box fees and charges, and provide analysis and options for Council review. Additionally, Council will have an opportunity to review the findings and options, and provide direction on next steps.

Dates of Previous and Potential Future Considerations

Solid waste rates for the City were last reviewed in June of 2024. Council approved a 7% increase in June 2024 for the roll cart and container service lines that went into effect August 1, 2024. Future considerations will be on an annual basis and depend upon waste hauler results.

Public Involvement

Public involvement is limited to public comment at the June 24, 2025 Council meeting. The waste haulers will immediately notify customers based on Council direction.

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

The solid waste rates impact all Tigard residents and businesses who utilize waste and recycling services within the City of Tigard. Any approved increases will impact the budget as franchise fees collected by the City are based on a percentage of waste hauler revenues.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

N/A

Attachments

Tigard Solid Waste Rate Study 2025

Tigard Solid Waste Presentation



City of Tigard
Solid Waste Rate Report

Bell & Associates, Inc. June 2025

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Background

Pride Disposal and Waste Management submitted their detailed annual cost reports to the City of Tigard (City) for 2024. The City contracted with Bell & Associates, a consulting firm with expertise in solid waste collection operations, to review the submitted reports and estimate the financial performance of the combined results within the City for 2024.

Annual Cost Report

Pride Disposal and Waste Management provides waste and recycling collection services to the City's residential and commercial customers under an exclusive franchise agreement. The annual report submitted by both franchisees provides line-item costs and revenues associated with providing service within their collection territories and combined line-item totals for their non-Tigard operations. The format of the annual report provides the capacity to calculate the cost of service for each line of business (cart, container, and drop box). Cart collection is offered primarily to residential customers, whereas business customers are serviced with a container, drop box, or roll-off compactor. The submitted reports from both franchisees were analyzed by Bell & Associates, and the following tasks were completed for the rate review:

a. Analyze reported route collection hours to the reported customer counts for each line of business.
b. Using a predictive test of revenue for each line of business, ensure the reported revenues are reasonable for the number of reported customers.
c. By thoroughly reviewing the reported direct cost line items, determine if the expense is reasonable in relation to the customer and operational data entered from the detailed cost report.
d. Utilize a predictive test of disposal to determine if the reported disposal expense is reasonable.
e. Using the reported administrative line items, determine if the expense is reasonable concerning the operational data entered from the detailed cost report.
f. Review the costs between the City and the hauler's other franchised collection operations to determine if the allocations are reasonable.

Adjusted Report

The consolidated report calculates the Tigard system's return on revenue and provides the City with a measure of the adequacy of rates. Table 1 details the return for each collection service provided within Tigard's franchise collection system.

Table 1: Adjusted 2024 Tigard Results

Cost Components	Roll Cart	Container	Drop Box	Composite
Revenue	$7,571,136	$6,186,978	$4,576,513	$18,334,627
Allowable Costs	$7,057,457	$5,637,346	$4,213,705	$16,908,508
Franchise Income	$513,679	$549,632	$362,808	$1,426,119
Return on Revenue	6.8%	8.9%	7.9%	7.8%

2024 Increased Costs Compared to Previous Years

Collection costs increased from the prior year, with most of the increases attributed to waste disposal and organic processing. Table 2 compares the changes in revenues and costs over the last two years.

Table 2: Tigard Composite Results 2023 Compared to 2024

Revenue / Cost	Adjusted 2023	Adjusted 2024	$ ▲	% ▲
Collection Revenues	$17,305,779	$18,334,627	$1,028,848	5.9%
Solid Waste Disposal	$5,942,127	$6,313,137	$371,010	6.2%
Recycling Processing	$837,806	$649,079	($188,727)	-22.5%
Organic Waste Disposal	$388,596	$435,487	$46,891	12.1%
Labor Expense	$3,488,418	$3,484,086	($4,332)	-0.1%
Truck Expense	$2,163,683	$2,195,470	$31,787	1.5%
Equipment Expense	$531,948	$468,728	($63,220)	-11.9%
Franchise Fee	$828,567	$935,640	$107,073	12.9%
Other Direct Expense	$386,777	$405,431	$18,654	4.8%
G&A Costs	$1,877,658	$2,023,000	$145,342	7.7%
Less Unallowable Costs	($1,449)	($1,550)	($101)	7.0%
Total Allowable Costs	$16,444,131	$16,908,508	$464,377	2.8%
Franchise Income	$861,648	$1,426,119	$564,471	65.5%
Return on Revenue	4.98%	7.78%		

Projected Cost of Service in 2025

Projecting the financial performance for 2025 is achieved by applying known and measurable costs to the line item expenses and revenues. The factors used in the adjusted composite reports include the following:

- Revenue increased by 4.35% for residential, 5.0% for commercial, and 6.5% for drop box services that went into effect in August 2024. Drop box service increased due to a combination of the haul fee increase plus the disposal pass-through revenue.
- Metro Council increased the waste disposal fee by $8.55 a ton, from $154.71 to $163.26, effective July 1, 2025. Therefore, the compounding effect from the previous Metro rate adjustments is an increase of 8.53% for waste disposal expenses in 2025.
- From 2020 to July 2025, the solid waste tip fee has increased by $63.79 per ton, which is a 64.9% increase. This is a 13% annualized increase over the last five years. Before 2020, and extending back to 2006, tip fee increases averaged about 2.5% per year. Inflation averaged 1.7 – 1.8% from 2006 to 2020.
- Union driver wages increased by 3.10%, effective March 2025.
- Administrative labor increased by 4%, and administrative health insurance increased by 5%.

- Yard Debris disposal increased by 2.3%.
- Expiring federal natural gas tax credits will increase fuel expense by approximately $76K, or 73.4%. The tax credits were calculated based on the volume of natural gas consumed and paid for 43% of the fuel expense in 2024. The credits expired on December 31, 2024.

Table 3 compares the adjusted expenses from Table 2 to the 2025 projected expenses without any rate changes, followed by Table 4, which outlines the expected financial performance for each line of business and the overall composite results for 2025.

Table 3: Projected Line Item Expenses for 2025

Revenue / Cost	Adjusted 2024	Projected 2025	$ ▲	% ▲
Collection & Service Revenues	$18,334,627	$19,329,657	$995,030	5.4%
Solid Waste Disposal	$6,313,137	$6,851,648	$538,511	8.5%
Recycling Processing	$649,079	$610,001	$(39,078)-	-6.0%
Organic Waste Disposal	$435,487	$445,503	$10,016	2.3%
Labor Expense	$3,484,086	$3,578,239	$94,153	2.7%
Truck Expense	$2,195,470	$2,354,615	$159,145	7.2%
Equipment Expense	$468,728	$468,728	$-	0.0%
Franchise Fee	$935,640	$974,100	$38,460	4.1%
Other Direct Expense	$405,431	$405,431	$-	0.0%
G&A Costs	$2,023,000	$2,046,447	$23,447	1.2%
Less Unallowable Costs	$(1,550)	$(1,550)	$-	0.0%
Allowable Costs	$16,908,508	$17,733,162	$824,654	5.1%
Franchise Income	$1,426,119	$1,596,495	$170,376	11.9%
Return on Revenue	7.78%	8.26%	0.48%	

Table 4: Projected Composite Results for 2025

Service	Roll Cart	Container	Drop Box	Composite
Revenues	$7,899,881	$6,495,512	$4,934,264	$19,329,657
Allowable Costs	$7,327,713	$5,924,525	$4,480,924	$17,733,162
Franchise Income	$572,168	$570,987	$453,340	$1,596,495
Return on Revenue	7.2%	8.8%	9.2%	8.3%

Adjust Rates to the Cost of Service

Tigard Ordinance 11.04.090, Section E4a states the following regarding the adjustment of collection rates:

If the aggregate profit for all waste haulers is less than eight percent or more than 12%, then the city will undertake a rate study to recommend new rates. The new rates will be effective on July 1st and will be intended to produce an aggregate rate of return of 10% for the following calendar year. When rates are set in the middle of a calendar year, the expected aggregate rate of return for the haulers during that calendar year shall be reported to the haulers.

Table 4 reports that the estimated composite return for 2025 is 8.3% without any rate adjustments. The revenue increase necessary to raise the composite to 10% is $371,256, which is 1.92% above the 2025 estimated revenue in Table 4. Table 5 summarizes the rate impact of a 1.92% increase for the most subscribed services.

Table 5: Rate Impact of the 1.92% Rate Increase

Service	Current Rate	1.92% - $ ▲	Aug 1, 2025 Rate
35 gal cart	$39.49	$0.76	$40.25
65 gal cart	$45.96	$0.88	$46.84
2 yd. weekly container	$216.76	$4.16	$220.92
4 yd. weekly container	$365.13	$7.01	$372.14
Drop Box Haul	$188.72	$3.62	$192.34
Compactor Haul	$196.58	$3.77	$200.35

When the waste disposal increase was eliminated from the estimate, the expected rate of return for all three lines of business increased, which is summarized in Table 6.

Table 6: Estimated 2025 Returns by Line of Business With and Without Disposal Increases

Service	Cart	Container	Drop Box	Composite
With Disposal (Table 4)	7.2%	8.8%	9.2%	8.3%
Without Disposal	9.0%	11.6%	13.7%	11.05%

The calculation without the disposal increase is necessary to measure the revenue requirement for collection operations. Container and drop box services don't require rate increases, as both are above the 8% rate range. However, cart service does require an increase, as detailed in Table 7 on the following page.

Table 7: Rate Calculation for Residential Cart Service

Level of Service	Residential Customers	Current Rate	Collection Increase	Disposal Increase	Total Increase	% Rate ▲
20 gal cart	1,765	$35.41	$0.50	$0.28	$0.78	2.2%
35 gal cart	8,293	$39.49	$0.50	$0.51	$1.01	2.6%
65 gal cart	4,130	$45.96	$0.50	$0.88	$1.38	3.0%
95 gal cart	1,014	$52.01	$0.50	$1.27	$1.77	3.4%

Rate Recommendation

The composite results for 2025, assuming no increase, are estimated at 8.3%. Commercial container and drop box service, despite increased disposal costs, is estimated to remain within the 8% to 12% rate range. City Council has two choices regarding the rates:

1. Increase collection rates for residential and commercial customers with a roll cart by the amounts in Table 7, or
2. Increase all rates by 1.92% to achieve a 10% composite return.

Increasing all rates by 1.92% meets the requirement of Tigard Ordinance 11.04; therefore, this is the recommended rate adjustment.

Medical Waste Collection Rates

Trilogy Medical is constructing an autoclave in Clackamas that is expected to be operational in August 2025. This disposal method became necessary with the closure of the Covanta incinerator in Brooks, Oregon, in January. The proposed 7.5% increase for medical waste collection rates covers the increased disposal cost with the autoclave system.

Table 8: Medical Waste Collection Rates

Container Size / Service Type	Service Rate	Service Note
17 gallon or less	$19.40	
23 gallon Single Use Box	$26.20	
31 gallon Reusable Tote	$35.35	First 10 units
31 gallon Reusable Tote	$23.55	11 or more units
43 gallon Reusable Tote	$49.00	First 10 units
43-gallon Reusable Tote	$32.65	11 or more units
5 gallon Pharmaceutical Pail	$51.80	Single Use Pail
23 gallon Pathological Box	$111.00	First 10 units / Must be incinerated
23 gallon Pathological Box	$106.00	11 or more units / Must be incinerated
Cardboard Bio Box	$9.00	Per 23 or 30 gallon box
On-site Pickup Charge	$49.00	Per Occurrence

Comparable Regional Rates

Table 9 compares other jurisdictions that have recently adjusted collection rates to understand the impact of high disposal fees and escalating costs.

Table 9: Comparable Regional Collection Rate Increases for FY26

Hillsboro	FY25	FY26	$ ▲	% ▲	Gresham	FY25	FY26	$ ▲	% ▲
35 gal cart	$30.63	$33.18	$2.55	8.3%	35 gal cart	$38.98	$41.23	$2.25	5.8%
65 gal cart	$42.55	$45.21	$2.66	6.3%	65 gal cart	$51.21	$54.19	$2.98	5.8%
1 yd weekly	$98.14	$102.56	$4.42	4.5%	1 yd weekly	$110.32	$115.47	$5.15	4.7%
2 yd weekly	$163.99	$172.82	$8.83	5.4%	2 yd weekly	$200.24	$210.55	$10.31	5.1%

Note: The low-income subsidy is $0.70 of the Hillsboro rate increase for residential service.



City of Tigard Review of Franchised Waste and Recycling Collection Rates

Presented by Chris Bell

Bell & Associates, Inc.

June 2025





Tigard Collection Franchisees

Pride Disposal
Waste Management

2024 Customer Count

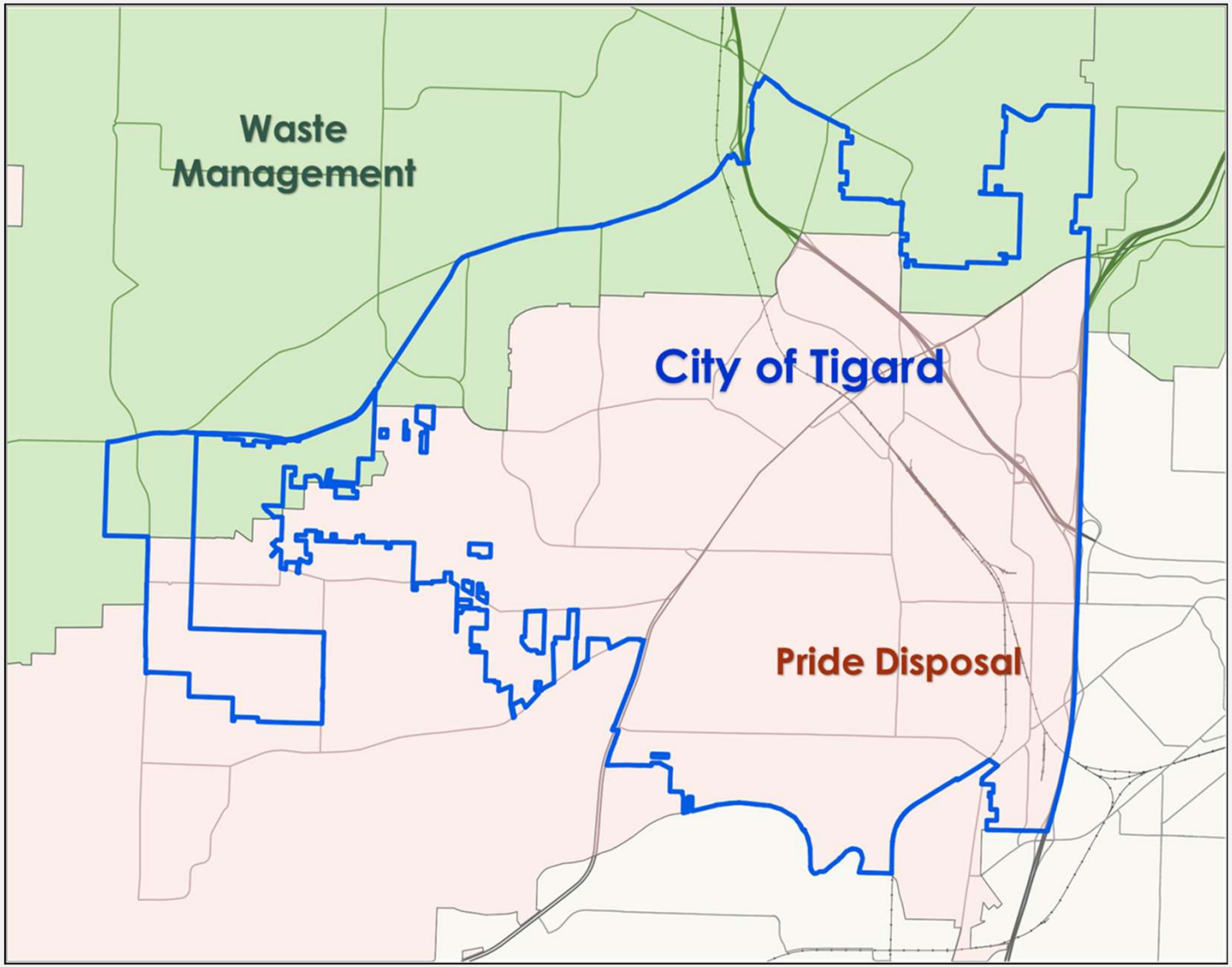
Residential: 14,903 (increase of 258 from 2023)

Business: 1,209 (increase of 49 from 2023)

Drop Box / Compactor Hauls: 6,424
(decrease of 1,099 from 2023)

2024 Adjusted Composite Return: 7.78%

Franchisees have exclusive collection territories within Tigard city limits



2024 Adjusted Composite Return

	Roll Cart	Container	Drop Box	Totals
Revenue	$ 7,571,136	$ 6,186,978	$ 4,576,513	$ 18,334,627
Allowable	$ 7,057,457	$ 5,637,346	$ 4,213,705	$ 16,908,508
Franchise Income	$ 513,679	$ 549,632	$ 362,808	$ 1,426,119
Return on Revenue	6.8%	8.9%	7.9%	7.8%

2025 Projection Assumptions

Revenue increase of 4.4% for residential, 5.0% for commercial, and 6.5% for drop box service effective August 2024

Expenses

- Metro Solid Waste Disposal: 5.53% from $153.67 to $162.14 per ton
- Organic Processing: 2.3%
- Union Contract Increase: 3.10% from $31.47 to $32.32 per hour
- CNG Fuel Increase is 73.5% from expiring federal tax credits
- Administrative Labor Increase of 4.0% and Medical Increase of 5.0%
- Franchise Fee Increase 4% from revenue increase
- Recycling processing decreased by 6.2% from PRO glass credits

2025 Projected Composite Return

	Roll Cart	Container	Drop Box	Totals
Revenue	$ 7,899,881	$ 6,495,512	$ 4,934,264	$ 19,329,657
Allowable	$ 7,327,713	$ 5,924,525	$ 4,480,924	$ 17,733,162
Franchise Income	$ 572,168	$ 570,987	$ 453,340	$ 1,596,495
Return on Revenue	7.2%	8.8%	9.2%	8.3%

Tigard City Ordinance 11.04.090 Sec E4a

If the aggregate profit for all waste haulers is less than eight percent or more than 12%, *(2024 Adjusted was 5.0%)* then the city will undertake a rate study to recommend new rates.

The new rates will be effective on **July 1st** and will be intended to produce an aggregate rate of return of 10% for the following calendar year. When rates are set in the middle of a calendar year, the expected aggregate rate of return for the haulers during that calendar year shall be reported to the haulers.

City Council Rate Considerations

Rate Increase for Cart Service

Estimated returns for container and drop box are within the 8% to 12% range, but cart service is 7.2%; therefore

- Increase rates for residential and commercial customers with a roll cart:
  - 32 gallon weekly - $1.01 (2.6% ▲)
  - 60 gallon weekly - $1.38 (3.0% ▲)

Rate Increase for All Services

The estimated 2025 composite is 8.3%. A rate increase of 1.92% will increase the composite to 10%.

- Res 32 gal cart increase of $0.76
- Res 60 gal cart increase of $0.88
- 2 yd weekly increase of $4.16
- 4 yd weekly increase of $7.01
- Drop Box haul fee increase of $3.62

Residential and Commercial Cart Rates

Level of Service	Residential Customers	Current Rate	Collection Increase	Disposal Increase	Total Increase	% Rate ▲
Res 20 gal cart	1,765	$35.41	$0.50	$0.28	$0.78	2.2%
Res 32 gal cart	8,293	$39.49	$0.50	$0.51	$1.01	2.6%
Res 60 gal cart	4,130	$45.96	$0.50	$0.88	$1.38	3.0%
Res 90 gal cart	1,014	$52.01	$0.50	$1.27	$1.77	3.4%
Com 32 gal cart	55	$39.08	$0.50	$0.51	$1.01	2.6%
Com 60 gal cart	85	$45.55	$0.50	$0.88	$1.38	3.0%
Com 90 gal cart	281	$51.60	$0.50	$1.27	$1.77	3.4%

Rates for a 1.92% Revenue Increase

Level of Service	Customers/ Hauls	Current Rate	Collection Increase	Proposed Rate
Res 32 gal cart	8,293	$39.49	$0.76	$40.25
Res 60 gal cart	4,130	$45.96	$0.88	$46.84
2 yd. container	146	$216.76	$4.16	$220.92
4 yd. container	173	$365.13	$7.01	$372.14
Drop Box Haul Fee	4,879	$188.72	$3.62	$192.34
Compactor Haul Fee	1,545	$196.58	$3.77	$200.35

City Council Rate Considerations

- Increasing the rates for residential and commercial customers with a roll cart,

or

- Increasing rates to 1.92% for all customers





AIS-5827 **8.**

Business Meeting

Meeting Date: 06/24/2025

Length (in minutes): 30 Minutes

Agenda Title: Downtown Parking Management Program Update

Authored By: Sambo Kirkman

Presented By: Community Development Director Kirkman

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Years ago, several downtown businesses asked the city to better manage the curb zone to increase parking turnover, improve parking access and availability to customers, and activate commercial districts in the City Center and Triangle areas. In response, the city performed parking studies, explored parking utilization and vacancy options, and responded to more recent requests around employee parking for individuals who work in affected businesses.

At the direction of the Council, staff began further data collection on parking utilization and access through a contract with City Center LLC, beginning March 1, 2025. The project team will be summarizing data collected over the last few months as well as additional feedback collected from the community during a third parking forum on June 9, 2025. The forum included residents and businesses in both the Triangle and Downtown.

ACTION REQUESTED

Based on the information provided, we seek Council feedback and direction on the implementation of the parking management plan and the data collected so far. Specifically, we ask the City Council to indicate their preferred alternative for the program:

1. Proceed with the next phase of the program and begin issuing warning citations for the months of July and August and begin issuing citations September 1, 2025.
2. Extend the data collection and notification phase of the program for an additional one to two months, which delays the start of issuing citations to the Fall of 2025.
3. Explore alternative methods to address city parking enforcement.

BACKGROUND INFORMATION

On February 18, 2025, city teammates provided a City Council update on Downtown/Tigard Triangle parking management. At that time, the Council expressed support for the following plan to roll out enforcement of time-limited spaces:

- March 1 - August 31: Data gathering on parking utilization and 'turnover' in the curb zone.
- March 1 - April 30: Parking contractor collects data on the daily utilization of on-street parking spaces in key areas of downtown and the Triangle. The information collected will be presented to Council.
- May 1 - June 30: Parking contractor assists the city with educating businesses and residents of

downtown and the Triangle about the enforcement program and the beginning of the warning citations. Data gathering continues.
- July 1 - August 31: Parking contractor begins handing out warning citations to those not adhering to the time restrictions. Data gathering continues.
- September 1: Citations begin, along with continued data gathering.

The project team shared their plan to return to the Council prior to the start of each milestone listed above to provide an update on the data collected and share additional stakeholder feedback. The information will help City Council determine how they would like the project team to proceed. Since the May 2025 briefing, the project team has collected and analyzed three months of data with the help of the city's parking contractor, City Center Parking, LLC. From the additional data we learned the following:

- Neither Downtown nor the Tigard Triangle areas (as a whole district) reached 85% occupancy at their peak hours.
- There are three areas that exceed 85% occupancy more than 10 times in the month of May (Atwell Place, Burnham Public Lot, and Tigard Street Public Lot).
- Fridays have more areas that exceed 85% occupancy.
- The Average Daily Over-Stays is 41 vehicles with 92% exceeding four or more hours.
- From the data on the multiple over-stays, 18 vehicles over-stayed by more than 10 days.

The project team presented this information to the attendees of the Third Parking Forum, and informed them of the parking survey to be provided to business owners in the districts, new signage updating the time restriction message, a preview of the warning citations to be used, and a cost estimate and revenue associated with parking enforcement. A summary of the meeting was sent to the businesses that signed up for the project's mailing list along with an attachment (Exhibit 1).

Dates of Previous and Potential Future Considerations
07/18/2017: Downtown Parking Plan
12/05/2017: Downtown Parking Ordinance Introduction
02/13/2018: Public Hearing - Consider Amendment to TMC Chapter 7.60 Abandoned Vehicles
01/02/2017: Legislative Public Hearing: Consider Amendment to TMC Chapters 10.28 - Parking and 7.60 Abandoned Vehicles
05/27/2022: Downtown Parking Management Update
03/21/2023: Downtown Parking Management Update
12/12/2023: Downtown Parking Management Update
10/21/2024: First Parking Forum
11/12/2024: Public Hearing: Ordinance Amending Tigard Municipal Code Chapter 10.28 Regarding Permit Parking
11/12/2024: Parking Management Update to Council
12/3/2024: Parking Management Update to Council
12/3/2024: Public Hearing: Ordinance Amending Tigard Municipal Code Chapter 10.28 Regarding Permit Parking (Paused)
2/18/2025: Parking Management Update to Council
4/3/2025: Second Parking Forum
5/6/2025: Parking Management Update to Council

Future Consideration:
August 2025: Parking Management Update (6-Month Status)

Public Involvement
October 20, 2024 - Business Forum

November 6, 2024 - Tigard Transportation Advisory Committee
November 14, 2024 - Tigard Senior Center
November 25, 2024 - Downtown Parking Committee
December 2, 2024 - Tigard Downtown Alliance
December 11, 2024 - Town Center Advisory Commission
February 12, 2025 - Town Center Advisory Commission
March 17, 2025 - Parking Committee
April 3, 2025- Business Forum
April 9, 2025- Town Center Advisory Commission
June 9, 2025- Parking Forum (Businesses and Residents)

ALTERNATIVES & RECOMMENDATION

The Council may direct teammates to revise the implementation actions.

ADDITIONAL RESOURCES

N/A

Fiscal Impact

Fiscal Information:

Funding for the third-party contractor (City Center Parking, LLC) is from the following budget line item: 1003700-54001. This is a two-year contract with the following break down: Year 1= $111,933.12 / Year 2 = $109,423.12. Council approved $75,000 for parking enforcement in FY24/25 budget of which the projected work, which started in March 2025 and run through September 1, 2025 is not expected to exceed the adopted budget. This will require the City to determine if the enforcement program is to proceed and what supplemental funding would be required. The costs would need to factor the added workload to the City's Court Division that is estimated at approximately $120,000 (Adjudication/ Collections/ Technology).

Attachments

Presentation Parking Management

Exhibit 1

Parking Management Program Update

Tigard City Council

June 24, 2025



CITY OF Tigard

Purpose

- Update the Council on the progress of the Parking Management Program.
- Get Direction from the Council
    1. Proceed with the next phase of the program
    2. Extend the data collection and notification phase of the program
    3. Explore alternative methods to address city parking enforcement

Agenda

- Project Status
- Parking Data collected
- Parking Survey
- Next Steps
- Cost of the Project
- Comments form the 3rd Forum
- Questions and Feedback

Parking Management Timeline

Data Collection

March 1-April 30
Parking Ambassadors are collecting data on daily utilization of on-street parking spaces

Notification/ Education

May 1-June 30
Parking contractor assists the City to educate businesses and residents about the changes to on-street parking in downtown and the triangle

Warning Citations

July 1-August 31
Parking Ambassadors begins issuing warning citations.

Begin Enforcement

September 1
Citations begin.

Parking Data Collected…

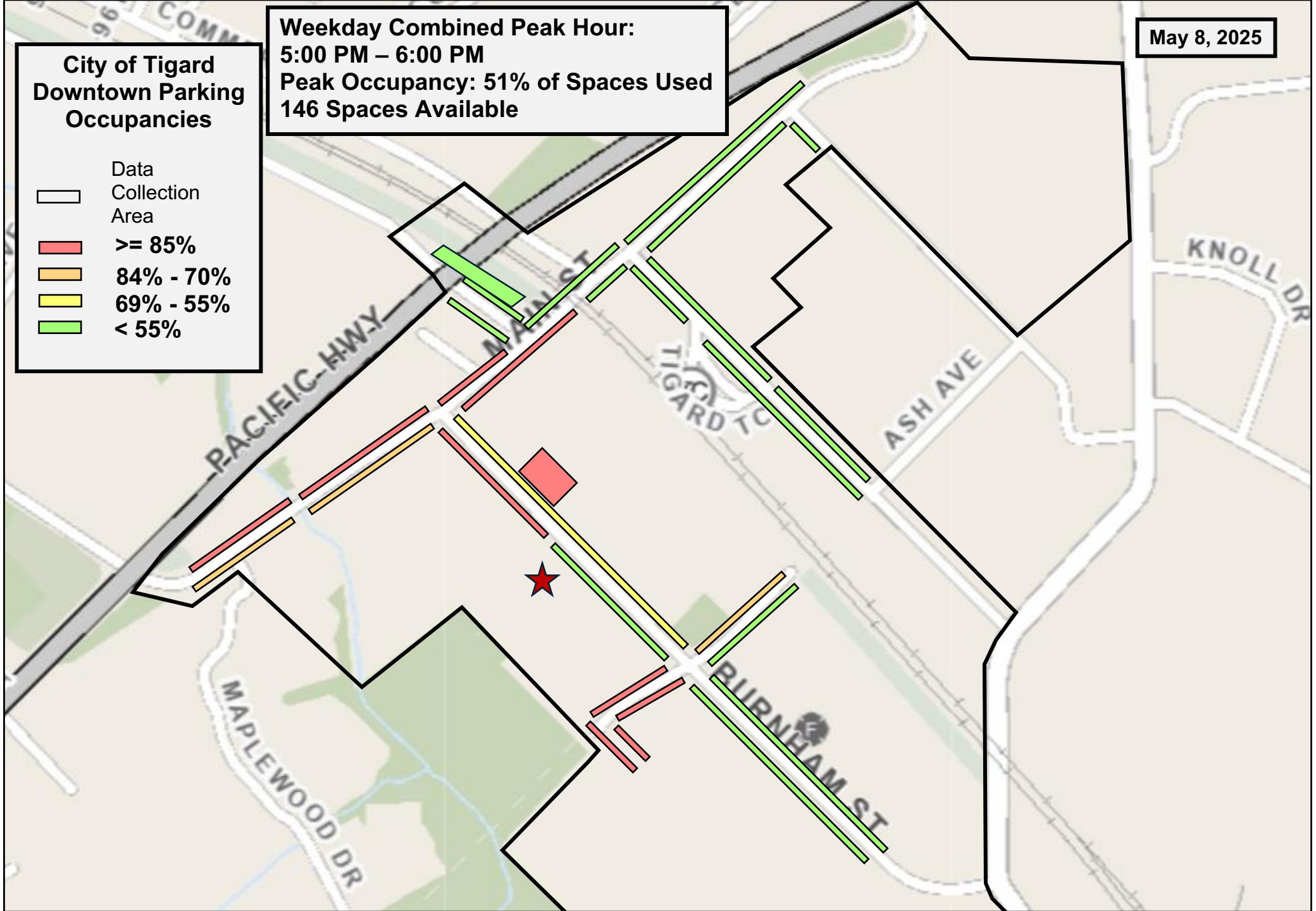


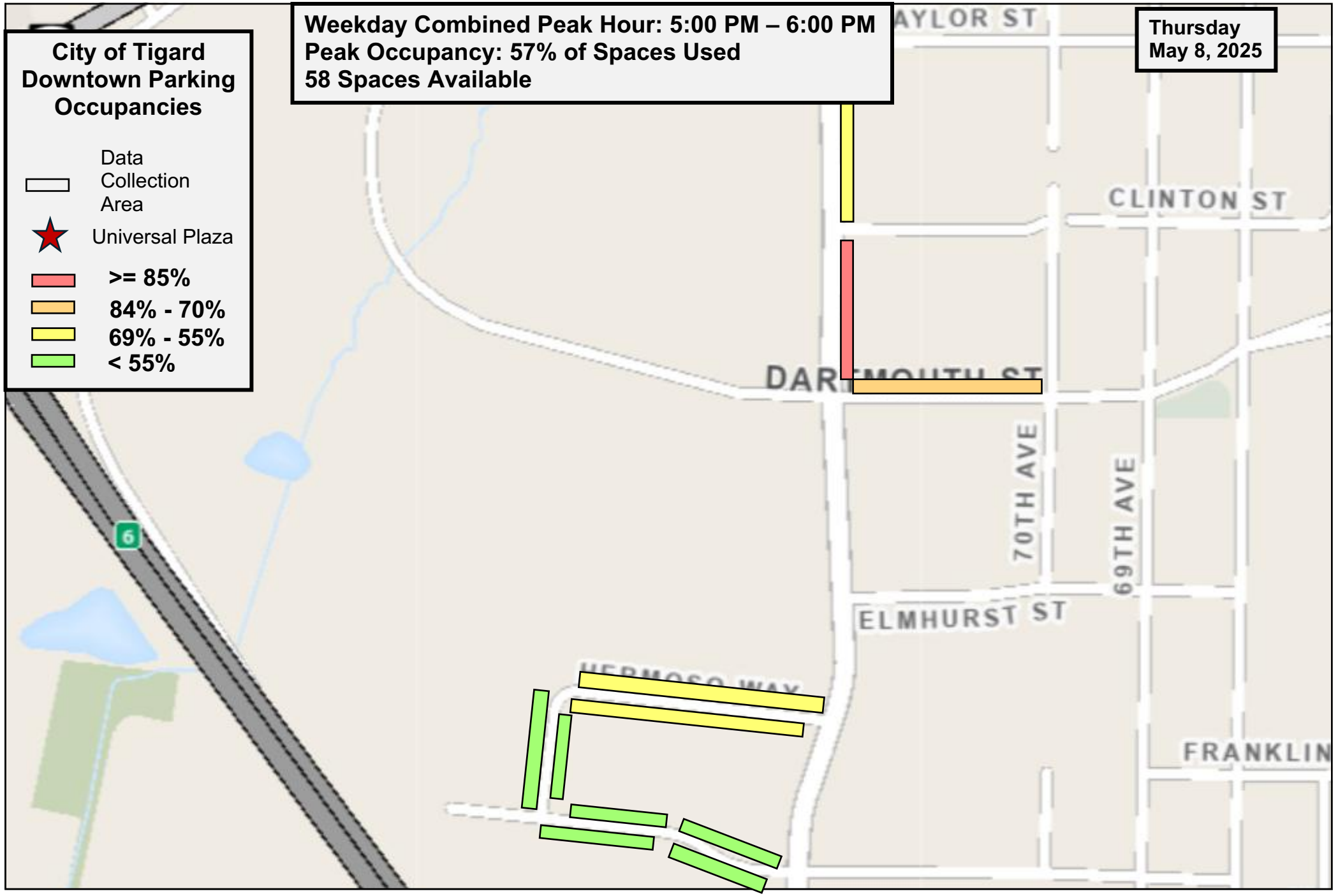
Parking Utilization, May 2025

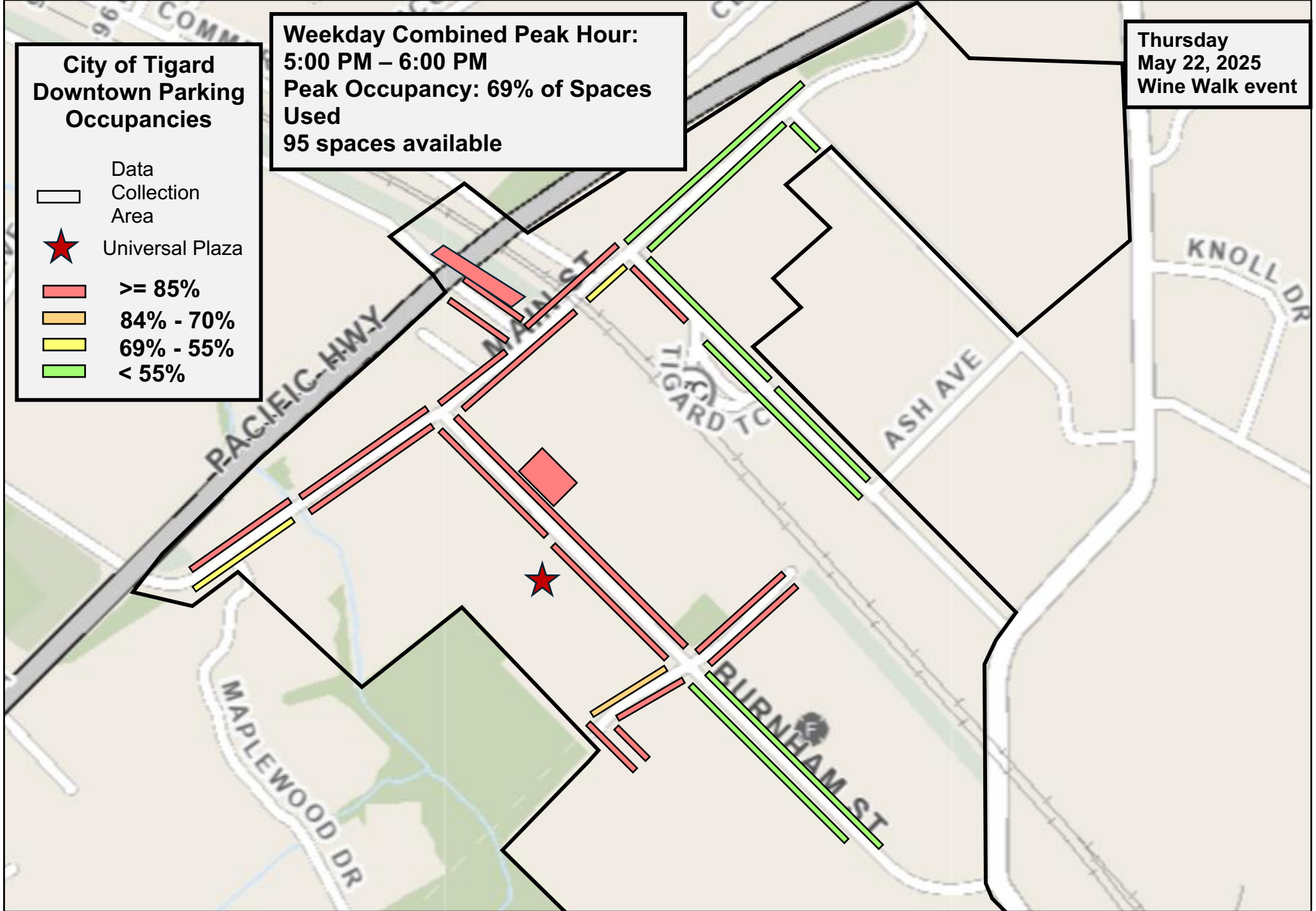
Parking Area	Stalls	Peak Day	Peak Hour	Peak Occupancy	Empty Stalls	# of Days >= 85% Occ	# of Days 70-84% Occ	# of Days 55-69% Occ	# of Days < 55% Occ
Downtown	300	Thursday, 5/22/25	5 PM - 6 PM	69%	94	0	0	4	16
Triangle	135	Thursday, 5/22/25	12 PM - 1 PM	74%	35	0	1	9	10
Ash Ave	28	Thurs, 5/22/25 / Fri, 5/23/25 / Sat, 5/24/25	5 PM - 6 PM / 5 PM - 6 PM / 4 PM - 5 PM	86%	4	3	7	9	1
Attwell Pl	13	Sat, 5/10/25 / Wed, 5/21/25 / Thurs, 5/ 22/25 / Fri, 5/23/25 / Sat, 5/24/25 / Wed, 5/28/25	11 AM - 12 PM / 5 PM - 6 PM / 5 PM - 6 PM / 2 PM - 3 PM / multiple / 3 PM - 4 PM	100%	0	13	5	1	1
Beveland Hermoso Loop	99	Wednesday, 5/25/25	9 AM - 10 AM	78%	22	0	3	9	8
Burnham Public Lot	20	Friday, 5/9/25	5 PM - 6 PM	100%	0	12	3	2	3
Dartmouth/72nd	36	Friday, 5/9/25	5 PM - 6 PM	94%	2	2	6	9	3
Lower Burnham	24	Thursday, 5/1/25	10 AM & 2 PM	75%	6	0	2	1	17
Lower Commercial	44	Thursday, 5/1/25 / Wednesday, 5/7/25	2 PM - 3 PM / 1 PM - 2 PM	77%	10	0	2	1	17
Main St Mid	24	Friday, 5/16/25 / Thursday, 5/22/25	10 AM - 11 AM / 5 PM - 6 PM	96%	1	4	5	10	1
Main St N	47	Thursday, 5/1/25	10 AM - 11 AM	79%	10	0	1	0	19
Main St. S	36	Thursday, 5/22/25	5 PM - 6 PM	97%	1	4	10	4	2
Tigard St Public Lot	13	Thur, 5/1/25 / Wed, 5/7/25 / Fri, 5/9/25 2/ Thurs, 5/22/25 / Fri, 5/23/25	11 AM - 12 PM / 10 AM - 11 AM / 11 AM - 12 PM / 5 PM - 6 PM / 11 AM - 12 PM	100%	0	15	3	1	1
Upper Burnham	35	Thursday, 5/22/25	5 PM - 6 PM	94%	2	4	6	7	3

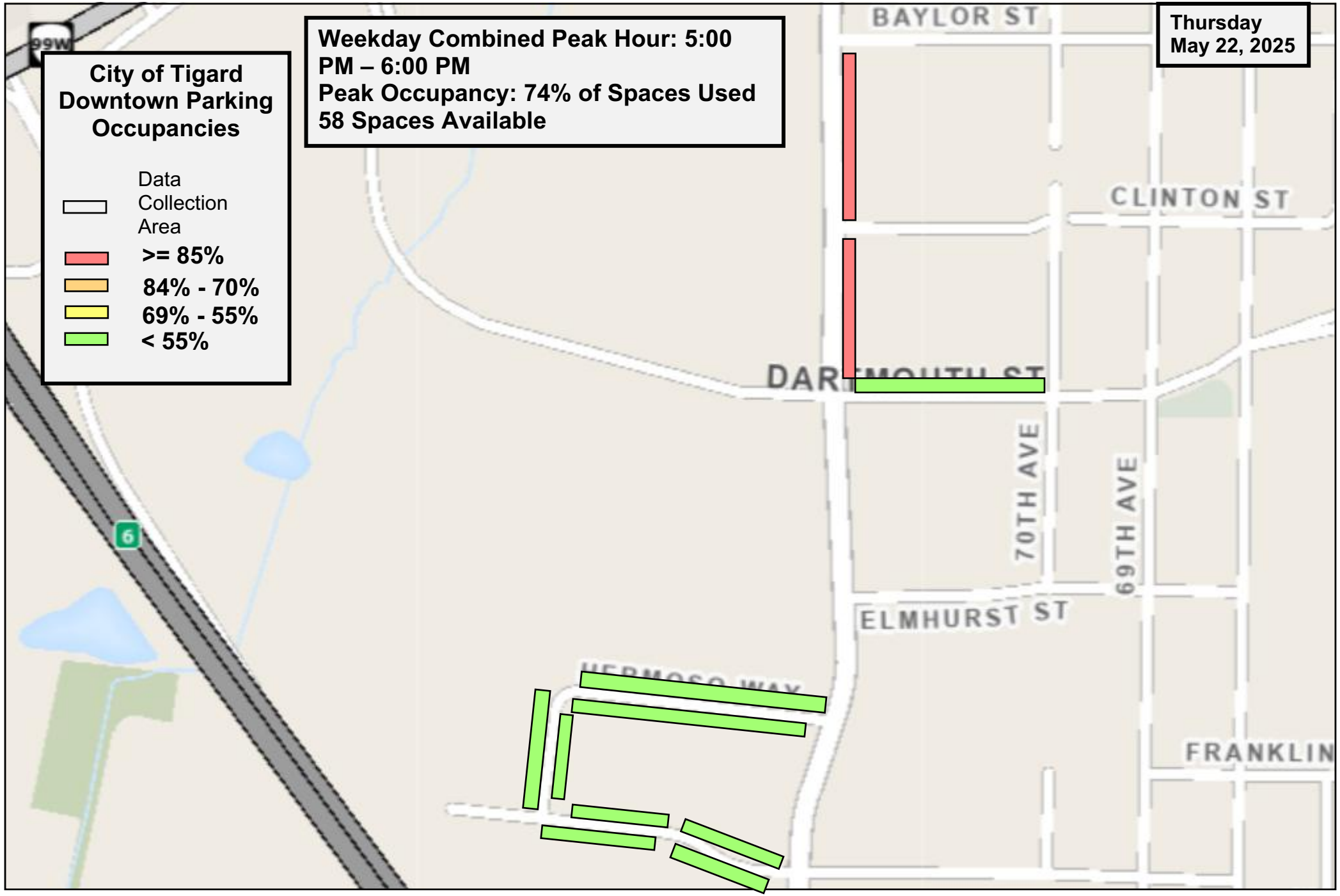
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Tigard St Public Lot Upper Commercial	2 Tigard St Parking Lot Dartmouth/72nd	3
4	5	6 Tigard St Public Lot Attwell Burnham St Public Lot	7 Tigard St Public Lot Attwell Upper Commercial Upper Burnham	8 Tigard St Public Lot Attwell Burnham St Public Lot	9 Tigard St Public Lot Attwell Burnham St Public Lot Dartmouth/72nd Main Street-Mid Main Street-South Upper Burnham	10 Attwell Burnham St Public L Main Street-South
11	12 Tigard St Public Lot	13	14 Tigard St Public Lot	15 Tigard St Public Lot	16 Tigard St Public Lot Attwell Burnham St Public Lot Main Street-Mid	17
18	19	20 Attwell Burnham St Public Lot	21 Attwell Burnham St Public Lo Tigard St Public Lot	22 Attwell Burnham St Public Lot Tigard St Public Lot Upper Burnham Main Street-Mid Main Street-South Ash Avenue	23 Attwell Burnham St Public Lot Tigard St Public Lot Upper Burnham Main Street-Mid Ash Avenue	24 Attwell Main Street-South Ash Avenue
25	26 MEMORIAL DAY	27 Attwell Tigard St Public Lot	28 Attwell Tigard St Public Lot	29	30	31

Areas of Parking Utilization Greater than 85% By Date (May 2025)


City of Tigard
Downtown Parking
Occupancies
Data
Collection
Area
>= 85%
84% - 70%
69% - 55%
< 55%
Weekday Combined Peak Hour:
5:00 PM – 6:00 PM
Peak Occupancy: 51% of Spaces Used
146 Spaces Available
May 8, 2025
PACIFIC HWY
MAIN ST
TIGARD TC
ASH AVE
KNOLL DR
BURNHAM ST
MAPLEWOOD DR


City of Tigard
Downtown Parking
Occupancies
Data
Collection
Area
Universal Plaza
>= 85%
84% - 70%
69% - 55%
< 55%
Weekday Combined Peak Hour: 5:00 PM – 6:00 PM
Peak Occupancy: 57% of Spaces Used
58 Spaces Available
Thursday
May 8, 2025
AYLOR ST
CLINTON ST
DARTMOUTH ST
70TH AVE
69TH AVE
ELMHURST ST
HERMOSO WAY
FRANKLIN
6


City of Tigard
Downtown Parking
Occupancies
Data
Collection
Area
Universal Plaza
>= 85%
84% - 70%
69% - 55%
< 55%
Weekday Combined Peak Hour:
5:00 PM – 6:00 PM
Peak Occupancy: 69% of Spaces
Used
95 spaces available
Thursday
May 22, 2025
Wine Walk event
PACIFIC HWY
MAIN ST
TIGARD TC
ASH AVE
KNOLL DR
BURNHAM ST
MAPLEWOOD DR

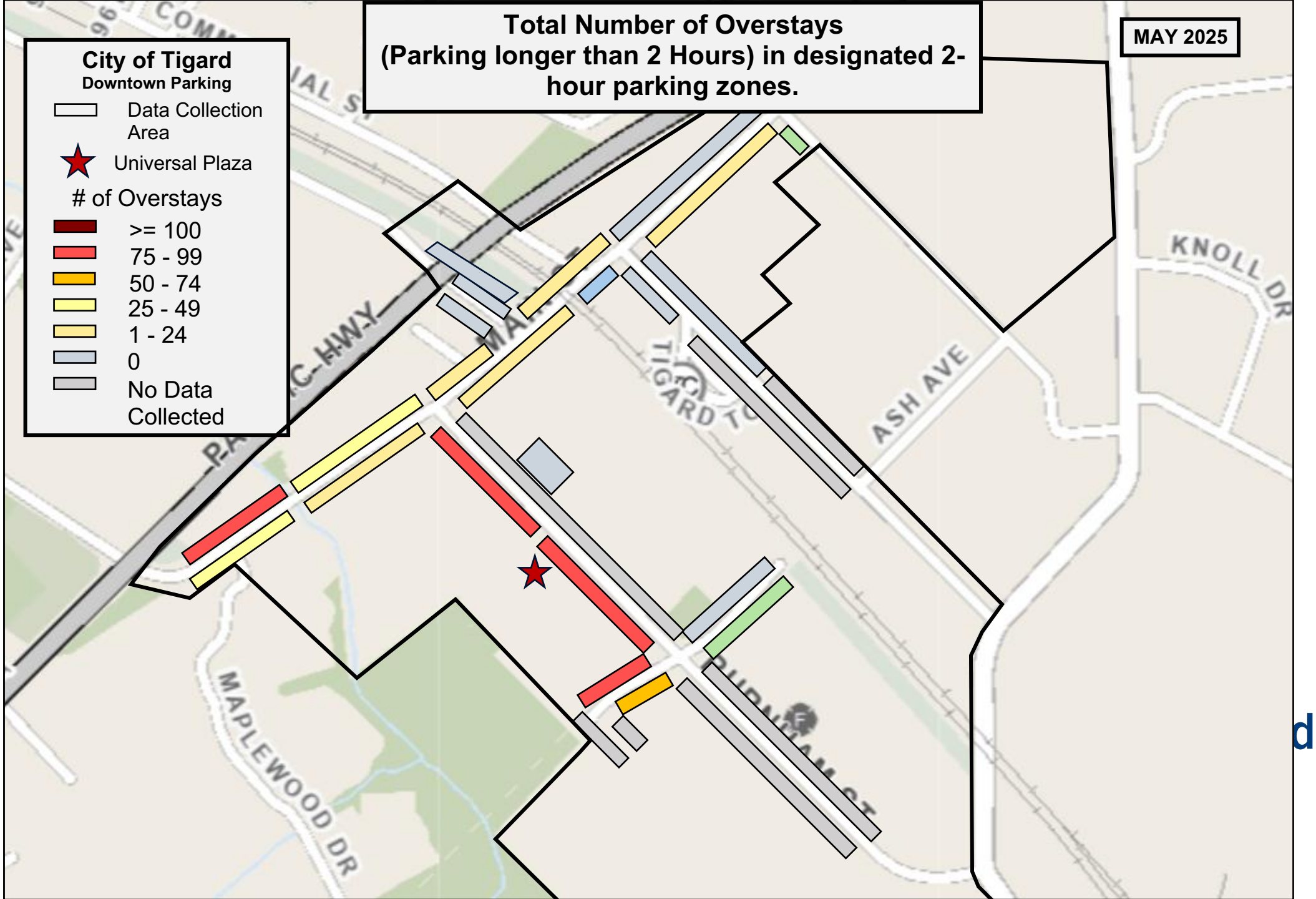

City of Tigard
Downtown Parking
Occupancies
Data
Collection
Area
>= 85%
84% - 70%
69% - 55%
< 55%
Weekday Combined Peak Hour: 5:00
PM – 6:00 PM
Peak Occupancy: 74% of Spaces Used
58 Spaces Available
Thursday
May 22, 2025
BAYLOR ST
CLINTON ST
70TH AVE
69TH AVE
ELMHURST ST
FRANKLIN
99W
6

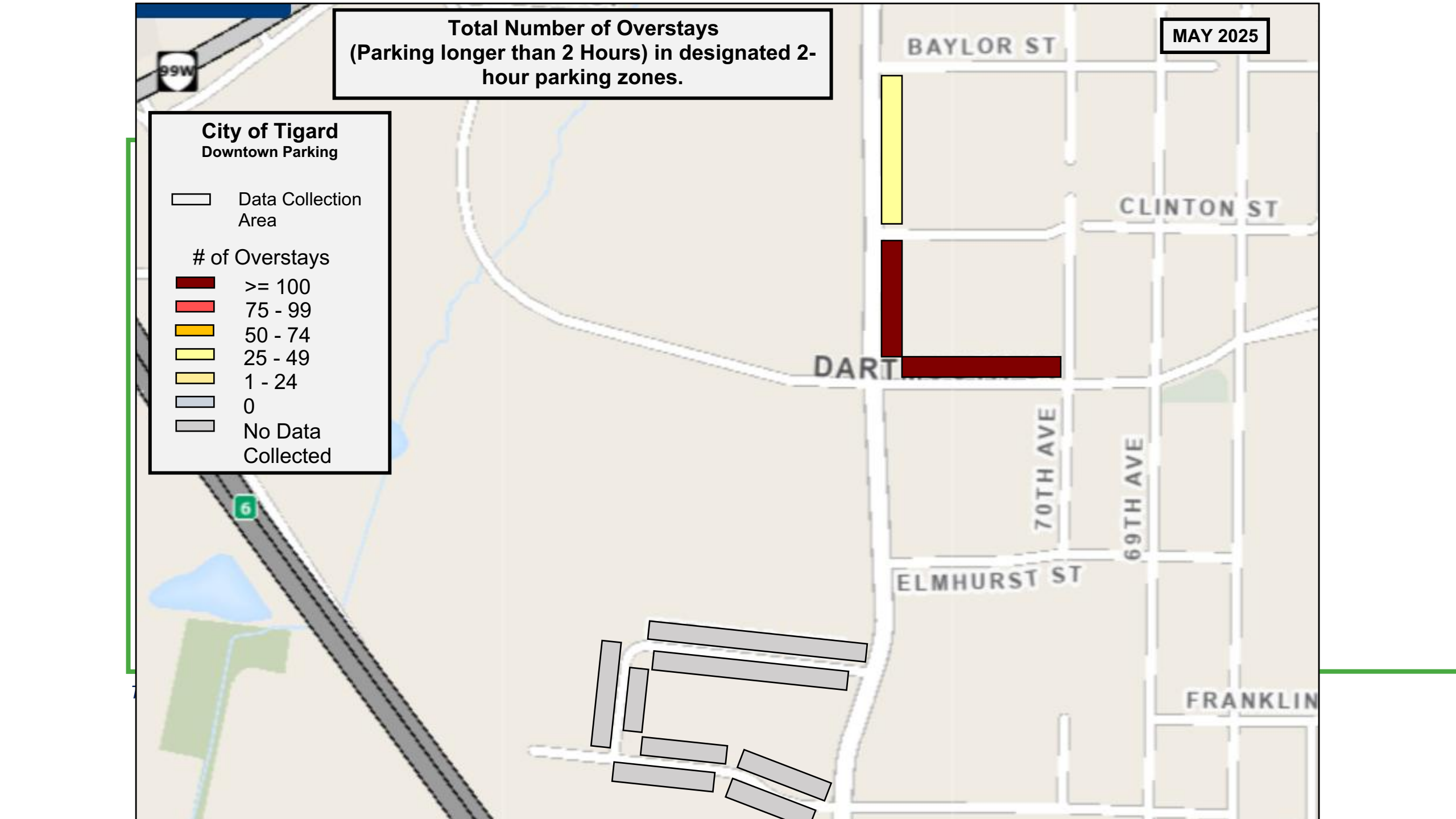
Number of Over-Stays

Daily Number of Vehicles with Time Overstays: May 2025

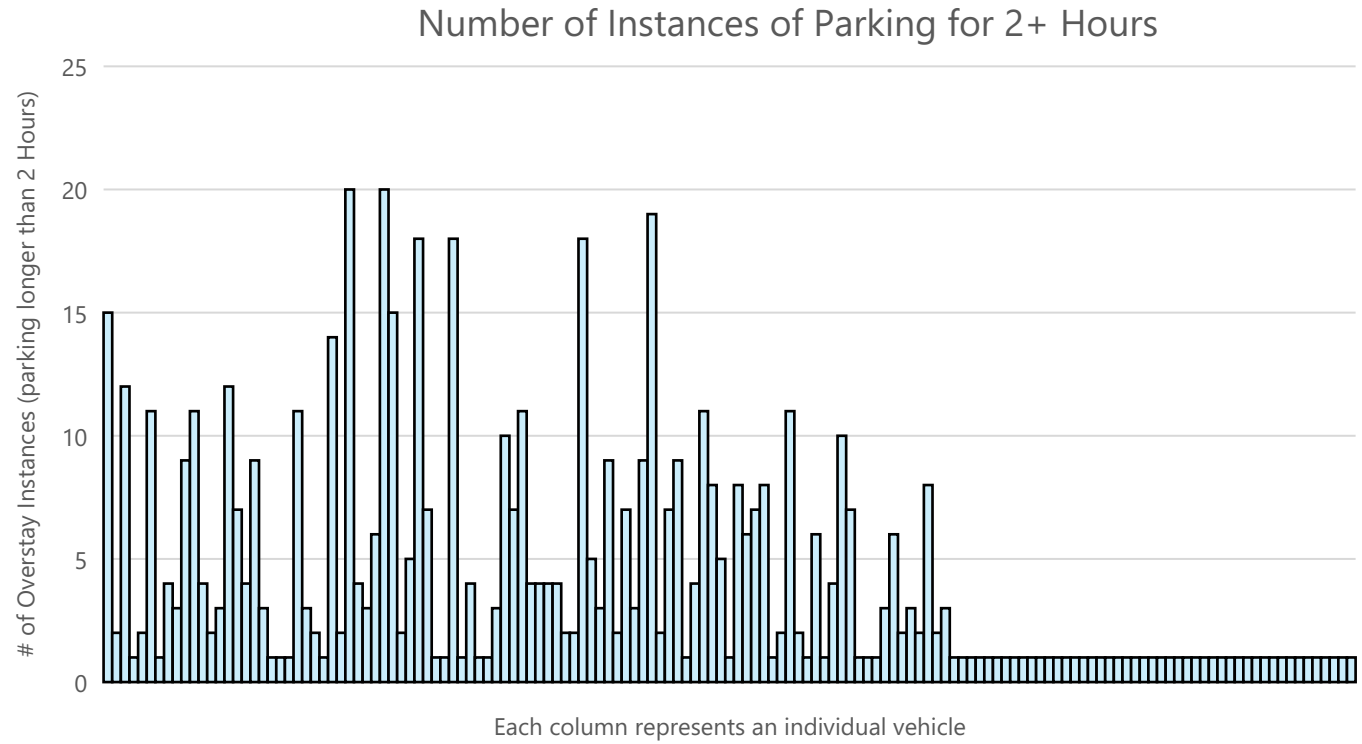


- Average daily # of overstays for the month: 41 cars
- 92% overstayed four hours plus


Total Number of Overstays
(Parking longer than 2 Hours) in designated 2-hour parking zones.
MAY 2025
City of Tigard
Downtown Parking
Data Collection Area
Universal Plaza
# of Overstays
>= 100
75 - 99
50 - 74
25 - 49
1 - 24
0
No Data Collected
KNOLL DR
ASH AVE
MAPLEWOOD DR


Total Number of Overstays
(Parking longer than 2 Hours) in designated 2-hour parking zones.
MAY 2025
City of Tigard
Downtown Parking
Data Collection Area
# of Overstays
>= 100
75 - 99
50 - 74
25 - 49
1 - 24
0
No Data Collected
BAYLOR ST
CLINTON ST
DART
70TH AVE
69TH AVE
ELMHURST ST
FRANKLIN
99W
6

Number of Multiple Over-Stays (May)



- 18 vehicles overstayed
  10 days or more

Next Steps…



Parking Survey

Businesses requested survey for customers



Updated Parking Time Limits

- Only in existing 2-hour limit spaces
- Will take effect when new signage is installed: August/September 2025



Warning Tickets

- Envelopes with the following warning placed on windshields
- Planned Start Date: July 1st



Estimated Annual Cost

Expenditures

- Parking Enforcement: **$110K**
  - Parking Ambassador's Current Annual Cost
- Administrative Costs: **$110K**
  - Court Adjudication and Collections
- Technology: **$10K**

Revenue

- Estimated Revenue from Citations: **$275K**

Comments from the Forum

- Cost Associated with Enforcement
- Focused Enforcement
- Extending Time Limits (4-hours)
- Impact to Businesses
- Main Street Improvements
- Improved Overstay Maps

Project Timeline

- Notification/ Education Phase ~ **May-June**
- Compile Feedback from Forum~ **June**
- Update to City Council ~ **June 24**
- Warning Citations **~ July-August**
- Update to City Council ~ **August**
- Start of Enforcement Program ~ Targeting **September 1**

Questions and Feedback

1. Proceed with the next phase of the program
2. Extend the data collection and notification phase of the program
3. Explore alternative methods to address city parking enforcement



Comments?

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EXHIBIT 1

Tigard Downtown and Triangle Parking

Parking Management Forum Summary #3
June 9, 2025

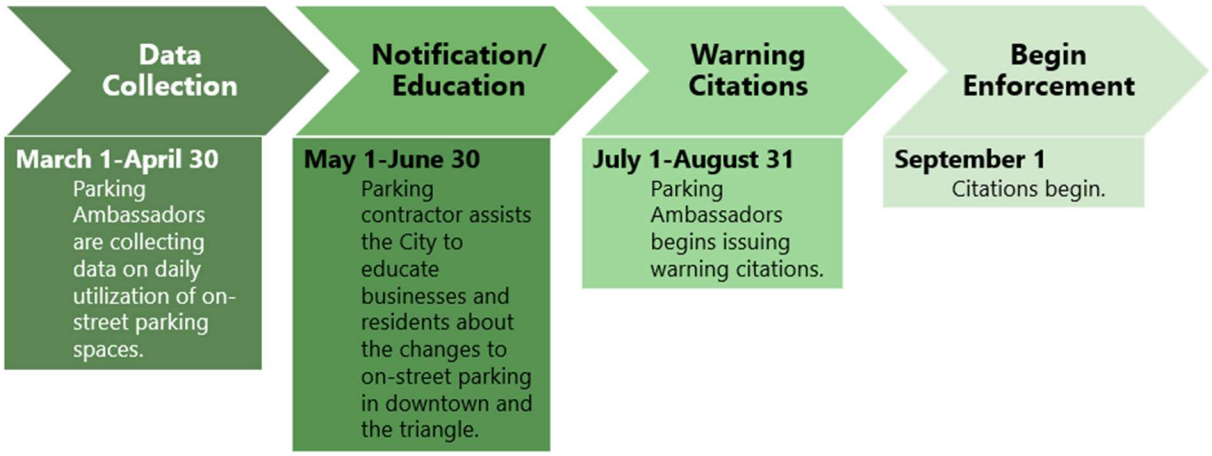
The city invited business owners and residents in the downtown and Triangle areas, via email and mailers, to a third forum to discuss updates to the Parking Management program. This forum was expanded to include residents to begin the notification process as discussed in the approach modified in the spring. The first business forum was held on October 21, 2024, and the second on April 3, 2025.

Participating City of Tigard Staff:

- Sambo Kirkman, Community Development Director
- Sean Farrelly, Redevelopment Manager
- Tiffany Gehrke, Principal Transportation Planner
- Windol Cador, Project Manager
- Brad Dillingham, Associate Transportation Planner
- Judi Martin, Community Engagement Coordinator

Project Team Presentation

The meeting began with a summary of the parking management program for residents who may not be familiar with the project. This included the location of the Parking Management Program (Downtown and Triangle) and the work done prior to the forum and the modified approach the team is working on:



The project team reviewed data collected from March to the end of May and provided the following key points:

- Neither Downtown nor the Tigard Triangle areas (as a whole district) reached 85 percent occupancy at their peak hours. Note: An occupancy rate of 85% or greater would be an indicator that active parking management is needed.
- There are three areas that exceed 85 percent occupancy more than 10 times in the month of May (Atwell Place, Burnham Public Lot, and Tigard Street Public Lot).

- Fridays have more areas that exceed 85 percent occupancy.
- May 22 was the Tigard Downtown Alliance's Wine Walk resulting in more parking areas having more than 85 percent occupancy. However, the downtown district, as a whole, reached just 69% occupancy, the peak occupancy for the month.
- The Average Daily Overstay is 41 vehicles with 92 percent exceeding four or more hours.
- From the data on the multiple overstays, 18 vehicles overstayed by more than 10 days

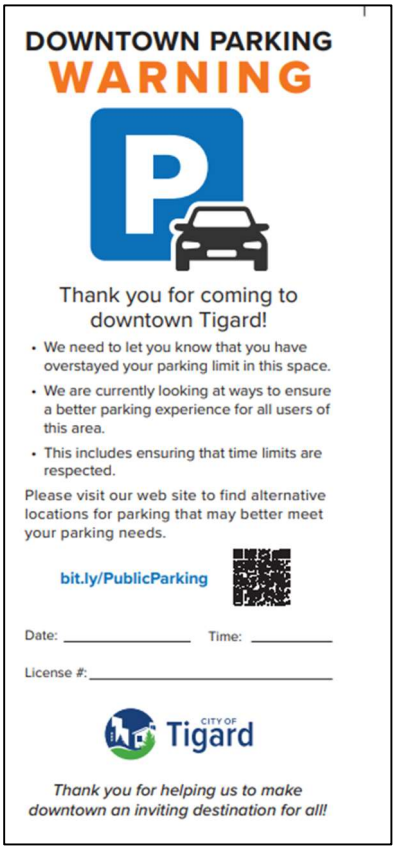
The project team also provided samples of the parking survey provided by the city. At the last forum, some business owners wanted a way to capture information from customers/visitors to these districts to better understand their needs. The parking survey had only three questions:



- Did you come to downtown Tigard today to
  - Work
  - Shop
  - Recreate
  - I live here
  - Other
- How long do you plan to stay?
  - Under 1 hour
  - 1-2 hours
  - 3-4 hours
  - 4 hours or more
  - I am a resident
- Did you park (whether you or someone else drove)
  - On the street
  - In a public lot
  - In a private lot
  - I did not drive a vehicle

The project team updated attendees on the new parking signs to be installed in downtown and the Triangle areas. The new signs add an additional evening hour (8:00 AM to 7:00 PM) and an additional day (Monday to Saturday) to the signs. The new signs are intended for use in existing 2-hour stalls since no decisions have been made to add new time-restricted spaces. The added time and date will take effect when the new signs are installed which is expected in August/September 2025.

The team also presented a sample warning ticket. The next step of the program would be to begin placing warning citations on cars that exceed the time limit. To ensure no one mistakes these warnings as official citations, the project team is recommending warnings that provide some information on the program and a QR code for additional details and contact information. The current timeline plans for issuing warnings beginning July 1.



Questions have been raised as to the cost of parking enforcement. The project team provided a summary of tentative expenses and revenue associated with parking enforcement.

Expenditures

- Parking Enforcement: **$110K**
  - Parking Ambassador's Current Annual Cost
- Administrative Costs: **$110K**
  - Court Adjudication and Collections
- Technology: **$10K**

Revenue

- Estimated Revenue from Citations: **$275K**

The annual revenue project was based on the average daily overstays collected in May (41 vehicles) with an estimate of 50 percent of the citations collected. The estimated revenue is difficult to determine as we are currently not enforcing parking. The revenue amounts may decrease as the number of overstays may decline once people are aware that enforcement occurs in these districts.

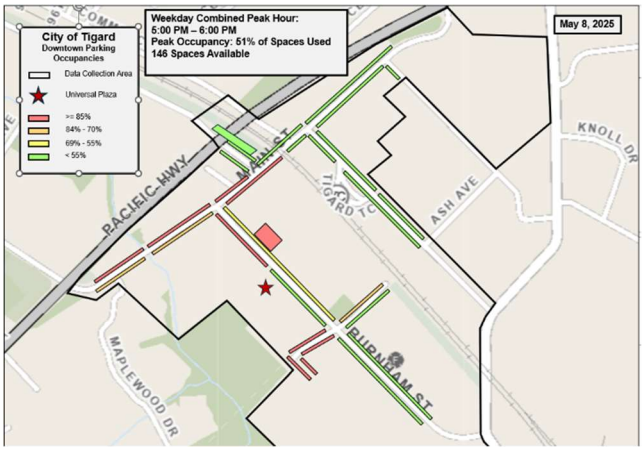
The project team shared the next steps of the project, including an update to City Council on June 24. The project team is looking for direction from the Council on whether to begin the warning citations on July 1 or hold off and continue collecting data.

Public Comments

The project team concluded the forum by taking questions and comments. The following are the comments collected at the forum:

- **Cost Associate with Enforcement:** Questions were asked about the cost of the citation and enforcement. There were concerns raised about the cost of the program being about $200,000 and wondered if parking is a big enough problem to justify the cost. The team acknowledged the cost of the parking program and clarified that enforcement is not intended to be a revenue generator, but a way to help change behavior and allow for better turnover of parking spaces to benefit downtown businesses.
- **Focused Enforcement:** Questions were raised about enforcing hot spots for parking instead of the entire district. Would this save on the cost? The project team responded that while there may be a slight reduction, there is still an overall cost to run the program, and coverage of the district area would be more cost effective than focusing on smaller areas.
- **Adding 4-hour Parking Space:** Some felt people needed longer times than 2-hours. A suggestion was made to add 4-hour parking spaces for those that want to stay longer. The project team explained that a prior proposal included 4-hour parking, but the concern from some business owners was that the enforcement window would be shortened to 12:00 to 3:00 which would not effectively address space turnover**.**
- **Impact on Businesses:** There was a concern that enforcement would not be good for businesses if their patrons were getting warnings or citations. The team explained that for some, the turnover of cars is needed to allow patrons to get to their businesses as there are competing needs between patrons, employees, and residents in these districts.

- **Main Street Improvements:** Some indicated that the Main Street improvements make it hard to park in downtown and that in one case, the swale design is difficult for older people to navigate. The project team indicated that the Main Street project provides design that is meant to activate the downtown with wider sidewalks and features to slow the traffic in the area.
- **Maps that show overstay areas better:** The request was for a map that better shows where people are overstaying the parking limits. The project team worked on new maps to present this data to Council.





Next Steps: The Tigard team will be bringing an update to the City Council on June 24 to include a discussion on how the Council would like us to proceed.

Attachment: Parking Forum Slide Presentation



1

Agenda

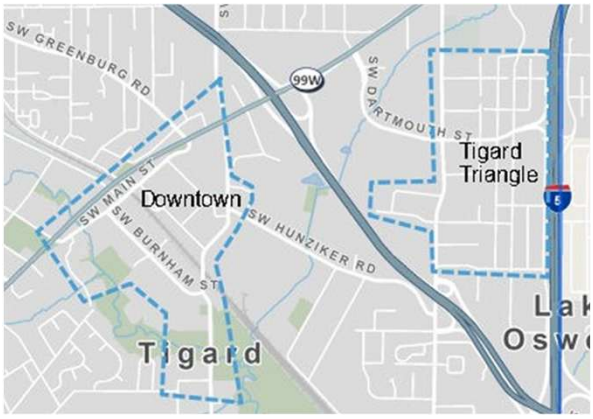
- What is Parking Management
- Parking Data collected
- Parking Survey
- New Street Signs coming
- Warning Tickets Sample
- Collect feedback for Council
- Cost of the Project

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What is Parking Management?



- 366 Public Parking Spaces
- Currently 250 time-limited parking spaces (Mostly 2-hours)
- Determining if parking enforcement is needed.
- Looking for alternative parking solutions.
  - Private Parking Agreements
  - Travel Demand Management
  - Other parking opportunities

Parking Management Timeline

Data Collection	Notification/ Education	Warning Citations	Begin Enforcement
March 1-April 30 Parking Ambassadors are collecting data on daily utilization of on-street parking spaces.	**May 1-June 30** Parking contractor assists the City to educate businesses and residents about the changes to on-street parking in downtown and the triangle.	**July 1-August 31** Parking Ambassadors begins issuing warning citations.	**September 1** Citations begin.



5

Parking Utilization, May 2025

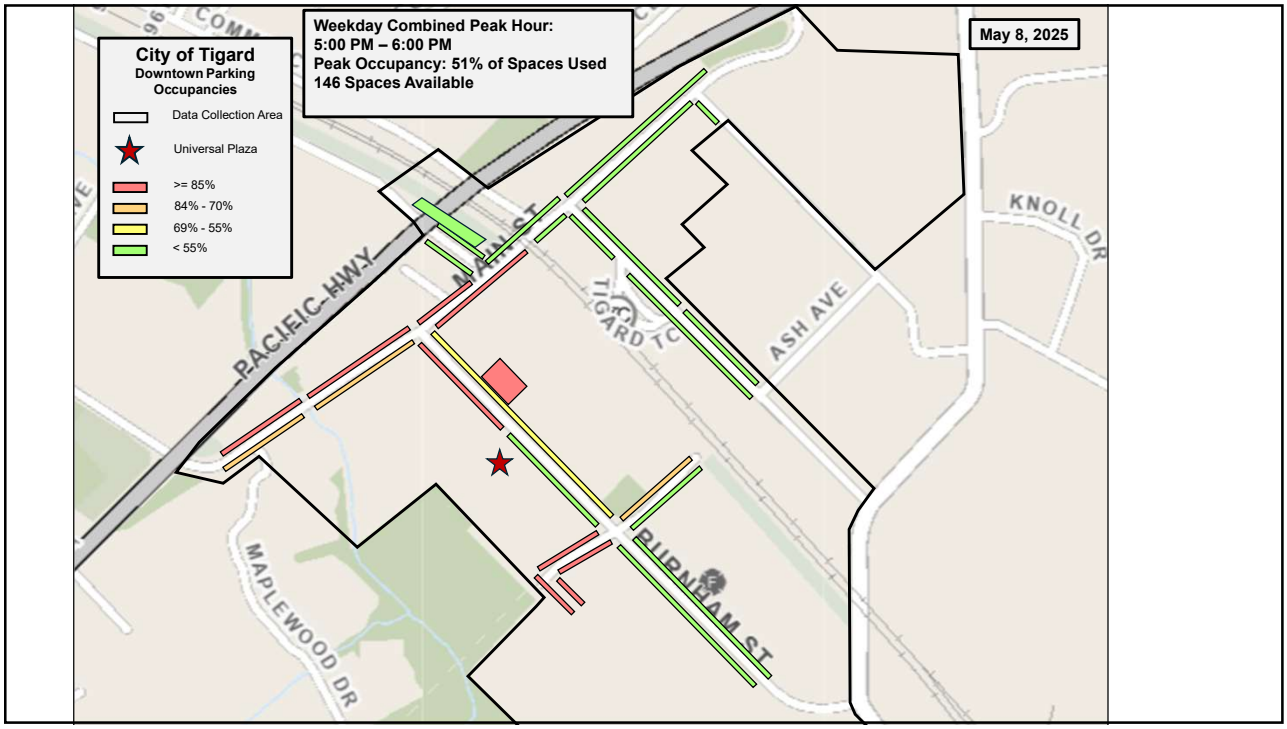
Parking Area	Stalls	Peak Day	Peak Hour	Peak Occupancy	Empty Stalls	# of Days >= 85% Occ	# of Days 70-84% Occ	# of Days 55-69% Occ	# of Days < 55% Occ
Downtown	300	Thursday, 5/22/25	5 PM - 6 PM	69%	94	0	0	4	16
Triangle	135	Thursday, 5/22/25	12 PM - 1 PM	74%	35	0	1	9	10
Ash Ave	28	Thurs, 5/22/25 / Fri, 5/23/25 / Sat, 5/24/25	5 PM - 6 PM / 5 PM - 6 PM / 4 PM - 5 PM	86%	4	3	7	9	1
Attwell Pl	13	Sat, 5/10/25 / Wed, 5/21/25 / Thurs, 5/22/25 / Fri, 5/23/25 / Sat, 5/24/25 / Wed, 5/28/25	11 AM - 12 PM / 5 PM - 6 PM / 5 PM - 6 PM / 2 PM - 3 PM / multiple / 3 PM - 4 PM	100%	0	13	5	1	1
Beveland Hermoso Loop	99	Wednesday, 5/25/25	9 AM - 10 AM	78%	22	0	3	9	8
Burnham Public Lot	20	Friday, 5/9/25	5 PM - 6 PM	100%	0	12	3	2	3
Dartmouth/72nd	36	Friday, 5/9/25	5 PM - 6 PM	94%	2	2	6	9	3
Lower Burnham	24	Thursday, 5/1/25	10 AM & 2 PM	75%	6	0	2	1	17
Lower Commercial	44	Thursday, 5/1/25 / Wednesday, 5/7/25	2 PM - 3 PM / 1 PM - 2 PM	77%	10	0	2	1	17
Main St Mid	24	Friday, 5/16/25 / Thursday, 5/22/25	10 AM - 11 AM / 5 PM - 6 PM	96%	1	4	5	10	1
Main St N	47	Thursday, 5/1/25	10 AM - 11 AM	79%	10	0	1	0	19
Main St. S	36	Thursday, 5/22/25	5 PM - 6 PM	97%	1	4	10	4	2
Tigard St Public Lot	13	Thur, 5/1/25 / Wed, 5/7/25 / Fri, 5/9/25 2/ Thurs, 5/22/25 / Fri, 5/23/25	11 AM - 12 PM / 10 AM - 11 AM / 11 AM - 12 PM / 5 PM - 6 PM / 11 AM - 12 PM	100%	0	15	3	1	1
Upper Burnham	35	Thursday, 5/22/25	5 PM - 6 PM	94%	2	4	6	7	3
Upper Commercial	16	Thursday, 5/1/25	10 AM - 11 AM	100%	0	2	0	0	18

6

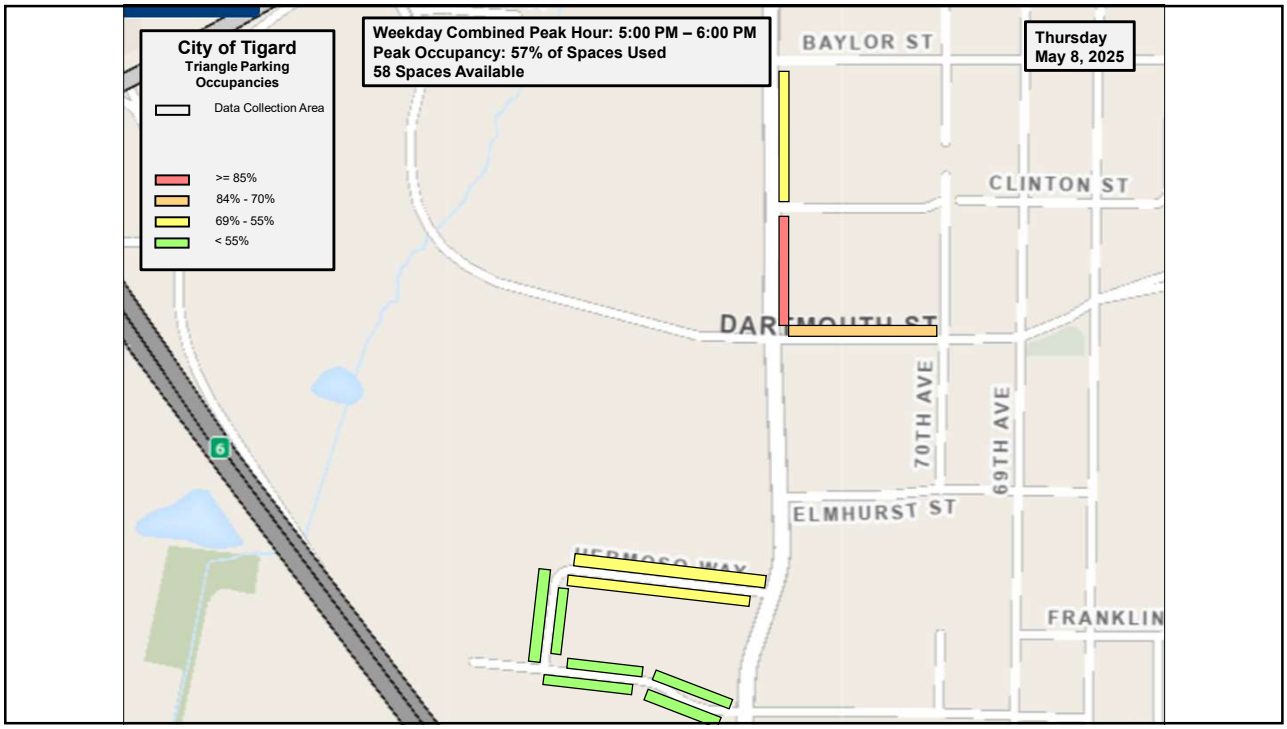
Areas of Parking Utilization Greater than 85%, May 2025

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Tigard St Public Lot Upper Commercial	2 Tigard St Parking Lot Dartmouth/72nd	3
4	5	6 Tigard St Public Lot Attwell Burnham St Public Lot	7 Tigard St Public Lot Attwell Upper Commercial Upper Burnham	8 Tigard St Public Lot Attwell Burnham St Public Lot	9 Tigard St Public Lot Attwell Burnham St Public Lot Dartmouth/72nd Main Street-Mid Main Street-South Upper Burnham	10 Attwell Burnham St Public Lot Main Street-South
11	12 Tigard St Public Lot	13	14 Tigard St Public Lot	15 Tigard St Public Lot	16 Tigard St Public Lot Attwell Burnham St Public Lot Main Street-Mid	17
18	19	20 Attwell Burnham St Public Lot	21 Attwell Burnham St Public Lot Tigard St Public Lot	22 Attwell Burnham St Public Lot Tigard St Public Lot Upper Burnham Main Street-Mid Main Street-South Ash Avenue	23 Attwell Burnham St Public Lot Tigard St Public Lot Upper Burnham Main Street-Mid Ash Avenue	24 Attwell Main Street-South Ash Avenue
25	26 MEMORIAL DAY	27 Attwell Tigard St Public Lot	28 Attwell Tigard St Public Lot	29	30	31

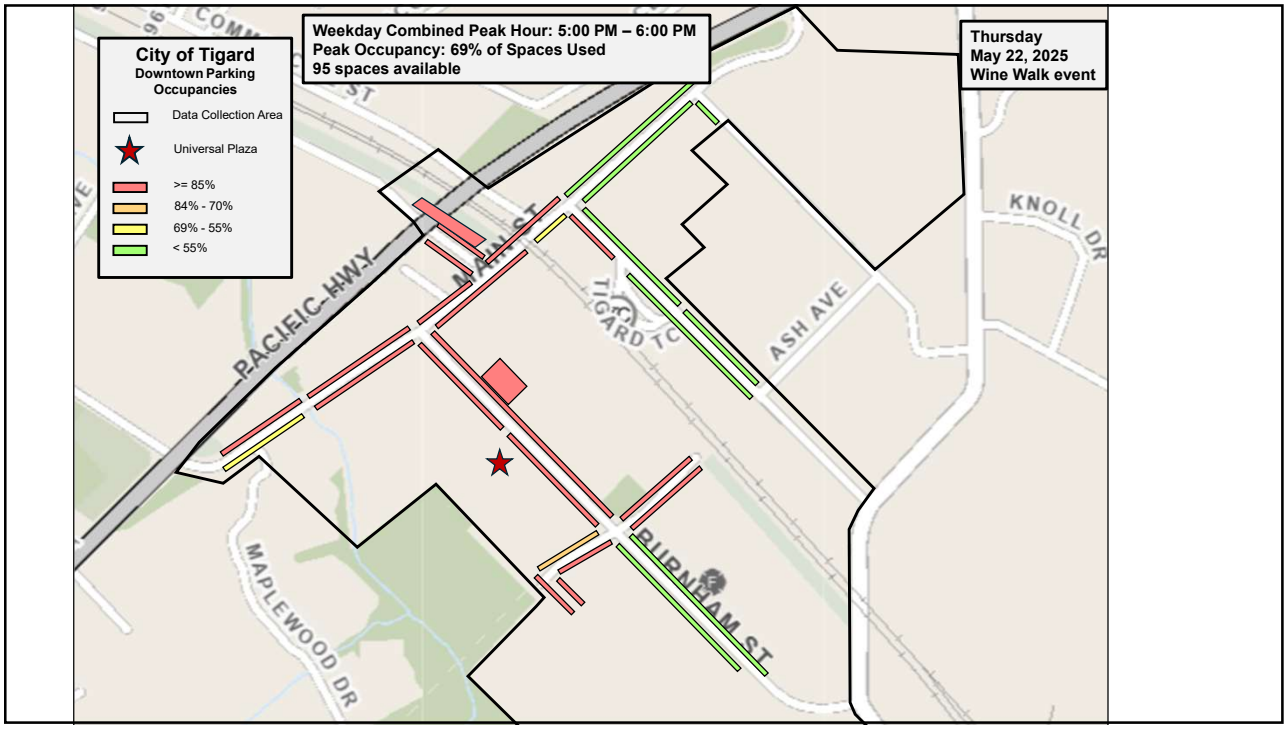
7



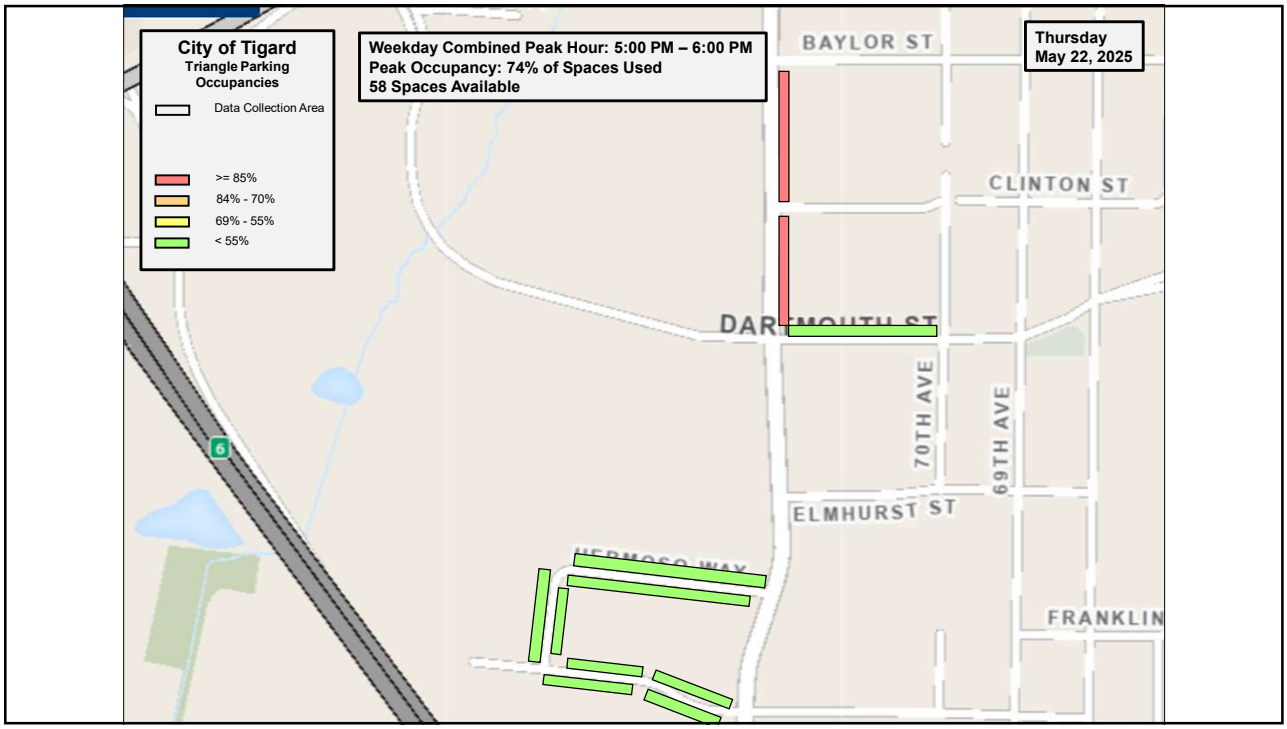
8


City of Tigard
Triangle Parking Occupancies
Data Collection Area
>= 85%
84% - 70%
69% - 55%
< 55%
Weekday Combined Peak Hour: 5:00 PM – 6:00 PM
Peak Occupancy: 57% of Spaces Used
58 Spaces Available
Thursday
May 8, 2025
BAYLOR ST
CLINTON ST
DARTMOUTH ST
70TH AVE
69TH AVE
ELMHURST ST
HERMOSO WAY
FRANKLIN
6

9

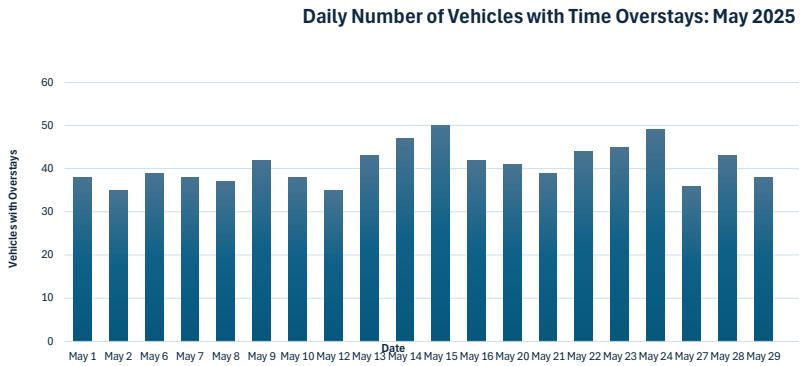

City of Tigard
Downtown Parking Occupancies
Data Collection Area
Universal Plaza
>= 85%
84% - 70%
69% - 55%
< 55%
Weekday Combined Peak Hour: 5:00 PM – 6:00 PM
Peak Occupancy: 69% of Spaces Used
95 spaces available
Thursday
May 22, 2025
Wine Walk event
PACIFIC HWY
MAIN ST
TIGARD TC
ASH AVE
KNOLL DR
MAPLEWOOD DR
BURNHAM ST

10



11

Number of Over-Stays



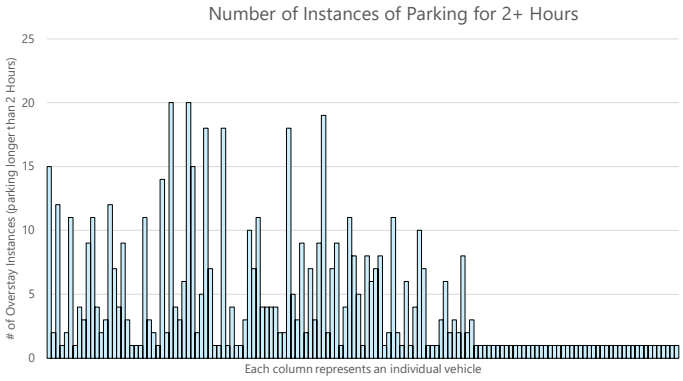
- Average daily # of overstays for the month: 41 cars
- 92% overstayed four hours plus

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Number of Mulitple Over-Stays (May)



- 18 vehicles overstayed 10 days or more

13

Parking Survey

Businesses requested survey for customers



14

Updated Parking Time Limits

- Only in existing 2-hour limit spaces
- Will take effect when new signage is installed: August/September 2025

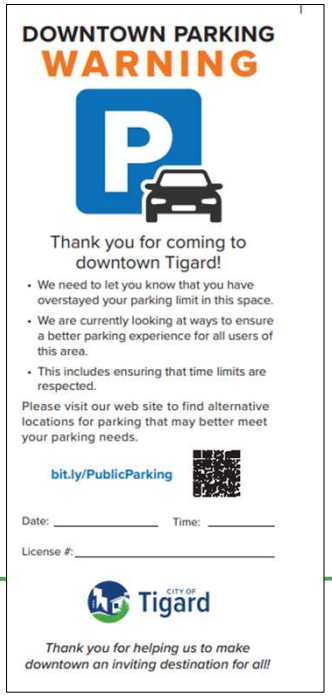


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Warning Tickets

- Envelopes with the following warning placed on windshields
- Current Start Date: July 1st


DOWNTOWN PARKING
WARNING

Thank you for coming to downtown Tigard!

- We need to let you know that you have overstayed your parking limit in this space.
- We are currently looking at ways to ensure a better parking experience for all users of this area.
- This includes ensuring that time limits are respected.

Please visit our web site to find alternative locations for parking that may better meet your parking needs.

bit.ly/PublicParking

Date: _____ Time: _____

License #: _____

CITY OF Tigard

Thank you for helping us to make downtown an inviting destination for all!

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Cost of Enforcement (Estimated)

Expenditures

- Parking Enforcement: **$110K**
  - Parking Ambassador's Current Annual Cost
- Administrative Costs: **$110K**
  - Court Adjudication and Collections
- Technology: **$10K**

Revenue

- Estimated Revenue from Citations: **$275K**

Next Steps

- Notification/ Education Phase ~ **May-June**
- Compile Feedback from Forum~ **June**
- Update to City Council ~ **June 24**
- Warning Citations ~ **July-August**
- Start of Enforcement Program ~ Targeting **September 1**



19

AIS-5867 **9.**

Business Meeting

Meeting Date: 06/24/2025

Length (in minutes): 30 Minutes

Agenda Title: ADOPTION OF COUNCIL GROUND RULES RESOLUTION

Authored By: Shelby Rihala

Presented By: City Attorney Rihala

Item Type: Motion Requested
Resolution

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Consideration and adoption of 2025-2026 Council Ground Rules.

ACTION REQUESTED

Council may adopt the proposed Ground Rules or request additional edits.

BACKGROUND INFORMATION

Section 3.8 of the City of Tigard Charter requires the City Council to adopt Ground Rules that include, "a code of conduct, process for the selection of board and committee members, and will govern proceedings of the Council where they do not conflict with law or the provisions of this Charter."

Council held an initial discussion of Ground Rules on January 11, 2025. Staff then compiled the concepts into a working document and circulated for Council members to provide additional comments. Council considered those comments and had further discussion at their June 3, 2025 meeting. Decisions from that discussion are incorporated in the draft being discussed and considered this evening.

Also at the June 3rd meeting, Council gave additional guidance to staff to propose a process for individual members to bring forward items for Council discussion. The final proposal is for all non-agenda items to be raised through the City Manager and scheduled for a future Council discussion.

ALTERNATIVES & RECOMMENDATION

Council can adopt the Ground Rules as proposed or request additional changes be made for adoption at a future meeting.

ADDITIONAL RESOURCES

N/A

Attachments

Resolution
Ground Rules

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 25-

A RESOLUTION ADOPTING CITY COUNCIL GROUND RULES FOR 2025-2026

WHEREAS, the City of Tigard Charter provides that City Council will adopt Ground Rules; and

WHEREAS, Section 3.8 of the Charter says that, "Ground rules will include a code of conduct, process for the selection of board and committee members, and will govern proceedings of the Council where they do not conflict with law or the provisions of this Charter; and

WHEREAS, members of the City Council collaboratively discussed the proposed Ground Rules at public meetings in January and June.

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

SECTION 1: The City of Tigard City Council adopts the attached Ground Rules for 2025-2026 and each member of Council will sign this resolution indicating their commitment to the rules.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2025.

_____
Mayor - City of Tigard

ATTEST:

_____
City Recorder - City of Tigard

I. **Preamble** – Tigard City Council holds these are our values:

- Serving the community
- Respect
- Open, honest, and constructive communication
- Seeking to understand
- Assume best intentions
- Trust our team and colleagues
- Civility
- Humility

II. **Code of Conduct** – Working proactively towards a professional, respectful culture with each other, staff and the public is the responsibility of every member of Council. To that end, we:

1. Act with integrity and in alignment with our values
2. Are trustworthy and follow through on our commitments
3. Practice accountability
4. Give and receive feedback with grace
5. Act with respect, humility, and civility in all interactions with the community, the City team, and each other
6. Take responsibility, show up prepared, and engage in meaningful discussions to serve the City
7. Are action-oriented to address community needs
8. We don't intentionally surprise each other
9. Follow the City of Tigard's generally acceptable policies

III. Communications and the Role of Councilors

1. Responses to the Public.

a) All public statements, information, or press releases relating to the official positions, policies, or decisions of the City should be handled by the Mayor, City Manager, or designee.
b) Councilors may respond to community requests for information or share their personal opinions as Councilors.
c) When sharing information, it is important to be clear whether the Councilor is stating personal opinions or sharing the majority position of the Council.
d) Only the City Council as a body can make promises or commitments on behalf of the City.

2. Social Media.

a) All content on social media accounts used for City business is considered public record.

b) Any social media account on which the Mayor/Councilor posts information about City business, or information that might be construed by the public as being about City business, must be archived by the City and treated in accordance with Oregon Public Records Law.
c) All posts on social media regarding a decision potentially before Council should include a disclaimer that the views expressed represent the views of the author and not the views of the Tigard City Council.
d) When commenting on another Mayor/Councilor's social media post regarding a decision potentially before Council, Mayor/Councilors should be mindful of Public Meetings Law.

3. Communications with the Organization.

a) The City Council respects the separation between policymaking (Council function) and administration (City Manager, City Attorney, and Municipal Court Judge functions) and strives to work with City teammates in the spirit of partnership, mutual respect, and support.
b) The City Council respects the professional duties of the City Manager, City Attorney, Municipal Court Judge, and City teammates.
c) The City Council relies on the City Manager to direct the administrative functions of the organization and will refrain from interfering with the team's ability to implement policy decisions, including directing the work of teammates.

4. Representing the City 24/7. If a member of the City Council appears before another governmental agency and is representing the City, the member must support and advocate for the official City position on the issue rather than a personal viewpoint. If the member is not representing the City, the member must state at the beginning of their testimony they are representing their personal opinion and are not sharing the position of the City or Council.

5. Boards and Committees

a) Interviews:
    1) The Mayor will lead the interview process for public board and committee applicants.
    2) The Mayor, and no more than two Councilors, will interview applicants. One or two Councilors may self-nominate to attend. If no self-nominations are made, then the Mayor will interview candidates with the designated City staff liaison and board or committee staff liaison, as available.
    3) The Mayor will provide the Council with a list of selected applicants along with their applications, the interview notes, and the recommendation summarizing why the applicant was chosen.

b) Approval:
    1) The Mayor's recommendations for appointments will be submitted to Council as least two weeks in advance before Council consideration in order for the respective Council liaisons to meet with the selected applicant, at their discretion.
    2) The Council will approve appointments to City boards and committees by resolution.
c) Council Liaisons:
    1) The Mayor makes recommendations for Council liaison assignments and alternates to boards and committees based on input provided by the Council members; the Council votes to ratify the proposed assignments. Internal working groups are not considered boards and committees for purposes of these Ground Rules.
    2) For City of Tigard boards and committees, unless otherwise required, Council liaisons are not members/participants of their assigned boards or committees; their role is limited to sharing information between boards/committees and the Council, and serving as a point of reference for the Council regarding board and committee matters. For external boards and committees, such as the Metropolitan Area Communications Commission, Council members are full participants with voting authority. Council members serving on internal subcommittees or special committees may also be expected to be voting members.
    3) The term for liaisons is 1 year for internal boards and committees and 2 years for external board (for example, Lake Oswego-Tigard Joint Water Partnership Oversight Committee or Willamette Intake Facility).
    4) Council liaisons may be appointed to consecutive terms, at the discretion of the Mayor and Council.

6. City Council Agenda Item Request Procedures

a) All voices should have a clear and respectful avenue to be heard during Council meetings.
b) Any member of Council who wishes to place an item on a future agenda will make the request to the City Manager.
c) The City Manager will consider the time and resources required for the item when scheduling and will place the item on an agenda within one month of the request, unless the requesting member agrees to a different date or the item is addressed in another way.
d) The City Manager will discuss the requested item with the Mayor during their review of tentative agendas.
e) The non-agenda item on the Council regular agenda is intended for housekeeping items relating to City business. If an item is first raised during non-agenda items, it will be referred to the City Manager to follow the process above.

IV. Administering the Council Ground Rules

a) All members of the City Council will review the Ground Rules and sign that they agree to comply.
b) If the Mayor or a Councilor believes one of the rules has been violated, they should use the "first-person rule" and address the concern with the individual first. If the issue persists, or where the Council Member does not feel comfortable addressing with the individual, that Council Member may go directly to the City Manager, Mayor, or Human Resources Director.
c) The Mayor, City Manager, and appropriate City staff (i.e. HR Director, City Attorney) should collaboratively determine next steps, including whether a recommended course of action should be brought before the Council. If the alleged violation is against the Mayor, the Council President should participate in the recommendation.
d) The recommendation may be placed on a Council agenda, consistent with the City's Charter.

We agree to the adopted 2025-2026 Ground Rules:

Heidi Lueb, Mayor _____

Maureen Wolf, Council President _____

Faraz Ghoddusi, Councilor_____

Heather Robbins, Councilor _____

Jake Schlack, Councilor _____

Jeanette Shaw, Councilor _____

Yi-Kang Hu, Councilor _____