Tigard Business Meeting
AGENDA

TIGARD CITY COUNCIL & LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: AUGUST 26, 2025 - 6:30 p.m. Business Meeting

MEETING LOCATION: Hybrid - City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

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: August 26, 2025 Council Meeting (https://www.tigard-or.gov/Home/Components/Calendar/Event/9931/372).

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 contacting: City Recorder Carol Krager at 503-718-2419 (voice) / carolk@tigard-or.gov 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 & LOCAL CONTRACT REVIEW BOARD
MEETING DATE AND TIME: AUGUST 26, 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

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

2. PUBLIC COMMENT

   A. Public Comment – Written

   B. Public Comment – In Person

   C. Public Comment – Phone-In

   D. Public Comment – Video

3. CITY MANAGER REPORT **6:35 p.m. estimated time**

4. CONSENT AGENDA: (Tigard City Council & 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. **6:45 p.m. estimated time**

   A. NON-DESTRUCTIVE WATER MAIN CONDITION ASSESSMENT AND LEAK DETECTION CONTRACT

   B. TIGARD PUBLIC LIBRARY HVAC UPGRADE PROJECT - INSTALLATION AND CONTROLS CONTRACT

   C. TIGARD STREET (FANNO CREEK) BRIDGE REPLACEMENT DESIGN SERVICES CONTRACT AMENDMENT

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

5. UPDATE FROM WASHINGTON COUNTY SHERIFF MASSEY **6:50 p.m. estimated time**

6. HOUSELESSNESS UPDATE **7:05 p.m. estimated time**

7. UPDATE ON BUILDING A BETTER TIGARD PROJECT **7:15 p.m. estimated time**

8. ECONOMIC DEVELOPMENT STRATEGIC PLAN **8:15 p.m. estimated time**

9. CITY OFFICER REVIEW SCHEDULE **8:35 p.m. estimated time**

10. REVIEW OF THE PROPOSED QUESTIONNAIRE FOR CITY OFFICER EVALUATIONS **8:55 p.m. estimated time**

11. NON-AGENDA ITEMS

12. 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.

13. ADJOURNMENT **9:15 p.m. estimated time**

AIS-5885	**4. A.**
Business Meeting	
Meeting Date:	08/26/2025
Length (in minutes):	Consent Item
Agenda Title:	Non-Destructive Water Main Condition Assessment and Leak Detection
Authored By:	Rosie McGown
Presented By:	Senior Project Engineer Horton
Item Type:	Motion Requested Local Contract Review Board
Public Hearing Newspaper Legal Ad Required?:	No
Public Hearing Publication Date in Newspaper:	

Information

EXPLANATION OF ISSUE

The purpose of this action is to approve the award of a contract to Echologics, LLC for Non-Destructive Water Main Condition Assessment and Leak Detection.

ACTION REQUESTED

It is recommended that the Tigard City Council, also serving as the Local Contract Review Board (LCRB), award a contract to Echologics, LLC for Non-Destructive Water Main Condition Assessment and Leak Detection in the amount of $486,738.49 and direct the City Manager to take the steps necessary to execute the contract.

BACKGROUND INFORMATION

Project Overview:

In 2022, the City implemented a Pipeline Renewal and Replacement Program (PRRP), the purpose of which is to proactively identify and replace aging water pipe. The intent of the PRRP is to prevent pipe failures, which lead to expensive repairs, property damage, disruptions in service, water loss, and introduce the potential for water quality emergencies. The PRRP developed a risk model and completed a desktop water main breakage risk evaluation of all water mains in the Tigard Water Service Area (TWSA), identifying water mains at highest risk for breakage. The risk evaluation also created a preliminary project schedule to replace approximately 62 miles of high-risk pipe before 2045.

The Non-Destructive Water Main Condition Assessment and Leak Detection will evaluate approximately 17.7 miles of water mains in the TWSA and benefit the PRRP in three major ways:

- The condition assessment will measure the current average wall thickness of existing water mains. This information will be used to further refine the risk model developed and allow better prioritization of water main replacement projects.
- The condition assessment will provide estimated remaining useful life for the water mains evaluated, potentially allowing for the postponement of water main replacement projects. By postponing water main replacement projects on pipes that do not need immediate replacement

resources can be devoted to replacing other pipe.

- Acoustic leak detection will be completed for all 17.7 miles of pipe included in the scope, which would identify any non-surfacing leaks and allow Tigard Water Operations crews to repair the leaks before they turn into water main breaks. This also reduces non-revenue water loss.

Project Timeline:
Condition assessments, including leak detection, will be split into 2 phases. Phase 1 condition assessments will be completed by the end of 2025, with results delivered to the City by March 2026. Phase 2 condition assessments will be completed in Summer/Fall 2026, with the results delivered to the City by the end of 2026. Results of the condition assessments and leak detection will be incorporated into the PRRP risk model in 2026, and actionable leak detection results will be used by Water Operations staff as soon as is feasible.

Strategic Vision:
This contract and the PRRP meet Strategic Priority One of the City, to set the standard for excellence in public service and customer experience. By using the data provided by this condition assessment, Tigard will be able to maintain its water system infrastructure, allowing us to prioritize replacement of pipe in poor condition while extracting the maximum useful life out of existing pipes.

Procurement Process:
The City issued a Request for Proposals (RFP) for the project on June 18, 2025, with notice published in the Daily Journal of Commerce. Upon closing, the City received two (2) proposals from the following firms, with a proposal score out of a possible 300 points (100 points per evaluator):

- Echologics, LLC - 285
- M.E. Simpson Co. Inc - 250

A selection committee of three teammates from Pubic Works Engineering and Water divisions scored the proposals based on the following criteria, as outlined in the RFP:

- Firm Qualifications and Project Team (35% of score)
- Project Understanding and Approach (25% of score)
- Project Management (15% of score)
- Cost Proposal (25% of score)

Echologics, LLC received the highest score overall, standing out specifically with their firm qualifications, project approach, and price. Accordingly, Echologics, LLC received the evaluation committee's recommendation for contract award.

As such, and in accordance with ORS279 and Tigard Public Contracting Rules 30.075 and 30.100, the City issued a Notice of Intent to Award to Echologics, LLC. The final contract total is $486,738.49 for work stemming from the scope of the RFP through December 31, 2026. As provided in the RFP, with satisfactory performance by Echologics, LLC, the City may extend the scope to include more water mains for testing for up to three additional years. Scope and fee will be mutually agreed upon annually and will come to the LCRB for additional approval as needed.

ALTERNATIVES & RECOMMENDATION
The Local Contract Review Board may reject this contract award recommendation and direct staff to resolicit for the work.

ADDITIONAL RESOURCES

RFP 2025-22 Non-Destructive Water Main Condition Assessment and Leak Detection
FY26 Proposed Capital Improvement Plan – Water Projects (project 96058 on page 4)

Fiscal Impact

Cost: 486,738.49

Budgeted (yes or no): Yes

Where budgeted?: CIP 96058 – Design and Engineering

Additional Fiscal Notes:

The contract is within the current fiscal year project budget, no budget action needed. Work on the contract spanning into FY27 will be included in the FY27 proposed CIP.

Attachments

FY26 Proposed Capital Improvement Plan – Water Projects (project 96058)

96058 - Pipeline Renewal and Replacement Program (PRRP)

Project Need: The city's water distribution system is comprised of approximately 276 miles of pipe, of which approximately 25 percent is cast iron that can be at risk of leaks and breaks. The city has established the Pipeline Renewal and Replacement Program (PRRP) because failure to proactively replace aging pipe can have catastrophic financial implications. The 2020 Water System Plan recommended that the city address all distribution system pipes within a 100-year timeframe.

Project Description: The PRRP was established in 2022. A desktop risk analysis of the water distribution system was completed in 2023, identifying pipes with the highest breakage risk. The PRRP is also employing advanced leak detection technologies to further refine the water distribution system risk assessment and prolong the lifespan of existing water mains. The PRRP will replace approximately one to two miles of pipe each year. At times, funds may be transferred from this program to individual capital projects to leverage opportunities to replace water lines within other projects such as major street improvements.

Operations and Maintenance Impact: Increase in impact during annual construction activities; however, the program will result in a net decrease in impact as older, leak-prone water lines are replaced.

Prioritization: System Enhancement or Regulatory Requirement

	Actual through 2024	Projected 2025	2026	2027	2028	2029	2030	Project Total
EXPENSES								
Internal Expenses								
Project Management	0	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Total Internal	0	100,000	100,000	100,000	100,000	100,000	100,000	600,000
External Expenses								
Design and Engineering	0	800,000	945,000	1,000,000	1,000,000	1,000,000	1,000,000	5,745,000
Construction	0	3,980,000	3,920,000	4,100,000	4,400,000	4,700,000	5,000,000	26,100,000
Total External	0	4,780,000	4,865,000	5,100,000	5,400,000	5,700,000	6,000,000	31,845,000
Total Project Expense	0	4,880,000	4,965,000	5,200,000	5,500,000	5,800,000	6,100,000	32,445,000
REVENUES								
Revenue Funding Source								
530 - Water Fund	0	4,880,000	4,965,000	5,200,000	5,500,000	5,800,000	6,100,000	32,445,000
Total Revenue Funding	0	4,880,000	4,965,000	5,200,000	5,500,000	5,800,000	6,100,000	32,445,000
Total Revenues	0	4,880,000	4,965,000	5,200,000	5,500,000	5,800,000	6,100,000	32,445,000

AIS-5895	**4. B.**
Business Meeting	
Meeting Date:	08/26/2025
Length (in minutes):	Consent Item
Agenda Title:	Tigard Public Library HVAC Upgrade Project - Installation and Controls
Authored By:	Rosie McGown
Presented By:	Assistant City Engineer Brennan
Item Type:	Motion Requested Local Contract Review Board
Public Hearing Newspaper Legal Ad Required?:	No
Public Hearing Publication Date in Newspaper:	

Information

EXPLANATION OF ISSUE

The purpose of this action is to approve the award of a contract to First Cascade Corporation for the Tigard Public Library HVAC Upgrade Project.

ACTION REQUESTED

It is recommended that the Tigard City Council, also serving as the Local Contract Review Board (LCRB), award a contract to First Cascade Corporation for the Tigard Public Library HVAC Upgrade Project in the amount of $2,195,000.00 and direct the City Manager to take the steps necessary to execute the contract.

BACKGROUND INFORMATION

Project Overview:

The Tigard Public Library (TPL), built in 2004, has two hot water boilers for heating and three rooftop air handler units (AHUs) to cool the first and second floors and auditorium area. Several system failures in the past few years challenge the system's reliability. These include compressor and motor failures, as well as failures of the equipment that regulates temperature and air flow during warm weather when TPL is unable to provide cool, comfortable temperatures to patrons and serve as a cooling center for the community.

An engineering review completed in 2021 confirmed that TPL's heating, ventilation, and air conditioning (HVAC) system has reached the end of its useful life, and, as currently designed, is inadequate to handle outside temperatures above 85 degrees. This led to a complete redesign that would provide adequate heating and cooling for the next 20 years, replacing the AHUs with the addition of an air-cooled chiller to ensure adequate cooling. The primary benefits include cooling derived from a water-based cooling system as opposed to a refrigerant-based system which makes the system more environmentally friendly throughout its life, having the ability to be more responsive to the cooling load needed. The project also includes updating the HVAC control system by replacing an obsolete control system with one that is more energy-efficient, using updated technology.

Replacement of the existing system will result in a reduction of ongoing maintenance costs caused by repairing the older, outdated system.

Project Timeline:
With contract award at this meeting, the project's schedule has the work starting in early September (being concurrent with TPL's roof replacement work), with the initial work involving clearing some trees to install an expanded walled enclosure to the east of the TPL buildings (to facilitate construction of the chiller system and for a future larger generator installation) and some minor building modifications and ducting work to accommodate the new AHUs. The replacement of the AHUs will require temporary building closure (using cranes to remove the old AHUs and install the new AHUs on the roof) which is projected to occur in mid-October (after substantial completion of the roof replacement work) with the new upgraded system projected to be operational by mid-November; project completion expected by late December.

Strategic Vision:
The replacement and upgrade of TPL's HVAC system are needed to keep the City's library as a place that is an enjoyable facility for the community to utilize, while protecting the library's materials and the building's integrity, as well as providing an adequate heating and cooling center for the community. By incorporating a chiller system and an updated HVAC control system that are more environmentally friendly and energy-efficient, it is aligned with the City's intent to be environmentally conscious while keeping the City fiscally responsive to the taxpayer's needs.

Procurement Process:
The City issued an Invitation to Bid (ITB) for the project on July 16, 2025, with notice published in the Daily Journal of Commerce. The Engineer's estimate for the project was $3,461,100.00. Upon closing on August 5, 2025, the City received five (5) bids from the following firms, with amount of bid:

- First Cascade Corporation - $2,195,000.00
- Cedar Mill Construction Company LLC - $2,319,600.00
- APEX Mechanical LLC - $2,503,000.00
- Artis - $2,526,682.00
- Copper Mechanical LLC - $3,163,000.00

The project team, including central contracting, has completed responsibility determination reviews including reference checks on similar projects completed by lowest bidder in accordance with ORS279C.375, reviewed the bids for errors, and, after these reviews, determined that First Cascade Corporation has submitted the lowest responsible bid. First Cascade Corporation has no State of Oregon Construction Board violations and is not on the Bureau of Labor and Industries ineligible list. Accordingly, it is recommended that the city award the Tigard Public Library HVAC Upgrade Project contract to First Cascade Corporation for the amount of $2,195,000.00.

ALTERNATIVES & RECOMMENDATION

The Tigard City Council, also serving as the Local Contract Review Board, may reject this contract award recommendation and direct staff to rescope and resolicit for the work.

ADDITIONAL RESOURCES

FY26 Proposed Capital Improvement Plan – Facilities Projects (project 91024 on page 1)
City's ITB Page
November 22, 2022 – LCRB Approval of purchase of the Library HVAC system equipment

Fiscal Impact

Cost: 2,195,000

Budgeted (yes or no): Yes

Where budgeted?: CIP 91024 - Construction

Additional Fiscal Notes:

This contract is within the allocated construction budget for the project. The contract is anticipated to be completed entirely within FY26.

Attachments

FY26 Proposed Capital Improvement Plan – Facilities Projects (project 91024)

November 22, 2022 – LCRB Approval of purchase of the Library HVAC system equipment

91024 - Library HVAC System

Project Need: The Tigard Library, built in 2004, has two hot water boilers for heating and three roof top air handler units (RTUs) to cool the first and second floors and auditorium area. Several system failures in the past few years challenge the system's reliability. These include compressor and motor failures, as well as failures of the equipment that regulates temperature and air flow during warm weather when the library is unable to provide cool, comfortable temperatures to patrons and serve as a cooling center for the Tigard community. The current system, as designed, is inadequate to handle temperatures above 85°.

Project Description: An engineering review completed in 2021 confirmed that the system has reached the end of its useful life. The recommendation is a complete redesign that would provide adequate cooling for the next 20 years; replacing the RTUs with the addition of an air-cooled chiller to ensure adequate cooling. The primary benefits include cooling derived from air cooling as opposed to refrigerant which makes the system more environmentally friendly throughout its life, and the ability to control or ramp up or down depending on the cooling load.

Operations and Maintenance Impact: Replacement of the existing system will result in a reduction of ongoing maintenance costs caused by repairing the older system.

Prioritization: Health, Welfare and Safety

Total Project Cost: **$4,707,000**
City of Tigard Cost: **$4,577,912**

	Actual through 2024	Projected 2025	2026	2027	2028	2029	2030	Project Total
EXPENSES								
External Expenses								
Design and Engineering	87,000	30,000	25,000	0	0	0	0	142,000
Construction	665,000	600,000	2,900,000	0	0	0	0	4,165,000
Contingency	0	100,000	300,000	0	0	0	0	400,000
Total External	752,000	730,000	3,225,000	0	0	0	0	4,707,000
Total Project Expense	752,000	730,000	3,225,000	0	0	0	0	4,707,000
REVENUES								
Revenue Funding Source								
100 - General Fund	752,000	230,000	2,552,912	0	0	0	0	3,534,912
615 - Facilities ISF	0	120,000	323,000	0	0	0	0	443,000
980 - Library Fund	0	380,000	220,000	0	0	0	0	600,000
Total Revenue Funding	752,000	730,000	3,095,912	0	0	0	0	4,577,912
Other Revenue Source								
Energy Trust of Oregon	0	0	129,088	0	0	0	0	129,088
Total Other Revenue	0	0	129,088	0	0	0	0	129,088
Total Revenues	752,000	730,000	3,225,000	0	0	0	0	4,707,000

4.A.

Business Meeting

Meeting Date: 11/22/2022 **Length (in minutes):** Consent Item

Agenda Title: Local Contract Review Board: Purchase of Heating, Ventilation, and Conditioning (HVAC) Equipment for Tigard Public Library

Authored By: Marcos Campos

Presented By: Marcos Campos

Item Type: Motion Requested
Local Contract Review Board

Public Hearing No

Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

The purpose of this action is to award the initial purchase of equipment for Library HVAC system. The total amount of this purchase is $454,914.

ACTION REQUESTED

It is recommended that the Local Contract Review Board award a purchase order to Airefco, Inc. for Carrier equipment for the HVAC System project. This purchase will be completed through a permissive cooperative agreement with Sourcewell in the amount of $454,914. This action will allow the City Manager to take the necessary steps to issue a purchase order.

BACKGROUND INFORMATION

The Tigard Library was built in 2004 and has two hot water boilers for heating and three rooftop air handlers units (RTUs) to cool the first and second floors and auditorium. Several system failures over the past few years have significantly challenged the system's reliability. These include compressor and motor failures, as well as failures to the equipment that regulates temperature and airflow during warm weather. When these failures happen, the Library is unable to provide cool and comfortable temperatures to patrons or to the larger community who seek the Library our as a community cooling center during extreme heat waves or excessively high temperatures. The current system, as designed, is inadequate to handle temperatures above 85^{O} F, let alone 100^{O} F.

An engineering review was completed in 2021 and confirmed that the Library's current system has reached the end of its useful life. The recommendation from the review was to conduct a complete redesign of the system to provide adequate cooling over the next 20 years and replace the current RTUs with an air-cooled chiller to ensure the needed cooling. The air-cooled system also moves away from refrigerant and, as such, is more environmentally friendly.

With the Library's current Carrier systems, the new HVAC system need to integrate seamlessly with the other components. Given this, the city can access, via a permissive cooperative purchase, a national contract that Carrier has under Sourcewell, a national cooperative purchasing body of states, counties, and municipalities working together to achieve optimal purchasing leverage. The city's supplier under this agreement will be Airefco, Inc.

ALTERNATIVES & RECOMMENDATION

The Local Contract Review Board may choose to not award this purchase and direct staff to find alternative solutions to the Library's needs. Due to supply chain issues, if this purchase is not approved there will likely be significant delays in the project.

ADDITIONAL RESOURCES

Under both Tigard Public Contracting Rule (PCR) 10.087 and Oregon Revised Statute 279A.215, the city is eligible to engage in permissive cooperative procurements. This form of procurement allows the city to procure desired goods and services, at bulk discount pricing, without a full formal request for proposal.

Fiscal Impact

Cost: $454,914

Budgeted (yes or no): Yes

Where Budgeted (department/program): CIP/Facilities Capital

Additional Fiscal Notes:

Initial purchase order for the HVAC system. This purchase is solely for Carrier equipment for the overall Library HVAC system project (CIP #91024). The total cost of this purchase is $454,914 and is currently budget in the Facilities Capital Fund with the General Fund providing the funding via transfers into the capital fund. The total budget for the project is $1,725,000 and the project will require subsequent contracts and purchases for installation services and ancillary equipment.

Attachments

No file(s) attached.

GO TO PREVIOUS PAGE GO TO THE TOP OF THE PAGE

WAI-AA WCAG 2.0

AgendaQuick ©2005 - 2025 Destiny Software Inc. All Rights Reserved.

AIS-5920	**4. C.**
Business Meeting	
Meeting Date:	08/26/2025
Length (in minutes):	Consent Item
Agenda Title:	Tigard Street (Fanno Creek) Bridge Replacement Design Services Contract Amendment
Authored By:	Rosie McGown
Presented By:	Senior Project Engineer Morris
Item Type:	Motion Requested Local Contract Review Board
Public Hearing Newspaper Legal Ad Required?:	No
Public Hearing Publication Date in Newspaper:	

Information

EXPLANATION OF ISSUE

The purpose of this action is to approve an amendment to the Tigard Street (Fanno Creek) Bridge Replacement design contract.

ACTION REQUESTED

It is recommended that the Tigard City Council, also serving as the Local Contract Review Board (LCRB), award an amendment to the Tigard Street (Fanno Creek) Bridge Replacement design contract in the amount of $435,634.00 and direct the City Manager to take the steps necessary to execute the amendment.

BACKGROUND INFORMATION

Project Overview:

The existing Tigard Street bridge over Fanno Creek is a timber girder bridge consisting of two vehicular travel lanes constructed in 1958. The Oregon Department of Transportation's 2016 bi-annual inspection identified critical structural deficiencies, resulting in the City being provided a deficiency letter which recommended rehabilitation and ultimate bridge replacement, as well as necessitating annual inspections. Emergency repairs and strengthening measures were designed and completed in 2017, including adding a pedestrian walkway supported by the substructure, with the intent that the bridge would be fully replaced as funding was identified. The bridge is again being inspected bi-annually. The bridge is functionally obsolete, continues to degrade, and is in need of full replacement.

The Project will replace the existing structure with a new bridge wide enough to accommodate pedestrians and cyclists (on both sides of the roadway) along with motor vehicles. Environmental regulations will require the new bridge to be significantly higher and longer than the current bridge, necessitating some rework of the existing Fanno Creek Trail just west of the bridge.

Contract Amendment 4 adds scope, budget, and contract time to address an extended project

duration, increased project complexities, and added work. Some key factors that resulted in the need for Amendment 4 are:

- A requirement to meet a new floodplain regulation - previous criteria focused on travel lanes being set at the 25-year flood elevation, but the new criteria requires the bridge soffit to be set above the 100-year flood elevation. This resulted in additional design effort and hydraulic analysis / modeling, increased project limits, and additional impacts related to the increased project limits.
- Additional design effort associated with floodplain excavation, temporary water management, and planting plans, to meet floodplain and CWS requirements at the project site.
- The original scope made no assumptions about the need for relocation of the Tigard water and sanitary sewer lines, as the extent of the bridge work wasn't detailed enough to include accurate relocation design efforts. Amendment 1 added this relocation design work once the project team had more confidence in the bridge replacement work limits. The waterline relocation design has progressed mostly as anticipated. However, the sanitary sewer relocation is very complex and requires more funds. At the time of Amendment 1, it was thought that the sanitary sewer line could be re-established by replacing the line adjacent to the roadway, slightly offset from its current location. That was determined infeasible, which then led the designers toward other solutions, such as a pump station, a syphon, or a rerouting of the line. Pump stations and syphons are last resorts from a maintenance standpoint, so rerouting the sewer line is being pursued. This will impact two properties where the private laterals will need to be shifted to the new sewer main that will be installed on Tiedeman Avenue. There are many details that the designers will need to work out and the project manager will ensure that the property owners are informed and can provide input to the design.
- Coordination and design effort at one of the private properties has been very extensive, and the original scope assumed no construction impacts to the property based on the bridge work limits assumed at the time.
- Additional design effort and coordination required for foundation and roadway settlement analysis and mitigation related to CWS's 60" sanitary sewer main in the Fanno Creek corridor, beyond typical geotechnical recommendations for settlement.
- Various additional design details requested by the City, such as for adding a trail counter, traffic calming coordination and design in the vicinity of the Fanno Creek Trail crossing of Tigard Street, modifications to the bridge railing architectural treatment to be consistent with other nearby locations, and feasibility of constructing a second stormwater pond to increase on-site treatment capacity.
- DOWL, LLC was also awarded the design contract for the North Dakota Street (Fanno Creek) Bridge Replacement project, being administered by ODOT. At the time of scoping the original DOWL contract for Tigard Street bridge, there were efficiencies that were assumed would materialize in working on permitting for both projects at the same time. However, North Dakota Street bridge experienced funding issues and was put on hold, thereby eliminating the planned efficiencies and increasing the permitting costs for the Tigard Street bridge.
- The extended project duration required the project team, in particular for project management staff, to be on the project longer than originally anticipated, as well as the project team restarting efforts a number of occasions as solutions to issues presented were identified. In addition, DOWL's hourly labor rates have increased since Amendment 1 (late 2023), which was the last time DOWL updated its rates on the contract.

Project Timeline:
Design commenced in late 2022. The project's design currently stands at the 90% level, land use permitting is complete, and environmental permitting efforts are underway. The project's right-of-way / easement acquisition phase is set to begin in the coming months. The goal is to perform the construction of the bridge replacement in 2026.

The Qualifications Based RFP (see "Procurement Process" section below) was set up such that there were two distinct phases of services that would be needed on the project: Phase I being the design phase, consisting of preliminary design through final plans, specifications, and estimate, including right-of-way acquisition and bidding assistance; and Phase II being the construction phase, consisting of construction engineering and inspection. Nearing completion of or after completion of Phase I, the City may, at its discretion: Option 1) amend the contract to add Phase II tasks; Option 2) elect to complete Phase II tasks with in-house resources; or Option 3) assign Phase II task work to another consulting firm. The intent is to pursue Option 1, where the City and DOWL negotiate a subsequent amendment to add construction engineering and inspection services to the contract. It is expected the amendment for Phase II services will be presented to City Council / LCRB in early 2026.

Strategic Vision:
The project will introduce sidewalks, paved widened shoulders (which can be marked as bicycle lanes in the future), and Fanno Creek Trail improvements, including an enhanced and illuminated crossing of Tigard Street, all consistent with the Strategic Vision.

Procurement Process:
In accordance with ORS 279C.110 the Qualifications Based RFP process is used when seeking architectural and engineering services for public construction projects. The City issued a Qualifications Based Request for Proposals (QBS RFP) for the project on April 13, 2022, with notice published in the Daily Journal of Commerce. Upon conclusion of the evaluation process, the LCRB approved a contract for $1,313,174.00 with DOWL, LLC for the project.

- Amendment 1: The contract was amended in December 2023 to include water and sanitary sewer relocation design for the amount of $62,130.00.
- Amendment 2: Extended the term of the contract from June 30, 2024 to June 30, 2025.
- Amendment 3: Extended the term of the contract to September 30, 2025
- Amendment 4: Current amendment to be approved by LRCB in accordance with Tigard's Public Contracting Rule 10.075(C). Public Contracting Rule 10.075(C) requires LCRB approval when the aggregate amendments exceed twenty-five (25) percent of the original contract amount and when the amended contract amount exceeds $150,000.00 if the board finds it to be in the public interest to do so.

ALTERNATIVES & RECOMMENDATION

The Tigard City Council, also serving as the Local Contract Review Board, may reject this contract amendment recommendation and direct staff to rescope and resolicit for the work. Doing so would likely result in missing any opportunity in meeting the desired 2026 construction window and introduce additional cost increases due to delays and possibly bringing on a different consultant.

ADDITIONAL RESOURCES

Previous LCRB Consideration:
August 9, 2022 LCRB Approval on Original Contract
FY 26 Proposed Capital Improvement Plan - Transportation Projects (project 95060 on page 6)

Fiscal Impact

Cost: 435,634.00

Budgeted (yes or no): Yes

Where budgeted?: CIP 95060 Design and Engineering and Contingency

Additional Fiscal Notes:

In current fiscal year budget, no budget action needed. All work under this amendment is expected to be completed in FY26.

Attachments

August 9, 2022 LCRB Approval on Original Contract

FY 26 Proposed Capital Improvement Plan - Transportation Projects (project 95060)

Print | Reading Mode | Back to Calendar | Return

4.A.

Business Meeting

Meeting Date: 08/09/2022 **Length (in minutes):** Consent Item
Agenda Title: Tigard Street Bridge Replacement
Authored By: Toni Riccardi
Presented By: Zach Morris, Senior Project Engineer
Item Type: Local Contract Review Board
Public Hearing No
Legal Ad Required?:
Publication Date: 04/13/2022

Information

EXPLANATION OF ISSUE

Entering into the Personal Services Contract (the Contract) with DOWL, LLC, for technical and design services for the Tigard Street (Fanno Creek) Bridge Replacement Project (the Project) requires Local Contract Review Board (LCRB) consideration and approval.

ACTION REQUESTED

Consider awarding the Contract for an amount of $1,313,174 and direct the City Manager to take the steps necessary to execute the Contract.

BACKGROUND INFORMATION

The existing Tigard Street bridge over Fanno Creek is a timber girder bridge consisting of two vehicular travel lanes constructed in 1958. The Oregon Department of Transportation's 2016 bi-annual inspection identified critical structural deficiencies, resulting in the City being provided a deficiency letter which recommended rehabilitation and ultimate bridge replacement, as well as necessitating annual inspections. Emergency repairs and strengthening measures were designed and completed in 2017, including adding a pedestrian walkway supported by the substructure, with the intent that the bridge would be fully replaced as funding was identified. The bridge is again being inspected bi-annually. The bridge is functionally obsolete, continues to degrade, and is in need of full replacement.

The Project will replace the existing structure with a new bridge wide enough to accommodate pedestrians and cyclists (on both sides of the roadway) along with vehicles, with the ability to be widened in the future to accommodate a potential third vehicular travel lane.

The project design work requires contracting with a qualified firm to provide technical and design services. The City received four (4) proposals in response to its Qualification-Based (QBS) Request For Proposal (RFP). DOWL, LLC, was the highest scoring proposer.

ALTERNATIVES & RECOMMENDATION

It is recommended that the LCRB approve the contract award. The LCRB may choose to not award this contract. However, this is a critical piece of the city's street infrastructure that is aging and deteriorating. Any delay will likely result in costly repairs or eventual long term closure of the bridge until it can be replaced.

ADDITIONAL RESOURCES
N/A

Fiscal Impact

Fiscal Information:
Cost: $1,313,174
Budgeted: Yes
Where Budgeted: CIP 95060 - Tigard Street (Fanno Creek) Bridge Replacement

Attachments

No file(s) attached.

GO TO PREVIOUS PAGE GO TO THE TOP OF THE PAGE

WAI-AA WCAG 2.0
AgendaQuick ©2005 - 2025 Destiny Software Inc. All Rights Reserved.

CAPITAL IMPROVEMENT PLAN: TRANSPORTATION

95060 - Tigard Street (Fanno Creek) Bridge Replacement

Project Need: The bridge structure has deteriorated and needs to be replaced. There is a lack of bike lanes on the bridge and a wooden walkway only on one side.

Project Description: Replace the existing Tigard Street Bridge over Fanno Creek with a new structurally-sound bridge wide enough to accommodate pedestrians and cyclists (on both sides) along with motor vehicles. Environmental regulations will require the new bridge to be significantly higher and longer than the current bridge, which may necessitate some rework of the existing Fanno Creek Trail just west of the bridge. The schedule of this project was moved up to start in Fiscal Year 2020-21 so the city can be prepared to have construction occur in a time frame that best coordinates with Oregon Department of Transportation's Highway 217 widening project that impacts Hall Boulevard.

Operations and Maintenance Impact: Increased pavement area and striping maintenance, reduced bridge maintenance.

Prioritization: Health, Welfare and Safety

Total Project Cost: **$15,086,000**

	Actual through 2024	Projected 2025	2026	2027	2028	2029	2030	Project Total
EXPENSES								
Internal Expenses								
Project Management	218,000	90,000	90,000	60,000	0	0	0	458,000
Total Internal	218,000	90,000	90,000	60,000	0	0	0	458,000
External Expenses								
Land/Right of Way	0	25,000	430,000	0	0	0	0	455,000
Design and Engineering	1,202,000	400,000	400,000	950,000	0	0	0	2,952,000
Construction	0	0	1,900,000	6,100,000	0	0	0	8,000,000
Environmental Compliance	1,000	0	45,000	5,000	0	0	0	51,000
Contingency	0	170,000	900,000	2,100,000	0	0	0	3,170,000
Total External	1,203,000	595,000	3,675,000	9,155,000	0	0	0	14,628,000
Total Project Expense	1,421,000	685,000	3,765,000	9,215,000	0	0	0	15,086,000
REVENUES								
Revenue Funding Source								
200 - Gas Tax Fund	203,000	0	0	0	0	0	0	203,000
205 - City Gas Tax Fund	533,000	0	0	0	0	0	0	533,000
415 - Transportation SDC	599,000	644,000	3,200,000	7,833,000	0	0	0	12,276,000
500 - Sanitary Sewer Fund	0	0	226,000	553,000	0	0	0	779,000
510 - Stormwater Fund	77,000	34,000	188,000	460,000	0	0	0	759,000
530 - Water Fund	9,000	7,000	151,000	369,000	0	0	0	536,000
Total Revenue Funding	1,421,000	685,000	3,765,000	9,215,000	0	0	0	15,086,000
Total Revenues	1,421,000	685,000	3,765,000	9,215,000	0	0	0	15,086,000

AIS-5908 **5.**

Business Meeting

Meeting Date: 08/26/2025

Length (in minutes): 15 Minutes

Agenda Title: Update from Washington County Sheriff Massey

Authored By: Carol Krager

Presented By: Washington County Sheriff Massey

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Washington County Sheriff Caprise Massey will give an update.

ACTION REQUESTED

No action is requested.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

Sheriff Massey reports to the various city councils in the County. Her last update to the Tigard City Council was on January 21, 2025.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

N/A

Attachments

No file(s) attached.

AIS-5939 **6.**

Business Meeting

Meeting Date: 08/26/2025

Length (in minutes): 10 Minutes

Agenda Title: Houselessness Update

Authored By: Megan Cohen

Presented By: City/County Houselessness Liaison Cohen

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

City/County Homelessness Liaison Megan Cohen will present an overview of Tigard's current homelessness response to the City Council. The presentation will include an overview of the programs and services being offered to people experiencing homelessness in Tigard and the demand for services throughout the region. It will address challenges currently faced on the Public Works lawn and provide next steps for discussion on the city's Time/Place/Manner Ordinance.

ACTION REQUESTED

The City Council will listen to a presentation on homelessness response in Tigard and provide direction to staff on next steps.

BACKGROUND INFORMATION

The Tigard Council adopted four Council goals for FY 2025-2026. Strategy 1.2 calls for supporting housing in the entire Tigard community while addressing the regional crisis of homelessness.

Tigard Ordinance 23-03 requires Council to review the City's Time, Place, Manner rules every six months. The council previously implemented these changes:

- October 2023: Removed the prohibition on camping stoves in campsites
- July 2024: Prohibited camping on hardscape surfaces of City property
- July 2024: Prohibited camping around the Library and City Hall

The City of Tigard currently implements the Safe Parking Program in partnership with Just Compassion of East Washington County. The program has been operational for a year, with two host sites. The program has served 13 households to date, with 6 households who have transitioned to stable housing or an alternative program.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

N/A

Attachments

Homelessness Update Aug 2025

Homelessness Update

Megan Cohen, City/County Homelessness Liaison

August 26, 2025

CITY OF Tigard

Homelessness in Tigard

- Increase in number of people camping on the Public Works Lawn
  - Tigard Police Department
  - Street Outreach
- Families and individuals in our community facing eviction
  - Library Social Services Coordinator
  - Supportive Housing Services
  - Safe Parking Program

Homelessness in our Region

- SHS system is at capacity; no available shelter beds and long waitlists for service entry
- Slow turnover within the system due to unavailable affordable housing / funding for housing vouchers
- 50% reduction in eviction prevention across all funding sources – local, state, and federal
- Point in Time Count 2025 showed for every 10 people that are housed, 15 become homeless
- Beaverton & Hillsboro are facing similar issues as Tigard

Safe Parking Update (as of July 2025)

- 13 households have been served by the program
- 6 households have transitioned into housing/alt program
- 2 host sites, working on a third host site
- Just Compassion has been responsive to issues and concerns

Next Steps

- Consider Time, Place, & Manner Ordinance changes
- Explore other available resources / county programming
- Communicate city's strategy and response to homelessness to the public
- Continue to report on existing programs, track available data, and coordinate with internal and external partners
- Washington County SHS presentation in late fall/winter

AIS-5861	**7.**
Business Meeting	
Meeting Date:	08/26/2025
Length (in minutes):	60 Minutes
Agenda Title:	Update on Building a Better Tigard Project
Authored By:	Kim Ezell
Presented By:	Deputy City Manager Tritsch, Strategic Initiatives Program Manager Ezell, Finance Director Kang, Police Chief McDonald, Public Works Director Rager
Item Type:	Update, Discussion, Direct Staff
Public Hearing Legal Ad Required?:	No
Publication Date:	

Information

EXPLANATION OF ISSUE

Council update on the progress of the Police and Public Works Facility Project.

ACTION REQUESTED

Council is asked to give feedback on project progress and direction on bond package considerations.

BACKGROUND INFORMATION

For years, Tigard has faced a serious challenge: facilities are aging, seismically unsafe, overcrowded, and too costly to Tigard taxpayers to rehabilitate. This includes critical first-responder facilities for Public Works, Police, and Tigard's Emergency Operations Center.

A 2009 study found that the Police Department's 42-year-old facility is overcrowded and a follow-up study in 2013 determined the Police Department is operating in about half the space it needs to function efficiently. Additionally, a seismic assessment in 2016 determined that the building could be unusable for days or weeks after an earthquake. This would hamper the City's ability to respond effectively during an emergency. The Public Works building is 30 years old and was not built to house the full Public Works Department of the City.

The Public Works site is approximately 3.0 acres and cannot safely store the equipment needed by the Department. Employees regularly hold staff meetings outside the building because it does not have meeting rooms to accommodate their teams.

In 2024, the City purchased a 9.5 acre parcel to address these needs and combine the two departments efficiently on a new campus. The facility will serve as the operations and maintenance center for Water, Sewer, Storm, Parks and Recreation, Streets, Engineering, Public Works Administration, Fleet and Facility functions, and the Police Department. This facility will also function as the Emergency Operations Center and host the field staff, equipment, and materials needed to respond to emergencies, both for local operations and for special districts (e.g., TVF&R) as needed.

ALTERNATIVES & RECOMMENDATION

Council could ask teammates to provide specific financial analysis to assist with future bond package consideration discussions.

ADDITIONAL RESOURCES

N/A

Attachments

Building a Better Tigard Council Update (8.2025)

Police and Public Works Facility: Council Update

August 26, 2025

CITY OF Tigard

BUILDING A BETTER TIGARD

Agenda

1	**Project Team Introduction**
2	**Communications** • National Community Survey • Community Engagement
3	**Design and Construction** • Design Check-In • CM/GC Process
4	**Financial Update**
5	**Next Steps**

BUILDING A BETTER TIGARD

Project Team Introduction

CITY OF Tigard

BUILDING A BETTER TIGARD

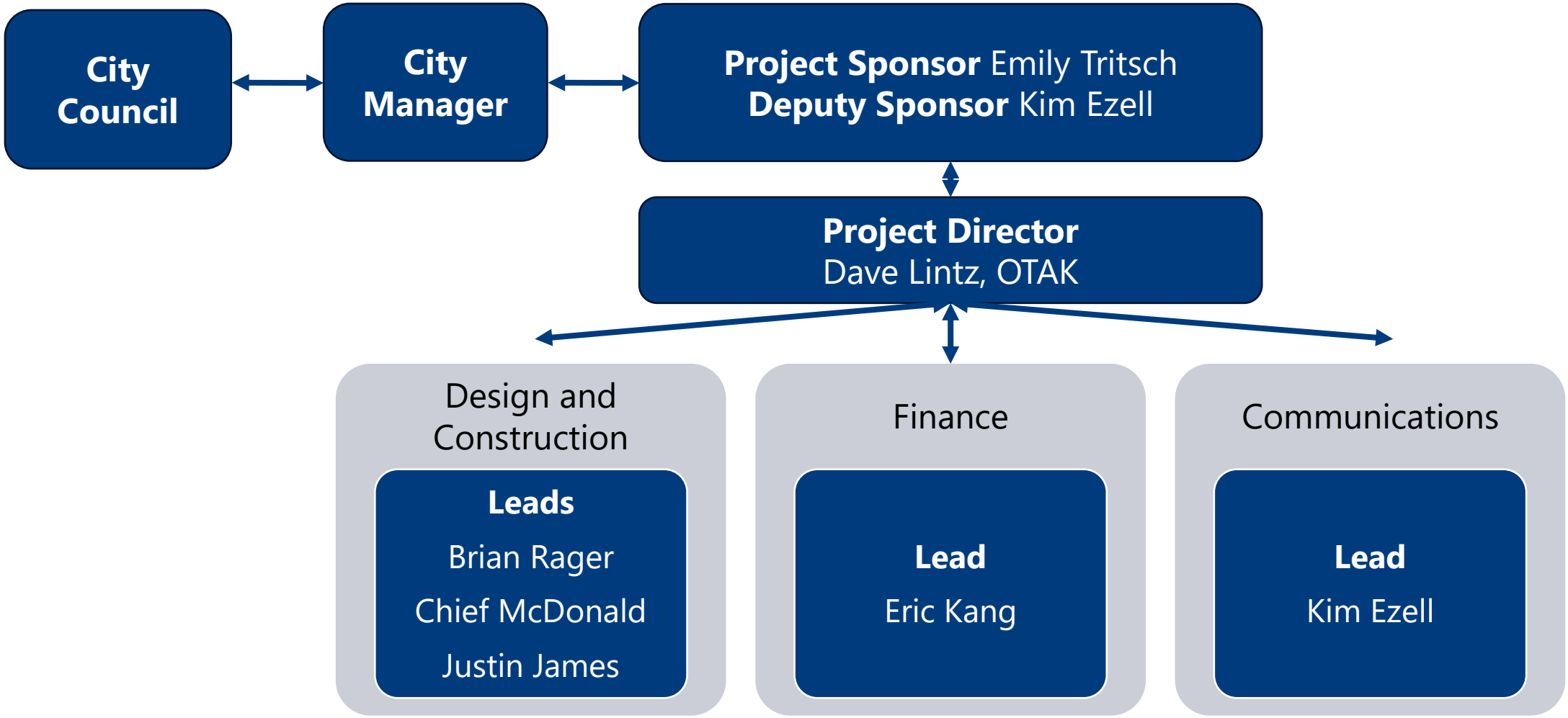


Project Overview

We will build a safe, modern facility for our Police and Public Works departments, and work to ensure our first responders can continue providing critical services to the community after a natural disaster, improve everyday operational efficiency, and reduce long-term costs

BUILDING A BETTER TIGARD

Project Team – Internal (Mostly)



BUILDING A BETTER TIGARD


POLICE
BUILDING A BETTER
TIGARD

Project Team – Key Partners

Otak

Project Director

Driver of the project and process

Responsible for managing:
- Scope
- Budget
- Schedule

Scott Edwards Architecture

Architect

Leads design for the facility

Collaborates closely with CM/GC on cost estimates and constructability

p&c perlo
A JOINT VENTURE

CM/GC

Leads construction for the facility

Collaborates closely with the team to from design to final delivery

BUILDING A BETTER TIGARD

Communications

CITY OF Tigard

BUILDING A BETTER TIGARD

National Community Survey Results

Most participants believe the Tigard Police and Public Works Departments buildings are in “Good” or “Excellent” condition

49% were aware of the bond in May 2026

66% said they supported the bond measure

BUILDING A BETTER TIGARD

Out in the community





BUILDING A BETTER
TIGARD

Design and Construction

CITY OF Tigard

BUILDING A BETTER TIGARD

Existing Police Dept Facilities





BUILDING A BETTER TIGARD

Existing Public Works Facilities

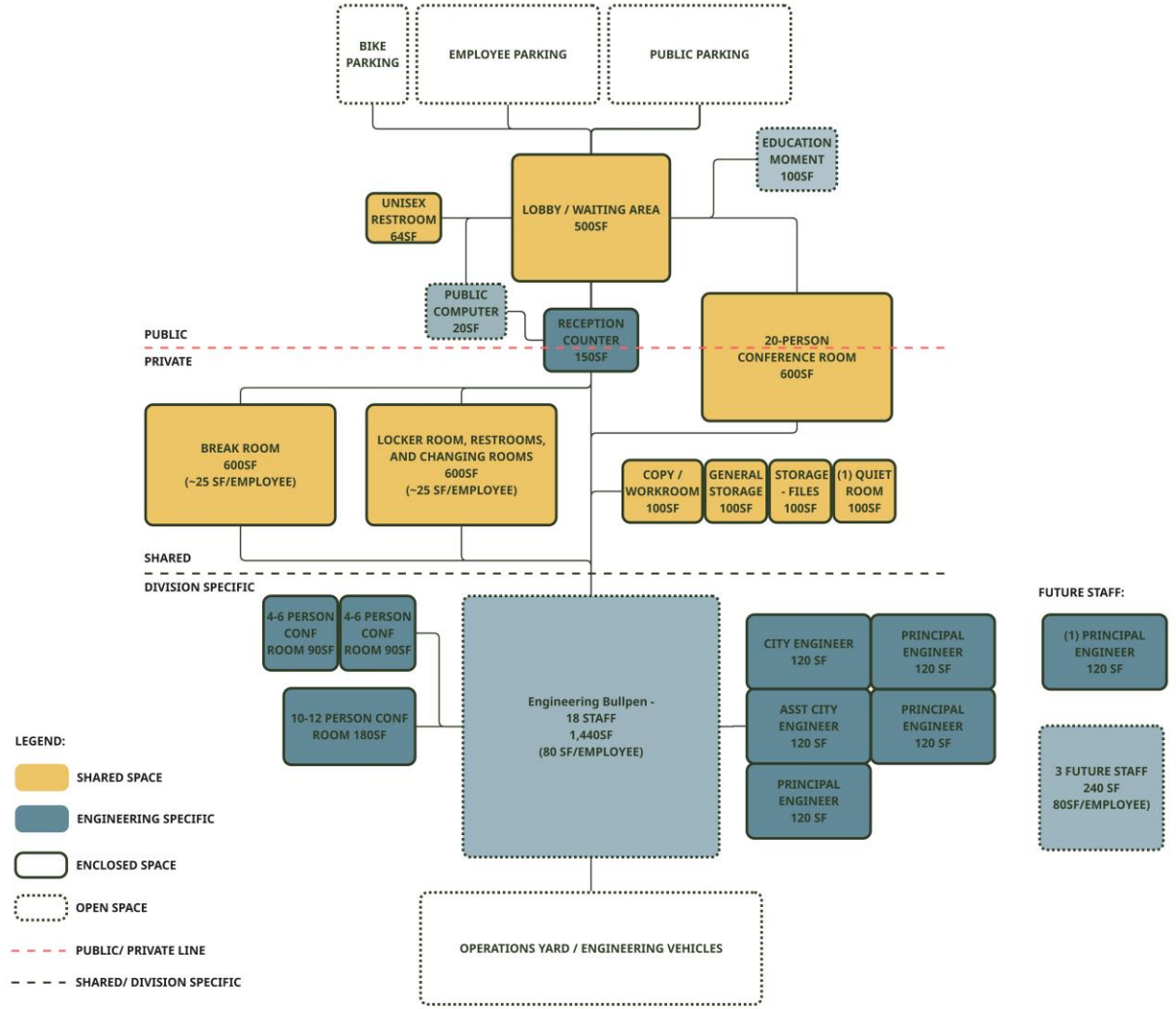






BUILDING A BETTER TIGARD

Programming Phase Diagrams



BUILDING A BETTER TIGARD

CM/GC Process

- **RFP Issued:** May 28, 2025
- **Proposals Received:** 11
- **Selection Committee:** 4 city teammates, 2 consultants
- **Proposal Scoring Criteria:** Work management, team/org chart, cost management, schedule/quality control/safety plans, fee
- **Top 5 Firms Interviewed:** Topics: precon/design, team dynamics, cost controls, communication and conflict resolution
- **Final Round Interviews:** top 2 firms advanced for second interviews

BUILDING A BETTER TIGARD

CM/GC Process

P&C – Perlo A Joint Venture
was selected

- **Contract execution:** expected August 2025 for precon, within City Manager authority to execute
- **Guaranteed Maximum Price (GMP) Amendment:** construction phase, expected next year, will come to LCRB for approval

BUILDING A BETTER TIGARD

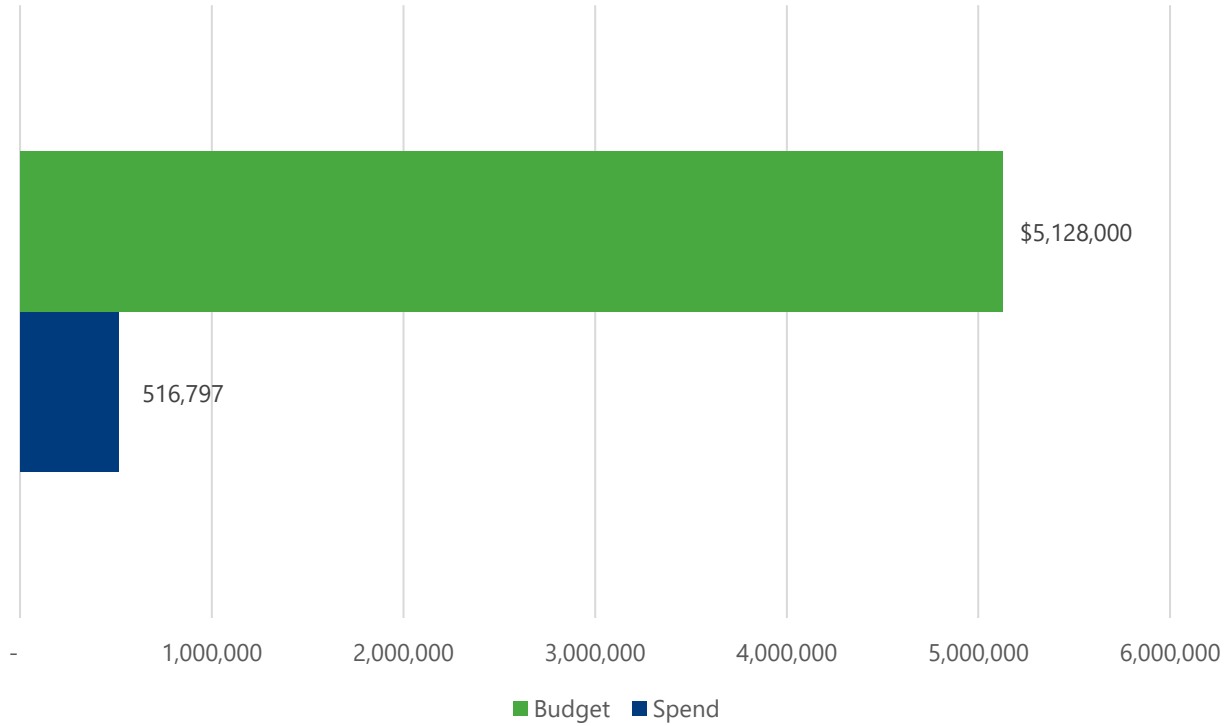
Financial Update

CITY OF Tigard

BUILDING A BETTER TIGARD

Project Costs to Date

- Spending is at 10% budgeted through FY26.
- On track to stay within budget.

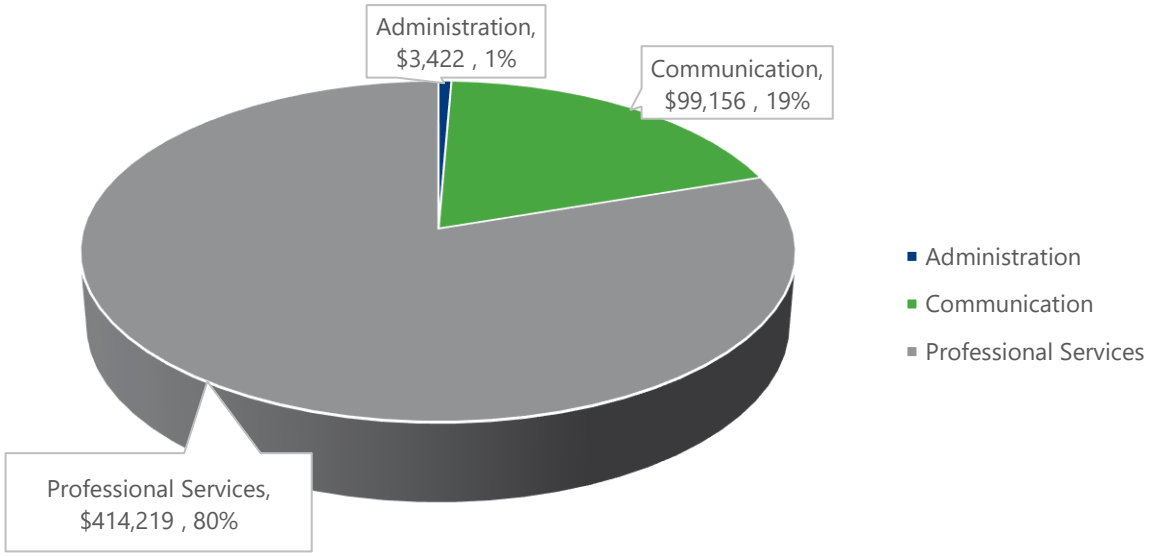


Note: Excludes land acquisition cost of $15.1M

BUILDING A BETTER TIGARD

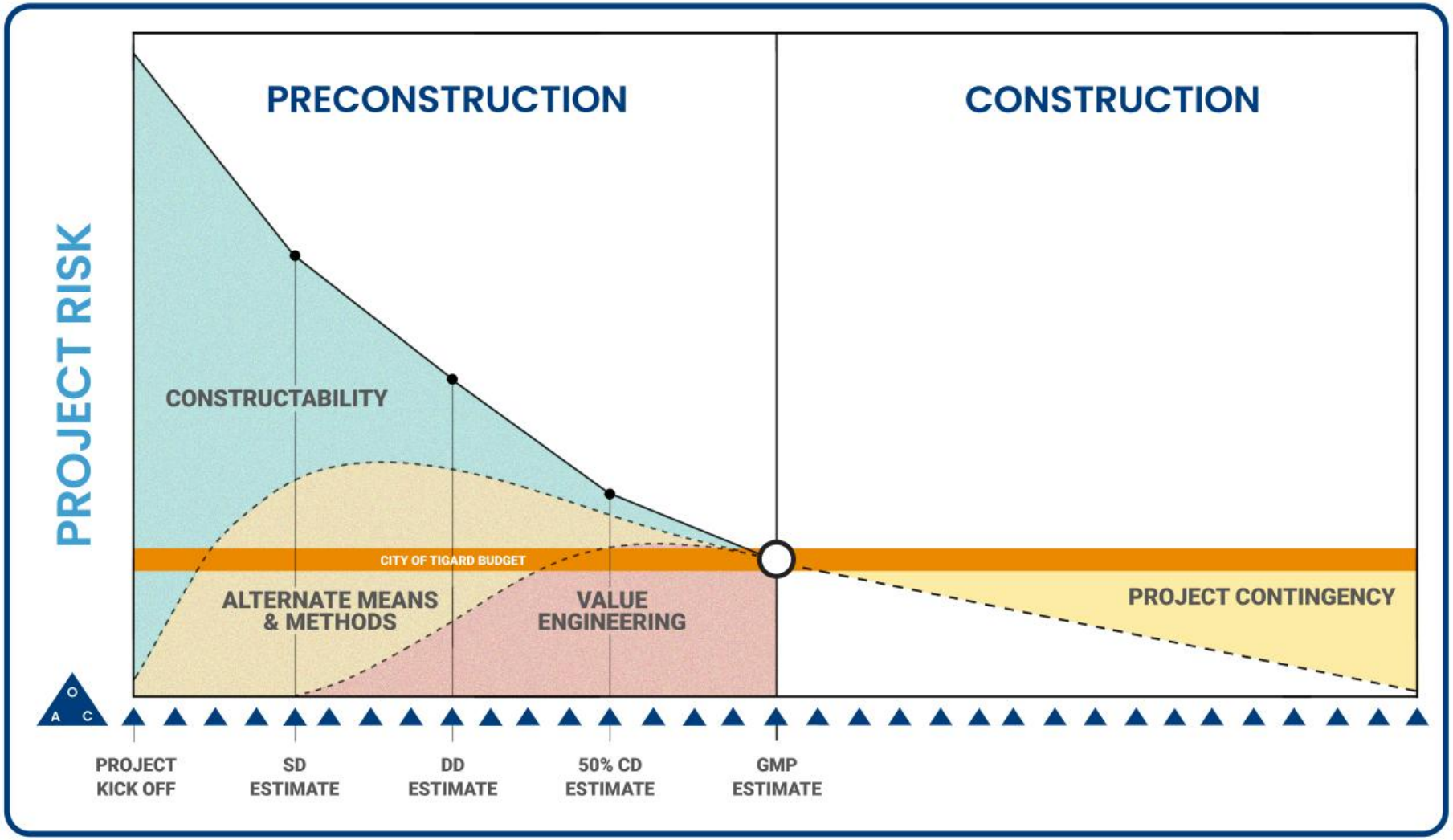
Project Costs to Date

- Majority of spend is on architecture, engineering, and project management.
- Communication costs primarily for polling, mailers, and material for community engagement.
- Minor administrative costs for contracting costs and legal & financial advice.



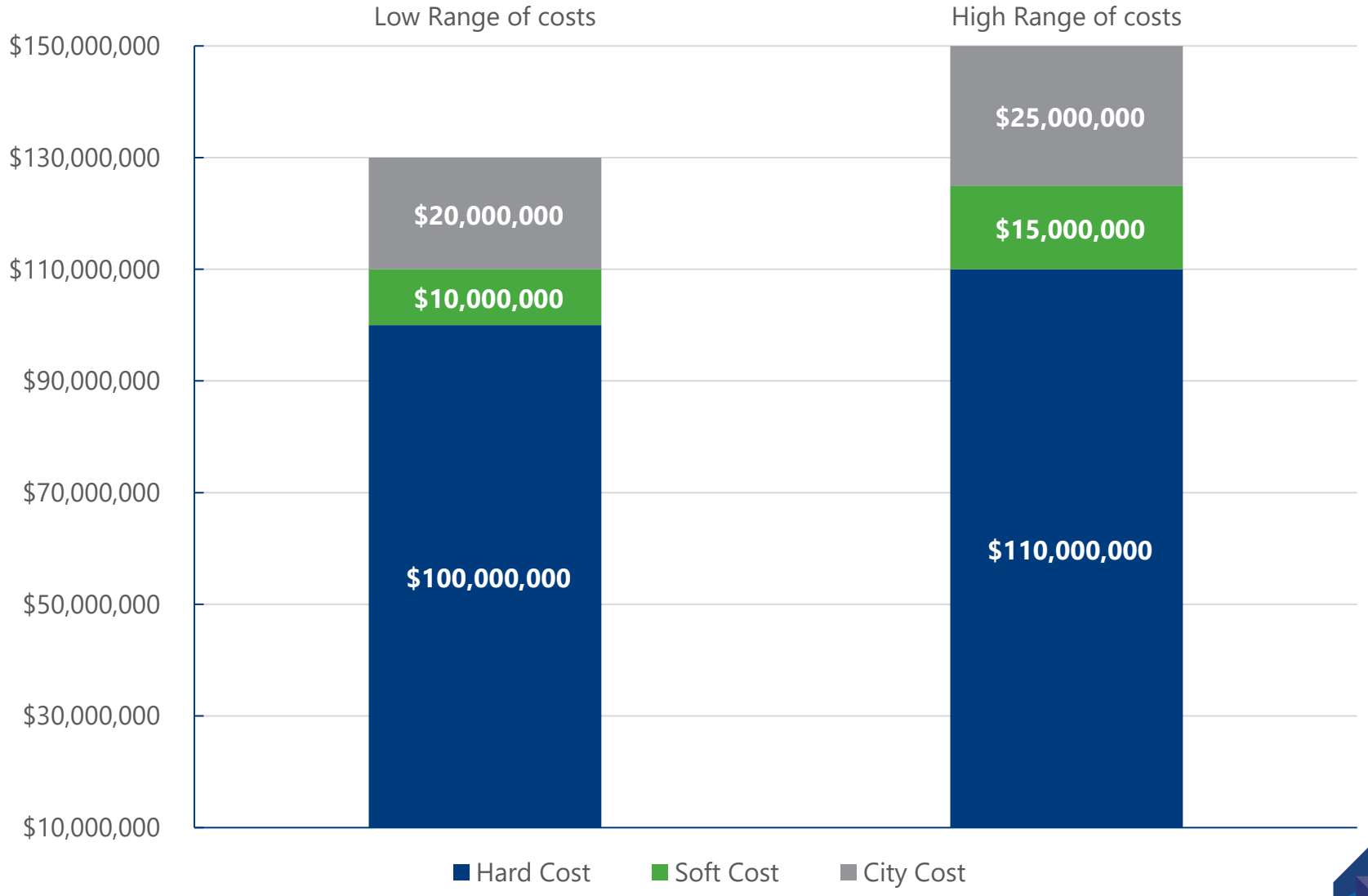
BUILDING A BETTER TIGARD

Project Contingency – Minimizing Risk



BUILDING A BETTER TIGARD

Anticipated Total Project Costs



BUILDING A BETTER TIGARD

Bond Package Considerations



Bond Amount



Percent of project funded through General Obligation (GO) bond compared to other funding sources



20-year term

or

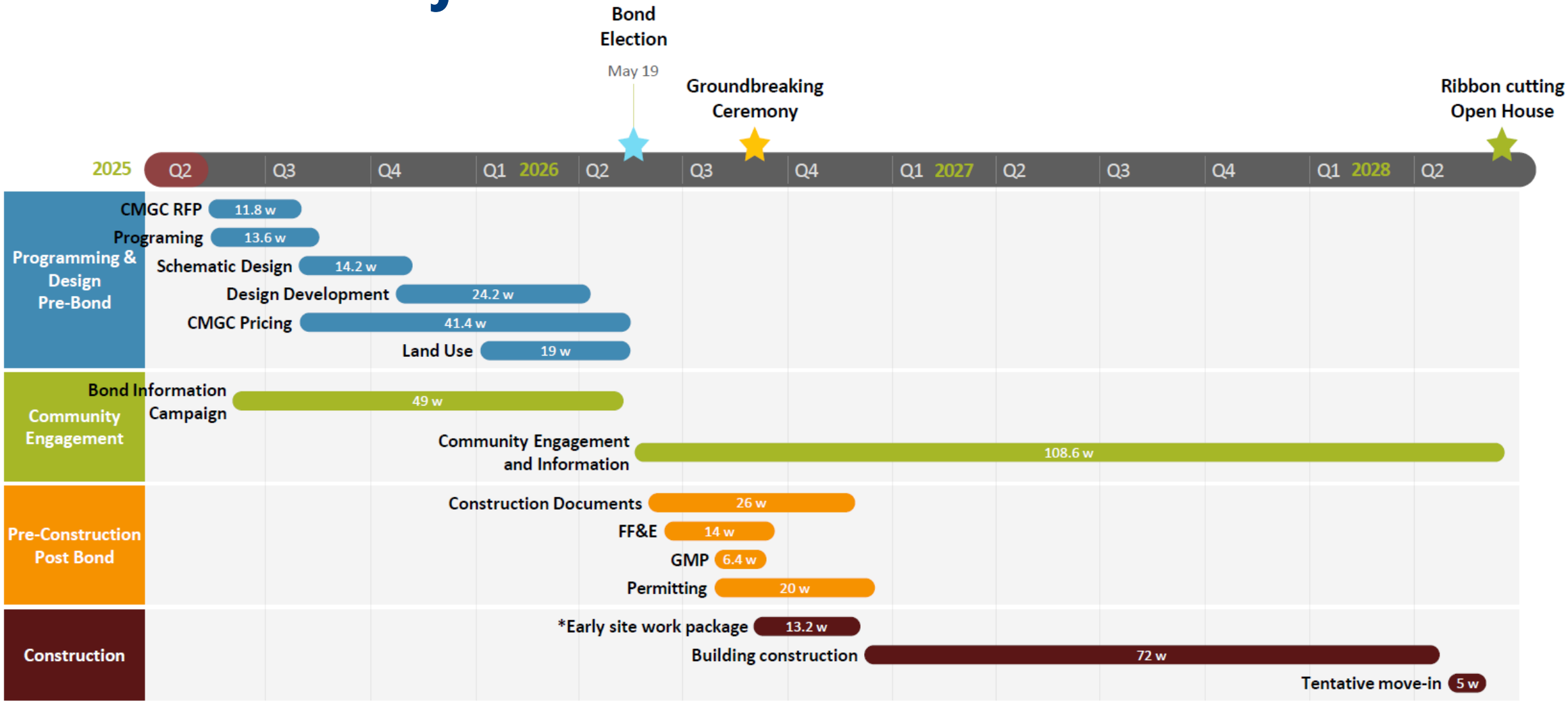
30-year term

Next Steps

CITY OF Tigard

BUILDING A BETTER TIGARD

Tentative Project Schedule



BUILDING A BETTER TIGARD

Upcoming Council Updates

- **Early December –** Project Update
- **January-February –** Bond Package considerations and ballot language
- **April –** Project Update

BUILDING A BETTER TIGARD

Questions?

CITY OF Tigard

BUILDING A BETTER TIGARD

AIS-5937 **8.**

Business Meeting

Meeting Date: 08/26/2025

Length (in minutes): 20 Minutes

Agenda Title: Economic Development Strategic Plan

Authored By: Danelle Hauther

Presented By: Community Development Director Kirkman and Economic Development Manager Hauther

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The City Council's 2025-2027 Adopted Goals include the following goal: "Elevate economic opportunities for current and future residents." To meet this goal, the city needs a focused Economic Development Strategic Plan to adapt to changing market conditions, respond to community and business needs, and position the city as a competitive and inclusive place for business and investment.

The Plan will help align local resources, target economic opportunities, and improve outcomes for Tigard's businesses, workforce, and residents. It will also provide guidance for evaluating and prioritizing programs, partnerships, and funding.

ACTION REQUESTED

Staff are asking City Council to review the proposed plan of action for the Economic Development Strategic Plan Development project, and identify points in the process when Council would like to be updated or have opportunities to contribute to the process ahead of final review and adoption of the plan.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

This subject had not been formally presented to City Council in a past meeting. This has evolved through general questions from the Council about development of a strategic plan for Economic Development and was solidified with the adoption of the Council's 2025-2027 Goals. This is the first time Council will hear the plan for the development of a strategic-level guidance initiative.

Tentative Project Timeline:

- **Aug 2025:** Contractor Onboarding
- **Sep-Oct 2025:** Discovery phase (data review, stakeholder engagement)
- **Oct-Nov 2025:** Draft vision, goals, and strategies
- **Late Nov 2025:** Internal staff and partner review
- **Dec 2025:** Draft Plan presented to City Council for feedback

- **Jan 2026:** Final Plan presented to City Council for adoption

Public Involvement
Key engagement components include:

- Business Survey - Distributed to all licensed businesses in Tigard to assess local needs, opportunities, and barriers.
- Stakeholder Interviews - Targeted interviews with internal and external partners to explore priorities and gaps.
- Focus Groups - Three facilitated discussions with local businesses and community partners to build a shared understanding of priorities.
- Workshops - Structured workshops to create the program's mission, vision, and values; and from there, develop strategic objectives, actions, and metrics.

These inputs will inform the environmental scan and implementation matrix, which will clearly define priority actions, responsible parties, timelines, and measurable outcomes.

Impacts (Community, Budget, Policies and Plans/Strategic Connection)
This action directly supports Council Goal 2: "Elevate economic opportunities for current and future residents."

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

N/A

Attachments

Economic Development Strategy Planning



Economic Development Strategic Plan Development

August 26, 2025

Danelle Hauther, Economic Development Manager

Sambo Kirkman, Community Development Director

CITY OF Tigard

Purpose



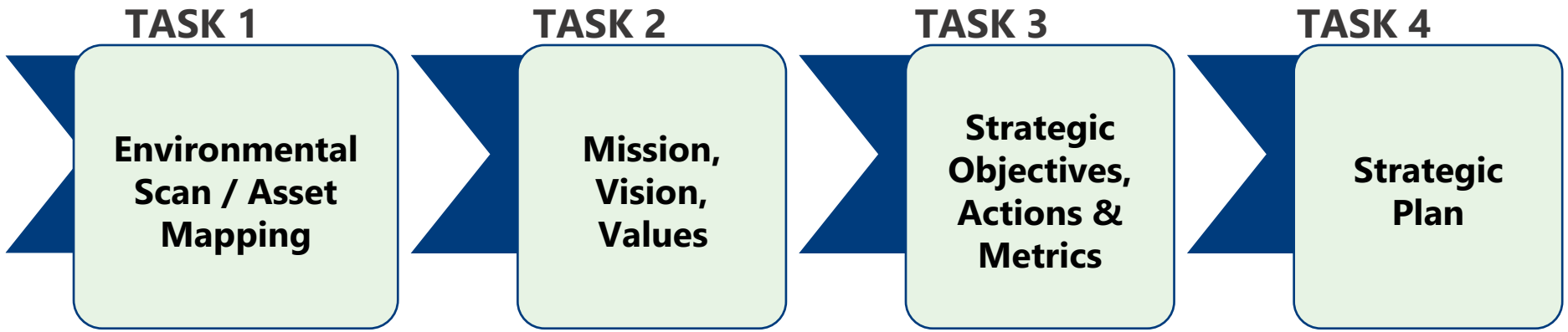
Understand Council's desired level of involvement in creation of Tigard's first **Economic Development Strategic Plan**

Project Goal



Establish a clear roadmap to guide the City's investments, partnerships, and policy decisions to deliver on Council's Goal to Create Economic Opportunity for All

Strategic Plan Development



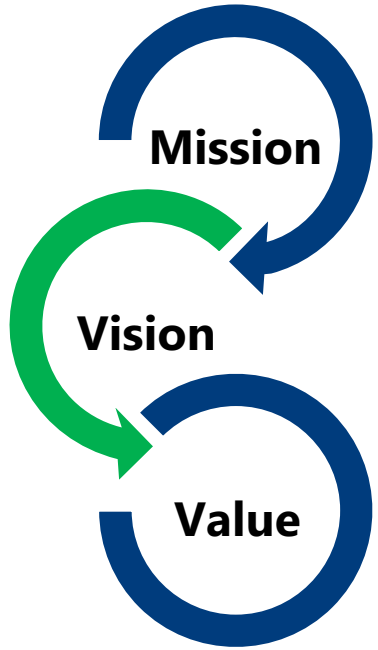
Task 1: Environmental Scan & Asset Mapping

- **Inventory existing economic development programs**
- **Evaluate economic and demographic profiles, employment trends, and commercial real estate market conditions**
- **Engage with businesses to understand their needs and gaps in service**



Task 2: Identify Mission, Vision, Values

- **Develop mission, vision and values to create clarity around the City's role in economic development.**
- **In-person workshop to define Tigard's economic development purpose and guiding principles.**



Task 3: Strategic Objectives, Actions & Metrics

- **Convert the vision into meaningful but implementable action.**
- **Includes a workshop to create focused actions, initiatives and metrics**



Task 4: Strategic Plan



- **Integrate tasks 1-3 into a final strategy that summarizes the process, findings, and future direction**
- **Draft Strategic Plan will be presented to Council at a meeting prior to adoption**

Timeline

Aug 2025	Sept-Oct 2025	Early Nov 2025	Late Nov 2025	Dec 2025 Jan 2026
Council Discussion	Complete Environmental Scan / Asset Mapping	Identify Mission, Vision, Values	Develop Strategic Objectives, Actions & Metrics	Create Strategic Plan

Question

How does City Council want to be involved in development of the Economic Development Strategic Plan?



Thank you

CITY OF Tigard

AIS-5930 **9.**

Business Meeting

Meeting Date: 08/26/2025

Length (in minutes): 20 Minutes

Agenda Title: City Officer Review Schedule

Authored By: Brent Stockwell

Presented By: City Manager Stockwell

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Clarification of the review schedule for city officers versus other employees and direction to the City Manager to include this schedule as a standing item in the Tentative Agenda.

ACTION REQUESTED

Discussion and direction to staff.

BACKGROUND INFORMATION

The requirement to annually review the performance of each city officer is contained within the employment agreement approved by the City Council and each city officer. The language from each agreement is included below, followed by an excerpt from the City Wide Personnel Policy.

The employment agreement with City Manager Brent Stockwell approved April 23, 2025 states that "City will annually review Employee's performance in June subject to a process, form, criteria, and format for the evaluation, which will be mutually agreed upon by the City and Employee. City will also conduct quarterly check-ins with Employee in September, December, and March. The evaluation process at a minimum will include the opportunity for both Parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to both parties within 30 days of the evaluation meeting. The date during which the annual performance evaluation or quarterly check-ins must be conducted may be adjusted by mutual consent of the parties."

The employment agreement with City Attorney Shelby Rihala, approved Oct. 17, 2017, states that "City shall annually review the performance of the Employee prior to the Anniversary Date of the Agreement, subject to the City's Management/Supervisory performance evaluation and review system and policies."

The employment agreement with City Judge Emily Oberdorfer, approved March 17, 2021, states that "City shall annually review the performance of the Employee prior to the Anniversary Date of the Agreement subject to the City's Management/Supervisory performance evaluation and review system and policies."

City Wide Personnel Policy 52.0, revised July 27, 2019, currently states that: "Annual performance evaluations must be completed on the form provided by Human Resources (available on InsideTigard). Supervisors are responsible for ensuring performance evaluations are completed appropriately and on time. Signed performance evaluations will be placed in the employee's personnel file and the employee will receive a copy of the document. Employees may respond in writing to their performance evaluation and submit the response to Human Resources, which will be included in their personnel file. Probationary employees participate in an initial goal setting meeting and receive a performance evaluation at the end of six (6) months of employment. This date establishes the employee's merit eligibility date which is changed only upon promotion, layoff or leave without pay greater than fourteen (14) calendar days. Upon completion of the probationary period, as documented by a satisfactory performance evaluation, the employee shall receive a merit increase. Thereafter, regular performance evaluations will be conducted annually by the end of June of each year. Employees are eligible for merit increases annually following completion of the probationary period contingent on continued satisfactory performance, until the employee reaches the maximum salary in the salary range assigned to their job classification. Departments or supervisors may conduct more frequent performance or progress reviews as a departmental policy or whenever a special performance or process review is deemed necessary."

This Policy is currently under review for an update to the performance evaluation timeline. The timeline is expected to change from June to the employee's merit eligibility (anniversary) date.

ALTERNATIVES & RECOMMENDATION

A. Continue to conduct City Official performance evaluations as outlined in their approved Employment Agreements. The City Manager's annual evaluation would occur in June, which also aligns with the Anniversary Date of his agreement, and the City Attorney and City Judge would also occur prior to their Anniversary date.

B. Conduct City Official performance evaluations annually, all at the same time, either in June or December.

Any change to the employment agreement would need to be consented to by the City Officer consistent with their Employment Agreement. Similarly, with mutual consent of both parties, the review process could be adjusted in the future when required to ensure a majority of City Council have had enough time in office to review the City Officers' performance. Previously, this has been done when an Anniversary Date fell early in new Councilors' terms.

Whatever direction is provided by the City Council, will be reflected on the Tentative Agenda to ensure timelines are met.

ADDITIONAL RESOURCES

N/A

Attachments

No file(s) attached.

AIS-5931 **10.**

Business Meeting

Meeting Date: 08/26/2025

Length (in minutes): 20 Minutes

Agenda Title: Review of the Proposed Questionnaire for City Officer Evaluations

Authored By: Brent Stockwell

Presented By: City Manager Stockwell

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Review the proposed questionnaire for city officer evaluations.

ACTION REQUESTED

Discussion and direction to staff.

BACKGROUND INFORMATION

The Self-Evaluation and Evaluation formats were prepared by Human Resources with input from City Councilors and City Officers. Following discussion and direction by the City Council, the form and content of this evaluation will become the default format for future annual evaluations, until changes are proposed by City Officers or the City Council, and approved by the City Council.

ALTERNATIVES & RECOMMENDATION

Move to approve the evaluation format, with or without additional changes.

ADDITIONAL RESOURCES

N/A

Attachments

Self-Assessment

Evaluation

EMPLOYEE (PUBLIC OFFICIAL) SELF-ASSESSMENT FORM

SELECT: Mid-Year Evaluation ☐ Annual Evaluation ☐

Review Period From:	**To:**
Employee Name:	**Date:**
Employee Title:	**Employee Signature:**

Goals and Areas of Focus for this Review Cycle

1.
2.
3.
4.

The purpose of this form is to provide the employee with an opportunity to self-assess and describe accomplishments over the past review cycle, provide input on areas of desired growth/training opportunities, and provide insight into opportunities for additional support. Consider the following bullets to help you complete the assessment below.

- *What has gone well over the past review cycle?*
- *What are some opportunities for growth?*
- *How can we help you achieve your goals? Are more resources or training needed?*
- *Have you set any goals for yourself for the next review cycle?*

1. **Please describe what has gone well and note any key accomplishments achieved during the review cycle.**

2. **Are there any areas for career growth or development?**

3. **Do you have any recommendations or suggestions on how to best support your continued success?**

4. **List and describe new goals for the next annual review cycle (including learning and training goals). For mid-year reviews, please note any adjustments or modifications that you would like considered for the current goals.** *Ensure your goals are **SMART – Specific, Measurable, Action Oriented, Relevant** (to your work and/or the City's Strategic Vision), and **Time Specific** (set projected/expected completion dates.) 21 SMART Goals Examples for Work.*

PUBLIC OFFICIAL (EMPLOYEE) PERFORMANCE EVALUATION FORM

SELECT: Mid-Year Evaluation ☐ Annual Evaluation ☐

Review Period From: **To:**
Employee Name: **Date:**
Employee Title:

Evaluation Prepared and Delivered By: **City Council Collaboration**

Mayor's Signature: _____ **Date: _____**

HR Director Signature: _____ **Date: _____**

Employees' Signature: _____ **Date: _____**

Current Goals

1.
2.
3.

Upcoming and New Goals (*if applicable***)**

1.
2.
3.

<u>*(Insert public official's title)* PERFORMANCE EVALUATION</u>

The role of a *(fill in public official's primary role and expectations).*

1. **What is the City Council's collective observation and evaluation of the *(insert public official's title here)* alignment with Tigard's Community Promise: Equity, Environment, Economy, Engagement, and Excellence?**

2. **Were any opportunities or resources suggested to support the success of the *(insert public official's title)* moving forward?**

3. **Were adjustments or modifications applied to relevant goals?**

Employee self-assessment provided and attached: Yes ☐ No ☐

This performance evaluation will be kept in the employee's personnel file.