Tigard Business Meeting
AGENDA

TIGARD CITY COUNCIL & TOWN CENTER DEVELOPMENT AGENCY

MEETING DATE AND TIME:	FEBRUARY 10, 2026 - 6:30 p.m. Business Meeting **Revised 2/9/2026 to add attachments to Items 12 & 13.**
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: 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) / 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 & TOWN CENTER DEVELOPMENT AGENCY

MEETING DATE AND TIME: FEBRUARY 10, 2026 - 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 **6:35 p.m. estimated time**

   A. Public Comment – Written

   B. Public Comment – In Person

   C. Public Comment – Phone-In or Video

3. CITY MANAGER REPORT **6:40 p.m. estimated time**

4. CONSENT AGENDA: (Tigard City Council) The Consent Agenda is used for routine items including approval of meeting minutes, contracts or intergovernmental agreements. Information on each item is available on the city's website in the packet for this meeting. These items may be enacted in one motion without separate discussion. Council members may request that an item be removed by motion for discussion and separate action.
6:45 p.m. estimated time

   A. RESOLUTION OF SUPPORT FOR PURSUING THE 2026 BUILD GRANT FOR 72ND AVE (99W TO DARTMOUTH ST)

5. LEGISLATIVE PUBLIC HEARING: ORDINANCE AMENDING TIGARD MUNICIPAL CODE CHAPTER 5.20 LIQUOR LICENSE APPLICATION PROCESS **6:50 p.m. estimated time**

6. LEGISLATIVE PUBLIC HEARING: ORDINANCE ADOPTING TIGARD MUNICIPAL CODE CHAPTER 14.24 DEMOLITION OF STRUCTURES **6:55 p.m. estimated time**

7. LEGISLATIVE PUBLIC HEARING: ORDINANCE ADOPTING TIGARD MUNICIPAL CODE CHAPTER 14.28 FOR TEMPORARY CERTIFICATES OF OCCUPANCY **7:05 p.m. estimated time**

8. PUBLIC HEARING: PLANNING FEE SCHEDULE UPDATES **7:15 p.m. estimated time**

9. LEGISLATIVE PUBLIC HEARING: ORDINANCE AMENDING TIGARD MUNICIPAL CODE CHAPTER 7.48 REGARDING SPECIAL EVENT PERMITS **7:25 p.m. estimated time**

10. TIGARD HOME (HOUSING, OPPORTUNITY, MOBILITY AND ENTERPRISE) COMMUNITY ENGAGEMENT BRIEFING **7:30 p.m. estimated time**

11. TOWN CENTER DEVELOPMENT AGENCY: DISCUSSION OF NICK WILSON MEMORIAL PLAZA PROJECT **8:00 p.m. estimated time**

12. BUILDING A BETTER TIGARD: POLLING RESULTS **8:20 p.m. estimated time**

13. DISCUSSION OF COUNCIL INVOLVEMENT IN CITY MANAGER RECRUITMENT PROCESS
8:45 p.m. estimated time

14. NON-AGENDA ITEMS

15. 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.

16. ADJOURNMENT **8:55 p.m. estimated time**

AIS-6101 **4. A.**

Business Meeting

Meeting Date: 02/10/2026

Length (in minutes): Consent Item

Agenda Title: Resolution of Support for Pursuing the 2026 BUILD Grant for 72nd Ave (99W to Dartmouth St)

Authored By: Tiffany Gehrke

Presented By: Principal Transportation Planner Gehrke

Item Type: Resolution

Information

EXPLANATION OF ISSUE

The first phase of 72nd Avenue improvements, from 99W to Dartmouth Street, is estimated to cost approximately $25M. Although Tax Increment Financing (TIF) funds are available for use in the Tigard Triangle, these funds are not currently available to cover the cost of this project as well as the other needed improvements within the Triangle. Due to limited local funding, grants are often needed to pursue larger construction projects. The City team would like to pursue the 2026 Better Utilizing Investments to Leverage Development (BUILD) grant. This will be the City's fourth attempt at securing grant funds through RAISE/BUILD.

ACTION REQUESTED

The request is for City Council to pass a resolution in support of the City's pursuit of the 2026 federal BUILD grant for the SW 72nd Avenue Improvement project (99W to Dartmouth Street).

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

This project originated from a comprehensive corridor study completed in 2020. The 30% design phase has just been completed on this segment of 72nd Ave. The project will be ready to obligate BUILD funding by the statutory deadline of Sept. 30, 2030 and construction is expected to conclude in 2032. Council previously approved the pursuit of the 2025 BUILD grant for this same project on January 14, 2025; however, the City was not successful in obtaining the grant. The project team is resubmitting a revised application in hopes of receiving the 2026 grant as there are more funds available and more refined plans have been developed for this project. If a grant is awarded, the project and grant will be managed by ODOT (Oregon Department of Transportation).

Public Involvement

Comprehensive public involvement was done during the corridor study as well as more targeted outreach during the 30% design phase. Project information can be found on the City's website.

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

Tax Increment Financing funds are available in this area to support infrastructure financing. However, there is a sizable budget needed to complete this project (about $25 million). Consequently, the City is requesting the BUILD funds to cover the estimated amount in order to be able to utilize TIF funds elsewhere throughout the Tigard Triangle.

ALTERNATIVES & RECOMMENDATION

Council could choose not to approve the resolution and direct that the BUILD grant application not be submitted; however, the City would lose the resources it invested into developing the application and plans created to-date. There are no alternative funding sources available for this project at this time.

ADDITIONAL RESOURCES

N/A

Attachments

BUILD 2026 Resolution

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 26-

A RESOLUTION APPROVING AN APPLICATION FOR FEDERAL BUILD GRANT FUNDING FOR DESIGN AND CONSTRUCTION OF PHASE ONE OF THE SW 72ND AVE CORRIDOR IN THE TIGARD TRIANGLE

WHEREAS, the City of Tigard's Tigard Triangle TIF District Plan goals include the creation of a safe and effective multimodal transportation network to support multimodal access, mixed-use development, and pedestrian-oriented development; and

WHEREAS, the City of Tigard's 2040 Transportation System Plan (TSP) envisions a transportation system that advances Tigard's Strategic Vision to be an equitable community that is accessible, walkable, and healthy for everyone; and

WHEREAS, the 72nd Ave Transportation Study (2020) recognizes the need for capital improvements on SW 72nd to achieve the Tigard Triangle vision of becoming a highly walkable, pedestrian-oriented, mixed-use district; and

WHEREAS, the 72nd Ave Transportation Study (2020) recommends a new roadway concept that will transform the busy arterial into an attractive, multimodal street for all users; and

WHEREAS, the 30 percent design plans are now complete as of January 2026 which has improved project readiness and lowers project risk; and

WHEREAS, the BUILD program is a federal funding program within the Federal Highway Administration designed to support transportation infrastructure projects that will improve: safety; environmental sustainability; quality of life; mobility and community connectivity; economic competitiveness and opportunity including tourism; state of good repair; partnership and collaboration; and innovation; and

WHEREAS, the SW 72nd Corridor Plan completed in 2020 envisions two phases of construction with the first phase rebuilding the section between SW Dartmouth and Pacific Highway and the second phase rebuilding the section between SW Dartmouth and SW Hunziker; and

WHEREAS, Community Development and Public Works staff recommend submitting a grant application for Phase 1 improvements.

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

SECTION 1: Council approves submittal of a 2026 Federal Department of Transportation (DOT) BUILD grant application to fund the design and construction of Phase One of the SW 72nd Ave Corridor Plan in the Tigard Triangle. Further, if the application is successful, Council authorizes the City Manager to take all steps necessary to effectuate receipt of the grant.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____, 2026.

_____

Mayor – City of Tigard

ATTEST:

_____

City Recorder – City of Tigard

AIS-6041 **5.**

Business Meeting

Meeting Date: 02/10/2026

Length (in minutes): 5 Minutes

Agenda Title: Legislative Public Hearing: Ordinance Amending Tigard Municipal Code Chapter 5.20 Liquor License Application Process

Authored By: Agnes Lindor

Presented By: Senior Planner Lindor

Item Type: Motion Requested
Ordinance
Public Hearing - Legislative

Information

EXPLANATION OF ISSUE

Consider an amendment to Tigard Municipal Code Chapter 5.20, Liquor License Application Process, to allow a designee for the Chief of Police.

ACTION REQUESTED

City staff recommends that City Council approve the proposed amendments to Chapter 5.20, Liquor License Application Process, by adoption of the attached ordinance.

BACKGROUND INFORMATION

Tigard Municipal Code Chapter 5.20, Liquor License Application Process, currently states that the Chief of Police is the sole representative of the City who is responsible for reviewing and providing a recommendation to the Oregon Liquor and Cannabis Commission (OLCC) on liquor license applications. The proposed change would allow the Chief of Police to have a designee that can perform this work when the Chief of Police is unavailable or wishes to delegate this authority.

ALTERNATIVES & RECOMMENDATION

Staff recommends that the City Council approve the Ordinance.

Council may also choose to:

1. Deny the ordinance, or
2. Amend and adopt the ordinance.

ADDITIONAL RESOURCES

N/A

Attachments

Ordinance

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
ORDINANCE NO. 26-

AN ORDINANCE AMENDING TIGARD MUNICIPAL CODE CHAPTER 5.20 REGARDING THE RECOMMENDING BODY FOR LIQUOR LICENSES

WHEREAS, the City of Tigard is in the process of modernizing its enterprise systems across the City, including a new permitting system known as Enterprise Permitting and Licensing (EPL); and

WHEREAS, through implementation of EPL, the City identified process improvements related to the review of liquor license applications to the Oregon Liquor and Cannabis Commission; and

WHEREAS, the current code states that the Chief of Police is the sole representative of the City who is responsible for reviewing and making recommendations on liquor license applications; and

WHEREAS, the proposed change allows for a designee to perform this work when the Chief of Police is unavailable to do so; and

WHEREAS, the proposed change also aligns with the business license application process managed by the Finance Department and configured for EPL.

NOW, THEREFORE, THE CITY OF TIGARD ORDAINS AS FOLLOWS:

SECTION 1: Tigard Municipal Code Chapter 5.20 is amended to read as follows (new text in **bold** and **underline**, deleted text in ~~strikethrough~~):

5.20.010. Review of Applications.
Review of all new liquor license applications and annual renewal applications ***will*** ~~shall~~ be made by the Tigard Chief of Police ***or designee***. Applications for all reviews ***will*** ~~shall~~ be made thirty days prior to initial use or expiration date of licenses.

5.20.020. Temporary Liquor License—Time Limitation.
Application for all temporary liquor licenses ***will*** ~~shall~~ be made to the Chief of Police ***or designee***. All temporary liquor licenses ***will*** ~~shall~~ be in effect for not more than one twenty-four-hour period.

5.20.040. Appeal Process.
In the event the Chief of Police ***or designee*** issues a recommendation of denial to the Oregon Liquor Control Commission (OLCC), he or she ***will*** ~~shall~~ first notify the applicant in writing of ***their*** ~~his~~ intent to issue a recommendation of denial within three working days of receipt of the application. The notification ***will*** ~~shall~~ include the reason(s) for the intent to recommend denial and a date and time within the next five working days to hear the applicant's appeal, if any. The applicant ***has*** ~~shall have~~ the right to be heard and to present witnesses and evidence purporting to refute the reasons

given by the Chief of Police ***or designee*** for a recommendation of denial. The hearing ***will*** ~~shall~~ be administrative in nature and held before the Chief of Police ***or designee***. Rules of evidence ***do*** ~~shall~~ not apply. Upon completion of the hearing, the Chief of Police ***or designee will*** ~~shall~~ make a finding and ~~shall~~ mail the final recommendation to the OLCC and the applicant within three working days of the hearing date.

SECTION 2: This ordinance is effective 30 days after its passage by the council, signature by the mayor, and posting by the city recorder.

PASSED: By _____ vote of all council members present after being read by number and title only, this _____ day of _____, 2026.

_____
Carol A. Krager, City Recorder

APPROVED: By Tigard City Council this _____ day of _____, 2026.

_____
Yi-Kang Hu, Mayor

Approved as to form:

_____
City Attorney

_____
Date

AIS-6042 **6.**

Business Meeting

Meeting Date: 02/10/2026

Length (in minutes): 10 Minutes

Agenda Title: Legislative Public Hearing: Ordinance Adopting Tigard Municipal Code Chapter 14.24 Demolition of Structures

Authored By: Agnes Lindor

Presented By: Senior Planner Lindor

Item Type: Motion Requested
Ordinance
Public Hearing - Legislative

Information

EXPLANATION OF ISSUE

Consider adoption of a new Tigard Municipal Code chapter, Chapter 14.24 Demolition of Structures, in order to continue processing demolition permits in the City of Tigard.

ACTION REQUESTED

The City of Tigard staff is recommending that the City Council approve the proposed new chapter of the municipal code, Chapter 14.24 Demolition of Structures, by adoption of the attached ordinance.

BACKGROUND INFORMATION

The City's longtime practice has been to delegate the regulation and demolition of structures to Tigard's Building Official to ensure public health, safety, and welfare are maintained. The regulations and permit authority for demolition permits were previously regulated under the Oregon Specialty Code, until they were removed. Cities, like Tigard, may continue to regulate demolition permits provided they have authority through their municipal code. The purpose of this new chapter is to establish permit authority in order for the City to continue to regulate demolition permits to protect public health, safety, and welfare. The proposed chapter also provides clear direction on the approval process and approval criteria.

ALTERNATIVES & RECOMMENDATION

Staff is recommending that City Council approve the ordinance to add a new Municipal Code Chapter: 14.24 Demolition of Structures.

City Council may also choose to:

1. Deny the ordinance, or
2. Amend and adopt the ordinance.

ADDITIONAL RESOURCES

N/A

Attachments

Ordinance

Exhibit A: Chapter 14.24 Demolition of Structures

Presentation

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
ORDINANCE NO. 26-

AN ORDINANCE ADOPTING A NEW TIGARD MUNICIPAL CODE CHAPTER 14.24 DEMOLITION OF STRUCTURES REGARDING THE PROCESSING OF DEMOLITION PERMITS WITHIN THE CITY OF TIGARD

WHEREAS, it has been longstanding practice that the City of Tigard regulates the demolition of buildings and structures to ensure public health, safety, and welfare; and

WHEREAS, regulations on demolitions were removed from the Oregon Specialty Building Code; and

WHEREAS, the City of Tigard may continue to regulate demolitions provided the local jurisdiction has authority through their municipal code; and

WHEREAS, the Council desires to continue to regulate demolitions in the city to protect public facilities and public health and safety.

NOW, THEREFORE, THE CITY OF TIGARD ORDAINS AS FOLLOWS:

SECTION 1: Tigard Municipal Code Title 14 is amended to add a new Chapter 14.24 for the purpose of regulating the Demolition of Structures as shown in **"Exhibit A"** of this Ordinance.

SECTION 2: This ordinance is effective 30 days after its passage by the council, signature by the mayor, and posting by the city recorder.

PASSED: By _____ vote of all council members present after being read by number and title only, this _____ day of _____, 2026.

_____
Carol A. Krager, City Recorder

APPROVED: By Tigard City Council this _____ day of _____, 2026.

_____
Yi-Kang Hu, Mayor

Approved as to form:

_____
City Attorney

_____
Date

CHAPTER 14.24
DEMOLITION OF STRUCTURES

14.24.010 Purpose
14.24.020 Definitions
14.24.030 Permit Required
14.24.040 General Provisions
14.24.050 Application Process
14.24.060 Approval Criteria
14.24.070 Permit Denial, Revocation or Suspension, and Expiration
14.24.080 Violation—Penalty

14.24.010. Purpose.
This purpose of this chapter is to provide an appropriate and efficient application process for reviewing demolition permits to ensure protection of public facilities and public health, safety, and welfare.

14.24.010. Definitions.
For the purposes of this chapter, the following mean:

"Building" means any structure used or intended for sheltering any use or occupancy.

"Building Official" means the designee or designees appointed by the Director of Community Development who is responsible for the building inspections and enforcement of the building code.

“Demolition or Demolish” means to raze, destroy, dismantle, or any act or process that may cause partial or total destruction of a structure where less than sixty (60) percent of the structure’s external walls will be retained in place; or where less than a majority of the facade will remain.

"Structure" means that which is built or constructed, an edifice or building of any kind, or piece of work artificially built up or composed of parts joined together in some definite manner.

14.24.030. Permit Required.
A demolition permit is required to demolish any structure that would require a building permit to be constructed under the State Building Codes, except that fences are exempt from this requirement.

14.24.040. General Provisions.
A. Prior to starting demolition, the applicant must notify all utility companies, such as telephone, power, water, sewer, gas, and fiber optic, to disconnect all services from the main lines to the building or structure. It is the applicant’s responsibility to verify that all utilities have been disconnected prior to demolition.

B. All debris, stumps, broken concrete, brick, and other material with a maximum dimension exceeding 12 inches must be completely removed from the premises. All ground surfaces must be raked clean and graded evenly within 30 days of completion of demolition. Any exposed or otherwise destabilized soil resulting from the demolition of buildings or structures must be covered, planted, or otherwise stabilized.

C. A demolition permit does not constitute an authorization for damaging public or private property,

nor does it constitute a defense against liability the permittee incurs for personal injury or property damage caused by the demolition. Any sidewalk or street that is damaged during demolition work shall be immediately replaced or repaired, as directed by the Building Official or City Engineer.

D. The applicant is responsible for obtaining any other required approvals or permits from the city or other agencies, including but not limited to erosion control permits.

E. Demolition activities must be conducted during the hours of 7 a.m. to 6 p.m. daily. Demolition activities are prohibited at other times without the written consent from the city.

14.24.050. Application Process.

Applications for a permit to demolish a structure must be submitted in a manner prescribed by the Building Official and must include all required information. The application must be signed by all property owners of the property where the structure is located and include payment of the applicable application fee.

14.24.060. Approval Criteria.

The Building Official will approve an application for a demolition permit when the following criteria are met:

A. Applicant has sufficiently demonstrated that streetlights, fire or police alarm boxes, hydrants, catch basins, manholes, sidewalks, and other public facilities will be adequately protected.

B. Applicant has properly capped all private and public utilities located on the property.

C. Applicant has demonstrated that the public will be protected, including through adequate use of walkways, railings, or fences.

D. Applicant has provided a plan for the safe containment of dust, debris, and hazardous materials exposed during and after demolition activities, including any required permits or approval from other agencies including but not limited to asbestos removal as regulated by Oregon Department of Environmental Quality.

14.24.070. Permit Denial, Revocation or Suspension, and Expiration.

A. The Building Official may deny a permit if the application does not meet the approval criteria, general provisions, or presents a risk to public health, safety, and welfare.

B. The Building Official may revoke or suspend an issued demolition permit if:

1. The permit was issued in error; or

2. The applicant violates or cannot meet a requirement of the permit or this chapter; or

3. The application provided incorrect or misleading information.

C. A demolition permit issued by the Building Official will expire and become null and void if:

1. The demolition work has not commenced within 180 days of the permit issuance date; or

2. No activity has occurred within the last 180 days.

14.24.080. Violation—Penalty.

Violation of any provision of this chapter constitutes a Class I civil infraction subject to Chapter 1.16 of the Tigard Municipal Code.

CITY OF Tigard

Legislative Public Hearing: Demolition of Structures

City Council

February 10, 2026



History

- The City has historically regulated demolitions of buildings through permits.
- Provisions for demolitions were removed from the Oregon Specialty Code.
- City may adopt municipal code to regulate demolitions.
- The City would like to continue to regulate demolition to ensure public health and safety are maintained.

New Muncipal Code Chapter

- In order for the City to continue to review and issue demolition permits, an amendment to the municipal code is needed to establish local authority.

- Proposed amendment codifies demolition permit process and approval criteria.

- Based on best practice in other cities.

Staff Recommendation

- Staff recommends that City Council adopt the proposed amendments are presented.



Discussion and Questions

Thank you

CITY OF Tigard

AIS-6043 **7.**

Business Meeting

Meeting Date: 02/10/2026

Length (in minutes): 10 Minutes

Agenda Title: Legislative Public Hearing: Ordinance Adopting Tigard Municipal Code Chapter 14.28 For Temporary Certificates of Occupancy

Authored By: Agnes Lindor

Presented By: Senior Planner Lindor

Item Type: Motion Requested
Ordinance
Public Hearing - Legislative

Information

EXPLANATION OF ISSUE

Consider adoption of a new Tigard Municipal Code chapter, Chapter 14.28 Temporary Certificates of Occupancy, to update and modernize the process for issuing temporary certificates of occupancy.

ACTION REQUESTED

Tigard staff is recommending that the City Council approve the proposed new chapter of the municipal code, Chapter 14.28 Temporary Certificates of Occupancy, by adoption of the attached ordinance.

BACKGROUND INFORMATION

For decades, the City has allowed the issuance of Temporary Certificates of Occupancy through the Building Official's authority provided in the Oregon Specialty Code. However, this process is based solely on internal policies that are not defined in the Tigard Municipal Code. The purpose of this new chapter is to establish the authority to issue temporary certificates of occupancy, provide clear standards, and a transparent process for applicants. The new chapter also provides a clear approval period for temporary certificates of occupancy.

ALTERNATIVES & RECOMMENDATION

Staff is recommending that City Council approve the ordinance to add Tigard Municipal Code Chapter 14.28 for Temporary Certificates of Occupancy.

City Council may also choose to:

1. Deny the ordinance, or
2. Amend and adopt the ordinance.

ADDITIONAL RESOURCES

N/A

Attachments

Ordinance

Exhibit A: Chapter 14.28 Temporary Certificates of Occupancy

Presentation

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
ORDINANCE NO. 26-

AN ORDINANCE ADOPTING A NEW MUNICIPAL CODE CHAPTER 14.28 TEMPORARY CERTIFICATES OF OCCUPANCY REGARDING THE PROCESSING OF TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATIONS WITHIN THE CITY OF TIGARD

WHEREAS, it has been a longstanding practice that the Tigard Building Official may issue temporary certificates of occupancy for buildings and structures as allowed by the Oregon Specialty Code; and

WHEREAS, the City of Tigard currently issues temporary certificates of occupancy based on internal policies and processes that are not clearly defined in the municipal code; and

WHEREAS, the Council desires to update and modernize the standards and procedures for issuance of temporary certificates of occupancy to provide a clear and fair process and to ensure the protection of the public health, safety, and welfare; and

WHEREAS, the proposed amendments codify existing internal processes and provide clear direction regarding approval process, approval criteria, and approval period for temporary certificates of occupancies.

NOW, THEREFORE, THE CITY OF TIGARD ORDAINS AS FOLLOWS:

SECTION 1: Tigard Municipal Code Title 14 is amended to add a new Chapter 14.28 for the purpose of regulating Temporary Certificates of Occupancy as shown in **"Exhibit A"** of this Ordinance.

SECTION 2: This ordinance is effective 30 days after its passage by the council, signature by the mayor, and posting by the city recorder.

PASSED: By _____ vote of all council members present after being read by number and title only, this _____ day of _____, 2026.

_____
Carol A. Krager, City Recorder

APPROVED: By Tigard City Council this _____ day of _____, 2026.

Yi-Kang Hu, Mayor

Approved as to form:

City Attorney

Date

CHAPTER 14.28
TEMPORARY CERTIFCATES OF OCCUPANCY

14.28.010 Purpose
14.28.020 Definitions
14.28.030 Permit Required
14.28.040 General Provisions
14.28.050 Application Process
14.28.060 Approval Criteria
14.28.070 Denial, Revocation or Suspension
14.28.080 Violation—Penalty

14.28.010. Purpose.
This purpose of this chapter is to provide an appropriate and efficient application process for reviewing applications for temporary certificates of occupancy.

14.28.020. Definitions.
For the purposes of this chapter, the following mean:

"Building" means any structure used or intended for sheltering any use or occupancy.

"Building Official" means the designee or designees appointed by the Director of Community Development who is responsible for the building inspections and enforcement of the building code.

"Structure" means that which is built or constructed, an edifice or building of any kind, or piece of work artificially built up or composed of parts joined together in some definite manner.

“Temporary Certificate of Occupancy” means an approval issued by the Building Official that allows for temporary full or partial occupancy of a building before full completion of the structure and issuance of a Final Certificate of Occupancy.

14.28.030. Permit Required.
A Temporary Certificate of Occupancy is required to occupy all or any portion of a building or structure if occupancy is proposed prior to the issuance of a Final Certificate of Occupancy.

14.28.040. General Provisions.
A. Temporary Certificates of Occupancy may be issued by the Building Official or designee.

B. Temporary Certificates of Occupancy may not be issued for Detached One- and Two-Family Dwellings and Townhouses, as defined in the Oregon Residential Specialty Code.

C. An applicant for a Temporary Certificate of Occupancy must provide the Building Official with current contact information for the insurer of the property. The city may notify the insurer if the Temporary Certificate of Occupancy expires and a Final Certificate of Occupancy has not been issued.

D. A Temporary Certificate of Occupancy will expire on the date specified in the approval. The Building Official may approve a Temporary Certificate of Occupancy for a maximum period of

up to six months.

E. Prior to the expiration of a Temporary Certificate of Occupancy, but in no case more than 30 days prior to the expiration, an application for a new Temporary Certificate of Occupancy may be submitted. All associated fees and charges will be assessed at the full rate and may not be reduced or waived.

14.28.050. Application Process.
Applications for a Temporary Certificate of Occupancy must be submitted to the Building Official and include the following information:

A. Authorizing signature of all property owners.

B. A detailed list of remaining items to be completed and a proposed schedule for completion.

C. Application fee.

D. Any other information required by the Building Official.

14.28.060. Approval Criteria.
The Building Official will approve an application for a Temporary Certificate of Occupancy when the following criteria are met:

A. All fire, life, and safety requirements have been satisfied.

B. All system development charges including any deferred charges have been paid.

C. All required bonds have been submitted and accepted by the City.

D. The issuance of a Temporary Certificate of Occupancy has been approved by both the Community Development Director or designee and the City Engineer or designee.

14.28.070. Denial, Revocation or Suspension.
A. The Building Official may deny an application for Temporary Certificate of Occupancy if the application does not meet the approval criteria, general provisions, is incomplete, or presents a risk to public health, safety, and welfare.

B. The Building Official may revoke or suspend an issued certificate of occupancy if:

1. The temporary certificate of occupancy was issued in error; or

2. The applicant violates or cannot meet any requirement of this chapter; or

3. The application provided incorrect or misleading information.

C. If a Temporary Certificate of Occupancy is revoked or expires, the structure will no longer have legal occupancy approval and the city may pursue eviction of the structure.

14.28.080. Violation—Penalty.
Violation of this chapter constitutes a Class I civil infraction subject to Chapter 1.16 of the Tigard Municipal Code.



CITY OF Tigard

Legislative Public Hearing: Temporary Certificates of Occupancy

City Council

February 10, 2026

History

- Temporary Certificates of Occupancy are currently reviewed based solely on internal polices and process, which lack clear direction.
- Temporary Certificates of Occupancy are issued by the Building Official with input from both planning and engineering divisions.

New Temporary Certificate of Occupancy Chapter

- New chapter establishes authority to issue temporary certificates of occupancy.
- Codifies and updates the existing process, provides clear direction to applicants regarding approval process, approval criteria, and approval period.
- Additionally, these will also be tracked through our new Enterprise Permitting and Licensing system.

Staff Recommendation

Staff recommends that City Council adopt the proposed amendments as presented.



Discussion and Questions

Thank you

CITY OF Tigard

AIS-6045 **8.**

Business Meeting

Meeting Date: 02/10/2026

Length (in minutes): 10 Minutes

Agenda Title: Public Hearing: Planning Fee Schedule Updates

Authored By: Agnes Lindor

Presented By: Senior Planner Lindor

Item Type: Motion Requested
Resolution
Public Hearing

Information

EXPLANATION OF ISSUE

Consider adoption of amendments to planning and building fees in the City of Tigard Fees and Charges Schedule.

ACTION REQUESTED

The City of Tigard staff recommends the City Council approve the proposed amendments to the City of Tigard Fees and Charges Schedule, by adoption of the attached resolution.

BACKGROUND INFORMATION

Each fiscal year, the City amends its Fees and Charges Schedule. Amendments to the Fees and Charges Schedule do occur outside this annual cycle when new applications or processes are created. The purpose of Planning and Building's proposed amendments is to simplify the demolition fees from eight categories into two, modify the temporary certificate of occupancy fees to account for time spent across three City divisions, and to realign the archive fees with the appropriate land use application types to ensure that small applications do not require disproportionate archiving fees.

Fees pay for:

- Staff time processing various land use and building permit applications, and
- Archiving of records that must be retained as required by state law.

Dates of Previous and Potential Future Considerations

6/17/2025: FY26 Fees and Charges Schedule adopted
7/22/2025: Amendment to FY26 Fees and Charges Schedule adopted

ALTERNATIVES & RECOMMENDATION

Staff is recommending that City Council approve the resolution.

City Council may also choose to:

1. Deny the resolution, or
2. Amend and adopt the resolution.

ADDITIONAL RESOURCES

N/A

Attachments

Resolution

Exhibit A

Presentation

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 26-

A RESOLUTION AMENDING THE CITYWIDE FEES AND CHARGES SCHEDULE WHICH WAS ADOPTED UNDER RESOLUTION NO. 25-20 AND SUBSEQUENT AMENDMENTS

WHEREAS, the City of Tigard has a Fees and Charges Schedule that was adopted during the last budget hearing as Resolution 25-20; and

WHEREAS, the Fees and Charges Schedule was amended under Resolution No. 25-29; and

WHEREAS, city staff reviewed fees and services provided; and

WHEREAS, city staff propose changes to archive fees to better align with application types in order to recover costs.

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

SECTION 1: The fees and charges for the City of Tigard are enumerated and set as shown in the attached schedule (Exhibit A).

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2026.

_____

Mayor Hu - City of Tigard

ATTEST:

_____

City Recorder - City of Tigard

City of Tigard, Oregon

Fees & Charges Schedule

Fiscal Year 2025 - 2026

Revised
February 2, 2026

Department	Revenue Source	Fee or Charge	Effective Date
CITYWIDE			
	Attorney Time	Current attorney billing rate	1999
	4GB Flash Drives	$11 each	7/1/2011
	Candidate Nomination Petition Fee	$50	7/1/2008
	DVD/CD	$10	7/1/2015
	Faxes for Public	$2 /first page $1 /each additional page	7/1/2007
	Microfiche Sheet Copies	$1 /sheet up to 50 sheets plus staff time	7/1/2007
	Photocopies		
	8-1/2 x 11	$0.70 /page	7/1/2025
	8-1/2 x 14	$1.00 /page	7/1/2025
	11 x 17	$1.50 /page	7/1/2025
	17 x 24	$2.50 /page	7/1/2025
	24 x 36	$3.50 /page	7/1/2025
	36 x 48	$3.50 /page	7/1/2025
	Photographs	Actual Cost	1999
	Recording of Documents	Actual Cost	1999
	Research Fee	Staff hourly rate + Citywide Overhead Fee + Materials	2/7/2002
	Staff Hourly Rate for Miscellaneous Billing and Reimbursement Agreements	Staff hourly rate + benefits + paid time off + administrative time + department overhead + citywide overhead as determined by most recent A-87 Indirect Cost Study Based on the agreement, all, or part, of the components of the A-87 Indirect Cost Study may be used.	7/1/2015

EXHIBIT A

Department	Revenue Source	Fee or Charge		Effective Date
ADMINISTRATIVE SERVICES/RECORDS				
	Tigard Municipal Code (TMC) (Titles 1 - 17) or TMC/CDC (Titles 1-18)			
	Compact Disk (CD)	$10		7/1/2009
CITY MANAGEMENT				
	Claims Application Fee (TMC 1.21.050 & 1.22; Ord. 08-09)	$1,000	/deposit*	6/24/2008
	* Claim fee shall be actual cost incurred by the city to process claim. Any funds remaining from the deposit after the claim has been processed will be refunded to the claimant. Payment of any costs exceeding the amount of the deposit is required prior to issuance of a final decision by the city on the claim.			
CITYWIDE-PARKING	**Parking Permits***			
	Downtown Parking Permit	$43	/month	7/1/2025
	Construction Parking Permit	$7	/day/space in 2-hour zone	7/1/2025
		$5	/day/space in 4-hour zone	7/1/2025
	Residential Parking Permit	$25	Annual Resident Owned Vehicle Permit (one permit per vehicle)	7/1/2025
		$12	Subsidized Resident Annual Vehicle Permit (one permit per vehicle, available starting 2/1)	7/1/2025
		$0	Guest permit (with purchase of resident permits)	7/1/2021

** Adjusted annually in conjunction with the West Consumer Price Index (CPI) -If index is insufficient to increase fee in whole dollar, increase will compound into the next year. TMC 3.32.050*

EXHIBIT A

Department	Revenue Source	Fee or Charge	Effective Date
MUNICIPAL COURT			
	Municipal Court Presumptive Fees		
	Traffic School and Compliance Program Fee		
	Traffic School	See Court Rule 6	10/3/2022
	Criminal	$150	5/15/2023
	Copies	$0.25 per page	5/15/2023
	License Reinstatement	No Fee	7/1/2023
	Payment Agreement Administrative Fee	No Fee	7/1/2023
	Collection rate	25%	9/27/2022
	Failure to Appear at Trial	$100	9/27/2022
	Fix-It Ticket / VCP (Vehicle Compliance Program)	$40	9/27/2022
	Warrant Fee	$50	5/15/2023
	Wedding Fee for City Hall	$75	5/15/2023

Department	Revenue Source	Fee or Charge	Effective Date
MUNICIPAL COURT			
	Presumptive Fine Schedule*		
	Standard		
	Class A Violation	$440	5/15/2023
	Class B Violation	$265	5/15/2023
	Class C Violation	$165	5/15/2023
	Class D Violation	$115	5/15/2023
	Traffic Violation in Special Zone		
	Class A Violation	$875	5/15/2023
	Class B Violation	$525	5/15/2023
	Class C Violation	$325	5/15/2023
	Class D Violation	$225	5/15/2023
	Special Traffic Violations		
	Speeding 100 mph or greater	$1,150	5/15/2023
	Careless Driving		
	injury or death of vulnerable user	Mandatory appearance	5/15/2023
	Helmet Violations	$25	5/15/2023
	Tigard Municipal Code		
	Miscellaneous non-parking violations (TMC	$265	5/15/2023
	Abandoned Vehicle (TMC 7.60)	$265	5/15/2023
	Jaywalking (TMC 10.32.235)	$115	5/15/2023
	Parking Violations (TMC 10.28)	$53	5/15/2023

** Amended by HB 4002, effective April 1, 2024, these fines are set by Oregon Revised Statute 153.019, however the court has the right to impose reduced fines as outlined in Court Rule 2.*

Department	Revenue Source	Fee or Charge	Effective Date
FINANCIAL SERVICES			
	Assessment Assumption	$50	4/22/1985
	Budget or Annual Comprehensive Financial Report Documents		
	Compact Disk (CD)	$10	7/1/2007
	Paper	$50	
	Business License		
	Annual Fee*		
	0-2 employees	$118 /per year	7/1/2025
	3-5 employees	$160 /per year	7/1/2025
	6-10 employees	$560 /per year	7/1/2025
	11-20 employees	$916 /per year	7/1/2025
	21-50 employees	$1,051 /per year	7/1/2025
	51-75 employees	$1,146 /per year	7/1/2025
	greater than 75 employees	$1,551 /per year	7/1/2025
	** Adjusted annually in conjunction with the West Consumer Price Index (CPI-U).*		
	Pro-Rated Fee Schedule		
	Issued January 1 - June 30	See Fee Schedule above	
	Issued July 1 - December 31	1/2 the annual fee	
	Temporary License	$25	1/1/2008
	Duplicate License/Change of Ownership Fee		
	Change in ownership or name only	$10	1/1/2008
	Copy/replacement of license	$10	1/1/2008
	Delinquency Charge		
	Whenever the business license fee is not paid on or before the delinquent date, a delinquency charge equal to ten percent (10%) of the original business license fee due and payable shall be added for each calendar month or fraction thereof that the fee remains unpaid. The total amount of the delinquency penalty for any business license year shall not exceed one hundred percent (100%) of the business license fee due and payable for such year.		

Department	Revenue Source		Fee or Charge	Effective Date
FINANCIAL SERVICES				
	Franchise Fee (for existing franchises)			
	Electricity**	(Owns facility in the ROW and provides service to customers within Tigard)	5% of gross revenue or a $4,120 minimum fee, whichever is greater	7/1/2023
	Electricity**	(Owns facility in the ROW and provides ***no*** service to customers within Tigard)	$3.22 / linear foot of installation in right-of-way or a $4,120 minimum fee, whichever is greater	7/1/2025
	Electricity	(Using a non-owned facility in the ROW and provides service to customers within Tigard)	5% of gross revenue	1/9/2015
	Natural Gas**	(Owns facility in the ROW and provides service to customers within Tigard)	5% of gross revenue or a $4,120 minimum fee, whichever is greater	7/1/2023
	Natural Gas**	(Owns facility in the ROW and provides ***no*** service to customers within Tigard)	$3.22 / linear foot of installation in right-of-way or a $4,120 minimum fee, whichever is greater	7/1/2025
	Natural Gas	(Using a non-owned facility in the ROW and provides service to customers within Tigard)	5% of gross revenue	1/9/2015
	Communication Services */**	(Owns facility in the ROW and provides service to customers within Tigard)	5% of gross revenue or a $4,120 minimum fee, whichever is greater	7/1/2023
	Communication Services */**	(Owns facility in the ROW and provides no service to customers within Tigard)	$3.22 / linear foot of installation in right-of-way or a $4,120 minimum fee, whichever is greater	7/1/2025
	Communication Services *	(Using a non-owned facility in the ROW and provides service to customers within Tigard)	5% of gross revenue	1/9/2015
	Stormwater	(Owns facility in the ROW and provides service to customers within Tigard)	5% of gross revenue or a $4,000 minimum fee, whichever is greater	7/1/2020
	Stormwater **	(Provides ***no*** service to customers within Tigard)	$3.22 / linear foot of installation in right-of-way or a $4,120 minimum fee, whichever is greater	7/1/2025
	Stormwater	(Using a non-owned facility in ROW and provides service to customers within Tigard)	5% of gross revenue	7/1/2020
	Utility Franchise Application Fee**		$2,122	7/1/2025

Department	Revenue Source		Fee or Charge	Effective Date
FINANCIAL SERVICES				
	Solid Waste Disposal (See TMC 11.04)		5% of gross revenue	7/1/2013
	Wireline Cable TV (See TMC 5.12) *Application filed with MACC (email macc@maccor.org)*		5% of gross revenue	1/26/1999
	Right of Way Usage Fee (See TMC 15.06)			
	Electricity**	(Owns facility in ROW and provides service to customers within Tigard)	5% of gross revenue or a $4,120 minimum fee, whichever is greater	7/1/2023
	Electricity**	(Owns facility in ROW and provides ***no*** service to customers within Tigard)	$3.22 / linear foot of installation in right-of-way or a $4,120 minimum fee, whichever is greater	7/1/2025
	Electricity	(Using a non-owned facility in ROW and provides service to customers within Tigard)	5% of gross revenue	2/5/2019
	Natural Gas**	(Owns facility in ROW and provides service to customers within Tigard)	5% of gross revenue or a $4,120 minimum fee, whichever is greater	7/1/2023
	Natural Gas**	(Owns facility in ROW and provides ***no*** service to customers within Tigard)	$3.22 / linear foot of installation in right-of-way or a $4,120 minimum fee, whichever is greater	7/1/2025
	Natural Gas	(Using a non-owned facility in ROW and provides service to customers within Tigard)	5% of gross revenue	2/5/2019
	Communication Services */**	(Owns facility in ROW and provides service to customers within Tigard)	5% of gross revenue or a $4,120 minimum fee, whichever is greater	7/1/2023
	Communication Services */**	(Owns facility in the ROW and provides no service to customers within Tigard)	$3.22 / linear foot of installation in right-of-way or a $4,120 minimum fee, whichever is greater	7/1/2025
	Communication Services *	(Using a non-owned facility in ROW and provides service to customers within Tigard)	5% of gross revenue	2/5/2019
	Small Wireless Facilities***		$820 per year per installation	7/1/2025
	Right-of-Way Application fees** (excluding small cell providers) Includes five-year license		$328	7/1/2025

Department	Revenue Source	Fee or Charge	Effective Date
FINANCIAL SERVICES			
	Right-of-Way License Renewal** (excluding small cell providers) for a five-year license	$273	7/1/2025
	Small Cell Wireless provider right-of-way application fee*** (Includes a five-year license)	$55	7/1/2025
	Small Cell Wireless provider right-of-way license renewal***	$55	7/1/2025
	Communication Services as defined in TMC 15.06* * Franchise Fees and Right of Way Usage Fees - Linear foot fee, minimum fee, and small cell application and license renewal fees will increase 3% (three percent) annually on July 1* **** Small Wireless Facility Fee will escalate annually by 3% per department policy. (including ROW Fee and Renewal)*		
	Lien Search Fee	$35	2/1/2004
	Overhead Fee		
	Added to charges for property damage/repair	10% of total charge	
	Returned Check Fee	$20	10/9/2001
	Sewer Reimbursement District Loans		
	Interest Rate	Applicable Federal Rate (AFR), Table , Long-term, semiannual for the month the loan is approved	
	System Development Charge Financing (other than Sewer Reimbursement District Loans)		
	Application Fee	$25	
	Interest Rate	Prime rate as published in the Wall Street Journal as of the date of the application plus 4%	

Department	Revenue Source	Fee or Charge	Effective Date
FINANCIAL SERVICES			
	Solid Waste Collection Rates		
	Residential Cart Collections		
	Recycling only (carts & food waste and yard debris cart)	$16.56	1/1/2024
	(recycling cart only)	$8.67	1/1/2024
	(food waste and yard debris only)	$8.03	9/1/2025
	Mini cart (20 gal) with food waste and yard debris	$36.27	9/1/2025
	Food waste and yard debris exempt	$32.78	9/1/2025
	Cart (32 gal) with food waste and yard debris	$40.60	9/1/2025
	Food waste and yard debris exempt	$36.83	9/1/2025
	Cart (60 gal) with food waste and yard debris	$47.48	9/1/2025
	Cart (90 gal) with food waste and yard debris	$53.96	9/1/2025
	Recycle Plus Program (Per month)	$2.70	1/1/2024
	Recycle plus program (Per pick up)	$9.99	1/1/2024
	On-call service (mixed waste, recycling cart, food waste and yard debris)	$15.75	9/1/2025
	Overload Fee (Small Extra Bag)	$2.61	9/1/2025
	Commercial Cart Collections		
	20 gallon	$35.88	9/1/2025
	32 gallon	$40.19	9/1/2025
	60 gallon	$47.07	9/1/2025
	90 gallon	$53.55	9/1/2025

Department	Revenue Source	Fee or Charge						Effective Date
FINANCIAL SERVICES								
			Weekly Collection Frequency					
		Every other Week	One	Two	Three	Four	Five	
	One yard	$83.65	$138.30	$259.78	$376.88	$493.99	$611.38	8/1/2024
	Each additional		$89.42	$172.81	$256.02	$339.26	$422.67	8/1/2024
	One and 1/2 yards	$103.32	$179.55	$333.47	$487.25	$641.07	$795.00	8/1/2024
	Each additional		$124.36	$242.13	$359.86	$477.57	$595.34	8/1/2024
	Two yards	$122.76	$216.76	$407.24	$597.72	$788.17	$978.63	8/1/2024
	Each additional		$159.39	$311.53	$463.72	$615.92	$768.03	8/1/2024
	Three yards	$161.73	$290.93	$554.74	$818.45	$1,082.18	$1,346.01	8/1/2024
	Each additional		$229.17	$450.25	$671.32	$892.39	$1,113.49	8/1/2024
	Four yards	$200.72	$365.13	$702.33	$1,039.26	$1,376.19	$1,717.57	8/1/2024
	Each additional		$299.70	$589.09	$878.98	$1,168.91	$1,458.98	8/1/2024
	Five yards	$239.54	$439.39	$849.69	$1,259.99	$1,670.28	$2,080.60	8/1/2024
	Each additional		$368.87	$727.70	$1,086.57	$1,445.46	$1,804.28	8/1/2024
	Six yards	$278.54	$513.26	$996.94	$1,480.45	$1,963.98	$2,447.63	8/1/2024
	Each additional		$438.37	$866.16	$1,293.86	$1,721.63	$2,149.42	8/1/2024
	Eight yards	$356.36	$662.84	$1,292.94	$1,923.09	$2,553.19	$3,183.33	8/1/2024
	Each additional		$579.19	$1,144.67	$1,710.24	$2,275.80	$2,841.29	8/1/2024

Department	Revenue Source	Fee or Charge						Effective Date
FINANCIAL SERVICES								
			Weekly Collection Frequency					
			One	Two	Three	Four	Five	
	1 yard compacted		$311.17	$584.50	$847.98	$1,111.48	$1,375.60	8/1/2024
	2 yard compacted		$487.71	$916.29	$1,344.87	$1,773.38	$2,201.91	8/1/2024
	3 yard compacted		$654.59	$1,248.16	$1,841.51	$2,434.90	$3,028.52	8/1/2024
	4 yard compacted		$821.54	$1,580.24	$2,338.33	$3,096.42	$3,864.52	8/1/2024
	Drop Box Collections							
	10 Cubic Yard Container	$188.72						1/1/2024
	20 Cubic Yard Container	$188.72						1/1/2024
	30 Cubic Yard Container	$188.72						1/1/2024
	40 Cubic Yard Container	$188.72						1/1/2024
	All Compactors	$196.58						1/1/2024
	Delivery normal business hours, Monday-Friday	$88.00						1/1/2024
	Special Drop Box Service (added to delivery fee) Saturday delivery or collection, 4-day notification required	$54.00						1/1/2024
	Demurrage							
	20 Cubic Yard Container	$6.47	10/20 Yard Box after 48 hours					1/1/2024
	30 Cubic Yard Container	$8.54	30 Yard Box after 48 hours					1/1/2024
	40 Cubic Yard Container	$8.54	40 Yard Box after 48 hours					1/1/2024
	All Compactors Delivery *Service Fee plus actual disposal cost and franchise fee*	$10.36	Drop Box with Lid					1/1/2024

Department	Revenue Source	Fee or Charge	Effective Date
FINANCIAL SERVICES			
	Medical Waste Collections**		
	On-Site Pick-up Charge	$49.00	8/1/2024
	Disposal Cost per up to 17 gallon unit	$19.40	9/1/2025
	Disposal Cost per 23 gallon unit	$26.20	9/1/2025
	Disposal Cost per 31 gallon unit	$35.35 first 10 units	9/1/2025
		$23.55 11 units +	9/1/2025
	Disposal Cost per 43 gallon unit	$49.00 first 10 units	9/1/2025
	** Rate is the on-site collection charge plus the disposal cost per medical container unit.	$32.65 11 units +	9/1/2025
	Miscellaneous Service Rates		
	Extra mixed waste per cart - overload fee (based on 32 gallon capacity)	$5.27 /occurrence	9/1/2025
	Extra yard debris (manual up to 32 gallon)	$3.96 /occurrence	9/1/2025
	Additional yard debris service (second 60 gallon cart)	$4.63 /occurrence	9/1/2025
	Call back/return for pick up of inaccessible cart per service call	$15.83 /occurrence	9/1/2025
	Yard service rate - extra distance away from curb after first 5 feet	$5.27 /occurrence	9/1/2025
	Special service fees	$94.97 /hour	9/1/2025
	Account reinstatement fee	$30.00 /occurrence	8/1/2014
	NSF check fee	$35.00 /occurrence	8/1/2014
	Tire disposal	Hourly Rate + disposal fee	

Department	Revenue Source	Fee or Charge	Effective Date
LIBRARY			
	Library Card Fee (non-residents only)	$140 per year	8/1/2017
	Lost Items	Replacement cost	3/1/2019
	Overdue Items		
	Daily Charge (Adult and Young Adult Materials - Not Including Juvenile Materials)	No Fee	1/26/2021
	Public Copier and Printer Charges		
		$0.10 /page for black & white	2001
		$0.50 /page for color	7/1/2011
	Replacement Library Card Fee	No Fee	1/26/2021

Department	Revenue Source	Fee or Charge	Effective Date
POLICE			
	Alarm Permit Fee (Residential & Commercial)		
	(Government agencies, disabled residents or over the age of 60 are exempt)	$25	7/1/2009
	Late payment of fees/fines (after 60 days)	$50	7/1/2020
	Expired, Reinstatement Fee, Once Revoked (After 90 days past due)	$100	7/1/2014
	Failure to obtain Alarm Permit (within 60 days of installation)	$100	7/1/2024
	Non-permitted or Revoked Alarm Permit	$500	7/1/2013
	False Alarm Fines		
	1st false alarm	*No Charge*	7/1/2013
	2nd false alarm	*No Charge*	7/1/2013
	3rd false alarm	$100	7/1/2013
	4th false alarm	$150	7/1/2013
	5th false alarm	$200	7/1/2013
	6 or more false alarms	$250	7/1/2013
	Fingerprint Card	$15 per card	7/1/2012
	Good Conduct Background/Letter	$10	7/1/2012
	Law Enforcement Officers Safety Act Qualification Fee	$25	7/1/2006
	Liquor License	$25	7/10/2001
	Police Services Fees		
	CD/DVD/Audio/VHS/Video/Digital Evidence Copies	$20 or hourly rate plus material	7/1/2012
	Police Documents/Reports	$10 /for the first 15 pages and $0.30 /page thereafter	7/1/2008

Department	Revenue Source	Fee or Charge	Effective Date
POLICE			
	Body Worn Camera Footage	Per hour rate in excess of one half hour plus material	
	Materials		
	Link	$20	7/1/2022
	CD/DVD/Blue Ray	$20	7/1/2023
	4-8 GB Flash Drive	$11	7/1/2022
	16-32 GB Flash Drive	$13	7/1/2022
	64 GB Flash Drive	$18	7/1/2022
	128 GB Flash Drive	$32	7/1/2022
	External Hard Drive	Price varies based on size	7/1/2022
	Property Forfeiture for Criminal Activity	Varies	5/25/1999
	Second Hand Dealers and Transient Merchant License		
	Occasional	$40	7/1/2010
	Full-Time	$100	7/1/2010
	Reporting Forms	$0.80 each	7/1/2010
	Social Gaming License		
	Annual fee due January 1st	$100	1/1/2014
	If a business applies on or after July 1st	$50	7/1/2014
	Vehicle Release Fee	$125	7/1/2013

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - BUILDING			
	Building Permit Fees		
	(New Commercial)		10/1/2009
	Total Valuation:		
	$0.00 to $500.00	$51.09 /minimum	
	$500.01 to $2,000.00	$51.09 /for the first $500 and	
		$2.69 /for each additional $100 or fraction thereof.	
	$2,000.01 to $25,000.00	$91.44 /for the first $2,000 and	
		$10.76 /for each additional $1,000 or fraction thereof	
	$25,000.01 to $50,000.00	$338.92 /for the first $25,000 and	
		$8.06 /for each additional $1,000 or fraction thereof	
	$50,000.01 to $100,000.00	$540.42 /for the first $50,000 and	
		$5.38 /for each additional $1,000 or fraction thereof	
	$100,000.01 and over	$809.42 /for the first $100,000 and	
		$4.49 /for each additional $1,000 or fraction thereof	
	(New Single Family & Multi-Family)		10/1/2009
	Total Valuation:		
	$0.00 to $2,000.00	$66.25 /minimum	
	$2,000.01 to $25,000.00	$66.25 /for the first $2,000 and	
		$11.48 /for each additional $1,000 or fraction thereof	
	$25,000.01 to $50,000.00	$330.29 /for the first $25,000 and	
		$8.75 /for each additional $1,000 or fraction thereof	
	$50,000.01 to $100,000.00	$549.04 /for the first $50,000 and	
		$6.25 /for each additional $1,000 or fraction thereof	
	$100,000.01 to $250,000.00	$861.54 /for the first $100,000 and	
		$4.46 /for each additional $1,000 or fraction thereof	
	$250,000.01 to $500,000.00	$1,530.54 /for the first $250,000 and	
		$4.42 /for each additional $1,000 or fraction thereof	

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - BUILDING			
	$500,000.01 to $1,000,000.00	$2,635.54 /for the first $500,000 and $4.10 /for each additional $1,000 or fraction thereof	
	$1,000,000.01 to $2,000,000.00	$4,685.54 /for the first $1,000,000 and $3.33 /for each additional $1,000 or fraction thereof	
	$2,000,000.01 and over	$8,015.54 /for the first $2,000,000 and $3.18 /for each additional $1,000 or fraction thereof	
	(Additions~~,~~ and Alterations~~, and Demolitions~~ for Single Family, Multi-Family, Commercial, & Industrial)		10/1/2009
	Total Valuation:		
	$0.00 to $500.00	$53.27 /minimum	
	$500.01 to $2,000.00	$53.27 /for the first $500 and $3.39 /for each additional $100 or fraction thereof	
	$2,000.01 to $25,000.00	$104.12 /for the first $2,000 and $15.21 /for each additional $1,000 or fraction thereof	
	$25,000.01 to $50,000.00	$453.95 /for the first $25,000 and $11.02 /for each additional $1,000 or fraction thereof	
	$50,000.01 to $100,000.00	$729.45 /for the first $50,000 and $7.53 /for each additional $1,000 or fraction thereof	
	$100,000.01 to $500,000.00	$1,105.95 /for the first $100,000 and $6.04 /for each additional $1,000 or fraction thereof	
	$500,000.01 to $1,000,000.00	$3,521.95 /for the first $500,000 and $5.09 /for each additional $1,000 or fraction thereof	
	$1,000,000.01 and over	$6,066.95 /for the first $1,000,000 and $3.39 /for each additional $1,000 or fraction thereof	

Department	Revenue Source	Fee or Charge		Effective Date
COMMUNITY DEVELOPMENT - BUILDING				
	(Demolitions for Single Family, Multi-Family, Commercial, & Industrial)			
	Valuation less than $500,000	**$300**		**2/10/2026**
	Valuation $500,000 or more	**$1,200**		**2/10/2026**
	Building Plan Review Fee	65% of base building permit fee		9/26/2000
	Deferred Submittals	$200.00	minimum fee	9/24/2002
	Plan Review		plus 65% of building permit fee based on valuation of the particular portion or portions of the project.	
	Phased Permitting	$200.00	plus 10% of building permit fee based on total proj not to exceed $1,500 for each phase	9/24/2002
	Plan Review			
	Photovoltaic Solar Panel System	$180.00	(includes plan review and administrative fees) plus 12% state surcharge of permit fee	1/1/2011
	Electrical Fees			10/1/2009
	New residential, single or multi-family per dwelling unit; service included:			
	1000 square feet or less	$168.54		
	Each additional 500 square feet or portion thereof	$33.92		
	Limited energy, residential or multi-family (with above sq ft)	$75.00		
	Each manufactured home or modular dwelling service or feeder	$67.84		
	Services or feeders; installation, alterations or relocation:			
	200 amps or less	$100.70		
	201 amps to 400 amps	$133.56		
	401 amps to 600 amps	$200.34		
	601 amps to 1000 amps	$301.04		
	Over 1000 amps or volts	$552.26		
	Reconnect only	$67.84		
	Temporary services or feeders; installation, alteration or relocation:			
	200 amps or less	$59.36		
	201 amps to 400 amps	$125.08		
	401 amps to 600 amps	$168.54		
	Branch circuits; new, alteration or extension per panel:			

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - BUILDING			
	With purchase of service or feeder - each branch circuit	$7.42	
	Without purchase of service or feeder		
	First Branch Circuit	$56.18	
	Each addit. Branch circuit	$7.42	
	Miscellaneous (service or feeder not included):		
	Each pump or irrigation circuit	$67.84	
	Each sign or outline lighting	$67.84	
	Signal circuit(s) or a limited energy panel, alteration or extension	$75.00	
	Each additional inspection over the allowable in any of the above		
	Per Inspection	$66.25 /hour (min 1 hour)	
	Per Hour	$66.25 /hour (min 1 hour)	
	Industrial Plant Inspection	$78.18 /hour (min 1 hour)	
	Renewable Energy Electrical Fees:		
	5 kva or less	$100.70	7/1/2012
	5.01 to 15 kva	$133.56	7/1/2012
	15.01 to 25 kva	$200.34	7/1/2012
	Wind generation systems in excess of 25 kva:		
	25.01 to 50 kva	$301.04	7/1/2012
	50.01 to 100 kva	$552.26	7/1/2012
	>100 kva the permit fee shall be calculated in accordance with OAR 918-309-0040.		
	Solar generation systems in excess of 25 kva:		
	Each additional kva over 25	$7.42	7/1/2012
	>100 kva no additional charge		
	Each additional inspection over allowable in any of the above:		
	Each additional inspection will be charged at an hourly rate (1 hr minimum)	$66.25/hr	7/1/2012
	Misc. fees at an hourly rate (1 hr minimum)	$90.00/hr	7/1/2012
	Electrical permit plan review fee	25% of the electrical permit fee	
	Fire Protection Systems		10/1/2009
	(Commercial Fire Suppression - Sprinkler, Alarm and Type I-Hood systems based on project valuation)		
	Total Valuation:		

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - BUILDING			
	$0.00 to $500.00	$51.09 /minimum	
	$500.01 to $2,000.00	$51.09 /for the first $500 and	
		$2.69 /for each additional $100 or fraction thereof	
	$2,000.01 to $25,000.00	$91.44 /for the first $2,000 and	
		$10.76 /for each additional $1,000 or fraction thereof	
	$25,000.01 to $50,000.00	$338.92 /for the first $25,000 and	
		$8.06 /for each additional $1,000 or fraction thereof	
	$50,000.01 to $100,000.00	$509.42 /for the first $50,000 and	
		$5.38 /for each additional $1,000 or fraction thereof	
	$100,000.01 and over	$809.42 /for the first $100,000 and	
		$4.49 /for each additional $1,000 or fraction thereof	
	Fire Life Safety Plan Review (Commercial Only)	40% of base building permit fee	9/26/2000
	Fire Protection Systems (Residential Fire Suppression)		10/1/2009
	Stand Alone System		
	Square Footage:		
	1 to 2,000	$198.75	
	2,001 to 3,600	$246.45	
	3601 to 7,200	$310.05	
	7,201 and over	$404.39	
	Multipurpose or Continuous Loop System		
	Square Footage:		
	0 to 2,000	$121.90	
	2,001 to 3,600	$169.60	
	3,601 to 7,200	$233.20	
	7,201 and over	$327.54	
	Manufactured Dwelling Installation	$305.50	9/24/2002
	(Fee includes placement permit $275.50 and state administration fee $30.00)		

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - BUILDING			
	Manufactured Dwelling and Mobile Home	Per OAR	9/24/2002
	Parks, Recreation Camps, and Organizational Camps		
	Mechanical Fees		10/1/2009
	(1 & 2 Family Dwellings for New, Additions, or Alterations)		
	Heating/Cooling:		
	Air conditioning	$46.75	
	Furnace 100,000 BTU (ducts/vents)	$46.75	
	Furnace 100,000+ BTU (ducts/vents)	$54.91	
	Heat pump	$61.06	
	Duct work	$23.32	
	Hydronic hot water system	$23.32	
	Residential boiler (radiator or hydronic)	$23.32	
	Unit heaters (fuel-type, not electric), in-wall, in duct, suspended, etc.	$46.75	
	Flue/vent for any of above	$23.32	
	Other	$23.32	
	Other fuel appliances:		
	Water heater	$23.32	
	Gas fireplace	$33.39	
	Flue/vent for water heater or gas fireplace	$23.32	
	Log lighter (gas)	$23.32	
	Wood/pellet stove	$33.39	
	Wood fireplace/insert	$23.32	
	Chimney/liner/flue/vent	$23.32	
	Other	$23.32	
	Environmental exhaust and ventilation:		
	Range hood/other kitchen equipment	$33.39	
	Clothes dryer exhaust	$33.39	
	Single-duct exhaust (bathrooms, toilet compartments, utility rooms)	$23.32	
	Attic/crawlspace fans	$23.32	
	Other	$23.32	
	Fuel piping:		
	First four	$14.15	
	Each additional	$4.03	
	Minimum permit fee	$90.00	
	Mechanical plan review fee	25% of Permit Fee	

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - BUILDING			
	Mechanical Permit Fees		10/1/2009
	(Commercial and Multi-family)		
	Total Valuation:		
	$0.00 to $500.00	$69.06 /minimum	
	$500.01 to $5,000.00	$69.06 /for the first $500 and	
		$3.07 /for each additional $100 or fraction thereof	
	$5,000.01 to $10,000.00	$207.21 /for the first $5,000 and	
		$2.81 /for each additional $100 or fraction thereof	
	$10,000.01 to $50,000.00	$347.71 /for the first $10,000 and	
		$2.54 /for each additional $100 or fraction thereof	
	$50,000.01 to $100,000.00	$1,363.71 /for the first $50,000 and	
		$2.49 /for each additional $100 or fraction thereof	
	$100,000.01 and over	$2,608.71 /for the first $100,000 and	
		$2.92 /for each additional $100 or fraction thereof	
	Plan Review	25% of permit fee	9/24/2002
	Plumbing Fees		10/1/2009
	(Commercial, Industrial, Residential, & Multi-Family)		
	New One & Two Family Dwellings		
	1 bath	$312.70	
	2 bath	$437.78	
	3 bath	$500.32	
	Each additional bath/kitchen fixture	$25.02	
	Site Utilities		
	Catch basin or area drain	$18.76	
	Drywell, leach line, or trench drain	$18.76	
	Footing drain, first 100'	$50.03	
	Each additional 100' or part thereof (footing drain)	$37.52	
	Manufactured home utilities	$50.03	
	Manholes	$18.76	
	Rain drain connector	$18.76	
	Sanitary sewer, first 100'	$62.54	

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - BUILDING			
	Storm sewer, first 100'	$62.54	
	Water service, first 100'	$62.54	
	Each additional 100' or part thereof (sanitary, storm, water service)	$37.52	
	Fixture or Item		
	Backflow preventer	$31.27	
	Backwater valve	$12.51	
	Clothes washer	$25.02	
	Dishwasher	$25.02	
	Drinking fountain	$25.02	
	Ejectors/sump	$25.02	
	Expansion tank	$12.51	
	Fixture/sewer cap	$25.02	
	Floor drain/floor sink/hub	$25.02	
	Garbage disposal	$25.02	
	Hose bib	$25.02	
	Ice maker	$12.51	
	Interceptor/grease trap	$25.02	
	Medical gas (value: $)	*see table*	
	Primer	$12.51	
	Roof drain (commercial)	$12.51	
	Sink/basin/lavatory	$25.02	
	Solar units (potable water)	$62.54	
	Tub/shower/shower pan	$12.51	
	Urinal	$25.02	
	Water closet	$25.02	
	Water heater	$37.52	
	Water Piping/DWV	$56.29	
	Other:	$25.02	
	Minimum permit fee	$72.50	
	Plumbing plan review	25% of permit fee	
	Medical Gas Systems		9/24/2002
	Total Valuation:		
	$1.00 to $5,000.00	$72.50 /minimum	
	$5,000.01 to $10,000.00	$72.50 /for the first $5,000 and	
		$1.52 /for each additional $100 or fraction	

Department	Revenue Source	Fee or Charge		Effective Date
COMMUNITY DEVELOPMENT - BUILDING				
			thereof, to and including $10,000.	
	$10,000.01 to $25,000.00	$148.50	/for the first $10,000 and	
		$1.54	/for each additional $100 or fraction thereof, to and including $25,000.	
	$25,000.01 to $50,000.00	$379.50	/for the first $25,000 and	
		$1.45	/for each additional $100 or fraction thereof, to and including $50,000.	
	$50,000.01 and over	$742.00	/for the first $50,000 and	
		$1.20	/for each additional $100 or fraction thereof.	
	Restricted Energy			6/27/2000
	Residential Energy Use, for all systems combined	$75		
	Commercial Energy Use, for each system	$75		
	Sanitary Sewer Inspection Fee			6/6/2000
	Residential	$35		
	Commercial	$45		
	Industrial	$75		
	Site Work/Grading Permit Fees			10/1/2009
	Based on project valuation - See Building Permit Fees (New Commercial).			
	Miscellaneous Fees			
	Administrative fee to change issued permits, including but not limited to:			
	Address change (minimum charge - one-half hour)	$90	per hour	7/1/2014
	Contractor change (minimum charge - one-half hour)	$90	per hour	7/1/2014
	Process and handling fee to mail permits with plans	$5		7/1/2014
	Fee paid inspections for residential structures pursuant to Title 14, Chapter 16			6/27/2000
	Single & Two Family Dwellings	$100		
	Apartment Houses & Social Care Facilities	$160	/plus $7 for each dwelling unit in excess of 3	
	Hotels	$160	/plus $5 for each dwelling unit in excess of 5	

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - BUILDING			
	Information Processing & Archiving (IPA) Fee	$2 /sheet larger than 11" X 17" $1 /sheet 11" X 17" and smaller	7/1/2010
	Investigation Fee *(minimum charge: one-half hour)*	$90 per hour (average cost)	1/1/2014
	Phased Occupancy	$200	6/27/2000
	Permit or Plan Review Extension	$90	
	Temporary Certificate of Occupancy	~~$300~~	
	Valuation less than $500,000	**$300**	**2/10/2026**
	Valuation $500,000 or more	**$600**	**2/10/2026**
	Other Inspections & Fees:		
	1. Inspections outside of normal business hours (minimum charge - 2 hours)	$90 per hour	10/1/2009
	2 Reinspection fees	$90 per hour	10/1/2009
	3. Inspections for which no fee is specifically indicated (minimum charge: one-half hour)	$90 per hour	10/1/2009
	4. Additional plan review required by changes, additions or revisions to plans (minimum charge: one-half hour)	$90 per hour	10/1/2009

Note: A 12% surcharge fee as mandated by the State Building Codes Division is applied to all permit fees, investigation fees and inspection fees listed above.

EXHIBIT A

Department	Revenue Source	Fee or Charge		Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
	~~Information Processing & Archiving (IPA)~~ **Fee***			
	Temporary Sign	**$10**		**2/10/2026**
	A	**$36**		**2/10/2026**
	B	**$150**		**2/10/2026**
	C	**$250**		**2/10/2026**
	D	**$450**		**2/10/2026**
	Adjustment*	$536	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
	Annexation (Quasi-Judicial)*	$5,043	**Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Appeal			
	Type II to Hearings Officer **- Fee set by state law**	$250	~~Fee set by state law~~ **Plus Archive Fee B**	~~7/1/2011~~**2/10/2026**
	Expedited Review (Deposit) **- Fee set by state law**	$300	~~Fee set by state law~~ **Plus Archive Fee B**	~~7/1/2016~~**2/10/2026**
	Type III*	$5,072	**plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Comprehensive Plan Map Amendment (Quasi-judicial)*	$6,344	**plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Conditional Use*	$10,040	**plus Archive Fee D**	~~7/1/2025~~**2/10/2026**
	~~Development Code Review*~~			
	~~Residential**~~			
	~~Small Form Residential (includes single detached houses, duplexes, triplexes, and attached accessory dwelling units)~~	~~$132~~	~~Per dwelling unit~~	~~7/1/2025~~
	~~Detached Accessory Dwelling Unit~~	~~$132~~		~~7/1/2025~~
	~~Rowhouse~~	~~$132~~	~~Per dwelling unit~~	~~7/1/2025~~
	~~Quad~~	~~$428~~	~~Per Quad Development~~	~~7/1/2025~~
	~~Cottage Cluster~~	~~$321~~	~~Plus $80 per dwelling unit~~	~~7/1/2025~~
	~~Courtyard Unit~~	~~$321~~	~~Plus $80 per dwelling unit~~	~~7/1/2025~~

Department	Revenue Source	Fee or Charge		Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
	~~Accessory structures and additions that do not add dwelling units~~	~~$132~~		~~7/1/2025~~
	~~*** Residential development code review applies to new construction of, and additions to, dwelling units and structures including, but not limited to, garages, carports, porches, patios, decks, storage sheds, awnings, steps and ramps*~~			
	~~Non-Residential and Mixed-Use~~	~~$523~~		~~7/1/2025~~
	~~Tenant Improvements in Existing Development~~			
	~~Project Valuation under $5,000~~	~~$0~~		~~7/1/2022~~
	~~Project Valuation $5,000 - $74,999~~	~~$132~~		~~7/1/2025~~
	~~Project Valuation $75,000 - $149,999~~	~~$328~~		~~7/1/2025~~
	~~Project Valuation $150,000 and more~~	~~$523~~		~~7/1/2025~~
Director Determination*		$1,100	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
Development Design Review*		$11,846	**Plus Archive Fee D**	~~7/1/2025~~**2/10/2026**
Extension*				
	Type I	$536	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
	Type II	$1,100	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
Food Carts*				
	Food Cart	$256	**Per cart plus Archive Fee A**	~~7/1/2025~~**2/10/2026**
	Food Cart Pod	$4,000	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
Historic Resource Review*				
	Type II: Construction / Alteration / Demolition	$1,178	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
	Type III: Designation / Removal of Designation	$7,850	**Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**

Department	Revenue Source	Fee or Charge		Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
	Home Business Permit*	$450	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
	Home Occupation Permit*	$185	**Plus Archive Fee A**	~~7/1/2025~~**2/10/2026**
	Land Partition*			
	2 Lots	$6,039	**Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	3 Lots	$7,265	**Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Expedited	$8,479	**Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Final Plat	$1,687		7/1/2025
	Legislative Amendments			
	External Applicants	**$20,000**	**Plus Archive Fee D**	**2/10/2026**
	City Council, Planning Commission, Community Dev. Director or designee	**$0**		**2/10/2026**
	Lot Line Adjustment / Lot Consolidation*	$1,100	**Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Marijuana Facility Permit*	$1,072	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
	Modification*			
	Type I	$450	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
	Type II	$4,848	**Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Planned Development*			
	Concept Plan	$13,965	**Plus Archive Fee D**	~~7/1/2025~~**2/10/2026**
	Consolidated Concept and Detailed Plan	$13,965	**Plus Archive Fee D**	~~7/1/2025~~**2/10/2026**
	With Land Division (in lieu of Subdivision, Sublot, or Land Partition Fee)		Plus $114 per lot	7/1/2025

Department	Revenue Source	Fee or Charge		Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
	Detailed Plan	$4,848	**Plus Archive Fee D**	~~7/1/2025~~**2/10/2026**
	With Land Division (in lieu of Subdivision, Sublot, or Land Partition Fee)		Plus $114 per lot	7/1/2025
	Pre-Application Conference*			
	Type II	$450		7/1/2025
	Type III	$1,081		7/1/2025
	~~**Project / Plat Name Change***~~	~~$615~~		~~7/1/2025~~
	Public Facilities Exception (inside River Terrace)*	$1,100	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
	Sensitive Lands Review*			
	Type I	$1,100	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
	Type II	$4,822	**Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Type III	$5,208	**Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Sign Permit*			
	New or Modified Sign	$302	**Plus Archive Fee A**	~~7/1/2025~~**2/10/2026**
	Temporary Sign	$95	**Plus Archive Fee Temporary Sign**	~~7/1/2025~~**2/10/2026**
	Site Development Review*			
	Inside MU-CBD Zone: All Development			
	Type I	$178	**Plus Archive Fee A**	~~7/1/2025~~**2/10/2026**
	Type II			
	Under $1,000,000	$2,492	**Plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
	$1,000,000 and over	$7,701	Plus **(**0.004 X Project Valuation**) and Archive Fee C**	~~7/1/2025~~**2/10/2026**

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING			
	Outside MU-CBD Zone: Residential Development		
	Type I		
	Under 13 Dwelling Units	$536 **Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	13 Dwelling Units and over	$1,100 **Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Type II		
	Under 13 Dwelling Units	$1,316 **Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	13 Dwelling Units and over	$2,192 **Plus Archive Fee D**	~~7/1/2025~~**2/10/2026**
	Outside MU-CBD Zone: Nonresidential and Mixed-Use Development		
	Type II		
	Under $1,000,000	$8,517 **Plus Archive Fee D**	~~7/1/2025~~**2/10/2026**
	$1,000,000 and over	$11,068 Plus **(**$6 per each $10,000 over $1~~,000,000~~**M) and Archive Fee D**	~~7/1/2025~~**2/10/2026**
	Subdivision*		
	Preliminary Plat	$13,370 Plus $114 per lot **and Archive Fee D**	~~7/1/2025~~**2/10/2026**
	Expedited Preliminary Plat	$11,275 Plus $114 per lot **and Archive Fee D**	~~7/1/2025~~**2/10/2026**
	Final Plat	$3,401	7/1/2025
	Sublot Plat*		
	Preliminary Sublot Plat	$6,578 Plus $114 per lot **and Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Final Sublot Plat	$1,645	7/1/2025

Department	Revenue Source	Fee or Charge		Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
	Temporary Use Permit*			
	Type I	$536	**Plus Archive Fee A**	~~7/1/2025~~**2/10/2026**
	Special Exemption: Non-Profit Organization	$0		7/1/2022
	Special Rate: Mixed Use-Central Business District Zone			
	1st Temporary Use in a Calendar Year	$536	**Plus Archive Fee A**	~~7/1/2025~~**2/10/2026**
	2nd Through 5th Temporary Use With Substantially the Same Site Plan Within A Calendar Year	$95	**Plus Archive Fee A**	~~7/1/2025~~**2/10/2026**
	Transportation Mitigation Review (inside Tigard Triangle)*	$1,100	**Plus Archive Fee B**	**2/10/2026**
	Urban Forestry*			
	Plan Modification	$1,057	Plus ~~$114 per lot~~ **Archive Fee B**	~~7/1/2025~~**2/10/2026**
	Discretionary Plan Review (with concurrent Type III review)	$662	~~Plus $114 per lot~~	7/1/2025
	Discretionary Plan Review (without concurrent Type III review)	$4,079	**Plus Archive Fee C**	~~7/1/2025~~**2/10/2026**
	Wireless Communication Facility*			
	Site Development Review Type II			
	Under $1,000,000	$8,517	**Plus Archive Fee D**	~~7/1/2025~~**2/10/2026**
	$1,000,000 or over	$11,068	Plus **(**$7 per each $10,000 over $1-M~~illion~~**) and Archive Fee D**	~~7/1/2025~~**2/10/2026**
	Conditional Use Permit	$10,040	**Plus Archive Fee D**	~~7/1/2025~~**2/10/2026**
	Zone Change (Quasi-Judicial)	$6,344	**Plus Archive Fee D**	~~7/1/2025~~**2/10/2026**
	Zoning Analysis	$1,100	**Plus Archive Fee A**	~~7/1/2025~~**2/10/2026**
	Zoning Request	$161	**Plus Archive Fee A**	~~7/1/2025~~**2/10/2026**
	Special Exemption: Shelter Siting	$0		7/1/2025

Department	Revenue Source	Fee or Charge		Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
	Planning Review of Building Permits*			
	Residential**			
	Small Form Residential (includes single detached houses, duplexes, triplexes, and attached accessory dwelling units)	$135	Per dwelling unit	7/1/2025
	Detached Accessory Dwelling Unit	$135		7/1/2025
	Rowhouse	$135	Per dwelling unit	7/1/2025
	Quad	$439	Per Quad Development	7/1/2025
	Cottage Cluster	$329	Plus $80 per dwelling unit	7/1/2025
	Courtyard Unit	$329	Plus $80 per dwelling unit	7/1/2025
	Accessory structures and additions that do not add dwelling units	$135		7/1/2025
	*** Residential development code review applies to new construction of, and additions to, dwelling units and structures including, but not limited to, garages, carports, porches, patios, decks, storage sheds, awnings, steps and ramps*			
	Non-Residential and Mixed-Use	$536		7/1/2025
	Tenant Improvements in Existing Development			
	Project Valuation under $5,000	$0		7/1/2022
	Project Valuation $5,000 - $74,999	$135		7/1/2025
	Project Valuation $75,000 - $149,999	$336		7/1/2025
	Project Valuation $150,000 and more	$536		7/1/2025

Department	Revenue Source		Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
COMMUNITY DEVELOPMENT - MISCELLANEOUS FEES & CHARGES				
	GIS Maps			
	17" x 22"	Non Aerial	$16	7/1/2025
		Aerial	$21	7/1/2025
	34" x 44"	Non Aerial	$37	7/1/2025
		Aerial	$43	7/1/2025
	Custom Maps		Staff Hourly Rate	7/1/2011
	~~**Information Processing & Archiving (IPA) Fee***~~			
	~~Temporary Sign~~		~~$10~~	~~7/1/2024~~
	~~Type I Review~~		~~$36~~	~~7/1/2024~~
	~~Type II Review~~		~~$350~~	~~7/1/2024~~
	~~Type III Review~~		~~$400~~	~~7/1/2024~~
	Project / Plat Name Change*		**$615**	**7/1/2025**
	Public Notice Sign		$8	7/1/2024
	Renotification for Hearing Postponement*		$579	7/1/2025
	Tigard Comprehensive Plan		$100	7/1/2024
	Tigard Transportation System Plan		$100	7/1/2024

** Adjusted annually in conjunction with the Seattle Construction Cost Index (SCCI) Annual Average*

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - MISCELLANEOUS DEVELOPMENT			
	Fee in Lieu of Sewer (MU-CBD zone only)	Based on actual cost of sewer connection, if sewer was available the current Washington County Assessor-determined real market value of the land (not improvements) by 10%	1998
	Sanitary Sewer Connection Fee (This fee is determined by Clean Water Services. The City of Tigard receives 3.99% of fees collected.)	$7,139 / DU or DUE	7/1/2025
	Water Quality Facility Fee (Fee set by Clean Water Services)[1] (City receives 100% of fees collected)		
	Residential Single Family	$311 /unit	7/1/2025
	Commercial & Multi-family	$311 /2,640 sq. ft of additional impervious surface	7/1/2025
	Water Quantity Facility Fee (Fee set by Clean Water Services)[1] (City receives 100% of fees collected)		
	Residential Single Family	$380 /unit	7/1/2025
	Commercial & Multi-family	$380 /2,640 sq. ft of additional impervious surface	7/1/2025
	Metro Construction Excise Tax (City will retain 5% for administrative expenses) (Tax set by Metro, but collected by cities)	0.12% of building permits for projects with a total valuation of $100,001 or more; not to exceed $12,000.	7/1/2006

Department	Revenue Source	Fee or Charge		Effective Date
COMMUNITY DEVELOPMENT - MISCELLANEOUS DEVELOPMENT				
	School District Construction Excise Tax			
	(City will retain 4% for administrative expenses)			
	(Tax set by school districts based on ORS 320.170-189 and collected by cities)			
	Beaverton School District[2]	$1.67	/sq. ft. residential construction	7/1/2025
		$0.84	/sq. ft. non-residential construction	7/1/2025
		$41,800	Non-residential maximum per building permit or per structure, whichever is less	7/1/2025
	Tigard-Tualatin School District (TTSD)[2]	$1.67	/sq. ft. residential construction	7/1/2025
		$0.84	/sq. ft. non-residential construction	7/1/2025
		$41,800	Non-residential maximum per building permit or per structure, whichever is less	7/1/2025
	Tigard Affordable Housing Construction Excise Tax	(City will retain 4% for administrative expenses)		1/1/2020
	Residential	1%	/Permit Valuation	
	Commercial	1%	/Permit Valuation	
	Permits of value less than $50,000 and other exemptions may apply per TMC 3.90			
	Small Wireless Facility Planning Review Fee	$150	per application, up to 5 batched applications, then $45 per application over 5	2/5/2019
	Type II (Major) Modification Project Valuation Threshold[3]	$69,254		7/1/2025

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - MISCELLANEOUS DEVELOPMENT			
	Urban Forestry[3]		
	In Lieu of Planting Fees (Planting & 3 Year Maintenance)		
	Street Tree	$841 per tree	7/1/2025
	Open Grown Tree	$841 per tree	7/1/2025
	Stand Grown Tree	$599 per stand	7/1/2025
	Tree Removal Permit		
	Simple	$0	7/1/2022
	Complex[4]	$461 per tree **plus Archive Fee B**	~~7/1/2025~~**2/10/2026**
	Tigard Triangle District Tree Removal Fee (only applies in TMU Zone when removal approved through an adjustment)	$415 per caliper inch DBH	7/1/2025
	Tree Canopy Fee	$3 per square foot of tree canopy	3/1/2013
	Parking Lot Tree Canopy Fee*	**$1,595 per parking space**	**2/10/2026**
	Urban Forest Inventory Fees		
	Open Grown Tree	$233 Plus $32 each additional tree	7/1/2025
	Stand of Trees	$306 Plus $50 each additional stand	7/1/2025
	Retroactive Tree Removal Permit Penalty	$250 Minimum	7/1/2024
	Tree Establishment Bond (Planting & Early Establishment)		
	Open Grown Tree for all Land Use Applications except Land Divisions	$691 per tree	7/1/2025
	Stand Grown Tree for all Land Use Applications except Land Divisions	$550 per stand	7/1/2025

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - MISCELLANEOUS DEVELOPMENT			
	Vacation (Streets and Public Access)[3]		
	Deposit	$4,070 Plus actual costs	7/1/2025
	Vertical Housing Development Zone[3]		
	Precertification Fee	$1,107	7/1/2025
	Final Certification Fee	$1,662	7/1/2025
	Annual Project Monitoring Fee	$415	7/1/2025

**** Adjusted annually in conjunction with the Seattle Construction Cost Index (SCCI) Annual Average***

[1] This fee is determined by Clean Water Services.

[2] BSD and TTSD Construction Excise Tax will be set by the school districts in June/July. Staff is authorized to update the schedule for the fees and charges set by other jurisdictions.

[3] Per Ord 03-59, fee is adjusted yearly based on the Construction Cost Index for the City of Seattle as published in the April issue of Engineering News Record.

[4] Per tree up to and including 10 trees. If over 10 trees, a deposit of $476 for each tree over 10 trees up to a maximum of $5,000.00. The applicant is charged actual staff time to process the permit and will be refunded the balance of the deposit if any remains after the review is complete.

Department	Revenue Source	Fee or Charge		Effective Date
PUBLIC WORKS - DEVELOPMENT ENGINEERING				
	Addressing Assignment Fee	$50.00	/lot or suite (up to first 20)	8/1/2017
		$25.00	/lot or suite (for 21 and greater)	8/1/2017
	Early Addressing Request	$250.00	Prior to Plat Approval	8/1/2017
	Encroachments			
	Encroachment Permit - Furnishings	$25.00		7/1/2020
	Encroachment Permit	$250.00		7/1/2020
	Encroachment Permit Appeal	$250.00		11/1/2018
	Erosion Control Inspection Fee With Development			
	Construction Cost Estimate $0-$25,000	$80.70		7/1/2014
	Construction Cost Estimate $25,001-$50,000	$107.60		7/1/2014
	Construction Cost Estimate $50,001-$100,000	$161.40		7/1/2014
	Construction Cost Estimate over $100,000	$161.40	plus $75 per $100,000 or fraction thereof exceeding the first $100,000	7/1/2014
	Without Development			
	0-0.99acres	$322.80		7/1/2014
	1acre or greater	$322.80	plus $150 per acre or fraction thereof	7/1/2014
	Reinspection Fee	$96.84	per hour with a minimum of 1 hour	7/1/2014
	Plan Check		included in inspection fee	7/1/2014
	Plan Resubmittal Review	$96.84	per hour with a minimum of one-half hour	7/1/2014
	Fee In Lieu of Stormwater Quality (Fee set by Clean Water Services)[1]	$1.00	/per sq. ft. of unmanaged impervious area	8/1/2017
	Fee In Lieu Of Hydromodification (Fee set by Clean Water Services)[1]	$1.00	/per sq. ft. of unmanaged impervious area	10/1/2019
	Fee In Lieu Of Stormwater Quality and Hydromodification (Fee set by Clean Water Services)[1]	$1.50	/per sq. ft. of unmanaged impervious area	10/1/2019

Department	Revenue Source	Fee or Charge	Effective Date
PUBLIC WORKS - DEVELOPMENT ENGINEERING			
	Fee In Lieu Of Undergrounding		
	Utility Portion (one or more, accumulative):		
	Electrical	$86.00 /linear foot	7/1/2022
	Cable	$16.00 /linear foot	7/1/2022
	Telecommunication	$26.00 /linear foot	7/1/2022
	Trench Cost (applied only once, per lineal foot)	$39.00 /linear foot	7/1/2022
	Other Inspections & Fees		
	Inspections		
	1 Inspections outside of normal business hours (minimum charge - 2 hours)	$135.00 per hour	7/1/2019
	2 Inspections for which no fee is specifically indicated (minimum charge - one-half hour)	$135.00 per hour	7/1/2019
	3 Additional plan review required by changes, additions or revisions to plans (minimum charge - one-half hour)	$135.00 per hour	7/1/2019
	4 Additional 0.5% added to PFI Plan Review Fee for each additional technical review after the third PFI plan review	0.5% of estimated cost of public improvements with a $300 minimum	7/1/2022
	Oversize Load Permit	$325.00	7/1/2024
	Retrieval of Materials Confiscated in ROW		
	Lawn and A-board signs	$40.00 per sign	7/1/2024
	Other signs and materials (based on size and value)	City Manager's Discretion (per TMC 6.03 Ord 12-02)	7/1/2024
	Public Facility Improvement - LIDA* Permit	$300.00 /equivalent dwelling unit (EDU) for review and inspection of LIDA on single lots	8/1/2017

* - LIDA + Low Impact Development Approaches per Clean Water Services Design and Construction Standards

Department	Revenue Source	Fee or Charge	Effective Date
PUBLIC WORKS - DEVELOPMENT ENGINEERING			
	Public Facility Improvement Permit		
		$300 minimum, or 2% of the preliminary engineer's estimate of cost is required at permit intake and will be credited when calculating the fee to release the permit	7/1/2025
		7% of the final engineer's estimate of cost for all non-water system improvements is required to release the permit and the intake fee amount will be deducted as a credit	7/1/2025
		12% of the final engineer's estimate for public water system improvements	7/1/2025
		$0.00 Sidewalk repair or replacement up to 20 linear feet	7/1/2021
	Regional Stormwater Management Charge (RSMC) (Fee set by Clean Water Services)[1]		
	RSMC Unit Rate	$10.26 per cubic foot of required volume management	7/1/2025
	Residential RSMC = Lot size (sf) x percent impervious design factor x 0.131 cf/sf x RSMC unit rate*		
	Multi-family & non-residential RSMC = Actual impervious area (sf) x 0.131 cf/sf x RSMC unit rate*		
	* Percent impervious design factor and RSMC unit rate per Clean Water Services Rates and Charges		
	Reimbursement District Application Fee	$300.00	1/27/1998
	Reimbursement District Fee	Not to Exceed $6,000 unless reimbursement fee exceeds $15,000. Any amount over $15,000 shall be reimbursed by the owner; $6,000 limit valid for only 3 years from Council approval of district cost.	7/1/2001
	Streetlight Energy & Maintenance Fee	Based upon PGE Schedule #95 Option "B" for the first two years costs	1/27/2020
	Tigard Triangle Mixed Use Zone – Fees and Charges		
	Transportation Impact Study	Actual Cost of Study by City Transportation Consultant	7/1/2018
	Transportation Fee in Lieu of Construction	Estimated Cost of Improvements by City Engineer (determination based on an estimate to construct the required improvements using the average cost of the most recent capital improvement project itemized bid prices)	7/1/2018

[1] This fee is determined by Clean Water Services.

Department	Revenue Source	Fee or Charge	Effective Date
PUBLIC WORKS - UTILITIES			
	Booster Pump Charge		
	Customer Classification		
	Single-Family Residential	$2.03 /monthly	7/1/2021
	Multi-Family Residential, Commercial, Industrial, Irrigation by Meter Size (diameter inches)		
	5/8 x 3/4	$1.49 /monthly	7/1/2021
	3/4 x 3/4	$2.24 /monthly	7/1/2021
	1	$3.74 /monthly	7/1/2021
	1.5	$7.47 /monthly	7/1/2021
	2	$11.96 /monthly	7/1/2021
	3	$23.91 /monthly	7/1/2021
	4	$37.36 /monthly	7/1/2021
	6	$74.73 /monthly	7/1/2021
	8	$119.56 /monthly	7/1/2021
	10	$171.87 /monthly	7/1/2021
	12	$252.21 /monthly	7/1/2021
	Customer Charge		
	(Basic fee charged to customers to have the City deliver water.)		
	Customer Classification		
	Single-Family Residential	$33.95 /monthly	7/1/2025
	Multi-Family Residential, Commercial, Industrial, Irrigation by Meter Size (diameter inches)		
	5/8 x 3/4	$33.95 /monthly	7/1/2025
	3/4 x 3/4	$48.90 /monthly	7/1/2025
	1	$76.16 /monthly	7/1/2025
	1.5	$201.14 /monthly	7/1/2025

Department	Revenue Source		Fee or Charge		Effective Date
PUBLIC WORKS - UTILITIES					
		2	$326.35	/monthly	7/1/2025
		3	$642.37	/monthly	7/1/2025
		4	$1,220.21	/monthly	7/1/2025
		6	$1,368.17	/monthly	7/1/2025
		8	$2,136.81	/monthly	7/1/2025
		10	$3,942.94	/monthly	7/1/2025
		12	$5,579.00	/monthly	7/1/2025
	Final Notification Process Fee		$10.00	/per instance	10/19/2016
	Fire Hydrant Flow Test		$400.00	/test	7/1/2018
	Fire Hydrant Usage - Temporary				
	3" hydrant meter deposit*		$650.00		9/1/2002
	*Deposit is refundable if returned in good condition				
	Hook-up service		$50.00		2/27/2001
	Continued use		$50.00	/month	2/27/2001
	Consumption		$19.32	/100 cubic feet of water	7/1/2025
	Fire Rates (Sprinklers)				
	6" or smaller		$42.31	/monthly	7/1/2025
	8" or larger		$55.97	/monthly	7/1/2025
	Fire Service Connection*		$2,168	/+ 12% fee based on construction costs.	7/1/2025

** Updated annually based on Seattle CCI per April 22, 2013 consultant study.*

Department	Revenue Source	Fee or Charge	Effective Date
PUBLIC WORKS - UTILITIES			
	Meter Disconnection	Actual labor and material costs + 10%	9/1/2002
	Meter Installation Fees		
	5/8" x 3/4" Meter	$405.00	7/1/2018
	3/4" x 3/4" Meter	$463.00	7/1/2018
	1" Meter	$636.00	7/1/2018
	1 1/2" Meter	$983.00	7/1/2018
	2" Meter	$1,272.00	7/1/2018
	3" or more Meter	Actual labor and material costs + 10%	9/1/2011
	Meter Out-of-Order Test	Meter calibration cost + actual labor and material costs + 10%	9/1/2002
	Sanitary Sewer Service (Fee set by Clean Water Services)		
	(City receives 20% of fees collected)		
	Base Charge	$38.28 /dwelling unit/month	7/1/2025
	Use Charge	$2.50 /100 cubic feet/month for individual customer winter average	7/1/2025
	Tigard Sewer Surcharge*	$3.23 /dwelling unit/month	7/1/2025
	** Updated annually based on Seattle CCI.*		
	Service Installation Fees		
	Single Trench - Single Residential Service	$3,815.00 includes labor & materials	7/1/2018
	1 1/2" Meter and greater	Actual labor and material costs + 10%	10/1/2011
	Storm and Surface Water (Fee set by Clean Water Services)		
	(City retains 75% of Service Charge fees collected)		
	(City retains 100% of its Surcharge fees collected)		
	Service Charge	$11.30 /ESU/month	7/1/2025
	Tigard Stormwater Surcharge	$5.50 /ESU/month	1/1/2021

Department	Revenue Source		Fee or Charge		Effective Date
PUBLIC WORKS - UTILITIES					
	Water After Hours Emergency Turn On Service*		$65.00		7/1/2017
	*Service Hours Outside of Monday through Friday 8:00 am - 5:00 pm				
	Water Bacteriological Quality Testing				
	Cost per test		$80.00		7/1/2018
	Water Disconnection Charge for Non-payment				
	During business hours		$50.00		2/27/2001
	Water Line Construction - New Development		12% of Actual Cost		2/27/2001
	Water Main Extension				
	Designed and installed by others		12% of Actual Cost		9/1/2002
	Water Usage Charges				
	Residential				
		Tier 1	$4.77 /100 cubic feet of water		7/1/2025
		Tier 2	$6.97 /100 cubic feet of water		7/1/2025
		Tier 3	$7.98 /100 cubic feet of water		7/1/2025
	Multi-Family				
		Uniform Rate	$5.21 /100 cubic feet of water		7/1/2025
	Commercial				
		Tier 1	$4.71 /100 cubic feet of water		7/1/2025
		Tier 2	$6.86 /100 cubic feet of water		7/1/2025
		Tier 3	$7.85 /100 cubic feet of water		7/1/2025
	Industrial	Uniform Rate	$6.21 /monthly		1/1/2021
	Irrigation	Uniform Rate	$8.81 /monthly		1/1/2021
	Tiered Rate Structure Thresholds (100 cubic feet of water)				
	Customer Classification				
		Single-Family Residential	Tier 1	6 ccf	7/1/2021
			Tier 2	15 ccf	7/1/2021
			Tier 3	over 15 ccf	7/1/2021

Department	Revenue Source	Fee or Charge		Effective Date
PUBLIC WORKS - UTILITIES				
	Multi-Family Residential, Commercial, Industrial, Irrigation by Meter Size (diameter inches)			
	5/8 x 3/4	Tier 1	6 ccf	
		Tier 2	15 ccf	
		Tier 3	over 15 ccf	
	3/4 x 3/4	Tier 1	9 ccf	
		Tier 2	22 ccf	
		Tier 3	over 22 ccf	
	1	Tier 1	16 ccf	
		Tier 2	40 ccf	
		Tier 3	over 40 ccf	
	1.5	Tier 1	48 ccf	
		Tier 2	120 ccf	
		Tier 3	over 120 ccf	
	2	Tier 1	78 ccf	
		Tier 2	195 ccf	
		Tier 3	over 195 ccf	
	3	Tier 1	137 ccf	
		Tier 2	344 ccf	
		Tier 3	over 344 ccf	
	4	Tier 1	282 ccf	
		Tier 2	705 ccf	
		Tier 3	over 705 ccf	
	6	Tier 1	300 ccf	
		Tier 2	750 ccf	
		Tier 3	over 750 ccf	
	8	Tier 1	480 ccf	
		Tier 2	1,200 ccf	
		Tier 3	over 1,200 ccf	
	10	Tier 1	938 ccf	
		Tier 2	2,345 ccf	
		Tier 3	over 2,345 ccf	

Department	Revenue Source		Fee or Charge		Effective Date
PUBLIC WORKS - UTILITIES					
		12	Tier 1	1,350 ccf	
			Tier 2	3,376 ccf	
			Tier 3	over 3,376 ccf	
	Street Maintenance Fee (TMC 15.20)*				
	Monthly Residential Rate - Single and Multi-Family		$9.11 / unit		7/1/2025
	Monthly Non-Residential Rate		$2.98 /per min required parking space		7/1/2025
	Staff Review		No Charge		
	City Council Written Appeal Filing Fee		$300.00		
	Tigard Transportation Utility Fee (River Terrace)		$5.00 / month		10/1/2016
	Meter Maintenance Fee (TMC 12.01)		$50.00 per required service		7/1/2018

** Street Maintenance Fee is adjusted by a 2-year rolling average of 85% Seattle Construction Cost Index and 15 % Oregon Monthly Asphalt Cement Material Price Index. However based on the TMC, a floor of two percent and a ceiling of seven percent will be applied.*

Department	Revenue Source		Fee or Charge		Effective Date
PUBLIC WORKS - PARKS & RECREATION					
	Community Garden Plot Rental				
		Large (>120 sq. ft.)	$60	/year	8/1/2017
		Medium (60-119 sq. ft.)	$40	/year	7/1/2018
		Small (<60 sq. ft.)	$30	/year	8/1/2017
		Non-resident fee (additional Metzger School Park)	$5	/plot/year	8/1/2017
	Park Reservation Fees				
	Application Fee	Resident	$0	/per event	1/1/2025
		Non-Resident	$50	/per event	7/1/2010
		Rental Change Fee	$15	/per event	7/1/2011
	Organized Group Event Processing Fee		$50	/per event	7/1/2012
	Event Monitor		$15	/hour	7/1/2012
	Special Use/Alcohol Permit Fee	*(Fee assessed at time of reservation)*	$25	/per event	7/1/2010
	Shelter Rental Fees (2 hour minimum)				
	Shelter #2	Resident / Non Resident	$45	/hour	1/1/2025
	Shelter #1, #3, #4, Bishop/Scheckla Pavilion, & Summerlake	Resident / Non Resident	$35	/hour	1/1/2025
	Grass Soccer/Ball Field Rental Fee (2 hour minimum)				
		Resident	$10	/hour	7/1/2010
		Non-Resident	$20	/hour	7/1/2010
	Artificial Turf Soccer/Ball Field Rental Fee (2 hour minimum)				
		Resident	$20	/hour	1/1/2025
		Non-Resident	$40	/hour	1/1/2025
	Court (Sports) Rental Fee	Resident	$10	/hour	7/1/2019
		Non-Resident	$20	/hour	7/1/2019

Department	Revenue Source		Fee or Charge		Effective Date
PUBLIC WORKS - PARKS & RECREATION					
	Special Event Permits				
	Special Event Permit Fee	First 3 hours	$50	0 to 25 people	1/1/2025
			$75	26 to 100 people	11/12/2019
			$100	101 to 200 people	1/1/2025
			$275	201 to 500 people	11/12/2019
			$475	501 to 2,000 people	11/12/2019
			$1,000	2,001 and more	11/12/2019
		Each Additional Hour	$10	0 to 25 people	11/12/2019
			$25	26 to 100 people	11/12/2019
			$55	101 to 200 people	11/12/2019
			$90	201 to 500 people	11/12/2019
			$155	501 to 2000 people	11/12/2019
			$330	2,001 and more	11/12/2019
	Special Event Permit Appeal		$100		8/13/2019
	Downtown Special Events Permits				
	Downtown Special Event Application Fee		$50	0 to 500 people	7/1/2023
			$150	501 people or more	7/1/2023
	Hourly Fee: 2-hour minimum - maximum 6-hour block				
	Universal Plaza	Resident public event	$300	/hour	7/1/2023
		Non-resident public event	$600	/hour	7/1/2023
	Rotary Plaza	Resident public event	$200	/hour	7/1/2023
		Non-resident public event	$400	/hour	7/1/2023
	Liberty Park	Resident public event	$150	/hour	7/1/2023
		Non-resident public event	$300	/hour	7/1/2023
	Daily Fee: Public events over 10 hours				
	Universal Plaza	Resident public event	$3,000	/day	7/1/2023
		Non-resident public event	$6,000	/day	7/1/2023
	Rotary Plaza	Resident public event	$1,000	/day	7/1/2023
		Non-resident public event	$2,000	/day	7/1/2023

Department	Revenue Source		Fee or Charge	Effective Date
PUBLIC WORKS - PARKS & RECREATION				
	Liberty Park	Resident public event	$750 /day	7/1/2023
		Non-resident public event	$1,500 /day	7/1/2023
	Refundable Security/Cleaning Deposit	May be required for some events to mitigate possible cleanup and/or damages per application		
	Universal Plaza		Not to exceed $250	7/1/2023
	Rotary Plaza		Not to exceed $250	7/1/2023
	Liberty Park		Not to exceed $250	7/1/2023
	Downtown District Event	*(does not include required deposits for parks if included in the event)*	Not to exceed $1,500	7/1/2023
	Special Use/Alcohol Permit Fee	*(Fee assessed at time of reservation)*	$25 /per event	7/1/2023
	Road Closure Fee			
	Intersection closure or restriction	per intersection	$175 /day	7/1/2023
		three or more intersections	$525 /day	7/1/2023

Department	Revenue Source	Fee or Charge	Effective Date
PUBLIC WORKS - PARKS			
	Parks & Recreation Fee (TMC 3.75)		
	Monthly Residential Rate - Single and Multi-Family	$9.38 / equivalent dwelling unit	7/1/2025
	Monthly Non-Residential Rate	$9.38 / equivalent dwelling unit	7/1/2025
	Reduction for Qualified Low Income Single Family	50%	4/1/2016

Notes:

1 Commercial EDU Calculation (rounded to nearest whole EDU):
(Billed Parking Stalls from Street Maintenance Fee * 0.76 Jobs Per Stall)/15 EDU Factor = EDUs

2 Industrial EDU Calculation (rounded to nearest whole EDU):
(Billed Parking Stalls from Street Maintenance Fee * 1.19 Jobs Per Stall)/15 EDU Factor = EDUs

Calculation of the annual Park Maintenance Fee Index (from FCS Group report "Tigard Parks Maintenance Fee: Report to Council for January 12, 2016 Public Hearing"

Cost Center	Annual Rate	Weight
Personnel	4.80%	0.60
Services/Utilities	3.00%	0.25
Materials/Internal Services	4.20%	0.15
Annual Index (Weighted Average)	**4.26%**	

TMC 3.75.050.D authorizes the establishment of a program to reduce the Park Maintenance Fee for low income individuals responsible for paying the utility bill.

The reduction will last for 12 billing cycles after which the fee reduction will end or the responsible party can reapply
To Qualify for the reduction, the responsible party:

1 Must be the individual(s) on the utility bill
2 Provide documented proof of income such as most recent tax statement or W-2.
3 Have an income at, or below, 50% of the Median Income for Oregon as set by the US Department of Housing and Urban Development (HUD).

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING			
	Residential Park System Development Charge (SDC)[1]		
	Single Family Detached Dwelling - Reimbursement	$2,178	7/1/2025
	Single Family Detached Dwelling - Improvement	$7,862	7/1/2025
	Single Family Detached Dwelling - Improvement for Neighborhood Parks		
	Outside River Terrace	$2,915	7/1/2025
	Inside River Terrace	$3,613	7/1/2025
	Other Residential Dwelling - Reimbursement	$1,393	7/1/2025
	Other Residential Dwelling - Improvement	$5,919	7/1/2025
	Other Residential Dwelling - Improvement for Neighborhood Parks		
	Outside River Terrace	$2,194	7/1/2025
	Inside River Terrace	$2,720	7/1/2025
	Non-Residential Park System Development Charge (SDC)[1]		
	Charge per employee - Reimbursement	$123	7/1/2025
	Charge per employee - Improvement	$679	7/1/2025

[1] See methodology report used to calculate the charges.

The Park System Development Charge (Park SDC) is a City of Tigard charge that is assessed on new development to support the acquisition and development of parks, greenways, and paved trails, all of which are used by residents of Tigard and by those who work here. The Park SDC is a one-time fee charged to new development to help pay a portion of the costs associated with building additional parks and trails to meet the needs created by both residential and commercial/industrial growth. The SDC revenues can only be used on capacity-increasing capital improvements and cannot be used to repair existing park facilities.

Park SDCs are assessed on new residential development on a per-unit basis and against commercial and industrial development on a per-employee basis.

The amount of the charge for each land use category is adjusted each year, effective July 1st, in relation to two indices, one reflecting changes in development/construction costs and one reflecting changes in land acquisition costs.

For more detailed/updated information on calculating Park SDC's see "Parks & Recreation System Development Charge Methodology Report," by FCS Group, May 19, 2015. Adopted by Ord. 15-09.

Department	Revenue Source	Fee or Charge	Effective Date
PUBLIC WORKS - WATER			
	Water System Development Charge (SDC)*		
	5/8" x 3/4" Meter	$6,314	7/1/2025
	3/4" x 3/4" Meter	$9,094	7/1/2025
	1" Meter	$16,844	7/1/2025
	1 1/2" Meter	$50,502	7/1/2025
	2" Meter	$82,006	7/1/2025
	3" Meter	$144,614	7/1/2025
	4" Meter	$296,585	7/1/2025
	6" Meter	$315,713	7/1/2025
	8" Meter	$505,139	7/1/2025

Water system connections greater than 8 inch diameter, City will forecast the demands on an average-day, peak-day, and peak-hour basis to determine SDC fees.

**As per ORS 223.304(8) Res. 10-76, the City will use ENR Seattle CCI for the month of April prior to the budget year imposed.*
Res. 22-29 updated the Water SDC methodology effective 7/1/2023.

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING			
	Residential Transportation System Development Charge (SDC)[1]		
	Single Family Detached Dwelling - Reimbursement	$477	7/1/2025
	Single Family Detached Dwelling - Improvement	$8,260	7/1/2025
	Single Family Detached Dwelling - River Terrace Overla	$4,040	7/1/2025
	Other Residential Dwelling - Reimbursement	$278	7/1/2025
	Other Residential Dwelling - Improvement	$4,818	7/1/2025
	Other Residential Dwelling - River Terrace Overlay	$2,357	7/1/2025
	Non-Residential Transportation System Development Charge (SDC)[3][4]		
	Charge per PHVT - Reimbursement	$634	7/1/2025
	Charge per PHVT - Improvement	$10,995	7/1/2025
	Charge per PHVT - River Terrace[2]	$1,355	7/1/2025

[1]See Adopted Methodology Report used to calculate the charges.

[2]Based on 50% Credit Policy for the "local" elements of River Terrace Blvd.

[3]Non-residential SDCs will be based on average charges by Peak Hour Vehicle Trips (PHVT) and shall vary by land use type using procedures established in the Tigard SDC Administrative Procedures Guide.

[4]Non-residential SDCs charged to customers will not exceed 80% of the Transportation Development Tax (TDT) charged as set by Washington County. When the calculated amount does exceed 80% of TDT, the non-residential TSDC charged will be 80% of TDT. For more detailed and updated information on calculating Transportation SDC's see "Transportation System Development Charge Methodology Report," by FCS Group, April 28, 2015.

Transportation SDC Annual Adjustment 7/1/2015

Transportation SDC fees shall be adjusted annually on July 1st of each year beginning in 2016. The index to be used for adjusting transportation SDCs will based on the weighted average of the year over year escalation for two measurements: 90 percent multiplied by the Engineering News Record Construction Cost Index for the Seattle Area percent change plus 10 percent multiplied by the Oregon Department of Transportation monthly asphalt price (annualized) percent change.

Department	Revenue Source	Fee or Charge	Effective Date

COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING

Transit Oriented Development Potential Discount

Level	Potential Reduction
1	10%
2	17%
3	20%
4	25%

For full details of the TSDC Discount Criteria, see the adopted System Development Charge Administrative Procedures Guide.

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES ENGINEERING			
	Washington County Transportation Development Tax (TDT)*		
	Transportation Development Tax Financing		
	Application Fee	$25	7/1/2025
	Interest Rate	Prime rate as published in the Wall Street Journal as of the date of the application plus 4%	

The Countywide Transportation Development Tax (TDT) is a Washington County Tax approved by the voters in November, 2008, that is administered and collected by the City of Tigard. It went into effect on July 1, 2009, replacing the Traffic Impact Fee (TIF) program.

TDTs are assessed on new development on a per-unit basis. For residential uses the units are dwelling units, bedrooms, etc. For commercial and industrial uses the units are the square footage of the use or units unique to the use such as lanes, fueling positions, etc.

Tigard administers and collects Transportation Development Tax (TDT) on behalf of Washington County. TDT rates are established by the county by Ordinance and adopted by the city by reference.

Additional information about TDTs can be found here: https://www.washingtoncountyor.gov/lut/planning/tdt-transport-system-develop-charges, for information about TDT rate calculation for a specific project, please contact the Cty's SDC Coordinator at 503-718-2662.

* For more detailed information on calculating TDT charges and a detailed list of Land Uses and TDT charges through 6/30/2013 see Appendix B to Washington County Engrossed Ordinance 691, August 29, 2008 and the Washington County Countywide Transportation Development Tax Manual.



CITY OF Tigard

Legislative Public Hearing: City of Tigard Fees and Charges Schedule

City Council

February 10, 2026

History

- The city amends the fees and charges schedule annually to be effective July 1st.
- Occasionally, updates to the fees and charges schedule are needed outside of the annual cycle due to amendments to the code or new application types and process being established.
- Periodically, staff also reviews fees to ensure that the fees align with the cost of providing the service requested.

Summary of Fee Changes

- Demolition fees are simplified from eight to two fees based on valuation.
- Temporary Certificates of Occupancy fees are updated to account for time spent by all three divisions involved in the process.
- The archive fees for land use applications are more closely aligned with the scale of the application types and archiving needs.

Staff Recommendation

- Staff recommends that City Council adopt the proposed amendments are presented.



Discussion and Questions

Thank you

CITY OF Tigard

AIS-6068 **9.**

Business Meeting

Meeting Date: 02/10/2026

Length (in minutes): 5 Minutes

Agenda Title: Legislative Public Hearing: Ordinance Amending Tigard Municipal Code Chapter 7.48 Regarding Special Event Permits

Authored By: Shelby Rihala

Presented By: City Attorney Rihala

Item Type: Motion Requested
Ordinance
Public Hearing - Legislative

Information

EXPLANATION OF ISSUE

This ordinance makes minor adjustments to clarify issues with the current process for issuing special event permits.

ACTION REQUESTED

Approve the ordinance making minor amendments to Tigard Municipal Code Chapter 7.48.

BACKGROUND INFORMATION

Use of the City's rights-of-way or City-owned property by private parties generally requires a special events permit from the City. Special events range from fun runs on City streets to a neighborhood block party. Tigard Municipal Code (TMC) Chapter 7.48 regulates special events. Since updating this chapter in 2019, staff have identified two issues to be addressed by the proposed amendments.

The first is around the requirement for a traffic control plan. The amendment clarifies when an applicant is required to submit a traffic control plan developed by a professional traffic engineer, at the expense of the applicant, as opposed to on a template provided by the City.

The second proposed edit deletes the section regarding police or public works assistance for special events. Neither of these departments have the resources to assist in these types of events, even when the applicant agrees to reimburse the City, so staff recommend deleting this language to avoid confusion.

Review and approval of special event permits involve numerous departments at the City and these proposed amendments are supported by Parks, Engineering, and Police.

ALTERNATIVES & RECOMMENDATION

Staff recommends approval of the ordinance or Council could propose additional amendments.

ADDITIONAL RESOURCES

N/A

Attachments

Ordinance

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
ORDINANCE NO. 26-

AN ORDINANCE AMENDING TIGARD MUNICIPAL CODE CHAPTER 7.48 REGARDING SPECIAL EVENT PERMITS

WHEREAS, Tigard Municipal Code Chapter 7.48 regulates special event permits issued by the City; and

WHEREAS, as a result of past confusion, the City wishes to clarify that any traffic control plan is the responsibility of the applicant; and

WHEREAS, due to resource constraints, the City is unable to provide public works or police support to special events and therefore wishes to remove such reference from the code.

NOW, THEREFORE, THE CITY OF TIGARD ORDAINS AS FOLLOWS:

SECTION 1: Tigard Municipal Code Section 7.48.030 is amended as follows (new text in and underline, deleted text in ~~strikethrough~~):

A person who seeks to use public right-of-way or city property for a special event must apply for a permit on the form provided by the city and include any applicable fees. The city-provided form will require, at a minimum, the following:

…

C. The location of any streets or intersections where the applicant proposes to restrict access by pedestrians or vehicles and a traffic control plan. In its sole discretion, the City may require the traffic control plan be prepared by a professional traffic engineer, such as when the street closure includes an intersection or otherwise has more than a de minimis impact on the street system. The traffic control plan must address likely traffic impacts resulting from the proposed special event and demonstrate compliance with the requirements of the Americans with Disabilities Act. City approval is necessary prior to the City issuing a special event permit.

…

SECTION 2: Tigard Municipal Code Section 7.48.050 is amended as follows (new text in and underline, deleted text in ~~strikethrough~~):

…

~~B. If the applicant requests police or public works services for the special event, the permit must include an agreement to reimburse for such services or to provide up-front payment. The agreement will be on a form approved by the city.~~

…

SECTION 3: If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity does not affect the other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

SECTION 4: This ordinance is effective 30 days after its passage by the council, signature by the mayor, and posting by the city recorder.

PASSED: By _____ vote of all council members present after being read by number and title only, this _____ day of _____, 2026.

_____
Carol A. Krager, City Recorder

APPROVED: By Tigard City Council this _____ day of _____, 2026.

_____
Yi-Kang Hu, Mayor

Approved as to form:

_____
City Attorney

_____
Date

AIS-6016 **10.**

Business Meeting

Meeting Date: 02/10/2026

Length (in minutes): 30 Minutes

Agenda Title: Tigard HOME (Housing, Opportunity, Mobility and Enterprise) Community Engagement Briefing

Authored By: Amber Gomez

Presented By: Associate Planner Gomez

Item Type: Update, Discussion, Direct Staff

Information

EXPLANATION OF ISSUE

Staff will present Council with a briefing on the Tigard HOME (Housing, Opportunity, Mobility, and Enterprise) long-range planning project and the progress from summer 2025 through winter 2026 and engagement events.

ACTION REQUESTED

No formal action requested. Planning staff are providing Council with a briefing on community engagement completed to date, and asking for feedback on the proposed direction of continued engagement and initial policy approaches.

BACKGROUND INFORMATION

The Tigard HOME (Housing, Opportunity, Mobility, and Enterprise) project dates back to 2022. At that time, in order to address issues identified by the Council, work was divided into two phases. Phase 1 consisted of new urban livestock regulations, which Council adopted in 2023. Phase 2 of the HOME project began when the city received a grant award from Metro to support community engagement. However, the project was paused between 2023 and 2024 due to key staff turnover and the lack of acceptable consultant proposals.

Following a reconfiguration of the Request for Proposals, the city successfully identified a consultant team and Phase 2 is again underway. This phase of the project aims to provide more options for community members living in Tigard by facilitating self-contained communities where housing, economic, and entertainment options flourish and are easily accessible to a variety of mobility types (walking/biking/rolling).

On June 18, 2025, the Community Development (CD) Department held a CD Get Together focused on Tigard HOME to kick-off the robust community engagement plan for the project. More than 80 people from across the city attended the CD Get Together. Attendees participated in creative engagement activities at four stations to provide input on creating walkable communities with shops and services in Tigard neighborhoods. Since then, staff have engaged the community at 14 different events. Nearly 800 people have participated in Tigard HOME engagement activities so far. Staff submitted Summer and Winter Community Engagement Reports to Metro in October 2025 and January 2026, respectively, which summarize completed community engagement events. Additionally, in October 2025, HOME began transitioning to a new project manager with the hiring of Associate Planner Amber Gomez. The community engagement continued as planned during the project management

transition.

In this briefing we will:

- Review key takeaways from Tigard HOME community engagement efforts to date.
- Discuss next steps for Tigard HOME.
- Receive Council feedback on high-level policy proposals and community engagement roadmap.

Dates of Considerations
Previous Considerations
May 17, 2022: Introduction to the Tigard HOME project.
November 2022: Adoption of urban livestock regulations.
July 15, 2025: Briefing to reintroduce Tigard HOME and early community engagement efforts.

Future Considerations:
Late Spring 2026: Briefing and feedback on direction of potential code recommendations.
Early Fall 2026: Conclusions from Tigard HOME engagement phase and consideration for accepting and endorsing the final HOME Community Engagement Report findings.
Early 2027: Bring solutions for adoption.

Public Involvement
Robust community engagement is the core of the Tigard HOME project. The success of the Tigard HOME project relies on effective community engagement. We are focused on people who live in Tigard and want engagement to reflect the diversity of our community. We want to ensure HOME solutions are truly built by all community members, not just those who speak English and/or feel naturally comfortable being part of government processes. Grant funding from Metro and the city's committed funding is supporting creative engagement with Tigard community members who typically do not have their voice heard. Project funding is being used to overcome barriers such as language and access to government processes.

The engagement plan uses multiple strategies to connect with our community. These strategies include:

1. Hosting tables at events and locations throughout the city where residents can answer short engagement questions. This is also an opportunity to introduce the HOME project to the community and direct interested people to the project's webpage for additional engagement.
2. Pop-up events in neighborhoods, where we will host an interactive creative engagement activity. This approach meets our community where they are. Priority locations are neighborhoods identified as the most socially vulnerable. The pop-up events are also an opportunity to demonstrate what activating a residential neighborhood with a new use could look and feel like.
3. Targeted outreach with Community Based Organizations (CBO) with existing ties in the community, which will be instrumental in reaching voices not typically heard.
4. Community dinners for discussions with staff about the HOME project.

Since June 2025, we have engaged the community at four targeted outreach events, eight tabling events, and two community dinners, with over 700 active participants in engagement activities. In November, we held a focus group with members of the Muslim Educational Trust, where we heard feedback on building forms and design as well as neighborhood amenities. We also hosted a community dinner at St. Anthony Catholic Church to gain insight on the types of locations where community members would like to see new shops and services in their neighborhoods. We will continue to engage the community at additional events throughout the spring and summer of 2026

and are actively working to schedule the next targeted outreach event.

Responses to date indicate community support for creating walkable communities by bringing shops and services to neighborhoods. In terms of the types of shops and services, community members expressed a desire for community spaces and "third places" like venues, community centers, and neighborhood cafés; varied entertainment, like a dessert shop or karaoke bar; and small markets, among others. They would like to see more trails, green spaces, continuous sidewalk networks, separated bike lanes, and more direct transit connections to reach services without driving. People identified a lack of continuous sidewalk networks and bike lanes, high vehicle speeds, long distances, and transit gaps as barriers for walking and biking to more destinations and connecting with their neighbors. Initial feedback on building forms and design of shops in neighborhoods shows support for both traditional craftsmen architecture and more modern aesthetics, as well as smaller mixed-use buildings and repurposed homes as businesses.

Impacts (Community, Budget, Policies and Plans/Strategic Connection)
Community Impact: The HOME project will allow for greater community-building and complete neighborhoods throughout Tigard. Specific solutions will be built together with the community only after significant engagement identifies top community priorities. Ultimately, this project should allow for:

- Community gatherings, amenities, services, and activities at a neighborhood scale.
- Safe connections for all mobility types.
- Bringing activities closer to residents to make walking/biking/rolling more attractive.
- Empowering homeowners and renters to use their property/home as they see fit while anticipating and mitigating negative impacts for neighbors.

This project delivers on Community Promises for equity, engagement, and the environment.

Budget: No budget impacts at this time.

Policy Alignment and Plans: Tigard HOME supports Council Goal 1: Creating housing opportunities for current and future residents. The Tigard HOME project will analyze current residential zoning code and consider changes to increase the variety of housing types while balancing community input and the infrastructure capacity needs of the city. The Tigard HOME project will provide opportunities to expand the city's economic base with needed goods, services, and jobs in residential areas. By bringing needed goods and services to neighborhoods, Tigard HOME will reduce vehicle miles traveled (VMT), resulting in enhanced environmental sustainability and resilience. Increased housing, economic, and community-building opportunities will help cultivate Tigard as a great place to live, work and play. This is also in line with City Council Goal 3: Cultivate Tigard as a great place to live, work, and play.

The tangible deliverable of this project is a set of policy and development code amendment recommendations to be considered by City Council for adoption. Any final policy changes are at the discretion of the City Council.

ALTERNATIVES & RECOMMENDATION

Staff is asking Council to provide direction on two points:

- Proceed with developing regulations to allow Indoor Sales & Services and Mobility Hub uses in residential zones, subject to standards ensuring compatibility.
- Continue to explore the building forms and allowed locations of potential shops and services in residential zones through community engagement

Staff recommends Council provide feedback on next steps of the project.

ADDITIONAL RESOURCES

Summer Community Engagement Report and Appendices A & B are attached.

Attachments

Presentation

Summer Community Engagement Report

Summer Community Engagement Report Appendix A

Summer Community Engagement Report Appendix B



TIGARD HOME

Housing, Opportunity, Mobility, & Enterprise

Presented by Amber Gomez, Associate Planner | February 10, 2026

Tigard HOME
(Housing, Opportunity, Mobility and Enterprise)

- Deliver policy and code amendment recommendations
- Housing, economic, and entertainment options accessible to many mobility types
- Provide options at a neighborhood appropriate scale
- Awarded $95,000 grant funds from Metro

Tigard HOME Goal

This project aims to:

- Bring more nearby shops and services to neighborhoods
- Expand home and property use options
- Simplify neighborhood business rules
- Create safer, more connected walking paths
- Reduce vehicle miles traveled

Previous and Future Considerations

- May 17, 2022: Introduction to the Tigard HOME project.
- November 2022: Adoption of urban livestock regulations.

PROJECT DELAY & REEVALUATION

- July 2025: Reintroduction of Tigard HOME & overview of early community engagement
- Late Spring 2026: Briefing on direction of potential code recommendations
- Early Fall 2026: Conclusions from Tigard HOME engagement phase, consideration for accepting and endorsing final HOME Community Engagement Report findings
- Early 2027: Bring solutions for adoption.

Engagement Plan

Summer/Fall 2025

Phase One

Understand the types of amenities, shops, and services residents want in Tigard neighborhoods

Winter/Spring 2026

Phase Two

Gather input on residents' preferred building forms and locations for these uses

Spring/Summer 2026

Phase Three

Receive feedback on direction of code changes based on community engagement input

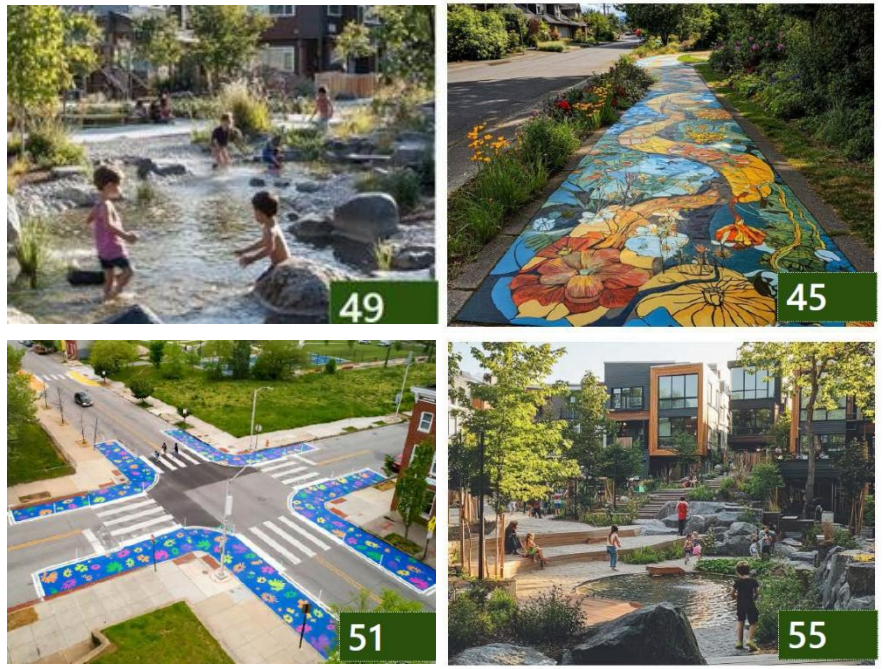
Engagement Events

- Eight tabling events
- Four community-based organization targeted outreach events
- Two community dinners
- Over 700 community members directly engaged



Participants use toys to model their dream neighborhood while discussing their design with Tigard staff.

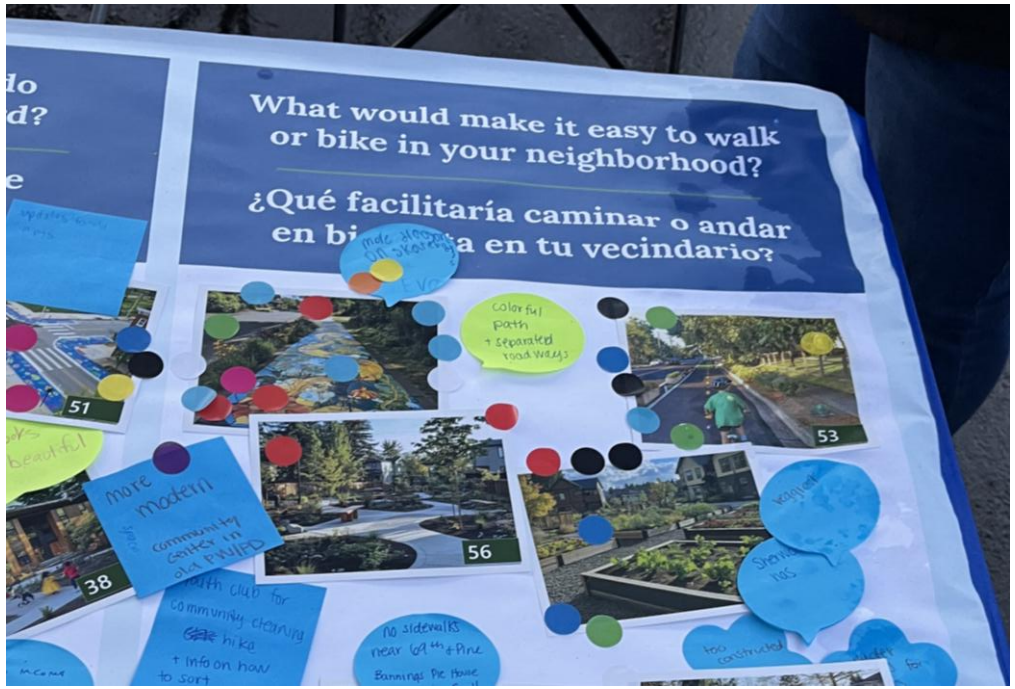
Key Takeaways - Amenities



Popular images discussed during the El Tigre Fest and Halloween Silly Walk events.

- Public green spaces, parks, trails, and outdoor family amenities
- Desire for continuous sidewalk networks, separation of bike lanes from traffic, and more direct transit connections
- Colorful benches, public art and Little Free Libraries add fun and interest
- People want basic neighborhood amenities close to home

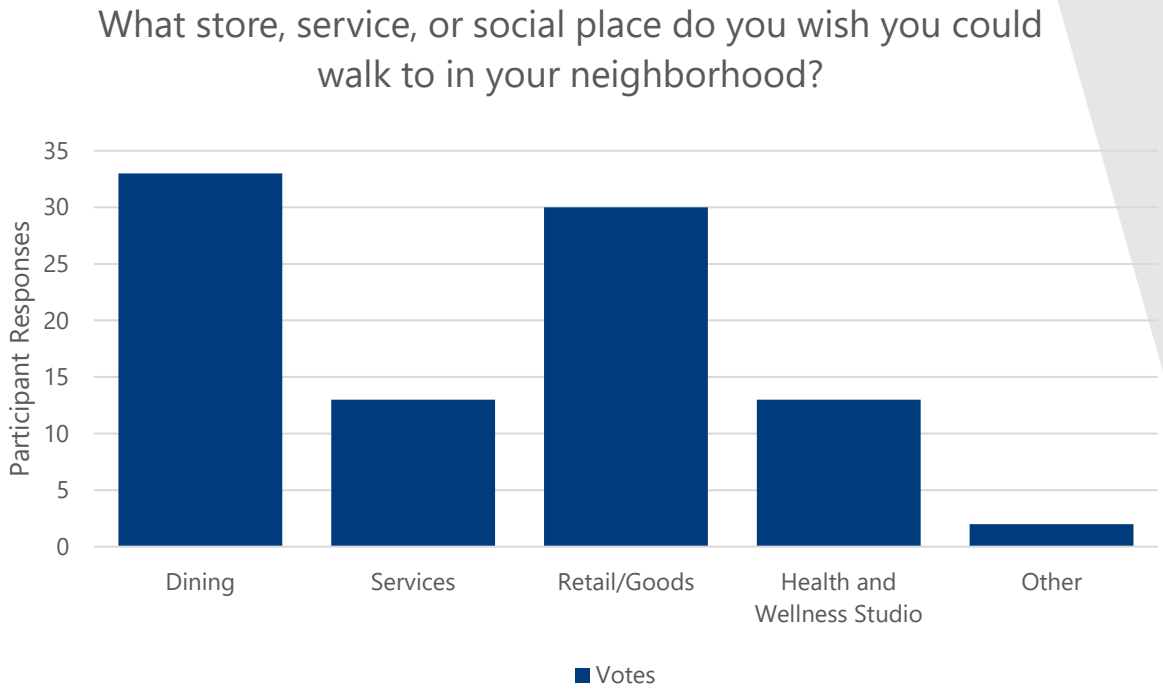
Key Takeaways - Barriers



Responses from the Community Vision Board activity at El Tigre Fest.

- Disconnected sidewalk networks and bike lanes, high car speeds, and long distances
- People want to feel more connected and be less reliant on cars, but need other modes to feel safe first
- Trimet network gaps
- Sidewalk conditions in some areas

Key Takeaways – Desired Businesses & Services



Distribution of survey responses from the Downtown Tigard Street Fair Tabling.

- Community spaces and “third places”
- More services close to home
- Varied entertainment – dessert shops, bakeries, food cart pods, karaoke bars
- Overall strong community support for small-scale Indoor Sales & Services and mobility hubs

Key Takeaways – Building Forms & Design



Popular images discussed during the El Tigre Fest and Halloween Silly Walk events.

- Participants like traditional/craftsman style architecture, as well as designs with Pacific Northwest-inspired and more modern aesthetics
- Creative, colorful, and beautiful design matters
- Mixed-use buildings, repurposed homes as businesses, and live/work lofts viewed positively
- Housing diversity and affordability are priorities
- Warm lighting, lots of windows, and indoor/outdoor seating

Next Steps

- Continue community engagement
- Begin drafting potential solutions
- Provide briefing on direction of potential code recommendations in late spring 2026



Tabling activity at the Downtown Street Fair.

Direction

- Proceed with developing regulations to allow Indoor Sales & Services and Mobility Hub uses in residential zones, subject to standards ensuring compatibility.
  - Does Council agree that staff should proceed with this recommendation?
  - Are there any other use categories Council would like to see allowed in residential zones?
- Continue to explore the building forms and allowed locations of potential shops and services in residential zones through community engagement.
  - Does Council agree staff should proceed with this engagement direction?
  - Are there any other specific considerations or potential standards Council would like staff to seek input on through community engagement?

TIGARD HOME

Summer Community Engagement Report



Figure 1. Participants at the Community Development Get Together engagement event.

This report summarizes the engagement activities conducted throughout the summer and early fall of 2025 for the Tigard HOME (Housing, Opportunity, Mobility, and Enterprise) planning project. It provides an overview of the engagement events held from June 18, 2025, through October 18, 2025, community input received, a brief update on graphics received from the storyteller consultant, and follow-up steps the project team is taking based on the community input received. Appendix A and B contain graphics products created by the storyteller consultant and used in the engagement activities.

Engagement Strategies

Tigard HOME aims to do four types of engagement events throughout the course of the project: targeted outreach events, community dinners, pop-up events, and tabling events.

- Targeted Community-based Organization (CBO) outreach events involve the engagement consultant, Zan Associates, partnering with a community-based organization to develop an engagement event suited to that community group. These may include focus groups, key informant interviews, tabling at existing events, or presentations at meetings.
- Community dinners are events staged in different venues around Tigard that provide a free meal to participants and multiple interactive activities to participate in. The Get Together dinner involves engagement consultant support from Zan Associates and First Forty Feet.
- Tabling events feature project staff at existing events with an activity and incentives to participate.

- Pop-up events will be staged at high-traffic locations with food trucks and interactive displays to attract participants. Engagement activities will be designed in collaboration with the engagement and urban design consultants.

Between June and October 2025, the Tigard HOME team hosted three targeted outreach events, one community dinner, and five tabling events. The team has not yet hosted any pop-up events; the goal is to host these in spring/summer 2026. Table 1 below summarizes the events by event type, title, date, location, and number of activity participants. During the Summer 2025 Community Engagements, staff directly engaged with nearly 600 community members, and informed over 1,000 community members about the Tigard HOME project.

Table 1. Engagement Activity Overview

Event Type	Event Title	Date	Location	# of Participants
Targeted CBO Outreach Event	Just Compassion Focus Group	8/25/2025	Just Compassion Resource Center	6
Targeted CBO Outreach Event	El Tigre Fest	10/4/2025	Cook Family Park	150
Targeted CBO Outreach Event	Halloween Silly Walk	10/18/2025	Conestoga Recreation & Aquatic Center	200 est.
Community Dinner	Community Development Get Together	6/18/2025	Universal Plaza	90
Tabling Event	Pride Parade & Festival	6/28/2025	Tigard High School	52
Tabling Event	Community Preparedness Fair	7/26/2025	Cook Family Park	18
Tabling Event	Tigard Downtown Street Fair	9/14/2025	Tigard Main Street	35
Tabling Event	Tigard Police Department & Public Works Family Fun Day	9/20/2025	Tigard Police Department & Public Works	27
Tabling Event	Muslim Educational Trust Picnic	9/21/2025	Muslim Educational Trust	37

The following sections further describe the individual events and community input received.

Targeted Outreach Events

JUST COMPASSION FOCUS GROUP

Just Compassion provides emergency shelter, housing support, and case management for people who are unhoused or at imminent risk of becoming unhoused. This event consisted of a focus group with six people currently utilizing Just Compassion services. Participating community members were given gift cards for their time. The engagement method used in this meeting was a guided discussion that started with participants

looking at a set of 75 precedent images to help them envision what their community could look like, then asking them what they like, don't like, need more of, and would change to make Tigard more livable. No photos were collected at this event due to unclear consent requirements within Just Compassion's operations.

EL TIGRE FEST COMMUNITY VISION BOARD

El Tigre Fest is Tigard's annual Hispanic Heritage Month celebration. It is a free family-friendly cultural event with authentic Latin American food, arts and crafts, dancing, live music and children's activities. It took place on October 4, 2025, from 11 AM – 7 PM at Cook Family Park. This year, there were an estimated 2,600 attendees and over 70 vendors featuring Latino-owned businesses, artisanal crafts, and delicious food, and a Youth Fútbol Tournament. The project team had a tent at El Tigre Fest with a community vision board activity. The activity asked people to look through the precedent images, add ones they like to the board, along with comments and dots to support images already on the board. All participating vendors are required to have a staff member fluent in Spanish. A Spanish language interpreter from the Immigrant and Refugee Community Organization (IRCO) joined staff during this event.



Figure 2. The community vision board with selected preference images, comments, and dot stickers at El Tigre Fest.



Figure 3. Popular images discussed during El Tigre Fest.

HALLOWEEN SILLY WALK COMMUNITY VISION BOARD

The project team had a table at the Halloween Silly Walk family event organized by Tualatin Hills Park & Recreation District. This was a kid-focused event with many children participating, as well as accompanying family members. The activity was the same community vision board activity used at El Tigre Fest. Feedback gathered during other summer engagement events indicated that because there is not a community center located in Tigard, many community members with young families visit the community centers in neighboring areas. We chose to expand our outreach efforts to this neighboring community center during an event with broad reach to gain feedback from this demographic.



Figure 4. Event attendees and staff interacting at the Halloween Silly Walk



Figure 5. Popular images discussed during the Halloween Silly Walk.

Community Dinner

The city hosted a Community Development Get Together (a City of Tigard Community Development Department quarterly event) focused on the Tigard HOME project on June 18, 2025 from 5-7 PM at Universal Plaza. The event featured a welcome table, project overview station with a demographic and mapping exercise, Rojas Blocks station with tabletop maps and supplies for participants to design a dream neighborhood facilitated by Zan Associates, a visual preference survey station with a sticker dot exercise facilitated by urban design consultant First Forty Feet, and a community café station where people could engage in a one-on-one conversation with Tigard Community Development staff, including the Community Development Director, Economic Development Manager, Senior Planner & River Terrace 2.0 Project Manager, and Community Engagement Coordinator about the project. The project team provided the first 75 community members with a meal ticket to purchase dinner from one of the three Launch Pod Food Carts located in Universal Plaza. There was overwhelming support for this event, and attendance exceeded expectations. About 90 attendees participated in engagement activities kicking off the Tigard HOME project.

An article about the CD Get Together was published in the Valley Times and can be found here: Inaugural open house shows Tigard residents favor shops, services in residential neighborhoods | Valley Times



Figure 6. Participants and staff at the community cafe station at the CD Get Together.

Tabling Events

Across the five tabling events held so far, the project team has hosted three different activities. Each activity was selected based on the set-up and purpose of the event. Table 2 summarizes which activity was used at each event.

Table 2. Tigard HOME Tabling Events and Activities

Event	Event Activity
Pride Parade & Festival	Share Your Tigard Home Vision
Community Preparedness Fair	Design Your Dream Neighborhood
Tigard Downtown Street Fair	Preference Survey Jars
Tigard Police Department & Public Works Family Fun Day	Design Your Dream Neighborhood
Muslim Educational Trust Picnic	Design Your Dream Neighborhood

SHARE YOUR TIGARD HOME VISION

The first activity asked participants to share their Tigard HOME vision, where they could write on notecards what types of shops, services, and amenities they would like to see in Tigard neighborhoods. The notecards were then pinned to a string to display across the table canopy. If participants agreed with an existing notecard, they had the option to add a sticker to indicate support. This activity was used while tabling at the Pride Parade & Festival on June 28, 2025, at Tigard High School. There were approximately 630 attendees at this event.

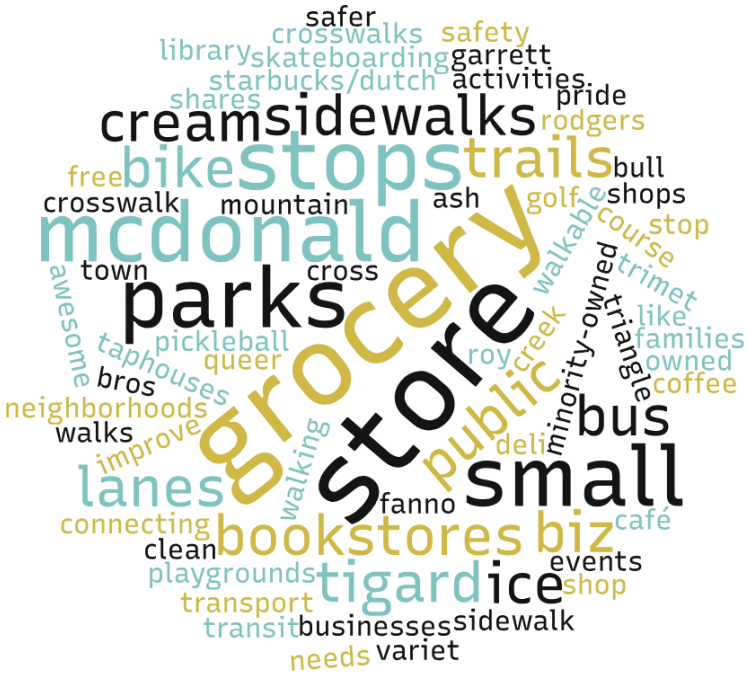


Figure 7. A word cloud made up of participant responses from the Pride Parade & Festival tabling.



Figure 8. The Tigard HOME booth at the Pride Parade & Festival.

DESIGN YOUR DREAM NEIGHBORHOOD

The second activity, "Design Your Dream Neighborhood," is a "James Rojas" style tabletop activity. Crafting supplies and toys were provided on a laminated mat where participants were asked to use the supplies to respond to prompts such as "What store, service, or social place do you wish you could walk to in your neighborhood?" and "What would make it easier to walk or drive to these services in your neighborhood?". This activity was utilized during the Community Preparedness Fair, Police Department & Public Works Family Fun Day, and the Muslim Educational Trust Picnic.



Figure 9. Participants engaging in the tabletop activity at the MET Picnic tabling event.

PREFERENCE SURVEY JARS

The third activity featured preference survey jars, where participants could place up to four pom-poms into a jar to indicate if they would like to be able to walk to dining, services, retail/goods, and/or health and wellness studios in their neighborhood. In addition to pom-poms, participants could also place written comments on a notecard into a jar. For example, a participant added a notecard that said "small grocery store" into the retail/goods jar. This activity was utilized during the Downtown Tigard Street Fair, which highlighted businesses

within Tigard. Project staff planned to bring an easel to allow for additional commenting during this event. However, due to significant rain during the beginning of the event, the tabling set-up was condensed, and the easel activity was not used.



Figure 10. The pom-pom preference survey activity at the Downtown Tigard Street Fair.

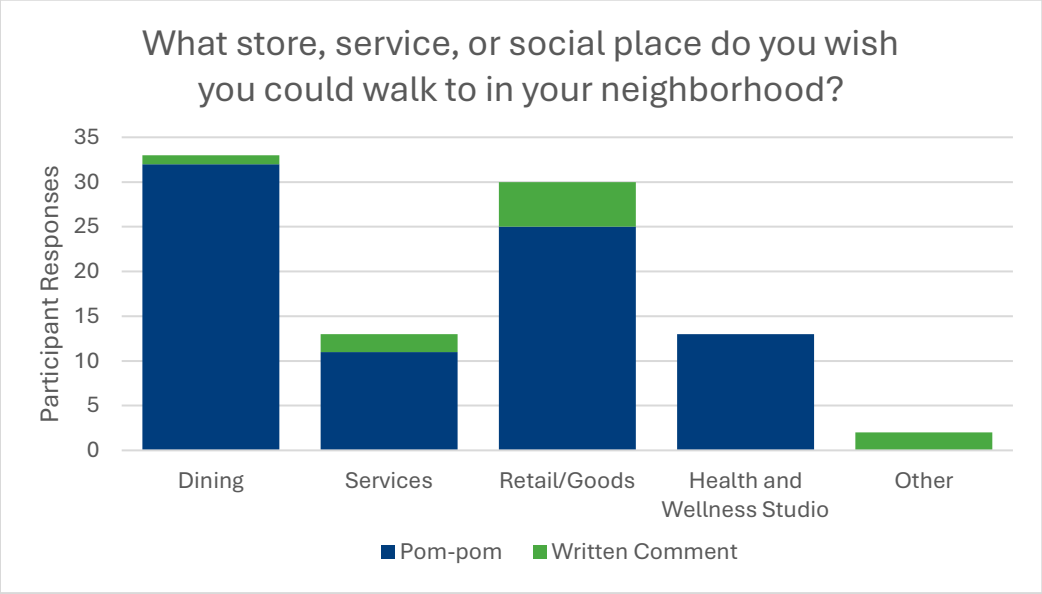


Figure 11. Distribution of survey responses from the Downtown Tigard Street Fair tabling.

Community Input

Similar themes and participant preferences have emerged across the engagement events. This section summarizes the key takeaways from community input received throughout the engagement process thus far. They are organized into desired community amenities, barriers to using active modes of transportation, preferred types of businesses and services in Tigard neighborhoods, and building forms and design.

AMENITIES

- **Public green spaces, parks, trails, and outdoor family amenities are valued** as places for play, recreation, and community connection. Water features, trees, playgrounds, community gardens, and multi-use walking paths like the Fanno Creek Trail were highlighted as working well and needed in more places. These green spaces and trails are seen as cornerstones of livability and connection in Tigard.
- **Continuous sidewalk networks, separation of bike lanes from traffic, and more direct transit connections** to high-need places would make it easier for people to reach services in Tigard.
    - Sidewalk conditions require improvement in some places to make them comfortable to use, especially for those who are older or using mobility devices.
    - Participants expressed strong desire for better street lighting to make walking and biking safer.
- **Elements like Little Free Libraries, colorful benches, and sidewalk art add fun and interest** to places that might not otherwise appear welcoming or "fun." They also offer a space to spend time outside and a community resource accessible to all.
- **People want more services close to home, especially basic neighborhood amenities** such as shopping, grocery stores, coffee shops, and restaurants. Multiple mentions emphasized the need for more services and development throughout Tigard.
- **Bright colors and public art provide sources of visual interest** to children; adding color with plants, flowers, paint, and bright materials could make public spaces more attractive to young people and, when decorated, get them excited about using infrastructure like sidewalks and bike lanes.

BARRIERS

- **Lack of continuous sidewalk networks and bike lanes, high car speeds, and long distances to services are ubiquitous barriers** for people walking and biking to more destinations as well as connecting with their neighbors.
- **People want to feel more connected and less reliant on cars in their daily lives,** but they first need their surroundings to make it safe and easy**.**
- **Safe and connected bike and pedestrian infrastructure is essential.** Participants expressed strong desire for bike paths that are separated from cars, continuous sidewalk networks, and better street lighting to make walking and biking safer and more accessible.
- **Places where people can be seen socializing inside or outside are more desirable and look "friendly"**; in general, places where there aren't people aren't as inviting.
- **The Trimet bus system is an essential and heavily used service, though there are gaps in the network** requiring travelers to walk far distances to reach their destination from bus stops; the bus provides consistency, safety, and a primary mode of transportation for many people, making it a critical partner in boosting service access.
- **Sidewalk conditions require improvement in some places**; changes in elevation and knicks/holes can make it hazardous for all types of travelers but especially those who are older or using mobility devices.

DESIRED TYPES OF BUSINESSES & SERVICES

- **Community spaces and "third places" are highly desired**, including venues, bookstores, community centers with youth programming, and neighborhood cafés where people can gather. Gathering spaces with outdoor seating, lighting, and greenery resonated strongly with participants.
- **People want more services close to home, especially services that meet basic needs** such as a grocery store or small corner markets, year-round farmer's market, community center with class offerings, and indoor fitness or recreation centers.
- **People also want more varied entertainment** such as a neighborhood dessert spot (specifically, ice cream!), bakery, food cart pod, movie theater, karaoke bar, small music venue, and more restaurants.
- **Participants ranked markets/cafes as the type of businesses and services they most wish were closer to their home,** followed closely by restaurants, then retails/goods, and finally health and wellness.
- **Overall strong community support for small scale Indoor Sales and Services** (sales-oriented, repair-oriented, personal service-oriented, entertainment-oriented), as well as mobility hubs as infrastructure to support bicycling.

BUILDING FORMS & DESIGN

- **Older-looking buildings with more traditional/craftsman architecture were well-liked** because they feel more inviting and community-oriented.
- **Creative, colorful, and beautiful design matters to the community**. Participants expressed desire for more public art, colorful buildings and homes, modern aesthetics, and attractive spaces that enhance neighborhood character.
- **Mixed-use buildings, repurposed homes as businesses, and live/work lofts were seen as positive additions** to the urban fabric. Participants consistently favored smaller-scale development, gravitating toward one and two-story buildings over three and four-story multi-unit structures. While people support density and mixed-use neighborhoods, they want it delivered at a scale that feels compatible with existing residential character.
- **Housing diversity and affordability are priorities**, with interest in affordable single-family homes, 55+ communities, multifamily dwellings with private entrances, updated older apartments, and removal of purchasing barriers to increase housing accessibility.
- **Photos that appeared to be renderings or showed empty spaces received significantly less engagement than images of actual, active places**. People want to see tangible examples of how development concepts work in practice—real businesses, actual people using spaces, established cafés—rather than theoretical proposals.
- **Storefronts that have a lot of windows, passable openings, and/or places for customers to hangout outside are appealing** as they offer the ability to clearly see what's happening inside; participants associated these types of buildings as being "walkable storefronts" since they seem easily accessible and integrated with the streetscape.
- **Warm lighting, communal seating, and indoor/outdoor seating** are all elements of a business that evoke a feeling of "cozy" for community members

Graphics Update from Storyteller Consultant

As noted above, First Forty Feet is the Tigard HOME storyteller consultant. For the engagement events, First Forty Feet put together the visual preference survey materials (see Appendix A) used at the community dinner, as well as more than 70 precedent images (see Appendix B) used at the vision board activities at El Tigre and the Halloween Silly Walk. Examples of these graphics can be seen in Figures 1 through 5 above.

Next Steps

The first phase of engagement for the Tigard HOME project has focused on what residents want to see in their neighborhoods: what types of businesses and services they want to be able to walk, bike, or roll to, and what types of amenities they want on streets leading to and featuring these businesses and services. Based on community input received, it is clear residents want "third places," cafes, specialty food shops such as ice cream and doughnut shops, markets, and other gathering-place type businesses in their neighborhoods. Further, residents want continuous sidewalks, separate bike lanes, and trails to access these places. They have also expressed desire for mobility hubs, which provide charging stations for electric transportation as a primary use and may include other on-site services such as last-mile drop-off for e-commerce delivery and transit stops.

The overall purpose of the community engagement is to use the community input to shape changes to the Tigard Development Code. The next phase of engagement will focus more on how residents want the desired businesses to fit into their neighborhoods, as well as where they should be allowed. The project team will be seeking input on building form, size, design, and location, among other important attributes. In the next few months, the project team will plan and revise engagement activities to align with next phase's input goals. First Forty Feet is working to create graphics and activities to best capture the input needed to inform code changes. They are finding examples of businesses in residential areas in the Metro region as well as exploring engaging ways to use maps to help the community share where they would like to see additional shops and services allowed. Also during this time, the project manager will begin code framing to identify chapters and code sections that will likely need updates based on what the community has shared so far.

The goal of Tigard HOME engagement is to reflect the diversity of the community and to make sure HOME solutions are truly built by all community members, not just those who speak English and/or feel naturally comfortable being part of government processes. Tigard's population represents a rich diversity of identities including a significant portion of older adults, young people, Hispanic/Latino, Asian, and multiracial people, people living with disabilities, people with lower incomes, and renters. There are also many different language communities residing in and around Tigard. So far, Tigard HOME engagement has reached several different groups.

An analysis of city events was presented at a recent Tigard City Council meeting. As part of the analysis' equity lens, the presentation shared that according to Tigard's 2025 National Community Survey, lower-income individuals have fewer opportunities to attend arts events but value them more than higher-income groups. Additionally, young people and BIPOC individuals are key attendees with high attendance at these city events, though they often feel underrepresented. Free special events such as El Tigre Fest and the Pride Parade & Festival offer low-barrier, equitable access to cultural experiences. This data underscores the importance of

Tigard HOME engagement activities being present at these events to meet the project goal of reaching Tigard's diverse populations. The project team will continue to strategically plan engagement efforts to further connect with these communities, as well as to reach those who have not yet been engaged.

The project team has one planned targeted outreach event scheduled for November 3rd. This will be a focus group with community members from the Muslim Educational Trust (MET) located in Tigard. Staff will work with the engagement consultant, Zan Associates, to identify and schedule the remaining two Targeted CBO Outreach events during Spring 2026.

WHICH TYPES OF BUSINESSES AND SERVICES DO YOU WISH WERE CLOSER TO YOUR HOME?

¿QUÉ TIPOS DE NEGOCIOS Y SERVICIOS DESEARÍA QUE ESTUVIERAN MÁS CERCA DE SU CASA?



HEALTH AND WELLNESS STUDIOS

ESTUDIOS DE SALUD Y BIENESTAR



DINING

RESTAURANTES



RETAIL/ SERVICES

COMERCIO MINORISTA/ SERVICIOS



MARKET/ CAFE

MERCADO/ CAFETERÍA



RETAIL/ GOODS

COMERCIO MINORISTA/ PRODUCTOS



CHILDCARE

CUIDADO INFANTIL

TIGARD HOME Housing, Opportunity, Mobility, & Enterprise

ZAN ASSOCIATES

FIRST FORTY FEET

WHICH IMPROVEMENTS WOULD MAKE YOU MORE LIKELY TO WALK OR BIKE IN YOUR NEIGHBORHOOD?

¿QUÉ MEJORAS HARÍAN QUE FUERA MÁS PROBABLE QUE USTED CAMINE O ANDE EN BICICLETA EN SU VECINDARIO?

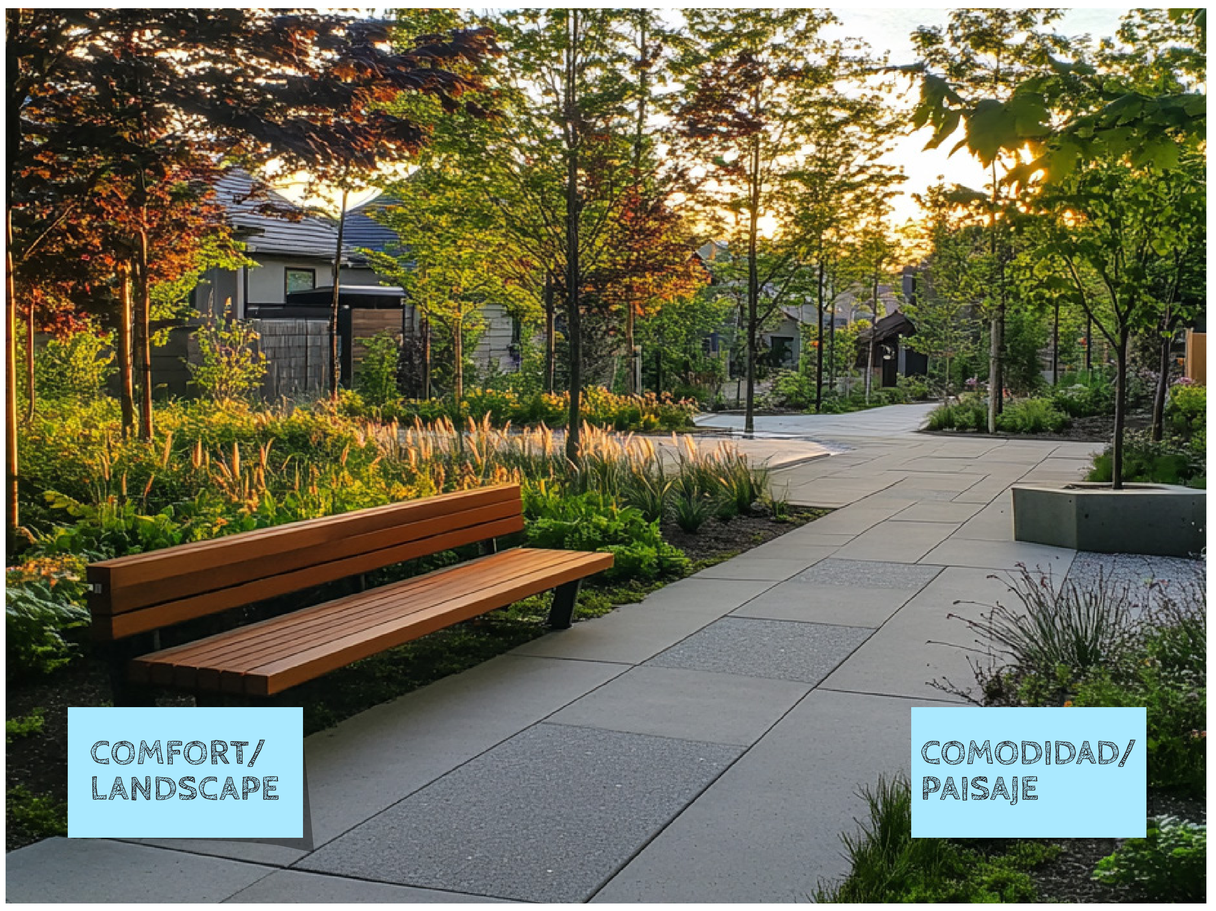












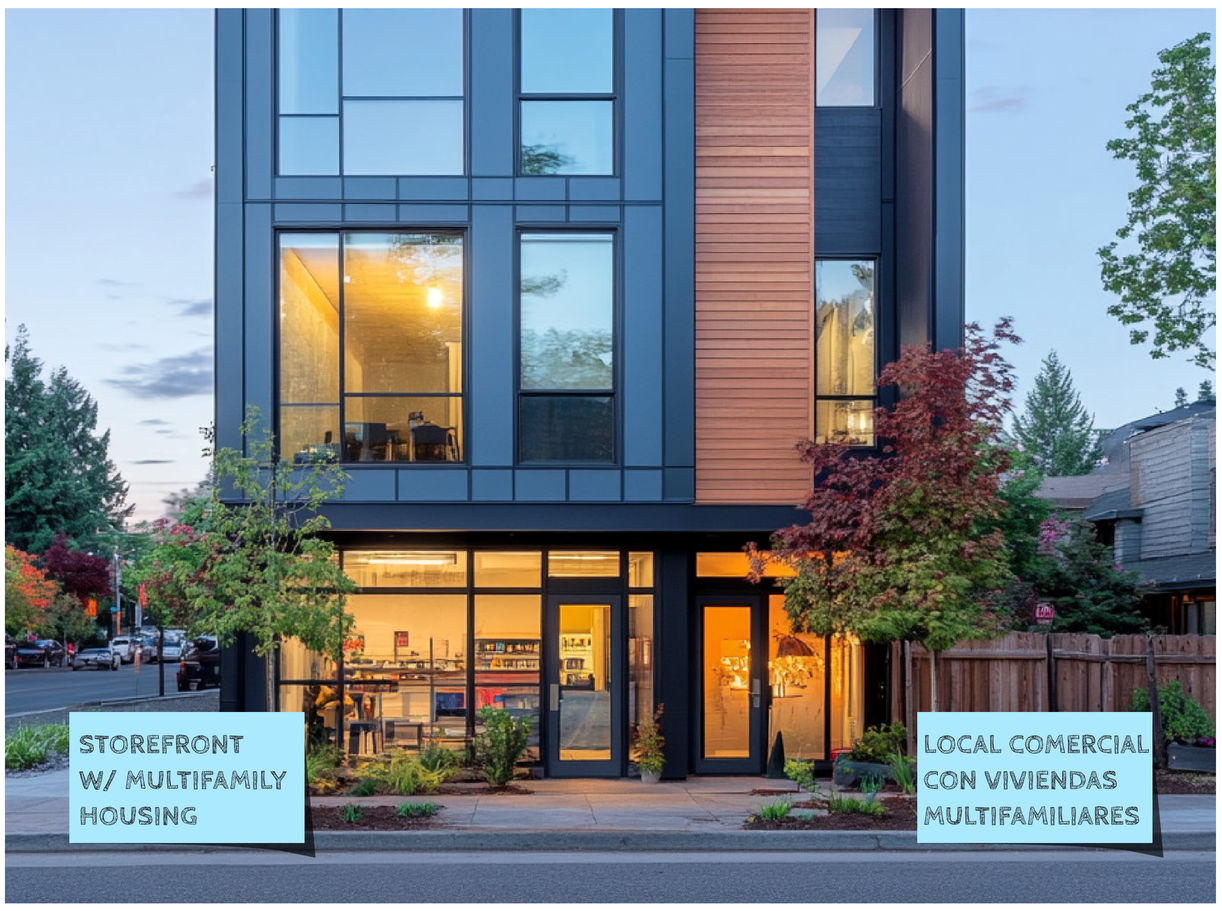
TIGARD HOME Housing, Opportunity, Mobility, & Enterprise

ZAN ASSOCIATES

FIRST FORTY FEET

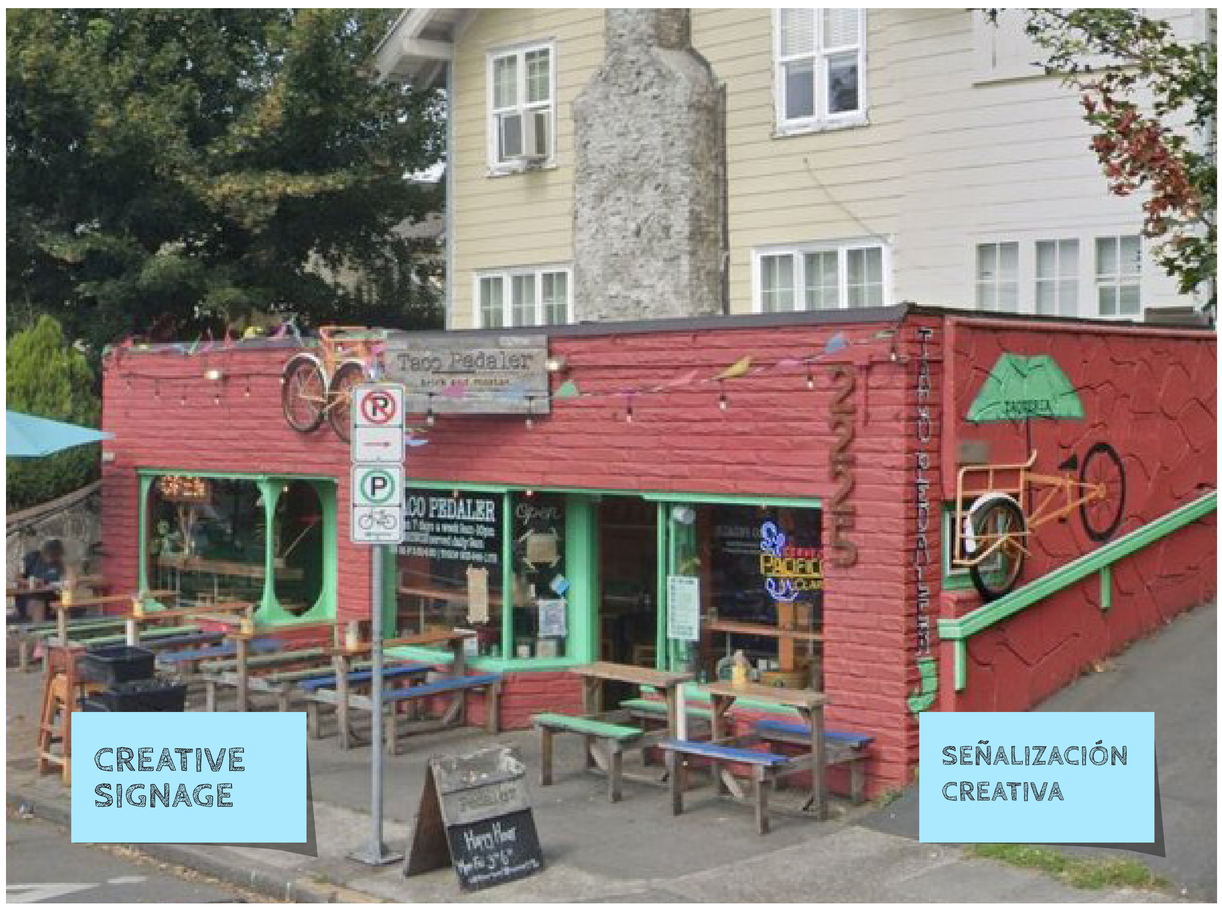
WHICH DESIGN FEATURES WOULD FIT WELL FOR COMMERCIAL BUILDINGS IN TIGARD NEIGHBORHOODS?

¿QUÉ CARACTERÍSTICAS DE DISEÑO ENCAJARÍAN BIEN EN LOS EDIFICIOS COMERCIALES DE LOS VECINDARIOS DE TIGARD?



STOREFRONT W/ MULTIFAMILY HOUSING

LOCAL COMERCIAL CON VIVIENDAS MULTIFAMILIARES



CREATIVE SIGNAGE

SEÑALIZACIÓN CREATIVA



PROTECTED OUTDOOR SPACE

ESPACIO EXTERIOR PROTEGIDO



OUTDOOR LIGHTING

ILUMINACIÓN EXTERIOR



OBVIOUS COMMERCIAL USE

USO COMERCIAL EVIDENTE



ACTIVE STOREFRONT

LOCAL COMERCIAL CON ESPACIOS EXTERIORES E INTERIORES PARA EL USO DE LOS CLIENTES

TIGARD HOME Housing, Opportunity, Mobility, & Enterprise

ZAN ASSOCIATES

FIRST FORTY FEET




SEVEN
COFFEE ROASTERS
MARKET & CAFE


COFFEE
TWO HANDS


ONLY
ROCKS


NOLA SOUL


BASEMENT
BASEMENT
Google






SEY.
3249
DAVIE RENOVATORY
TAILORS-CLEANERS
THEY ALL SELL
Nielsen's
BREAD
CAKES




1500


732


7AM-6PM
ANY TIME
Pink and Balayaged Salon


LittleFreeLibrary
ARTICLE 5
THE HUNGER GAMES
IAN MCEWAN ATONEMENT
DROWNING TUCSON

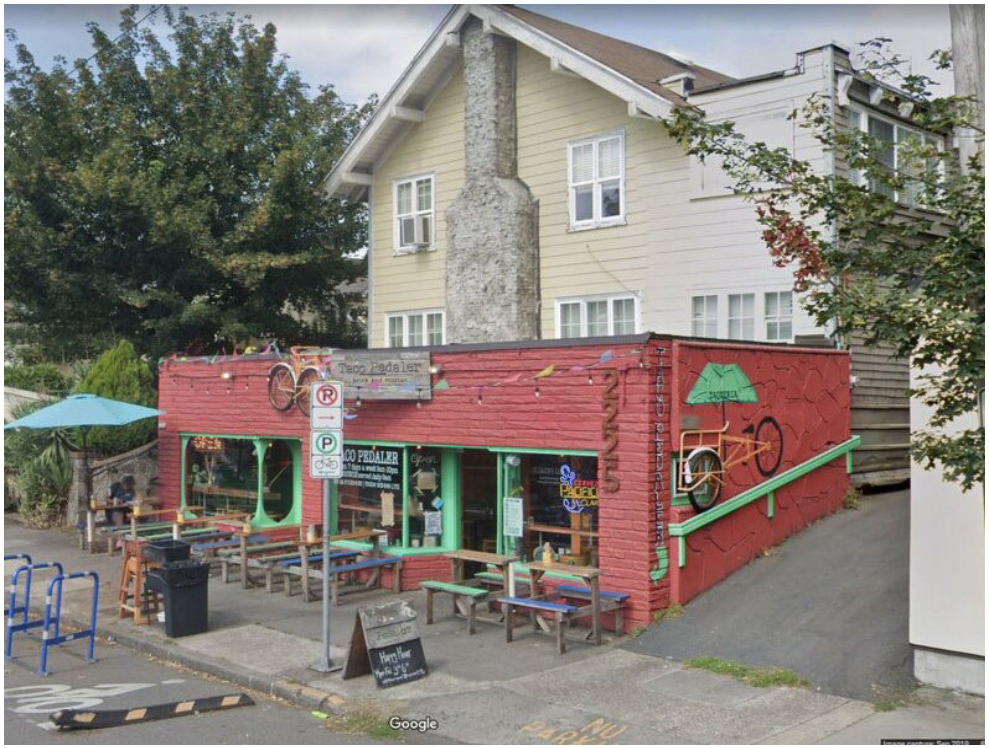





R R
3 TRACKS
NO TRAIN HORN


COLLEGE CYCLERY
MOUNTAIN BIKES
OPEN


COFFEE


Taco Pedaler
Google


TASTE TICKLER
PEPSI
NE 14th AV
Portland Tribune

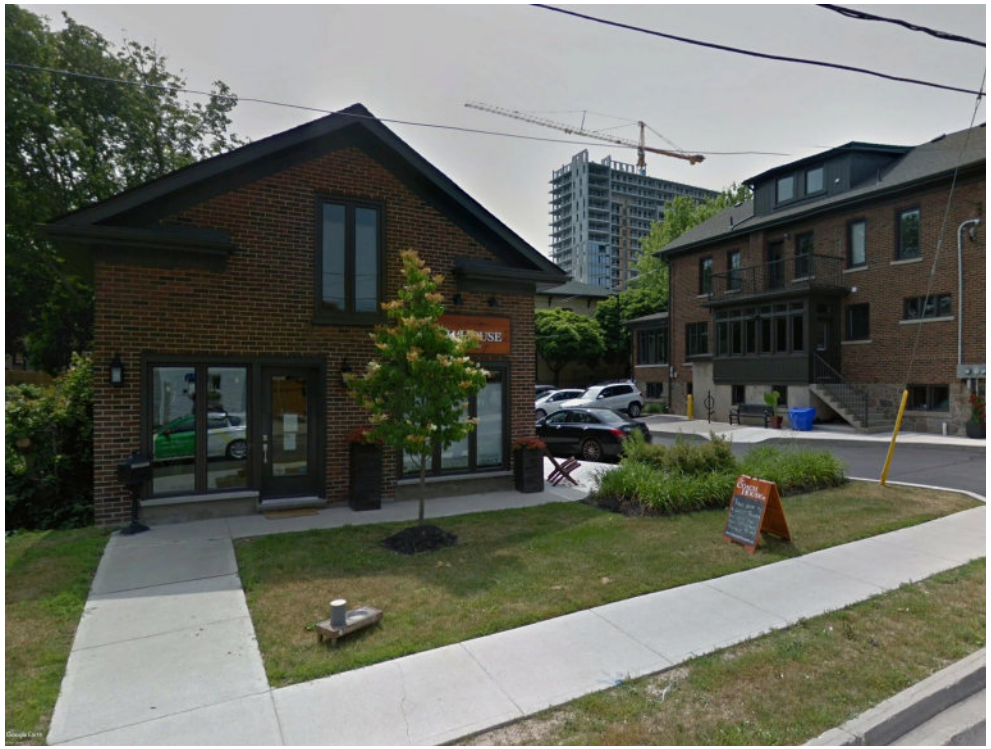



SOCRATES
DELIVERY PICKUP CATERING
DENTURE CLINIC










HEY, NEIGHBOR
Pizza House
1621


MOTHER LOVIN'
COFFEE
OPEN








KOMBUCHA
TAPROOM
SOMA




Thayer Little Free Library
































































LAKEVIEW PANTRY
3945


BEAST HAIR


COFFEE
COFFEE
COFFEE




AESTHETICS
01564 454000
193

AIS-5965 **11.**

Business Meeting

Meeting Date: 02/10/2026

Length (in minutes): 20 Minutes

Agenda Title: Town Center Development Agency: Discussion of Nick Wilson Memorial Plaza Project

Authored By: Sean Farrelly

Presented By: Redevelopment Manager Farrelly

Item Type: Update, Discussion, Direct Staff
Town Center Development Agency

Information

EXPLANATION OF ISSUE

A project known as the "Nick Wilson Memorial Plaza" is the result of a concept evaluating urban green space on Main Street in 2014; in 2020 the Council recommended naming the project in honor of (deceased) former City Councilor Nick Wilson, who developed the original public space concept; however, no steps were made in line with the City's Naming & Recognition Policy so the formal naming and recognition did not occur.

This proposed Plaza project was intended to create a public space and trail connection between Fanno Creek and the Cooper Mountain Ale Works building. It was authorized by prior action of the Board of the Town Center Development Agency and added to the Capital Improvement Plan in 2020. Based on the feedback of various downtown business owners, current and former TCAC members, and the evaluation of the design, the project team has proposed modifications to the original project.

ACTION REQUESTED

Staff requests Board approval of the recommended modifications to the Nick Wilson Memorial project.

BACKGROUND INFORMATION

The City Center TIF (Tax Increment Financing) Plan lists Plazas, Urban Green Spaces, and Fanno Creek Trail Improvements as projects. In 2014, the Community Development Department started exploring a potential public space in the area adjacent to Fanno Creek. One location identified was 12562 SW Main Street, the location of Cooper Mountain Ale Works. The space would provide better access to the natural and recreational resources of the creek, create a new trail connection, and serve as an attractive amenity for downtown visitors and residents. Pursuing the space was part of City Council's 2015-2017 Goals.

This site currently has separate one-way access and egress driveways to the parking lots located behind 12562 and 12564 SW Main Street. The proposed plaza design would require redeveloping one driveway as public space and expanding the other driveway for two-way traffic. The plaza design required procurement of an easement on the 12562 SW Main Street property and the purchase of a 10-foot strip of land from the Main Street Village Apartments, adjacent the proposed plaza site, for the expanded two-way driveway. In 2019, the TCDA Board approved these acquisitions and in 2020, Council recommended naming the project in honor of (deceased) former City Councilor Nick Wilson,

who developed the original public space concept. Note, a formal naming process has not occurred.

The total cost of the project to date is $323,000 towards the easement/property acquisition and $214,000 for design development up to the 30 percent engineering plans. Remaining tasks include further engineering design, environmental review and approval, and permitting. The estimated cost to complete the final design, engineering, permitting and construction of the proposed plaza is an additional $1.6 million.

Assessment
With further evaluation of the project, the following should be considered:

- Through feedback from downtown businesses, some Town Center Advisory Committee (TCAC) members, the Tigard Downtown Alliance (TDA), and Tigard Chamber of Commerce, staff learned about concerns with the project - its purpose, location, and design. Many downtown businesses and adjacent property owners are not supportive of the proposed plaza. Adjacent business owners are concerned about impacts on their operations, including construction noise and fumes that would impact outdoor customer seating. Others commented that the small public space would do little to attract people downtown and wasn't an efficient use of limited TIF dollars.
- The redesign of driveway access would impact parking for adjacent tenants. The closure of one driveway would require additional space for trucks to turn around in the rear parking lot. This would not be part of the city project, but it could trigger a redesign of the parking lot, creating challenges arising to the site's floodplain regulations.
- In 2023, the Town Center Advisory Commission ranked this project lowest in priority among City Center TIF projects.
- If the project were modified to forgo construction of the plaza at this time, future redevelopment of the property could assess the feasibility of the original plaza/trail connections at that time to make better use of the easements obtained.

Staff recommends modifying the scope of the work of the project, pausing the development of the plaza. Three items that had been part of the plaza planning could move forward:

1. Add new decorative bridge railings to the Main Street bridge.
2. Reconfigure the existing adjacent Main Street crosswalk and bulb-outs to improve Fanno Creek Trail connections, particularly for cyclists.
3. Restore and replant the Fanno Creek banks between the Main Street and trail bridges.

Funds that had been allocated to the plaza could be directed to needed repairs/upgrades to the existing Fanno Creek Trail boardwalk (adjacent to the Tigard Curiosities business) and pedestrian/bike bridge decking. The deteriorating wooden planks on the trail bridge and boardwalk approaches could be replaced with non-slip fiberglass decking.

The estimated cost for this revised project scope is $640,000, which is $1 million less than the cost of delivering the Plaza as originally proposed.

This recommendation was made in a memo to City Council dated August 4, 2025. Since then, the Tigard Downtown Alliance and Tigard Area Chamber of Commerce were briefed on the potential changes. At their September 10, 2025 meeting, the Town Center Advisory Commission recommended approval of the changed scope to the TCDA Board.
The family of Nick Wilson and former members of Council are still interested in honoring the life and work of the former councilor. Staff met with representatives of the family to share some alternative

concepts. The family expressed interest in the concept of a custom-designed bench that would honor him and could be placed at the entrance to the Fanno Creek Trail. The Board will decide on whether to implement this concept and any naming recognition.

Dates of Previous Considerations

- June 4, 2019: TCDA Board and Council Consideration of Amendment #8 to the City Center Urban Renewal Plan (property acquisition).
- June 4, 2019: Authorize the Executive Director of the TCDA to Complete the Property Acquisition for a Strip of Land Adjacent to 9270 SW Maplewood Drive.
- November 12, 2019: Consider Authorizing the Executive Director of the TCDA to Complete the Acquisition of an Easement on Land Adjacent to 12562 SW Main Street.

ALTERNATIVES & RECOMMENDATION

Staff recommends approval of the modified scope. The Board can suggest alternative actions. If the Board favors the current recommendation, the professional team will take the following actions:

- Complete the design and engineering of the new trail decking, new Main Street crosswalk and bulb-out, new bridge railing, and creek bank restoration.
- Update the FY26-27 Capital Improvement Plan.

ADDITIONAL RESOURCES

N/A

Fiscal Impact

Cost:	$2.137M (proposed plaza)
Budgeted (yes or no):	Partial
Where Budgeted (department/program):	TCDA Budget-City Center

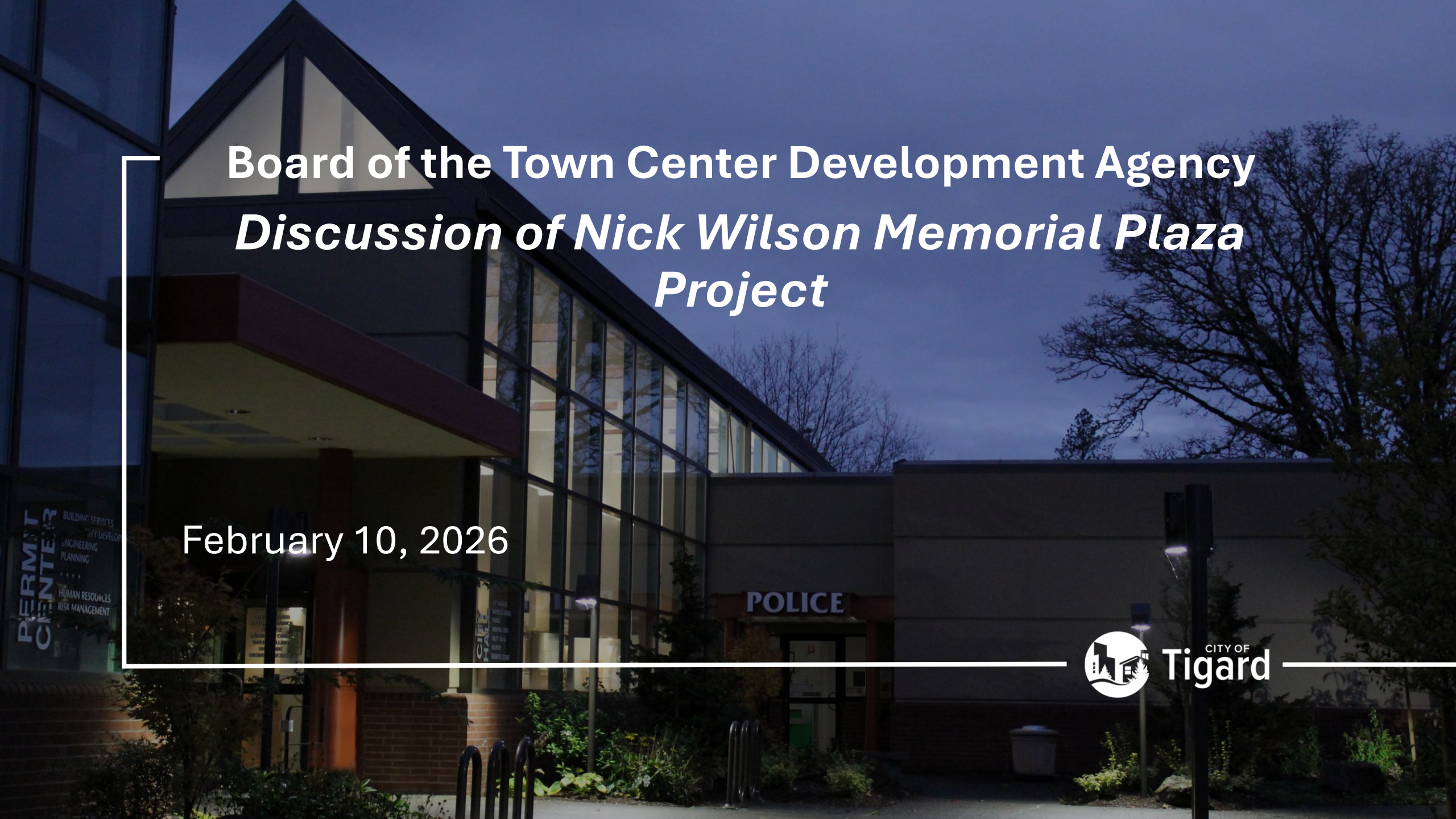
Additional Fiscal Notes:

The cost for the originally proposed plaza is $2.137 million. The cost to complete the alternative project elements (trail crossing, railings, boardwalk/bridge re-decking, creek bank plantings, and bench) is estimated at $640,000. With the previous expenditures of $323,000 (easement/property acquisition) and $214,000 (design development) the total cost would be $1.177 million. If the Board approves the changed scope, design will continue and the project would be constructed in FY27 or FY28 depending on available funds for the City Center TIF District.

Attachments

Presentation

Main St/Fanno Creek Trail Improvements



Board of the Town Center Development Agency

Discussion of Nick Wilson Memorial Plaza Project

February 10, 2026

CITY OF Tigard

Existing Site Conditions



Location Map

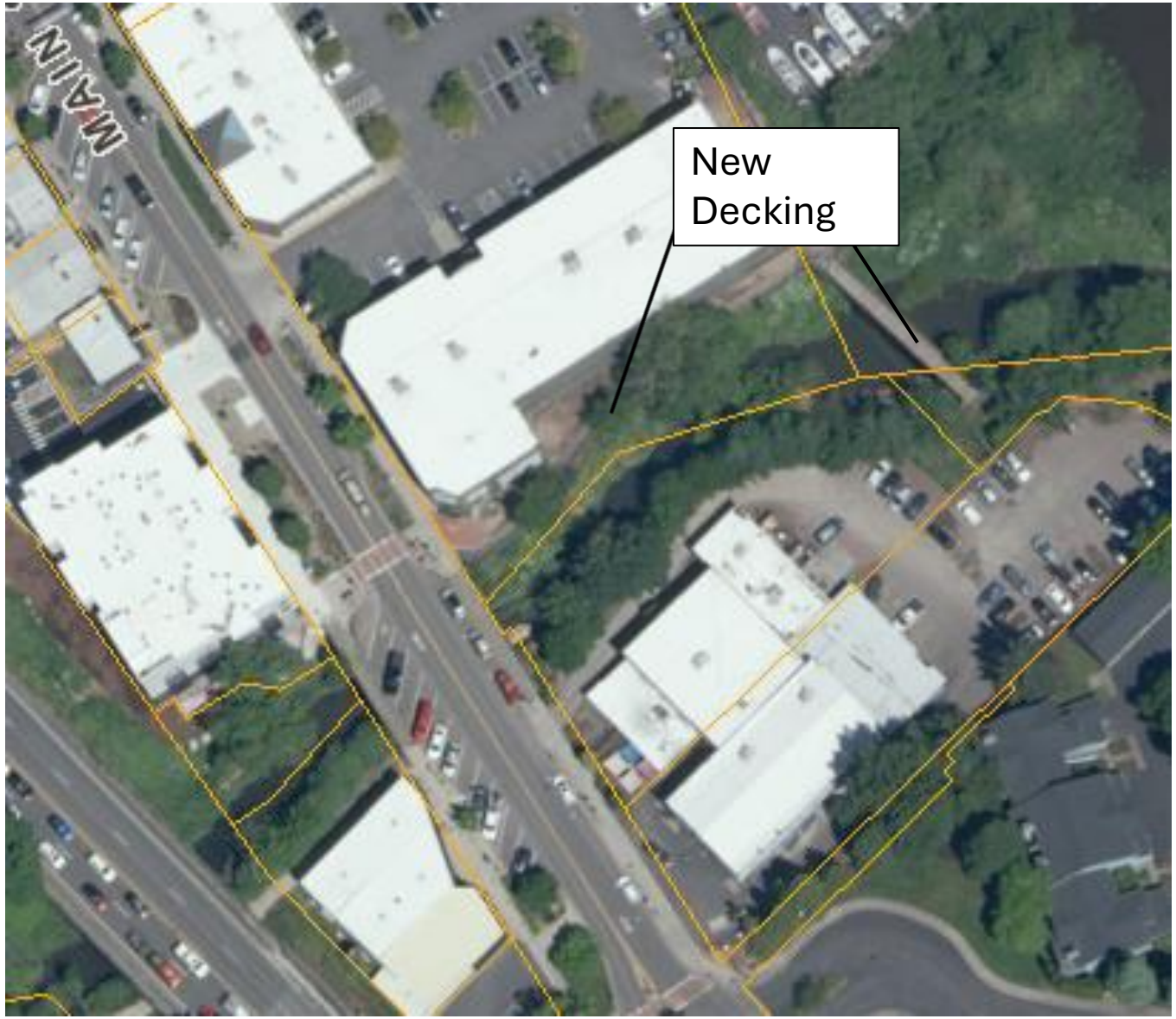


Concept A | Drifts

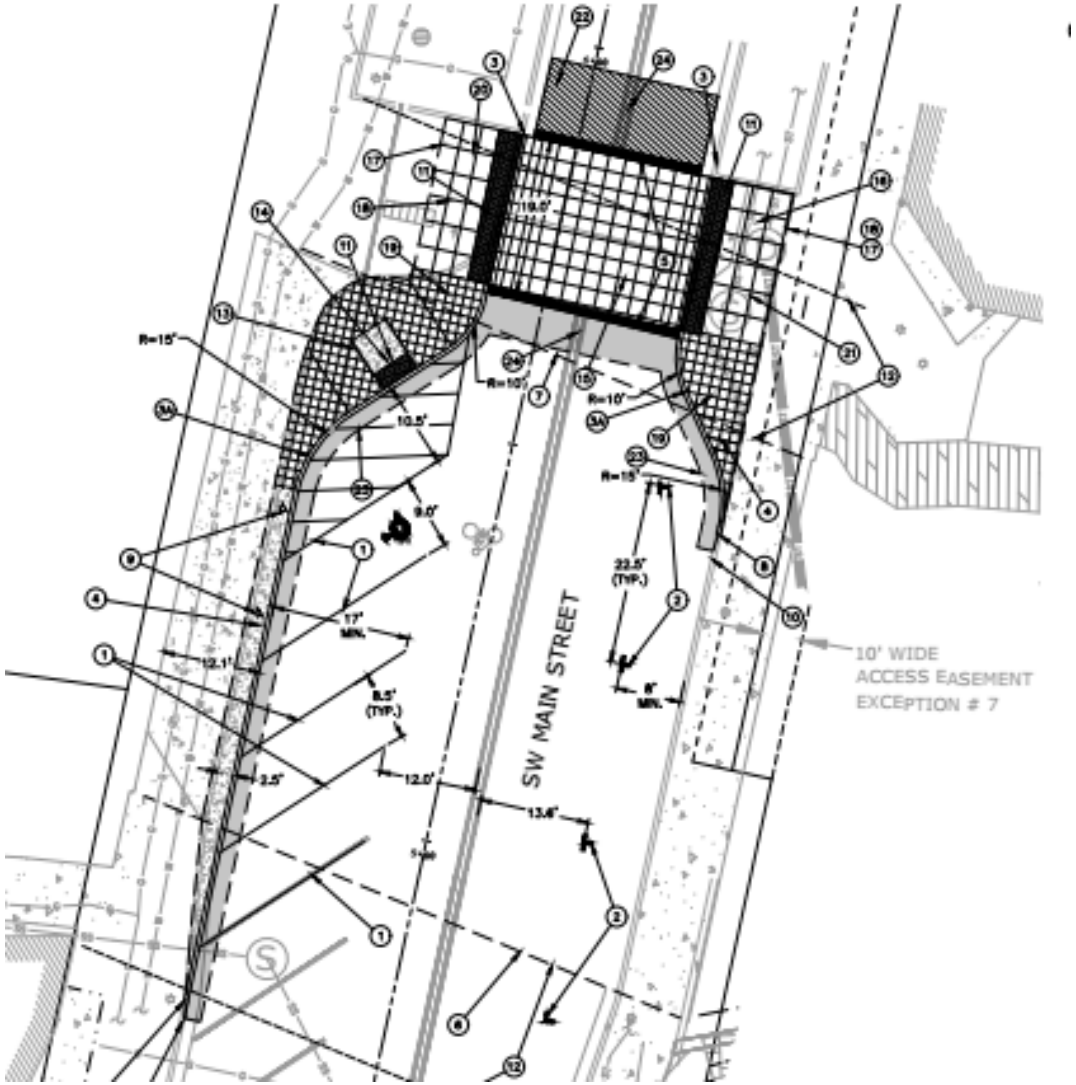
Nick Wilson Memorial Plaza

knot studio

CITY OF Tigard


MAIN
New
Decking

Main Street/Fanno Creek Trail Crossing



Main Street Bridge Railing



Customized Bench Concept





BENCH

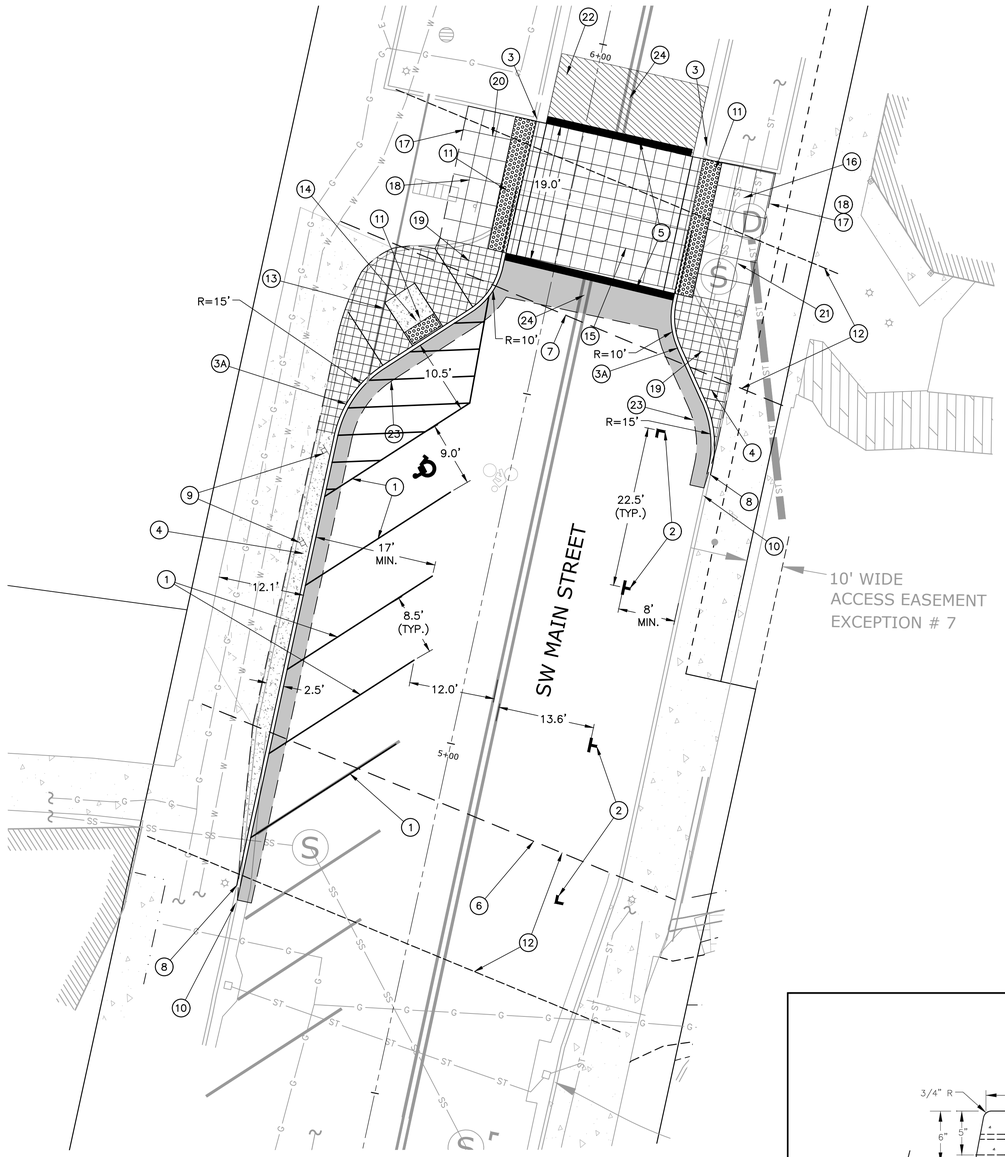
A simple but elegant gesture that honors Nick's studio, practice, and lifelong interests. The bench itself could be constructed with a blend of wood, concrete, stone and/or metal – ideally materials that reflect the qualities of regional and contemporary Landscape Architecture.

A memorial message or graphic could be carved into a wood element of the bench design, highlighting Nick's passion for wood carving.

Character of the carving could be more natural/fluid offering a nod to the adjacent creek, the relationship of Nick's work to the land, and site of the memorial.

Alternatively, the carving could be in the likeness of one of Nick's drawings or handwritten notes through collaborations with his family.





GRIND AND OVERLAY EXISTING PAVEMENT (ROADWAY)

PROPOSED CONCRETE PAVEMENT

PROPOSED FULL DEPTH HMAC PAVEMENT REPLACEMENT

SCALE 1"=10'

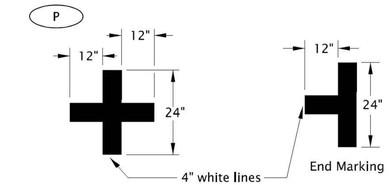
DRAWING SET SCALE:
ONE INCH | IF THIS BAR DOES NOT MEASURE 1-INCH IN LENGTH, THE SCALE INDICATED THROUGHOUT THIS SET IS NOT ACCURATE. VERIFY SCALE PRIOR TO USING DRAWINGS.

NOT FOR CONSTRUCTION

NOTES

1. PROPOSED PARKING STRIPING (ANGLED PARKING)
2. PROPOSED PARKING STRIPING (PARALLEL PARKING)
3. INSTALL STANDARD CURB PER CITY OF TIGARD STANDARD DETAIL 125
3A. INSTALL CONCRETE CURB PER STRUCTURAL ENGINEER DETAILS FOR ATTACHMENT TO BRIDGE DECK AND TRANSITION SLAB. CURB HEIGHT VARIES TO ALLOW POSITIVE SIDEWALK DRAINAGE TO ROADWAY
4. MATCH EXTG SIDEWALK TO NEWLY PROPOSED CURB
5. PROPOSED CROSSWALK STRIPING
6. BEGINNING OF BRIDGE DECK
7. END OF BRIDGE DECK
8. MATCH NEW CURB TO EXTG CURB
9. INSTALL ADA SIGNAGE
10. CURB TO REMAIN
11. NEW TRUNCATED DOME
12. TRANSITION SLAB FOR BRIDGE
13. EXTEND SIDEWALK TRENCH DRAIN, MATCH SIZE AND DESIGN OF EXTG TRENCH GRATE
14. INSTALL NEW ADA RAMP
15. INTEGRALLY COLORED CONCRETE, DAVIS COLOR: TILE RED #1117. 2'-1 1/4" X 2'-1 1/4" (TYP)
16. STANDARD CONCRETE, MATCH COLOR AND FINISH OF EXTG CONCRETE
17. NEW SCORING PATTERN SHALL ALIGN WITH EXISTING PATTERN. ARCHITECT TO FIELD VERIFY SCORING LOCATIONS (TYP)
18. EXPANSION JOINTS (TYP)
19. SCORING PATTERN TO BE 1'-5" X 1'-5", ADJUST IN FIELD TO FIT EXISTING SCORING PATTERN (TYP)
20. SCORING PATTERN TO BE 2'-3 5/8" X 3'-2",ADJUST IN FIELD TO FIT EXISTING SCORING PATTERN (TYP)
21. SCORING PATTERN TO BE 2'-5 3/4" X 3'-2", ADJUST IN FIELD TO FIT EXISTING SCORING PATTERN (TYP)
22. GRIND AND OVERLAY EXISTING PAVEMENT
23. SAWCUT EXTG ASPHALT PAVEMENT
24. REPLACE CENTER LINE STRIP TO MATCH EXISTING

Main St/Fanno Creek Trail Crossing Proposal

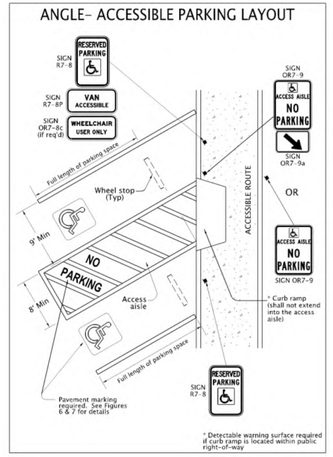


NOTES:

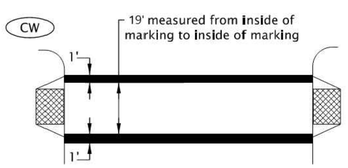
1. EXPANSION JOINTS:
   A. TO BE PROVIDED:
      1) AT EACH POINT OF TANGENCY OF THE CURB.
      2) AT EACH COLD JOINT.
      3) AT EACH SIDE OF INLET STRUCTURES.
      4) AT EACH END OF DRIVEWAYS.
      5) AT LOCATIONS NECESSARY TO LIMIT SPACING TO 45 FEET.
2. TRAVERSE EXPANSION MATERIAL TO BE PRE-MOLDED NON-EXTRUDED MATERIAL WITH A MINUMUM THICKNESS OF 1/2"AND SHALL COVER ENTIRE CROSS SECTION OF CONCRETE.
3. TRAVERSE CONTRACTION JOINTS TO BE SPACED NOT MORE THAN 15 FEET APART WITH A DEPTH OF AT LEAST ONE FOURTH OF THE CROSS SECTIONAL AREA.
4. CONCRETE BREAKING STRENGTH TO BE 3000 PSI AFTER 28 DAYS.
5. DRAINAGE ACCESS THROUGH NEW CURBS SHALL BE PLACED A MIN. OF 2 FEET AND MAX. OF 3 FEET FROM PROPERTY LINES (SEE NOTE 5 STD DETAIL NO. 126
6. FOR SUBDIVISIONS AN "S" FOR SANITARY AND A "D" FOR STORM DRAIN SHALL BE STAMPED ON THE TOP OF THE CURB ABOVE THE LATERAL

CITY OF TIGARD OREGON ENGINEERING DIVISION PUBLIC WORKS DEPARTMENT 13125 S.W. HALL BLVD. TIGARD, OREGON 97223 VOICE: (503) 639-4171 FAX: (503) 684-7297	APPROVED BY: MICHAEL A. STONE, P.E. CITY ENGINEER JANUARY 2013 APPROVAL DATE	STANDARD CURB	NO SCALE DWG. NO. 125

Figure 5: Parallel - Accessible Parking layout



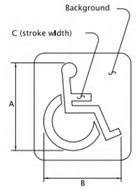
ON-STREET PARKING DETAIL (white)



STANDARD CROSSWALK
TWO 1' WHITE BARS
Install per Standard Drawing TM530

Figure 6: Pavement Marking Stencil for an Accessible Parking Spot

PAVEMENT MARKING STENCIL



Pavement Marking Background: Optional: Blue, Retroreflective
Pavement Marking Stencil: White, Retroreflective

LEGEND	DIMENSIONS (INCHES)						
	A	B	C	D	E	F	G
MINIMUM	28	24	3				
STANDARD	41	36	4				

The pavement marking stencil shall be used to designate an accessible parking area reserved for vehicles with DMV permits.

Figure 8: Sign design details for an accessible parking spot

SIGN DESIGN
SIGN NO. R7-8



Sign Background: White, Retroreflective sheeting
Sign Legend: Green, Retroreflective sheeting
Sign Symbol: White on Blue, Retroreflective sheeting

Refer to Standard Highway Signs book for details.

The Disabled Person parking sign is used to designate a parking area reserved for vehicles with DMV permit as stated.

knot studio
350 SE Mill St., Suite 2, Portland, OR 97214

REGISTERED PROFESSIONAL ENGINEER
14061
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OREGON
JULY 26, 1985
ANTHONY R. WELLER
RENEWS: 6/30/26

PACE Engineers
4500 Kruse Way, Suite 250
Lake Oswego, OR 97035
p. 503.597.3222
www.paceengrs.com

NICK WILSON MEMORIAL PLAZA
100% DESIGN DEVELOPMENT

DATE: 07/15/2024 SCALE: AS NOTED DRAWN BY: BRM APPROVED BY: ARW

REVISIONS

DATE	DESCRIPTION	BY
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

ROADWAY SITE PLAN

C202

CONCEPT 1

Bench Concept





BENCH

A simple but elegant gesture that honors Nick’s studio, practice, and lifelong interests. The bench itself could be constructed with a blend of wood, concrete, stone and/or metal – ideally materials that reflect the qualities of regional and contemporary Landscape Architecture.

A memorial message or graphic could be carved into a wood element of the bench design, highlighting Nick’s passion for wood carving.

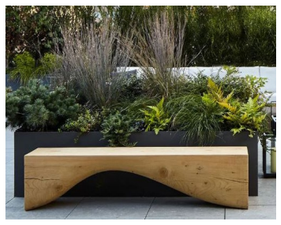
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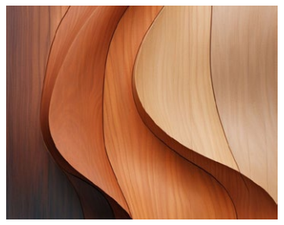
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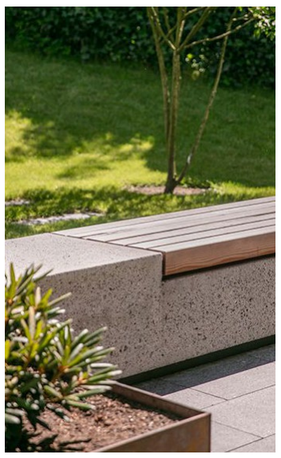




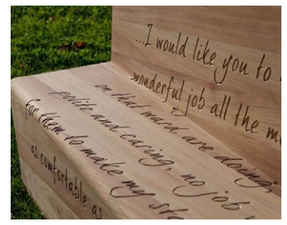














NOTE:
1. SEE DETAILS ON SHEET L-506.
2. ASSUME APPROXIMATELY 154 LF OF VEHICULAR RAILING TO RECEIVE DECORATIVE PANELING.

01 L-505 VEHICULAR RAILING DECORATIVE PANEL

SCALE: N.T.S.

Main Street Bridge Railings

NOT FOR CONSTRUCTION

knot studio
350 SE Mill St., Suite 2, Portland, OR 97214

NICK WILSON MEMORIAL PLAZA

100% DESIGN DEVELOPMENT

12560 SW Main St., Tigard, Oregon

DATE: 07/17/2024 SCALE: AS NOTED DRAWN BY: JW APPROVED BY: JB

REVISIONS

DATE	DESCRIPTION	BY
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

SITE DETAILS

L-505

ONE INCH | DRAWING SET SCALE: IF THIS BAR DOES NOT MEASURE 1-INCH IN LENGTH, THE SCALE INDICATED THROUGHOUT THIS SET IS NOT ACCURATE. VERIFY SCALE PRIOR TO USING DRAWINGS.

AIS-6096 **12.**

Business Meeting

Meeting Date: 02/10/2026

Length (in minutes): 25 Minutes

Agenda Title: Building a Better Tigard: Polling Results

Authored By: Kelsey Anderson

Presented By: Acting City Manager Tritsch, Police Public Information Officer Anderson, and Ben Patinkin of Patinkin Research Strategies

Item Type: Update, Discussion, Direct Staff

Information

EXPLANATION OF ISSUE

After years of research and studies showing critical needs, the City of Tigard is working to build one consolidated facility for our police and public works departments. In 2024, the city purchased vacant land for this project on SW Wall Street and Hunziker Road. Since then, project partners have been brought on board from Otak, Scott Edwards Architecture and P&C|Perlo, who are subject matter experts in project management, architecture, design and construction for large-scale public infrastructure projects like this. Together, they have been conducting initial site work and design to ensure this new facility will meet the needs of our first responders and our community, both now and decades into the future.

Delivering this project is one of City Council's top priorities, and staff have been actively engaged in community outreach and education on this topic for more than a year. As part of this effort, a series of public polls have been conducted by Patinkin Research Strategies to gauge public sentiment and test key messages over time, including those conducted in May 2025 and December 2025. A final poll of 400 likely voters in the City of Tigard was conducted in early February 2026 and the results are now available to share.

ACTION REQUESTED

Receive the results.

BACKGROUND INFORMATION

The facilities that house the Tigard Police Department and the Public Works Department have reached the end of their useful life, resulting in buildings that are not safe during a disaster event, with functionally obsolete features that are difficult to maintain; these facilities are also overcrowded, geographically disparate, and in many cases, not fit for purpose. Investment in a new, combined facility would provide a safe and functional place with ready access to resources, including materials, equipment, training, secure communications, and data. It would also include Tigard's first Category 4 Emergency Operations Center (Category 4 buildings are essential facilities critical for public safety and recovery during emergencies) for coordinated response to emergency and disaster events. This investment would facilitate delivery of public safety and essential operations, and position the City to respond during disasters, both locally and together with county and regional providers.

Dates of Considerations

Previous:

Jan 7, 2025. Project Director Contract; Facility Modernization Project Update
May 6, 2025. Exemption to Competitive Bidding and Approval of Findings for Police and Public Works Facility Project
May 13, 2025. Architectural Service Contract; Facility Modernization Project Update
Aug 26, 2025. Update on Building a Better Tigard Project
Dec 16, 2025. Building a Better Tigard Project Funding and Bond Package Discussion
Jan 20, 2026. Council Update on the Progress of the Police and Public Works Facility Project

Future:
Feb 3, 2026. Discuss and Develop Ballot Measure Language
Feb 10, 2026. Receive Polling Results
Feb 17, 2026. Approve Ballot Measure Language; Refer Bond to Voters
Feb 24, 2026. (if needed). Refer Bond to Voters, if not completed on Feb 17, 2026.

Public Involvement and Outreach

- Media and collateral have also been developed and shared with the public for information about the project, the needs it addresses, and the opportunity for Tigard going forward. Information has been shared in the mail to all Tigard mailboxes, online (social media, Tigard website), in newsletters, on TV, in paid advertisements, on Tigard vehicles and in city facilities.
- Polls collected feedback from Tigard residents in May 2025, December 2025 and February 2026.
- Two community events specific to this project were held in 2025 (March and November) where people could ask questions, share ideas and connect directly with project leaders, including the architecture and design team, finance team, and more.
- The Building a Better Tigard project (previously known as the "Facility Modernization project") was featured at the Police and Public Works Family Fun Day; the project had booths and giveaways at the Farmer's Market and at events throughout the summer, fall and winter of 2025.
- Several community conversations and tours were also held throughout 2025, in addition to a number of events throughout the city.
- A community committee, known as the Voices Panel, was established in 2025 for project guidance on communications needs.

Impacts (Community, Budget, Policies and Plans/Strategic Connection)
This project connects to Tigard City Council Goal 2025-2026, as follows:
GOAL 4: Deliver resilient, sustainable, and well-maintained facilities that provide reliable and efficient services to our community.
Strategy 4.2: Build a solid foundation for the future Police and Public Works facility, which will include a resilient Emergency Operations Center.

ALTERNATIVES & RECOMMENDATION

Receive the results.

ADDITIONAL RESOURCES

Project website: www.tigard-or.gov/BuildingABetterTigard

Attachments

Bond Survey Results

City of Tigard Bond Survey

February 2026

PATINKIN RESEARCH STRATEGIES

Methodology:

- **A survey of n=400 likely May 2026 voters in the City of Tigard was conducted via live phone. Telephone interviews were conducted via both landline and cell phone.**
- **A voter file sample was used and quotas were implemented to reflect a likely May 2026 electorate.**
- **Interviews were conducted February 2-4, 2026.**
- **The overall margin of error is +/-4.9%. The margin of error for subgroups varies and is larger.**
- **Throughout this report we refer to "younger" and "older" voters. Younger voters are under age 50 and older voters are age 50 and up.**
- **Throughout this report we also refer to "targets." Targets are defined as voters who start out undecided or are voting "yes, not strongly" on the bond.**
- **Region breakouts by precinct:**
  - **East of 99: 405, 404, 400**
  - **West of 99: 402, 409, 411**

Key findings and recommendations:

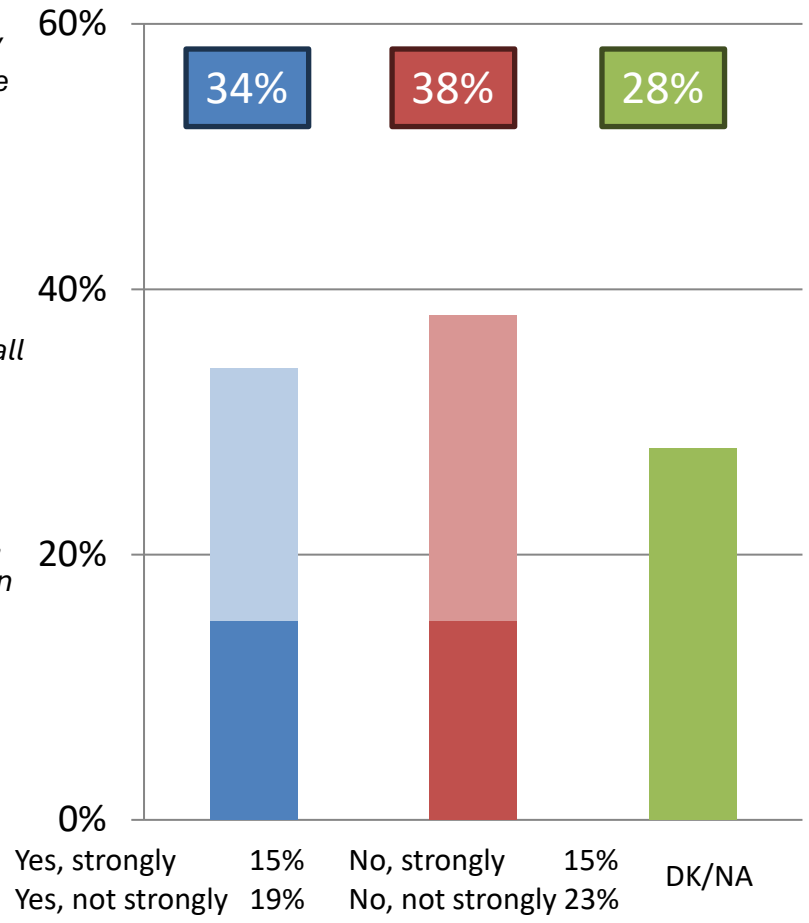
- **Recommendation:** it is more beneficial to say “replace public safety” instead of “replace police” in ballot language.
- **Key finding:** there is a path to victory, with best case ballot language starting with a plurality in support and growing to a majority after message treatment. That said, there is a great deal of work to be done with ballot language starting below majority support.
- **Key finding**: Messages highlighting the growth of the city and focusing on police response continue to be incredibly effective. Additionally, messages touching on increased accessibility, accountability measures and the ability to recruit and retain high-quality police officers resonated in this round of polling.

Where the Bond Stands

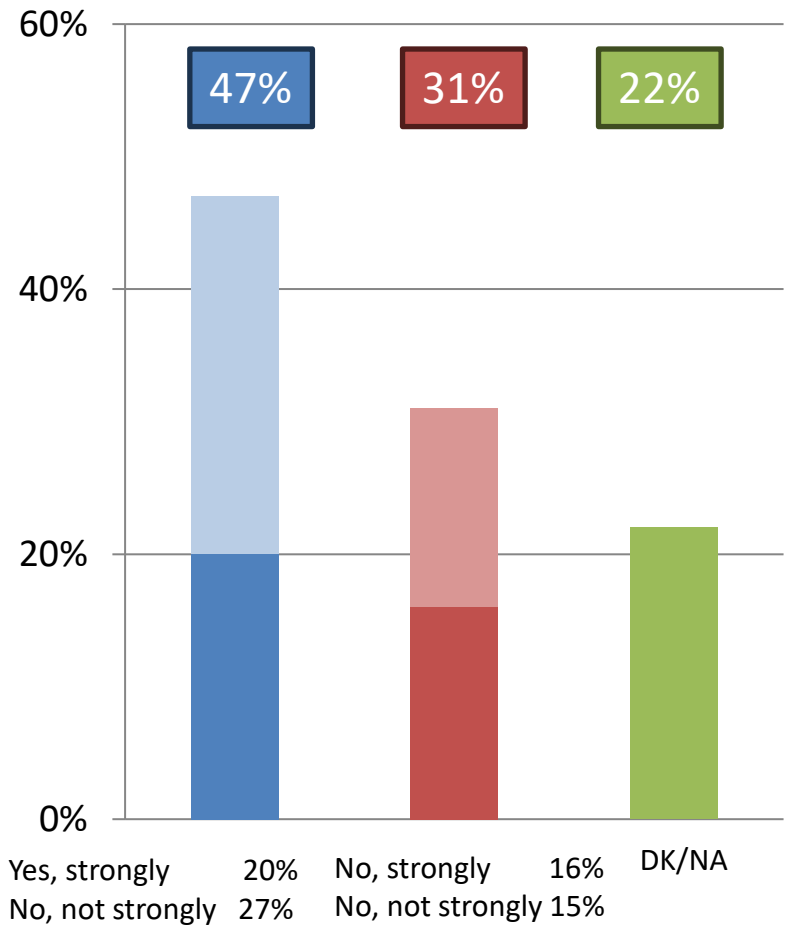
Neither bond variation quite reaches a majority, but “replace public safety” language increases support by 13 points.

The City of Tigard may place a bond measure on the ballot in 2026 which may read: “Bonds to replace public safety, emergency preparedness, city services facilities. Shall Tigard replace police, public works, emergency facilities; address safety, security, accessibility, by issuing $150 million bond, with audits required?” Having heard this, if the election were held today, would you vote “yes” or “no” on this bond measure?

SPLIT SAMPLE A [POLICE]

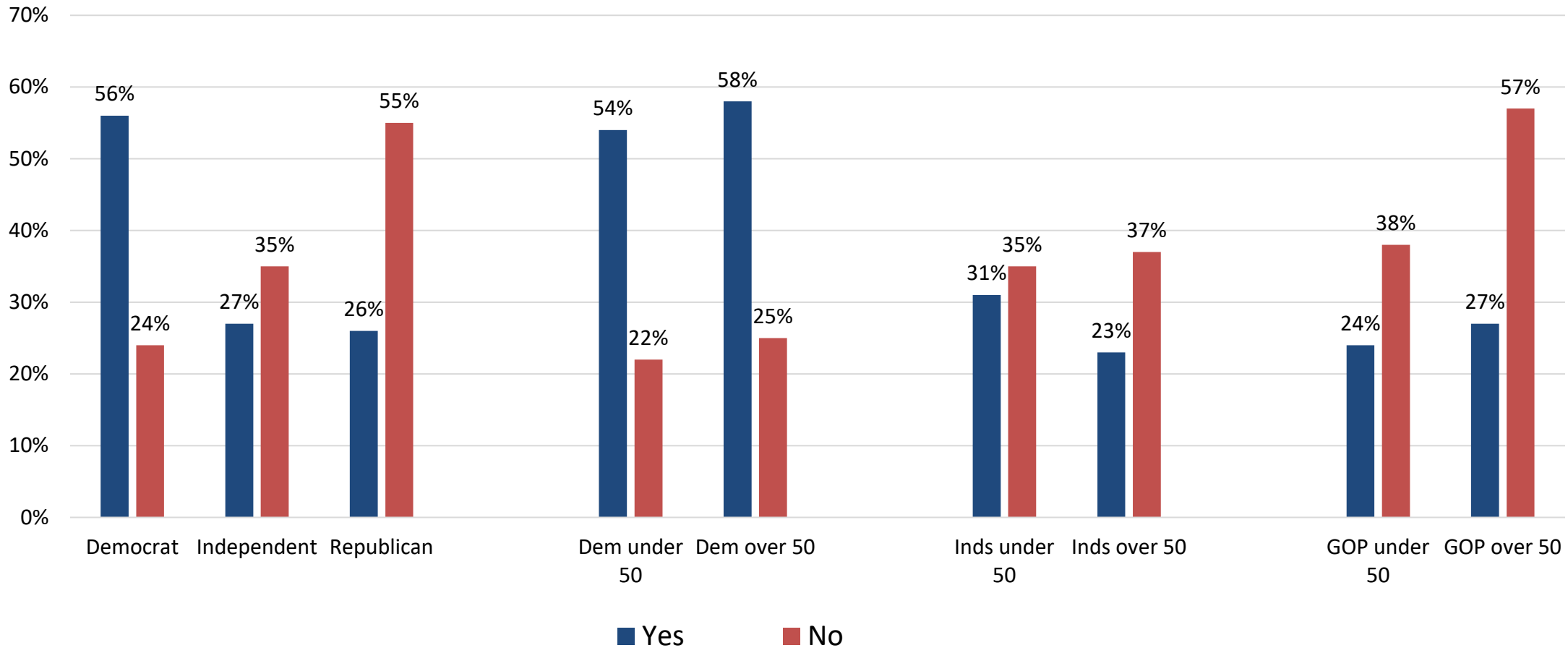


SPLIT SAMPLE B [PUBLIC SAFETY]



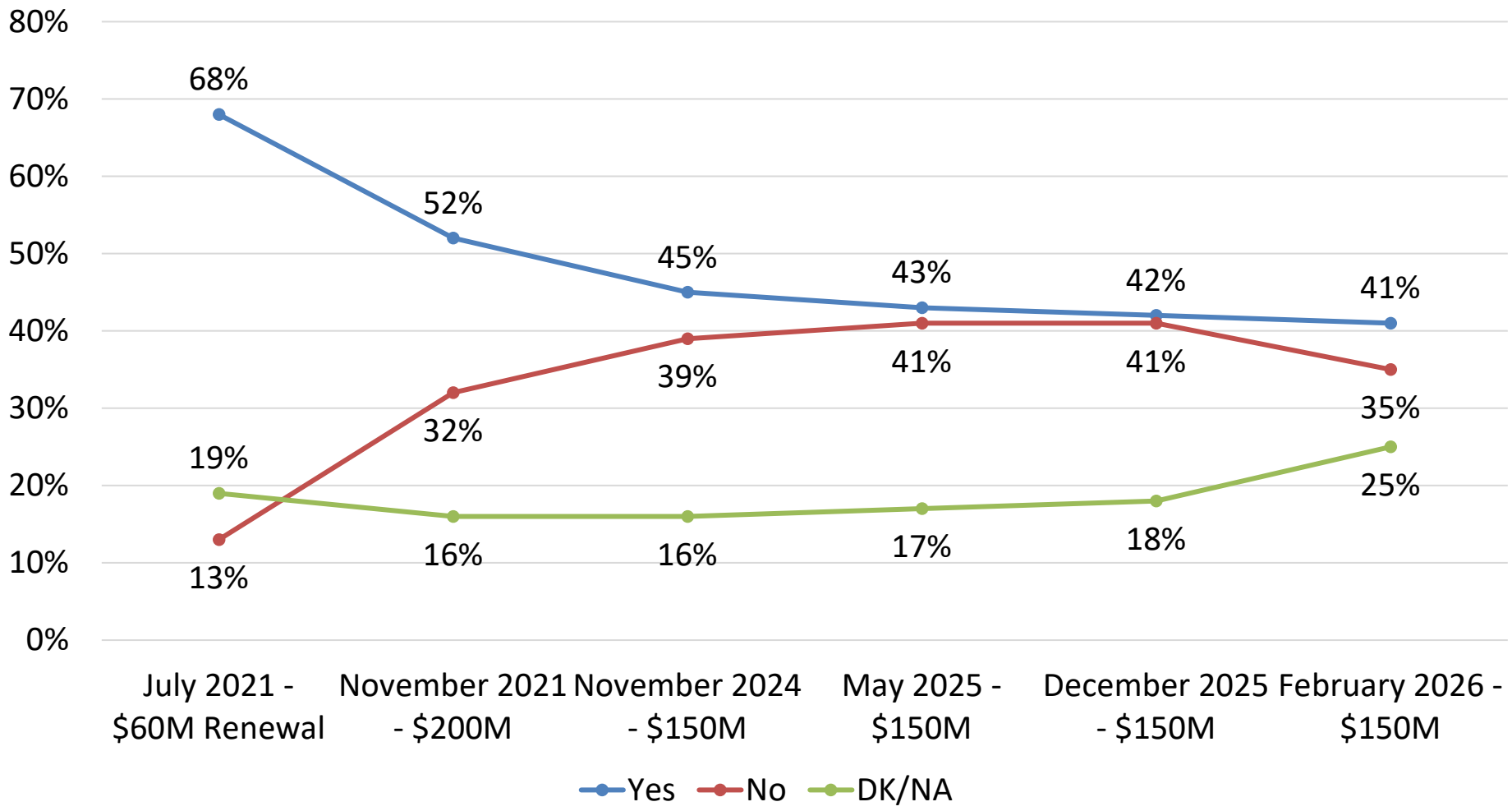
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Democrats are a solid base of support, irrespective of age



Combined SSA/SSB: Having heard this, if the election were held today, would you vote "yes" or "no" on this bond measure?

“Yes” vote holds steady from December; movement into “undecided” out of “no”



Where “undecided” has increased the most from “no”	
Women	+11
Ind men	+17
Non-college	+12
East of 99	+7
All voters	+7

Having heard this, if the election were held today, would you vote "yes" or "no" on this bond measure?

Largest gaps in the electorate are by educational attainment

COMBINED SSA/SSB	Yes	No	Yes Margin	Yes Margin December
Men	42%	38%	+4	+0
Women	40%	31%	+9	+2
Under age 50	41%	30%	+11	+10
Over age 50	41%	37%	+4	-6
Over age 70	42%	39%	+3	-16
No college education	36%	36%	+0	-14
College+	48%	31%	+17	+21
TOTAL	**41%**	**35%**	**+6**	**+1**

Having heard this, if the election were held today, would you vote "yes" or "no" on this bond measure?

“Yes” margin for Democrats has seen large improvement since December

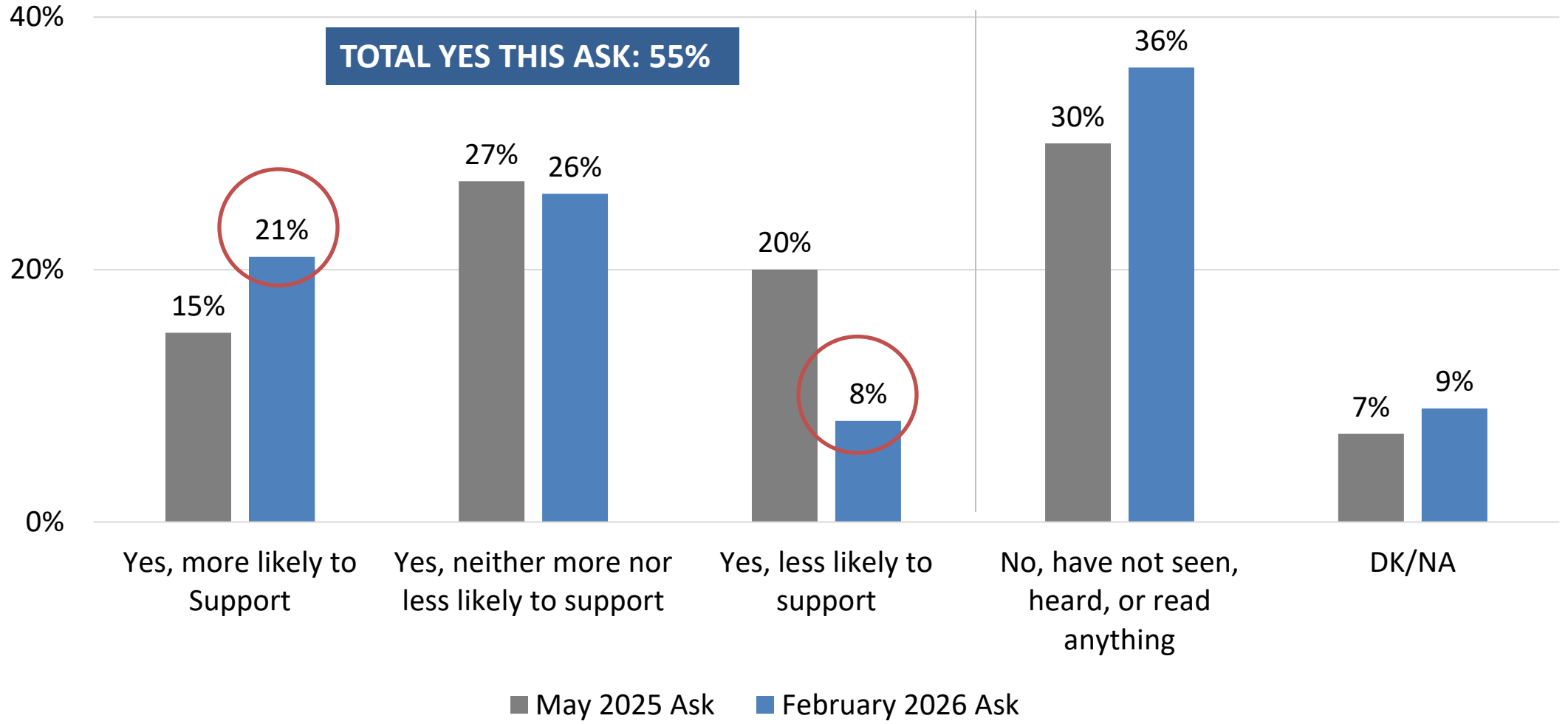
There has been marginal decrease in support by Republicans since the last poll.

COMBINED SSA/SSB	Yes	No	Yes Margin	Yes Margin December
Democrats	56%	24%	+32	+10
Ind./NAV/Other	27%	35%	-8	+8
Republicans	26%	55%	-29	-21
Renters	35%	39%	-4	+6
Homeowners	45%	32%	+13	+0
East of 99	43%	32%	+11	-5
West of 99	39%	37%	+2	+11
TOTAL	**41%**	**35%**	**+6**	**+1**

Having heard this, if the election were held today, would you vote "yes" or "no" on this bond measure?

Majority of voters have seen information regarding the bond

Voters are more likely to say what they've seen makes them more supportive than less so by a 2:1 margin



Have you seen, heard, or read anything about the potential bond measure on the May 2026 ballot to replace City of Tigard police, emergency response, and public works facilities? [IF YES, ASK:] Has what you have seen, heard, or read about this proposal made you more or less likely to support it?



Message Strategy

Top testing items include police efficiency, accessibility, community growth, and project accountability

	Net Convincing
[EFFICIENT RESPONSE] Our first responders and the critical equipment they need to do their jobs are spread across nine locations. The new facility would create a safe, efficient, and centralized workplace, helping them respond more quickly and be better able to protect us in an emergency	66%
[ACCESS] The current facilities do not provide equitable access to people with disabilities. The bond will remove barriers, ensuring that all members of our community can access our police facility	65%
[ACCOUNTABILITY] The measure will include clear requirements to provide oversight and accountability for the projects, including an independent committee of community members to oversee the project and annual independent audits	62%
[COMMUNITY GROWTH] Our police and public work buildings are out of space and inadequate to support a community that has tripled in population over the last 40 years. The new facility will help us meet the needs of our growing community for decades to come	60%
[BEST OFFICERS] The new police station will help us recruit and retain the best police officers for our community. It will eliminate overcrowding, improve the security of the facility, and help us bring more women onto the police force and public works by adding needed locker room space for them that does not currently exist	59%

Second tier messages discuss price and emergency responses

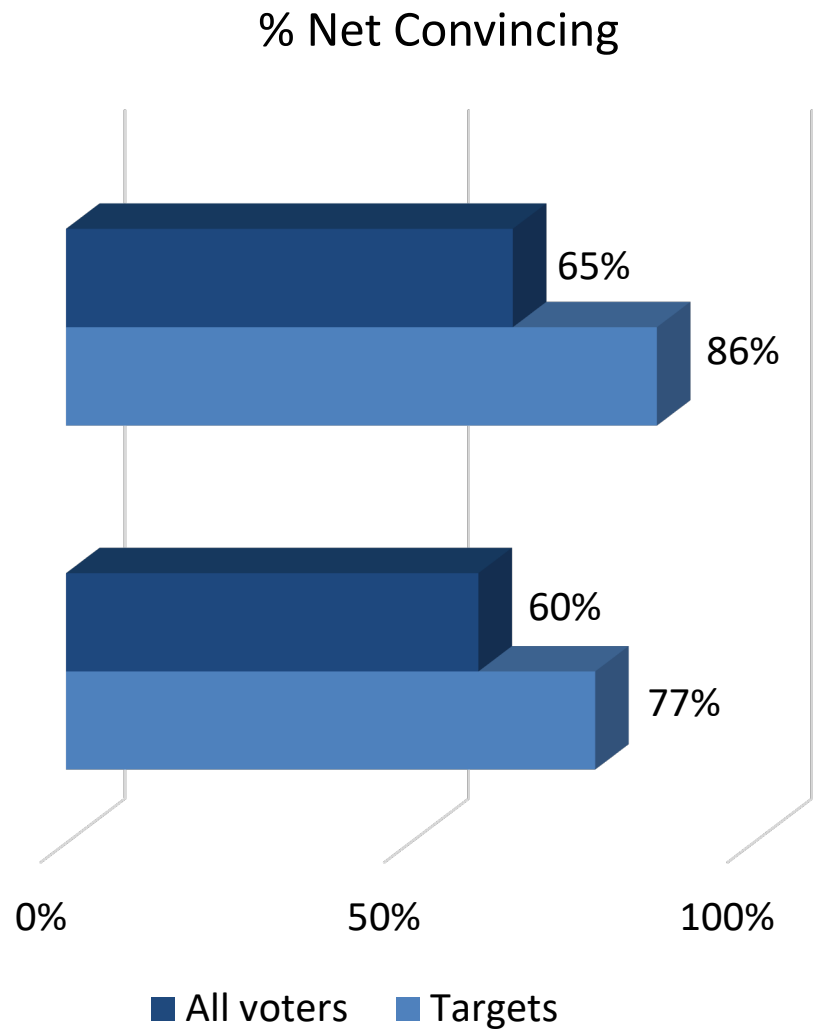
Second tier messaging items still have a majority of support.

	Net Convincing
[CRIME VICTIMS] The current police station does not allow us to use best practices when interviewing crime victims. The new facility will help us treat victims of crime with greater dignity, providing a trauma-informed, supportive space for them to report a crime	58%
[EMERGENCY RESPONSE] In a flood, ice storm, or earthquake, our response could be delayed and even impossible if first responders can't access the equipment they need or are trapped in an unsafe building	56%
[NEEDLESS EXPENSES] If we don't build the new facilities, the cost to the city for these outdated facilities will continue to grow. Assessments show it will be necessary to replace the roof and sewer systems, and it goes against fiscal best practices to further invest in buildings that are already past their usable life. The city will continue to pay rent for additional office and storage space, as well as the cost of theft and vandalism from unsecured locations	56%
[PROCESS] The City first began working on plans to update its facilities 20 years ago. Numerous studies and committees made up of dozens of community volunteers have identified the need to replace undersized and overcrowded facilities like the police department and public works and how to do it in the most fiscally responsible way possible to meet the growing needs of the community. Now is the time to move ahead with this proposal	54%
[NOWS THE TIME] Construction costs continue to grow as the price of materials, labor, and contractors is rising. If we don't build this facility now, taxpayers will end up paying more in the end	52%
[EMERGENCY OPERATIONS] This bond will centralize public safety and emergency operations in an earthquake-ready emergency operations center that can still function after a major earthquake or natural disaster	51%

Both access to community spaces and emphasis on community growth are key messages for our targets

[ACCESS] The current facilities do not provide equitable access to people with disabilities. The bond will remove barriers, ensuring that all members of our community can access our police facility

[COMMUNITY GROWTH] Our police and public work buildings are out of space and inadequate to support a community that has tripled in population over the last 40 years. The new facility will help us meet the needs of our growing community for decades to come

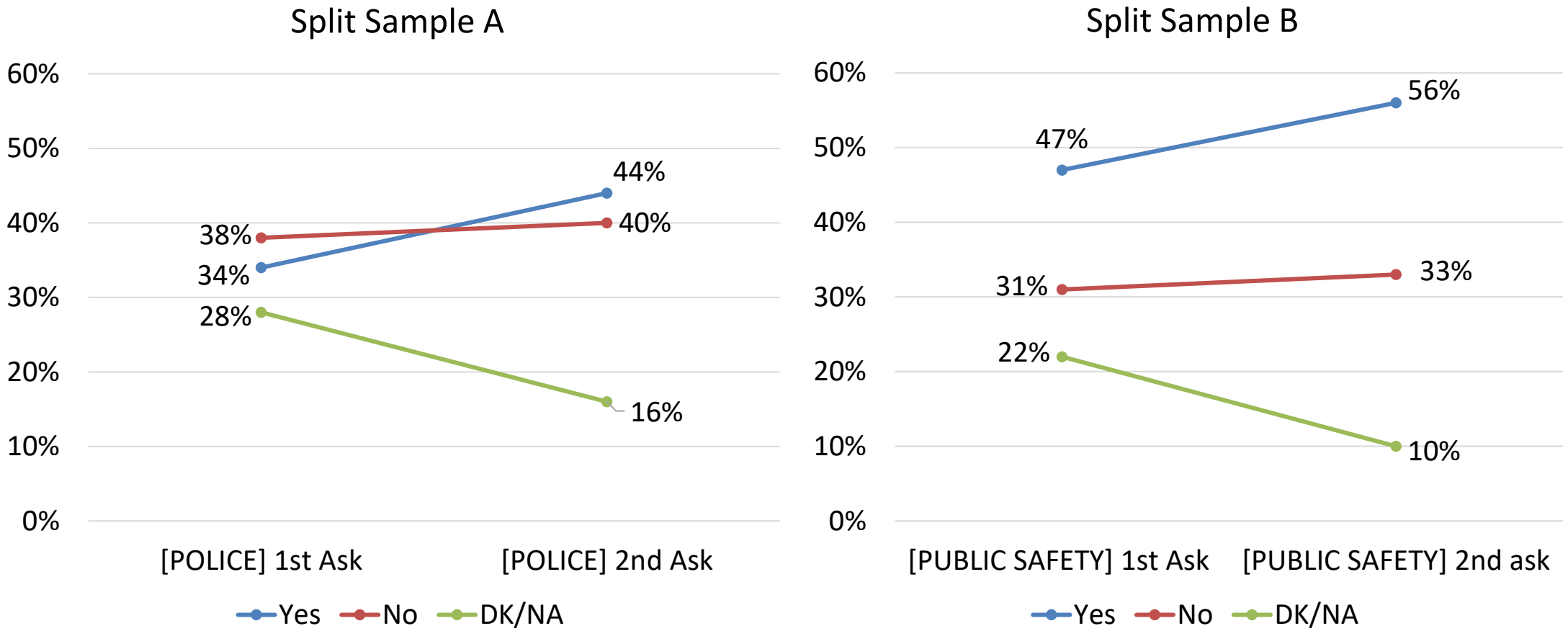


% net "convincing" among

	Dem:	Ind.:	GOP:
65%	78%	62%	43%
86%			
60%	70%	56%	48%
77%			

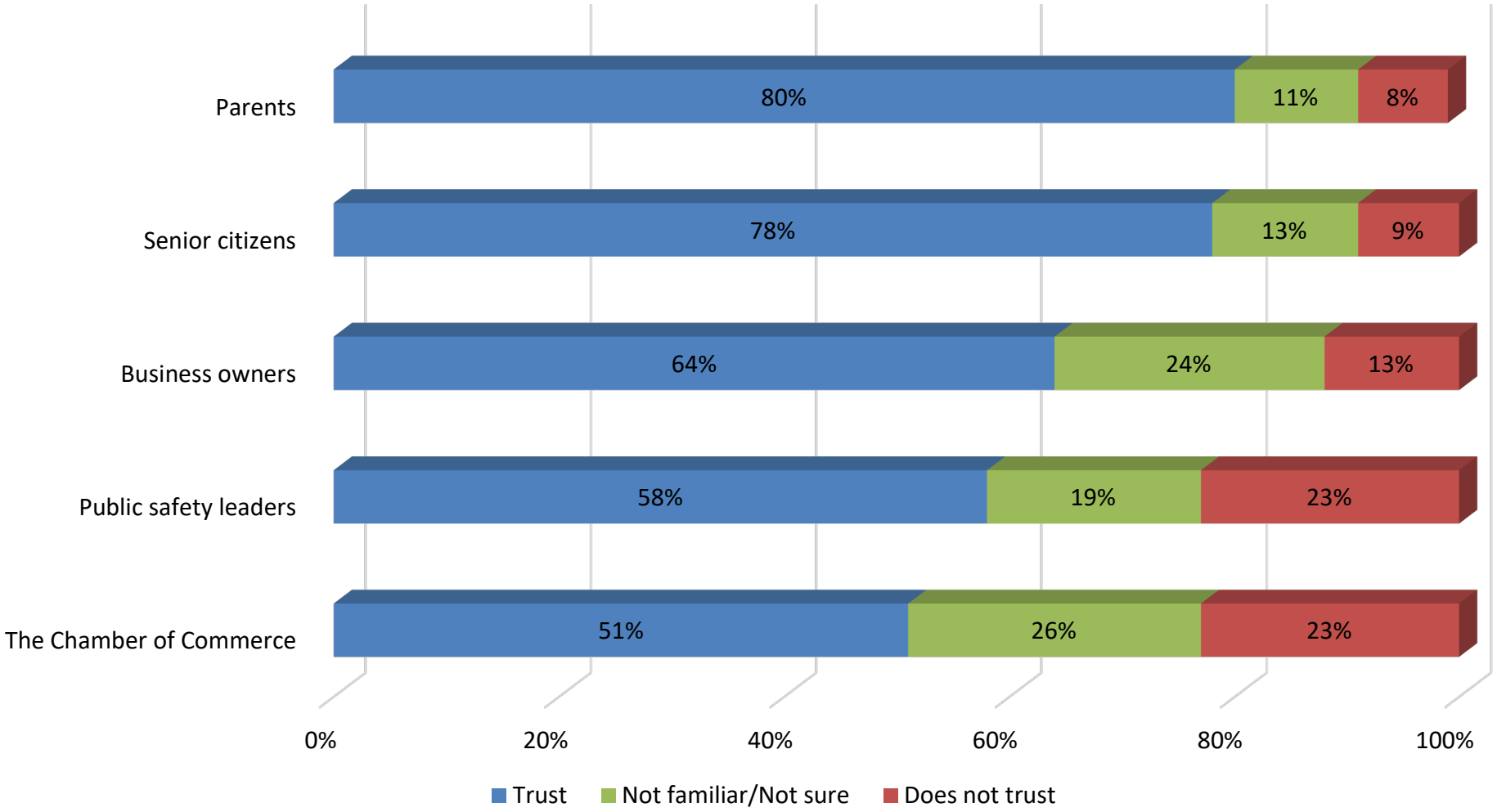
Note: Messages outlined in green are drivers of a "yes" vote based on regression modeling.

After messaging, support increases to a majority "yes" with the public safety language



Sometimes over the course of a survey people change their mind. Let me ask you again … Having heard this, if the election were held today, would you vote "yes" or "no" on this bond measure?

Parents and senior citizens are the most trusted messengers



% net "trust" among	Dem:	Ind.:	GOP:
Parents	84%	76%	80%
Senior citizens	79%	76%	78%
Business owners	65%	56%	68%
Public safety leaders	65%	48%	56%
The Chamber of Commerce	58%	43%	48%

I'm going to read you a list of some local groups, businesses, and people who may share information about the potential bond to build a new police and public works facility in the City of Tigard. After each, please tell me if you trust that local group, business, or person a great deal, some, not too much, or not at all. If you aren't sure how much you trust each one or aren't familiar with them, just say so and we will go on.

Key outreach subgroups:

Targets

- Women
- Independents/NAV
- Under age 50
- HS or less

< **“Targets” are defined as voters who start out undecided or supporting the bond “not strongly.”**



AIS-6103 **13.**

Business Meeting

Meeting Date: 02/10/2026

Length (in minutes): 10 Minutes

Agenda Title: Discussion of Council Involvement in City Manager Recruitment Process

Authored By: Laura Gomez

Presented By: Human Resources Director Gomez and Mayor Hu

Item Type: Update, Discussion, Direct Staff

Information

EXPLANATION OF ISSUE

Council direction and input is needed to determine the process for identifying and selecting an executive search firm to fill the vacant City Manager position.

ACTION REQUESTED

Discuss how Council wants to be involved in the city manager recruitment process.

BACKGROUND INFORMATION

In consideration of the need to fill the City Manager vacancy, staff initiated searching for viable executive search firms. The outreach started in December 2025 and included network affiliations, searching current City Manager and public sector administration job announcements, reviewing internet service ratings for executive search firms, prior City search firm information, and word of mouth. Interest has been expressed in making a collective decision to identity and select a process to fill the City Manager vacancy, including the selection of an executive search firm. A handful of firms have provided information on their services and process.

ALTERNATIVES & RECOMMENDATION

Staff would like Council's direction on how they would like to be included in navigating the process moving forward.

ADDITIONAL RESOURCES

N/A

Attachments

Supplemental - 2026 Executive Search Firm Information

Supplemental - Acumen

Supplemental - GMP Consultants

Supplemental - Mosaic

Supplemental - Prothman

Supplemental - Scion

	A	B	C	D	E	F	G	H
1	**Name**	**Cost est**	**Office location**	**Website**	**Sourcing**	**Timeline to hire**	**Comparable Placements and Locations**	**Notes/highlights**
2	Acumen Executive Search	$42,500	Tigard	https://www.acumenexecutivesearch.com/contact-us/	targeted adv; linkedin;indeed, etc. leverage social media; engage acitve and passive candidate; seek cand who may not be actively pursuing new opps.	3-4 months	several public sector and Oregon county (Lane, Washington, Multnomah, etc) directors and executives; City of Beaverton Asst City Manager	Money back guarantee for 12 months (100% of fee). They focus on intake/hiring priorities to ensure they have the best applicants sent to HR; boast 99% success rate for retained searches; background check pd by City separately includes edu,crim, civil, and more if required; formal 1:1 exec coaching and onboarding for new hire
3	GMP Consultants	$19,500; expenses billed separately	Washington	Home - GMP Consultants	targeted adv; mail with invitation to apply flyer, emails and phone calls to candidates	3-4 months	Wilsonville, La Grande, North Plains, Crook County, Scappoose, John Day	Public-sector–focused executive search firm with extensive experience in city and county manager recruitments; lead consultant would be RIchard Meyers, a retired Oregon City Manager with deep local government experience and statewide professional networks; offers an 18-month guarantee, under which they will conduct a replacement search for expenses only if the selected candidate leaves within that period.
4	Mosaic Public Partners	$37,500	California	Executive Search & Consulting | Mosaic Public Partners	targeted adv; linkedIn; networks; recommendations; social medi	3-4 months	City Manager, Assistant City Manager, etc. (US), Polic Chief (Oregon)	Prescreen, public/social media, LexisNexis, criminal record, credit, SSN, & litigation searches; developed references. The total flat fee is $37,500, payable in four installments, with optional services available for a market compensation study and employee or community surveys, and the firm offers a one-year guarantee to repeat the search at no additional professional fee if the selected candidate departs within one year under qualifying conditions.
5	Scion Executive Search	% of annual salary	Oregon	https://scionretainedsearch.com/	Partner closely with councils, overseen complex multi-department operations, stewarded significant public or quasi-public budgets, and operated under public accountability. Identifying and evaluating leaders with those competencies is where Scion excels.	3 months	COO and CFO	90 day guarantee on position with assistance on backfilling the position with a new advertisment. Veteran discount may be offered.
6	Prothman	$18,500	Oregon	https://www.prothman.com/about-us/	Design an effective advertising strategy to identify and reach the candidates who are best suited for the position. To “cast the widest net possible” we utilize a variety of methods such as a targeted direct mail campaign, modern social media, and more.	3-4 months	City Manager, Assistant City Manager, etc. (US), Polic Chief (Oregon)	Executive recruitment firm that specializes exclusively in public-sector leadership searches, with more than 23 years of experience and over 1,200 completed recruitments, including more than 250 city manager and administrator placements nationwide.
7	BolyWelch	$69,900	Oregon	Featured Searches | Boly:Welch				*may have some flexiblity on cost*
8	Bob Murray and Associates	$58,000	California	Bob Murray & Associates				2024 rate
9	Strategic Government Resources	$36,000 - $46,000	Texas	Careers In Government: Government Jobs | Careers In Government | Jobs In Government				2024 rate
10	Government Pros (GPS)	$46,000 - $52,000	n/a	Services | Government Professional Solutions				2024 rate
11	Cowen Partners Executive Search	n/a	Lake Oswego	Cowen Partners Executive Search | Top Executive Recruiters				no response as of 2/5/26

ACUMEN EXECUTIVE SEARCH

EXECUTIVE SEARCH AND ADVISORY SERVICES

City of Tigard

Dear City of Tigard,

Thank you for the opportunity to provide a proposal for the City Manager's position with the City of Tigard. The following pages outline our proven methodology and success, drawing on 18 years of executive recruiting experience.

Acumen Executive Search is an Oregon-certified Women Business Enterprise (WBE) and Emerging Small Business (ESB) executive recruiting and advisory firm headquartered in Tigard, Oregon. Since our founding in 2007, we've been committed to delivering equitable, customized, and impactful leadership solutions that empower both our clients and the communities they serve.

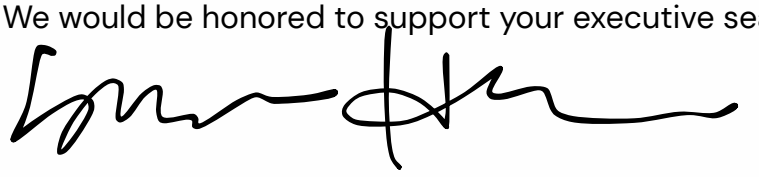
As a Tigard-based business owner, our deep local involvement gives us a unique advantage in recruiting. We effectively promote the benefits of living and working in Tigard, reflecting our commitment to the city. Our active participation in organizations such as the Tigard Chamber, Pacific Northwest Defense Coalition, Leaders and Executives Across Professions, Sherwood Chamber, BizWomen, Provisors, Women Presidents Organization, Vistage, Association for Corporate Growth, and Partners in Diversity demonstrates our commitment to the community. We welcome the opportunity to contribute to the future of Tigard's administration.

At Acumen, we specialize in recruiting and placing executive and leadership talent for a select clientele. Our team is composed entirely of professionals with executive leadership and hiring experience, which allows us to deeply understand the nuances of organizational culture, strategic alignment, and long-term fit. We customize each of our 9 steps to find your next City Manager. We don't pull people from a database but go out and "find". We don't just fill roles; we build leadership teams that thrive.

What sets us apart:
· 99% success rate for retained searches
· 93% candidate retention rate of three years—double the national average
· 92% of our business comes from referrals and repeat clients
· 68% of leadership placements have been women and/or individuals from underrepresented populations

Our approach is both art and science. We follow a proven 9-step process that begins with a deep cultural and needs assessment and culminates in the strategic placement of a candidate who aligns with your mission, values, and long-term goals. We are proud to be a trusted partner to organizations that value their people and are committed to meaningful leadership.

We would be honored to support your executive search needs.



Suzanne Hanifin, President

Who We Are

We know our process works because we:

- **Partner with you from start to finish**: From intake and position description to value proposition, we help craft the most compelling reasons why a candidate would want to come work for you.
- **Work closely with Boards, Council Members, Government Leaders, and Stakeholders** throughout the entire process.
- **Represent both the client and the candidate**, ensuring alignment and transparency.
- **Create a customized interview process** tailored to your organization, from creating interview questions to moderating interviews.
- **Facilitate listening sessions** to promote employee engagement.
- **Live here, understand the region, and have deep community roots**—we know how to successfully relocate people here.
- **Stay connected to national organizations**, bringing broader insights and reach.
- **Balance organizational needs** with candidates' goals and values to ensure long-term success.



THE ACUMEN MISSION: HIRING FOR GOOD

- A hiring process that uplifts everyone: your organization, the candidates we engage, and the communities that you serve.
- Bringing lasting and impactful leaders who fulfill long-term organizational objectives, in addition to immediately adding value.
- Engaging diverse leaders and building an inclusive and thriving workforce.

Acumen is:

- A certified woman-owned executive recruiting and advisory firm
- Founded in 2007

Acumen specializes in:

- Recruiting and placing executive and leadership talent for a select clientele

Acumen is committed to:

- Delivering equitable, customized, and impactful leadership solutions that empower both our clients and the communities they serve

WHY ACUMEN

- 99% success rate for retained searches - Acumen delivers qualified candidates that meet or exceed our client's expectations.
- 93% candidate retention rate after 3 years - Acumen's candidates have double the national average retention rate.
- 92% of our business is referral and repeat business - Acumen's clients honor us with repeat business and referrals. Demonstrating our ability to understand the client's needs, deliver outstanding candidates, and provide supportive service and advisement throughout the recruitment and integration process.
- 68% of our leadership positions have been filled by women and/or underrepresented communities - Acumen's 18 years of equity-focused recruiting speaks to our inclusion, elevation, and support of diverse candidates.
- 20% of new hires moved from outside the region to take their role - Acumen recruits from near and far to find the best candidates and supports their successful relocation and integration into their new home.
- 7-10 weeks average search completion - Acumen's process, professional team, and dedicated time commitment to each recruitment delivers stellar results within a quick time frame.
- 80% of hires result from our intentional outreach - reaching far beyond those who apply unprompted or come from a recycled list of candidates. Acumen targets and engages a broad, experienced, and diverse candidate pool.



OUR METHODOLOGY

Acumen's carefully crafted search process is designed to help our team:

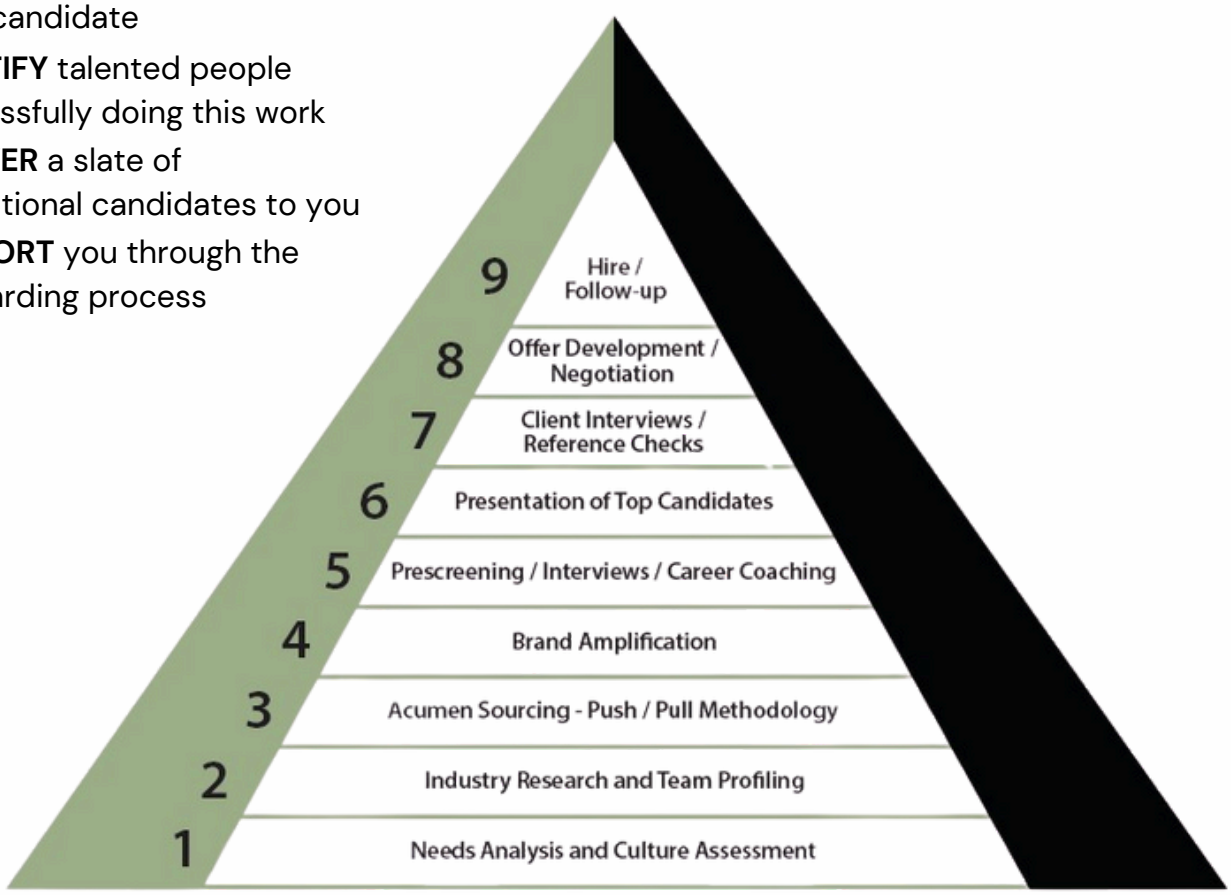
UNDERSTAND your organization's culture and needs

DEFINE the desired skillset, experience, and attitude of your ideal candidate

IDENTIFY talented people successfully doing this work

DELIVER a slate of exceptional candidates to you

SUPPORT you through the onboarding process



Our process works

Acumen Executive Search
We Hire for Good
503.430.0294 | Info@AcumenExecutiveSearch.com | www.AcumenExecutiveSearch.com

We will be your trusted partner from stakeholder intakes, to the position description creation, to client interviews, to the offer and negotiation, and to the pre-onboarding.

Our Methodology & Example Timeline

Step 1/Week 1-2 - Needs Analysis and Culture Assessment

We will be your trusted partner from stakeholder intakes, to the position description creation, to the interviews, to the offer and negotiation, and to the pre-onboarding.
Our trusted 9-step methodology begins with a deep dive into the cultural and values alignment between our client organizations and prospective candidates. We invest significant time engaging with key stakeholders, counsel, and Leadership Teams to understand the unique blend of experience, skills, leadership style, and expectations required for the role.

Through comprehensive interviews with hiring managers, counsel, and Leadership Teams, HR leaders, peers, direct reports, and other relevant stakeholders, we build consensus around the Ideal Candidate Profile. This profile becomes the foundation for targeting the search, screening candidates, and supporting the successful integration of the new leader into the organization.
We represent you and the candidate and will strike a balance between what is needed and alignment with the candidate's goals and values.

Step 2/Week 1-2 - Industry Research and Team Profiling

At this stage, we develop a tailored outreach strategy and compelling value proposition specific to the role. This includes identifying and engaging targeted networks, organizations, affinity groups, national groups and associations, and geographic regions for outreach and job promotion. We also customize our engagement tactics and proactively plan for any challenges that may arise in sourcing candidates who align with the Ideal Candidate Profile.

A marketing-forward job posting and brochure will be crafted and reviewed in collaboration with client representatives. As part of our inclusive and equity review process, we will carefully assess the language and requirements to ensure they are inclusive and do not unintentionally discourage individuals from diverse backgrounds and experiences from applying.

Step 3/Week 3-6 - Acumen Sourcing - Push/Pull Methodology

We take a proactive and intentional approach to engaging both active and passive candidates, utilizing a blend of traditional and innovative sourcing strategies. The team member leading this effort brings extensive leadership experience and ensures every candidate is treated with respect through timely, transparent communication.

Rather than relying solely on job postings or applicants, we actively seek out high-potential individuals who may not be actively pursuing new opportunities. This approach goes beyond recycled candidate lists; Acumen consistently introduces fresh talent and new perspectives to every search.

20% of our new hires moved from outside the region to take their role. We recruit near and far to find the best candidates and support their successful relocation and integration into their new home.

Step 4/Week 3-6 - Brand Amplification

Acumen leverages social media, trusted national networks, and other methods to amplify the company's brand nationally and profile as a leader in the market, acting as an extension of your marketing, sales, and PR functions.

Step 5/Week 6-7 - Screening, Interviews, and Coaching

Our structured three-step interview process is designed to identify top-tier candidates by thoroughly evaluating their experience, skills, behavioral traits, leadership style, and motivations. We also assess how well their personal values and long-term goals align with those of the organization. To ensure a comprehensive understanding, Acumen dedicates five+ hours to each candidate before presenting them to the client.

In addition, our career coaching equips candidates to present themselves authentically and confidently throughout the client interview process. Recognizing that communication styles, cultural norms, and other factors can create barriers for some individuals, this coaching fosters a more equitable experience and supports our clients' objectives.

Step 6/Week 8 - Presentation of Top Candidates

Acumen presents only the most qualified candidates, accompanied by detailed insights and feedback. Because we invest significant time with each individual, we're able to deliver a clear, thoughtful analysis of how each candidate aligns with the Ideal Candidate Profile. This ensures that every candidate we recommend is not only highly capable but also aligned with your organization's culture, values, and strategic goals.

Step 7/Week 9-10 - Client Interviews

Acumen provides comprehensive support throughout the interview process, including logistics coordination, consultation, and facilitation of candidate conversations and panel interviews. Beyond scheduling, we collaborate closely with your team to develop thoughtful interview formats and questions, design and create calibration tools, and schedule and moderate interviews, while also identifying strategies to minimize bias and promote a fair, inclusive evaluation process.

As appropriate for the role, Acumen can also conduct reference checks, background screenings, and other candidate vetting procedures. Additionally, we offer professional personality and strengths assessments for top candidates, providing valuable insights that can help differentiate between multiple strong contenders and support confident, data-informed hiring decisions.

Step 8/Week 10 - Offer Development/Negotiation

Acumen provides support in finalizing the hiring process, including offer development, negotiation, and coordination of start dates. We also assist with pre-onboarding—bridging the time between offer acceptance and the candidate's first day—to ensure a smooth transition. Additionally, we collaborate with clients to design thoughtful onboarding plans that set new leaders up for long-term success.

Step 9: Hire/Follow up

Acumen conducts scheduled post-placement check-ins with both the candidate and the hiring manager to ensure a smooth transition and long-term success.
We also support the development of a case study to capture key insights, outcomes, and best practices from the search process.



The Acumen Team for City of Tigard

Over 50 years of collective experience in leadership development and executive Search

Each recruitment will be assigned two Acumen team members: Suzanne Hanifin, who will serve as the Client Manager, and Molly Norton, our Talent Director. This assures a quick and responsive process, where we can simultaneously focus on our targeted candidate outreach and client-facing support. Our team of experienced professionals is empowered to address issues quickly and focus on the best outcome for our clients.



Suzanne Hanifin – President & Client Manager



Molly Norton - Sr. Director of Talent

Suzanne is the President & Client Manager of Acumen Executive Search, a premier boutique firm known for placing high-impact executives and building leadership teams that align with organizational purpose and culture. With more than two decades of experience in executive recruiting, strategic planning, and business leadership, Suzanne is widely regarded as an industry-agnostic, trusted advisor to companies seeking transformative talent.

Molly has over 25 years of experience in executive search, global HR, performance management, 360 feedback, and leadership development in top-tier global management consulting and has worked across the spectrum of industries from global, Fortune 20 high-tech companies to public sector/government institutions, to non-profits, to small, family-owned entrepreneurial companies.

Molly has an exceptional ability to find the right candidate for our clients, often digging deep to locate the elusive "unicorn."

Fee Structure

The rate for the recruitment for the City Manager will be a flat fee of $42,500.

The fee will be invoiced as follows:

- Initial Retainer fee: One-third (1/3) of the search fee will be paid at the time of search initiation.
- The second third (1/3) of the search fee will be paid at the time of the candidates' interviews with the client.
- The final third (1/3) of the search fee will be recalculated to reflect the actual final agreed-upon first year's salary on the candidate's start date.

All the following services are included in the fee listed above at no additional charge.

Service	Quantity	Details
Position Description Postings	Up to 5 postings	A marketing-forward position description will be posted on broad job posting sites such as LinkedIn, Indeed, and Tracker recruiting software that re-posts on additional sites. Considering the unique characteristics of the role, we will determine additional postings and outreach - universities, alumni groups, culturally specific organizations, professional websites and publications, veteran groups, or professional associations. Additional postings, exceeding 5, will be agreed to in advance and billed at our cost. A marketing brochure will also be developed.
Acumen Staff: Client Manager	Estimated 60-90+ hours	The Client Manager will be the main point of contact for the Client, ensuring that the process is smooth and you receive timely communications.
Acumen Staff: Talent Acquisition	Estimated 70-90+ hours	Talent Acquisition staff will actively be seeking and screening candidates that uniquely address the needs and cultural/values alignment for your role.

Service	Quantity	Details
Acumen Staff: Operations Manager	Estimated 4-8+ hours	Operations Manager oversees our systems, including posting the role, responding to inbound inquiries, and organizing candidate information.
Acumen Staff: President & Client Manager	Estimated 10-20+ hours	Acumen's President and Client Manager will oversee the process, reviewing key information and assisting with candidate negotiations.
Acumen Managed Reference Checks on the Final Candidate.	Estimated 3-5 hours per candidate (assuming 3 references)	Acumen will request references from the candidate, develop custom reference check questions for the role, conduct interviews with references, and provide detailed reports for review by the hiring manager/committee.
Acumen Managed Third Party Behavioral/ Personality Assessments (Optional)	Assessing up to 5 candidates	Using a third-party multi-faceted assessment, Acumen can present findings and use insights to inform the interview process. Please note: Acumen acknowledges Cultural Test Bias and uses a multi-faceted test to reduce the impact of potential biases. This assessment is not intended to be used to make a hiring decision, just to inform the process (for example: developing interview questions).
Community Connections	2-4 Hours	As Portland area residents, we can authentically attract candidates from outside the region to this beautiful place we call home. Supporting candidates that are moving to the area with connections to community, whether that be a Real Estate Agent, culturally specific community groups, etc.

Service	Quantity	Details
Post Placement: 2-Month Review and 6-Month Case Study	4-6 Hours	Following up with the candidate and hiring manager, assisting with navigating these key times as candidate transitions to their new role. Provide consultation, coaching, and onboarding assistance. 6-month case study benchmarks to goals identified in the Ideal Candidate Profile.
Candidate's Educational, Criminal, and Civil Litigation Background Checks.	As required for role	Acumen will facilitate and manage any background checks needed for the role. The only fee will be the third-party background check agency's charge. These will be billed to the Client at Acumen's cost or can be conducted through the Client's established provider/system. All costs will be agreed to in advance.
Candidate Travel to In-Person Interviews	As required for interviews	Acumen will facilitate and manage any needed candidate travel to interviews. All costs will be agreed to in advance and will be billed at cost.
Formal One-on-One Executive Coaching & Onboarding (optional/as-needed)	As needed	Acumen has made arrangements with several Executive Coaches to provide 4+ sessions addressing common onboarding issues such as establishing trust with new colleagues, presentation skills, or building high-functioning teams. Coaching can be a key tool in equity/DEI initiatives that seek to support diverse leaders. Acumen team members will work with the selected coach and Client to provide an overview of the new role and background information.

GUARANTEE

Each step in Acumen's process works toward finding a candidate that will fulfill your long-term organizational objectives, in addition to immediately adding value. From the development of an Ideal Candidate Profile to onboarding support, each step is strategically designed to support the success of your new leader. Acumen's 93% employee retention rate over 3 years is 2 times the national average.

If, within the first twelve (12) months, it becomes necessary to terminate or the selected candidate resigns, Acumen will search for a comparable replacement with no additional search fee. This guarantee will not apply if employment terminates due to a layoff or position elimination.



References

Jenny Haruyama City Manager City of Beaverton Phone: 503-526-2222 jharuyama@beavertonoregon.gov	Executive Search conducted and successfully placed: • Assistant City Manager
Marni Kuyl Assistant County Administrator Washington County Phone: 360-903-7363 Marni_Kuyl@washingtoncountyor.gov	Executive Search conducted and successfully placed: • Director of Health & Human Services
Andy Nelson CEO Ride Connection Phone: 503-804-8796 anelson@rideconnection.org	Executive Search conducted and successfully placed: • Chief Executive Officer • Chief Financial Officer
Valdez Bravo Chief Operating Officer Multnomah County Phone: 503-442-1074 valdez.bravo@multco.us	Executive Search conducted and successfully placed: • Chief of Operations • Behavioral Health Division Director • Department of Community Services Director
Alana Silverman Sr. Director of HR Cascadia Health Phone: 503-234-2630 Alana.Silverman@cascadiahealth.org	Executive Search conducted and successfully placed: • Chief Executive Officer

Notable Past Government, Non-Profit, & Association Recruitments

- Associated Builders & Contractors PNW - Chief Executive Officer
- Centro Cultural – Development Director
- City of Beaverton - Assistant City Manager
- Crook County - Chief Information Officer
- DevNW – Chief Program Officer
- Housing Works – Executive Director
- Innovative Housing – Housing Development Director
- Lane County Director of Health and Human Services
- Lane County Sr Human Services Division Director
- LanSu Chinese Garden - Executive Director
- Micro Enterprise Services of Oregon – Executive Director
- Multnomah County Department of Community Services Director
- Multnomah County Director of Animal Services
- Multnomah County Health Excellence Officer
- Multnomah County Chief Operations Officer
- Neighborhood Health Center – Director of Information Technology
- Oregon Professional Liability Fund – Chief Executive Officer
- Oregon Real Estate Forms – Executive Director
- Parrott Creek – Finance Director
- Ride Connection – Chief Executive Officer
- Ride Connection - Chief Financial Officer
- Washington County - Director of Health & Human Services





JANUARY 2026

City Manager Recruitment Proposal

FOR THE CITY OF TIGARD, OR

PRESENTED BY

Greg M. Prothman
President, GMP Consultants

GMP CONSULTANTS
Greg@gmphr.com
(206) 714-9499
www.gmphr.com

GMP CONSULTANTS

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Addendim - Position Profile & Invite Letter Examples

January 4, 2026

Mr. Cesar Romero
Human Resources Manager
City of Tigard
13125 SW Hall Blvd,
Tigard, OR 97223

Dear Mr. Romero;

Thank you for the opportunity to provide our proposal to assist the City of Tigard with the recruitment of its next City Manager. GMP is well positioned to partner with the City as we have conducted 18 national city manager/administrator recruitments in the last year and have recently completed or in the process of completing these Oregon recruitments:

- City of Wilsonville, OR – City Manager
- City of La Grande, OR – City Manager
- City of North Plains, OR – City Manager
- Crook County, OR – County Manager
- City of Scappoose, OR – City Manager
- City of John Day, OR – City Manager

Your lead consultant will be former Oregon City Manager Richard Meyers. Richard brings 36 years of city management experience including 26 years as city manager with Cottage Grove and seven years with Mrytle Point. He also previously served as an ICMA Oregon Senior Advisor and is still very active in the Oregon City Managers Association, bringing excellent candidate contacts.

Having conducted 800 total recruitments including over 150 city manager/administrator recruitments, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for you organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

As the leader in public sector executive search, we stand by our work by offering an 18-month guarantee on your selection! If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman
President

About GMP Consultants

Our Foundation

GMP Consultants is a public sector executive search firm with a collective 360 years of local government leadership experience with both regional and national relationships.

GMP Consultants value the importance of local government in our communities. We offer our clients experienced subject matter experts with a solid understanding of municipal government coupled with decades of experience.

We have served in a wide range of executive positions, from city and county management to public works, management information systems, police, fire and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 800 executives searches and over 100 public sector consulting projects.

Our senior search consultants are active in both national and state associations in their respective professional disciplines.

Our Philosophy

Our business philosophy centers on the understanding that this is a "people" related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates.

We believe that attention to others' needs is the key to effective customer service.

GMP Consultant's Mission

To provide exceptional executive search, interim placements, and organizational consulting partnering with our clients to provide the highest quality services to their residents.

Why Choose GMP Consultants?

What you get with GMP Consultants is personal service

- You appreciate it when phone calls are returned
- Projects stay on schedule
- Your challenges are given thorough and creative thinking

While other companies may assign your business to lesser experienced staff, we offer exceptional service from former sucessful city management professionals.

What Can You Expect From a GMP Recruitment?

SERVICE & RELATIONSHIP	Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
CUSTOMIZED SOLUTIONS	We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
PEOPLE FIRST	We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
RECRUITMENT EXPERIENCE	GMP Consultants have completed over 800 executive recruitments and over 150 city/county management recruitments, including 18 in the last 12 months!
OUR 18 MONTH GUARANTEE	GMP is confident in its time tested and proven process. If your selected candidate leaves employment of the organization within the first 18 months of appointment, we will conduct an additional recruitment with no professional fee!

Meet Your Recruitment Team

Richard Meyers – Senior Consultant

(Currently conducting the recruitment for Wilsonville City Manager)



Richard is the recently retired City Manager of the City of Cottage Grove, Oregon where he served as City Manager for 26 years and has worked in local government for over 36 years. Prior to Cottage Grove he served as the City Manager for Myrtle Point, Oregon for seven years. Richard attended Brigham Young University, where he earned a bachelor's degree in Public Policy and a master's in Public Administration. He was servied previously as a Senior Advisor for the Oregon City/County Management Association (OCCMA) and is a Life member of the International City/County Management Association (ICMA). He enjoys cycling and flat-water kayaking.

Kate Hansen – Operations Manager



Kate brings 20 years of project management and administration experience spanning private business, nonprofit, and government. She is a certified Project Management Professional (PMP) and holds a B.A. in Theatre from Chapman University, with an emphasis in stage management. Kate brings a distinguishing blend of attention to detail, creativity, and critical thinking. Having served as a fire district administrator, political campaign manager and elected official, Kate possesses multi-faceted experience in local government. She has also served on the Board of Directors for multiple non-profits.

Brenda Gabbitas – Project Manager



Brenda has over a decade of experience working with many communities around the globe in both public and private sectors, including the education field. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.

Work Plan & Approach

GMP Consultants have conducted hundreds of successful executive searches refining our process along the way. We partner with you with the goal of finding a highly qualified candidate who is the perfect "fit" for your organization. We suggest a process comprised of four stages:
Preparation, Candidate Sourcing, Assessment & Selection

STEP 1: PREPARATION

Information Gathering & Profile Development

- Search Planning and Stakeholder Meetings
- Developing a Candidate Recruitment Profile
- Identifying the Ideal Candidate Traits



STEP 2: CANDIDATE SOURCING



Strategic Outreach & Marketing

- Place Targeted Advertisements
- Mail Invitation to Apply Flyer
- Emails to Candidates
- Phone Calls to Candidates

STEP 3: ASSESSMENT

Review & Screening

- Identify Leading Candidates
- Conduct Preliminary Interviews
- Work Session with Client to Select Finalists



STEP 4: SELECTION



Final Interviews

- Final Interview Preparation
- Reference & Background Checks
- Finalist Interviews
- Selection & Negotiations

Preparation

Information Gathering & Profile Development

Planning Meeting	• Review the scope of work • Collectively establish a project schedule • Identify the geographic scope of the search • Review the compensation package • Identify key stakeholders
Stakeholder Engagement	• Meet with City Council Members Individually • Department Directors • Designated Staff Members • Others as Identified
Recruitment Profile Development	Develop a Position Profile featuring: • Why Apply? • Quality of Life • The City • The Position • Ideal Candidate Traits • Challenges & Opportunities • Compensation & Benefits • Your social media

Candidate Sourcing

Strategic Outreach and Marketing

Our goal is to reach candidates who are actively looking for a new position and those who are happy in their current assignment

Advertising	An advertising campaign that showcases your City and the City Administrator position across regional and national websites & job boards
Invitation to Apply Mailer	• A customized Invitation to Apply flyer • Develop a database of city management candidates • Approximately 700 to 900 flyers mailed
Email Outreach	Email announcements sent to 3,400 City Management professionals nationally
Personal Calls	With 18 former city manager/administrators we leverage our extensive knowledge of city management candidates

Assessment

Candidate Review & Screening

Candidate Application Materials	• Application - cover letter, application, resume, and professional references • Communication – We keep you updated regularly
Preliminary Interviews	• Background- Conduct an in-depth internet inquiry on the most promising candidate • Semifinalist Interview - We conduct a preliminary interview with the most promising candidates *(we can record these)* • Recommend - We provide a candidate summary and our recommendations for consideration
City Council Work Session	• We provide each semifinalist candidate's cover letter, resume, & essay questions • The results of the internet search • The consultant's candidate summary and recommendations • Finalist Selection - City Council selects the finalists

Selection

Final Interviews

Final Interviews Preparation	• Conduct Reference Checks • Conduct Background Checks - Education Verification, Criminal History, Driving Record, and Sex Offender Check • Facilitate Candidate Travel – Coordinate the most cost-effective travel arrangements • Develop a Master Interview Schedule • Develop Draft Interview Questions • Final Interview Materials – Provide all final interview materials for each candidate for printing by the City
City Council Interviews	• Facilitate the Final Interviews – Your consultant will be on site to facilitate the final interview process • Facilitate Advisory Panel Debrief – Facilitate the City Council's debrief with all advisory panels (if used) • City Council Candidate Evaluation – Facilitate the City Council's evaluation of the candidates and potential consensus
Candidate Selection	Once the Council has identified a preferred candidate GMP will: • Facilitate potential contract elements • Assist in the job offer and contract negotiations leading to an employment agreement • Notify all unsuccessful finalists

Professional References

City of St Helens, OR
John Walsh, City Administrator
jwalsh@sthelensoregon.gov
503-366-8211
Finance Director

City of Gearhart, OR
Chad Sweet, City Administrator
chadsweet@cityofgearhart.com
503-738-5501
Police Chief
Division Chief - Fire Department

City of Scappoose, OR
Joseph Backus, Mayor
jbackus@scappoose.gov
971-930-0135
City Manager

City of North Plains, OR
Teri Lenahan, Mayor
teri.lenahan@northplains.gov
503-647-5555
City Manager

Recruitment Schedule

Recruitments take approximately 90 days to complete.

Kickoff Meeting		City Council & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Week 3-7	GMP: Post online ads; send direct mailing
First Review	Week 8 -9	GMP: Conduct interviews with most promising candidates
Work Session	Week 10	City Council & GMP: Review semifinalists and choose finalist candidates
Final Interview Prep.	Week 11-12	GMP: Conduct reference checks, complete interview schedule, coordinate travel with candidates
Final Interviews	Week 12	GMP: Facilitate finalist interview process
		City Council: Host interviews & make hiring selection

Professional Fee & Expenses

The fee for conducting a City Manager search is **$19,500**. Professional fees cover all consultant and staff time required to conduct the recruitment. Expenses are additional. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. If needed, re-advertising the position can be completed for a $750 administrative fee plus expenses. The City will be responsible for reimbursing expenses incurred on the City's behalf.
All expenses are submitted at actual cost with no markup. Expenses include:

Websites, job boards and other advertising	$1,800 - $2,200
Direct mail announcements	$1,700 - $2,000
Consultant travel	IRS mileage rate + $87.50/hr
Background checks	$225 per candidate

Guarantee & Warranty

Guarantee
Should the selected candidate leave the employment of the City within the first 18 months of appointment, we will conduct an additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure.

Warranty
If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment for a $750 administrative fee plus expenses.

Oregon Searches By GMP Consultants & Managers

City of Astoria (2)
City Manager
City of Bandon
City Manager
City of Burns
City Manager
City of Canby
City Administrator (2)
City of Coburg
City Administrator
City of Coquille
City Manager
City of Cottage Grove,
City Manager
City of Drain
City Administrator
City of Damascus
City Manager
City of Gladstone
City Administrator
City of Hermiston
City Manager
City of Hood River
City Manager
City of John Day
City Manager
City of Lake Oswego
City Manager
City of Lebanon
City Manager
City of La Grand
City Manager
City of Lincoln City
City Manager
City of McMinnville
City Manager
City of Milwaukie
City Manager
City of Mt. Angel
City Manager
City of North Plains
City Manager
City of Ontario
City Manager
City of Scappoose
City Manager (2)
City of Shady Cove
City Administrator
City of Toledo
City Manager
City of Troutdale
City Manager
City of Umatilla
City Manager
City of Waldport
City Manager
City of West Linn
City Manager
City of Wilsonville
City Manager
City of Wood Village,
City Manager
City of Woodburn
City Administrator
City of Yachats
City Manager
Clackamas County
County Administrator
Clatsop County
County Manager (2)
Cook County
County Manager
Curry County
County Administrator
Deschutes County
County Administrator
Hood River County
County Administrator
Lane County
County Administrator

City & County Searches By GMP Consultants

City of Astoria, OR (2)
City Manager
City of Arlington, WA
City Administrator
City of Bainbridge Island, WA
City Administrator
City of Bandon, OR
City Manager
City of Battle Ground, WA
City Manager (2)
City of Bingen, WA
City Administrator
City of Bothell, WA
Deputy City Manager
Assistant City Manager
City of Brainerd, MN
City Administrator
City & County of Broomfield, CO
Deputy City Manager
City of Burns, OR
City Manager
City of Canby, OR
City Administrator
City of Carnation, WA
City Manager (2)
City of Casper, WY
City Manager
City of Chehalis, WA
City Manager (2)
City of Chelan, WA
City Administrator (3)
City of Clyde Hill, WA
City Administrator
City of Coburg, OR
City Administrator
City of College Place, WA
City Administrator
City of Colorado Springs, CO
Assistant City Manager
City of Connell, WA
City Administrator (2)
City of Coquille, OR
City Manager
City of Cottage Grove, OR
City Manager
City of Covington, WA
City Manager
City of Damascus, OR
City Manager
City of Drain, OR
City Administrator
City of DuPont, WA
City Administrator
City of Duvall, WA
City Administrator
City of Edgewood, WA
City Manager (2)
City of Ellensburg, WA
City Manager
City of Emeryville, CA
City Manager
City of Fife, WA
City Manager
City of Fircrest, WA
City Manager (2)
Town of Friday Harbor
City Administrator
City of Gig Harbor, WA
City Administrator
City of Gillette, WY
City Administrator
City of Gladstone, OR
City Administrator
City of Hailey, ID
City Administrator
City of Hermiston, OR
City Manager
City of Hood River, OR
City Manager

City of Issaquah, WA
City Administrator
Deputy City Administrator
City of John Day, OR
City Manager
City of Kelso, WA
City Manager
City of Kenmore, WA
City Manager (2)
City of Ketchum, ID
City Administrator
City of La Grande, OR
City Manager
City of Lacey, WA
City Manager (2)
City of Lake Forest Park, WA
City Administrator (3)
City of Lake Oswego, OR
City Manager
City of Lake Stevens, WA
City Administrator
City of Lakewood, WA
City Manager
Assistant City Manager
City of Leavenworth, WA
City Administrator (2)
City of Lebanon, OR
City Manager
City of Lewiston, ID
City Manager
City of Lincoln City, OR
City Manager
City of Longview, WA
City Manager
City of Louisville, CO
City Manager
City of Lynden, WA
City Administrator
City of McMinnville, OR
City Manager
City of Medina, MN
City Administrator
City of Media, WA
City Manager (2)
City of Mill Creek, WA
City Manager
City of Milwaukie, OR
City Manager
City of Newcastle, WA
City Manager (2)
City of Minot, ND
City Manager
City of McMinnville, OR
City Manager
City of Moab, UT
City Manager
City of Monroe, WA
City Administrator
City of Moses Lake, WA
City Manager (2)
City of Mountlake Terrace, WA
City Manager (2)
City of Mt. Angel, OR
City Manager
City of Mukilteo, WA
City Administrator
Management Services Director
City of Newcastle, WA
City Manager (2)
City of Normandy Park, WA
City Manager
City of North Branch, MN
City Administrator
City of North Plains, OR
City Manager
City of Oak Park Heights, MN
City Administrator
City of Ontario, OR
City Manager
City of Othello, WA
City Administrator
City of Pasco, WA
City Manager (2)
Deputy City Manager
City of Port Angeles, WA
City Manager
City of Post Falls, ID
City Administrator
City of Prosser, WA
City Administrator
City of Puyallup, WA
City Manager
City of Rawlins, WY
City Manager
City of Renton, WA
Chief Administrative Officer
City of Ridgefield, WA
City Manager
City of Riverton, WY
City Administrator
City of Sammamish, WA
City Manager (2)
City of Scappoose, OR
City Manager
City of Sitka, AK
Municipal Administrator
City of Shelton, WA
City Administrator
City of Sheridan, WY
City Administrator
City of Shoreline, WA
City Manager (2)
Deputy City Manager
City of Silverthorne, CO
Town Manager
City of South Lake Tahoe, CA
City Manager
City of Spearfish, SD
City Administrator
City of Spokane Valley, WA
City Manager
Deputy City Manager
City of Stanwood, WA
City Administrator
City of Stevenson, WA
City Administrator
City of Sultan, WA
City Administrator
City of Sun Valley, ID
City Administrator
City of Sunnyside, WA
City Manager
City of Thorne Bay, AK
City Administrator
City of Toledo, OR
City Manager
City of Troutdale, OR
City Manager
City of Tumwater
City Administrator
City of Umatilla, OR
City Manager
City of Vancouver, WA
Assistant City Manager
City of Waldport, OR
City Manager
City of Walla Walla, WA
City Manager
City of West Linn, OR
City Manager
City of White Salmon, WA
City Administrator
City of Wood Village, OR
City Manager
City of Woodburn, OR
City Administrator
City of Woodinville, WA
City Manager
City of Woodland, WA
City Administrator
City of Wrangell, AK
Borough Manager
City of Yachats, OR
City Manager
City of Yakima, WA
City Manager
Assistant City Manager
City of Yelm, WA
City Administrator
Blaine County, ID
County Administrator
Clackamas County, OR
County Administrator
Clatsop County, OR
County Manager (2)
County of Los Alamos, NM
County Administrator
Crook County, OR
County Manager
Curry County, OR
County Administrator
Deschutes County, OR
Fair & Expo Director
County Administrator
Eagle County, CO
County Manager
Franklin County, WA
County Administrator
Gunnison County, CO
County Manager

Assistant County Manager (2)
Hood River County, OR
County Administrator
Island County, WA
County Administrator
Inyo County, CA
Assistant/Deputy County Administrator
County Administrative Officer
Jefferson County, WA
Central Services Director
Lane County, OR
County Administrator
Lewis County, WA
County Manager
Mason County, WA
County Administrator
Mono County, CA
County Admin. Officer
Assist. County Admin.
San Juan County, WA
County Manager
Snohomish County, WA
Executive Director (2)
Summit County, UT
County Manager
Thurston County, WA
Assistant Chief Administrative Officer

APPENDIX - WORK SAMPLES

POSITION PROFILE & INVITATION TO APPLY LETTER

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CITY MANAGER

CITY OF COTTAGE GROVE, OREGON



Why Apply?

Cottage Grove is a picturesque community in southern Willamette Valley that serves as the gateway to southern Oregon. Twice named an "All-American City" by the National Civic League, Cottage Grove's traditional small-town values make it an appealing place to live and raise a family. The community also enjoys a great sense of volunteerism and can-do attitude that are reflected in strong community partnerships. In Cottage Grove, economic development and redevelopment opportunities abound. The next City Manager will have the opportunity to further shape the community and support it in achieving its vision.

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Welcome to

COTTAGE GROVE

Cottage Grove is a historic and vibrant community of 10,729 located 2 hours south of Portland at the southern end of the picturesque Willamette Valley. Situated amid the lush greenery at the confluence of the Row River and the Coast Fork of the Willamette River, Cottage Grove is known for its scenic beauty, historic covered bridges, and small-town charm. In 2021, Cottage Grove was named one of 60 "Charming American Towns" by both House Beautiful Magazine and Oprah Magazine.

Founded in 1887, Cottage Grove celebrates a rich history in goldmining and logging. The community pride in Cottage Grove's historical heritage is evident in the city's numerous museums and 20 colorful outdoor murals. The lively downtown is listed on the National Register of Historic Places and offers eateries, antique stores, boutiques, and live theater.

Known as the "Covered Bridge Capital of Oregon," the Cottage Grove area features 6 covered bridges dating back to 1920, attracting tourists and history buffs from all over. The famed Chambers Bridge is regarded as the last remaining covered railroad bridge west of the Mississippi. The city's charm and beauty have served as the setting for numerous Hollywood movies such as Buster Keaton's 1920 *The General*, *Animal House*, and *Stand By Me*.

The town gathers to celebrate its history and community spirit with annual events like Bohemia Mining Days, Fall Festival, Christmas in Cottage Grove, and trick-or-treating downtown. The community also has strong ties to nature with easy access to two beautiful lakes, multiple swimming locations and waterfalls, miles of scenic bike trails, several campgrounds, hiking trails, and two golf courses.

Residents appreciate Cottage Grove's tight-knit community and small-town feel within reach of the larger city offerings of Eugene, only 20 minutes away. Eugene Airport serves the region with commercial air travel.

THE CITY OF COTTAGE GROVE

Incorporated in 1887, the City of Cottage Grove operates under a Council-Manager form of government with a total budget of $51 million and a team of 93 FTEs. The City of Cottage Grove has seven elected officials: the Mayor and six City Councilors. The Mayor is elected for a two-year term and the City Councilors are elected for four-year terms.

Mayor Solesbee is serving her first term as Mayor of the City of Cottage Grove after being elected to the position in November 2022. Previously, she served as City Councilor in Ward 3 from 2018 to 2022.

Departments include City Manager's Office, Finance Department, Police Department, Library Services, Public Works, and Development Department and Divisions.

FULL-TIME EMPLOYEES
93

2023 BUDGET
$51 million

AREA
3.98 square miles

POPULATION
10,729





THE CITY MANAGER

The City Manager is the Chief Administrative Officer of the City. The City Manager works under the general direction of the Mayor and City Council, which establishes policies and ordinances that the City Manager implements and administers. The City Manager directs and supervises all activities of the City departments to the end of obtaining the utmost efficiency in each and implements policy as established by the Mayor and City Council. The City Manager's Office is responsible to the Mayor and City Council for the planning, coordination, and overall performance of City services. The City Recorder serves as the manager's Administrative Assistant.





THE IDEAL CANDIDATE

- A strategic and creative thinker who will ensure movement towards realization of an agreed-upon vision and goals.
- Fiscally responsible with a broad understanding of all City operations, especially utilities.
- A confident and self-assured demeanor that will engender trust with Council and staff; and proven skills in making timely, clear and unambiguous decisions.
- An understanding and appreciation of the importance of diversity, equity, and inclusion and demonstrated ability and success connecting with diverse groups of people.
- Will regularly and frequently engage the Mayor and Councilmembers equally and seek their input.
- A strong and competent communicator who is responsive to Mayor and Councilmembers, the community, and City staff; and who actively listens and follows up to resolve issues.
- Solution-oriented and responds to issues and inquiries in a constructive way with transparency.
- Skill in leading and facilitating policy discussions that support and enable Mayor and Council to reach consensus especially on difficult issues.
- The ability to be candid and transparent in providing responses to Mayor and Council and to disagree without being disagreeable.
- An assertive leader as well as a manager, one who sets an example for City staff in demonstrating integrity, honesty, and trustworthiness.
- Manages staff with empathy and understanding, demonstrates appreciation for good work, and inspires employees to build a long tenure.
- A commitment to empowering employees and a demonstrated ability to effectively delegate with trust without losing track of objectives and timelines.

OPPORTUNITIES & CHALLENGES

1) **A Changing Population & Culture** – The community is transitioning and is more diverse than 20 years ago. How it adapts to and accommodates a changing culture and population will be of paramount importance and a critical priority. At the same time, residents and businesses need to be engaged and assured that these changes will improve the community and make it stronger and more resilient. The challenge will be how to maintain the community's good qualities as it evolves and grows.

2) **Communications Plan** – The City needs to develop, adopt, and implement a communications program that routinely provides the community with information about events, projects, programs as well as explains the issues the Mayor and Council are considering and the decisions they've made and why.

3) **Strategic & Financial Planning** – The City's facilities, utilities, and physical infrastructure will require capital maintenance and replacement over the next several years. The development of strategic and financial plans will be necessary to assist future Councils in making critical decisions regarding these essential assets and to provide the community and staff with a clear understanding of the objectives and how to achieve them.

4) **Homelessness** – Like many Oregon cities, Cottage Grove has experienced an increase in its unhoused population. The new City Manager will play a critical role in guiding the community in addressing the City's role in addressing how to provide transitional housing that is affordable and attainable.

5) **Project Management** – The City has obtained significant financial support in the form of grants to develop a new park and rebuild its Main Street corridor. These projects will have a substantial impact on the community and will require a diligent communication effort to include explaining the projects and their benefits, keeping the community informed during construction, and working with contractor(s) ensuring that businesses stay open and accessible.

6) **Relationship Building** – The new City Manager will need to quickly gain the trust and confidence of the Mayor, Council, staff and the community by demonstrating capable leadership to bring people together as a team and facilitate strong collaboration, especially as it pertains to decision making.



EDUCATION & EXPERIENCE

The ideal candidate will have a bachelor's degree from an accredited college or university in Business Administration, Public Administration or a closely related field and a minimum of 7 years progressively responsible management experience. An advanced degree in public administration or related field is preferred. However, any combination of education and experience providing the knowledge, skills, and abilities necessary for successful performance is qualifying. The City of Cottage Grove is committed to fostering diversity, equity, and inclusion in its government and community, and encourages applicants from all backgrounds to apply.

RESOURCES

2022-2023 Budget

Cottage Grove 2037 - Vision and Action Plan

Cottage Grove Area Chamber of Commerce

Visit Cottage Grove

CITY OF COTTAGE GROVE OREGON

COMPENSATION & BENEFITS

The City of Cottage Grove is offering an annual salary range of $150,000 to $185,000 for this position, dependent upon experience and qualifications, along with a comprehensive benefits package. Visit gmphr.com for benefit plan documents. Residency in Cottage Grove is required within six months of hire.



TO APPLY

Apply Online: gmphr.com

First Review: November 5, 2023

More Info: Bob Larson, GMP Consultants
bob@gmphr.com / (425) 894-8097

GMP CONSULTANTS



Welcome to SCAPPOOSE

WHY APPLY?

This is an exciting and exceptional opportunity to bring your vision, integrity, and passion to the City of Scappoose. Your leadership and management skills will make a meaningful impact on the future of the City and its residents. The new City Manager will benefit from the resources and backing of a supportive city council, dedicated staff, and an engaged community. If you are looking for a friendly community with a great quality of life, Council-Manager governance, and a financially stable City with a positive organizational culture, this may be the right opportunity for you.

Dear Colleague,

GMP Consultants is assisting the **City of Scappoose, Oregon** in finding a **City Manager**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman, GMP Consultants
greg@gmphr.com / 206-714-9499

SCAPPOOSE Oregon

GMP CONSULTANTS











THE CITY OF SCAPPOOSE

Incorporated in 1921, the City of Scappoose operates under a Council-Manager form of government with a City Council that consists of a mayor and six councilors elected from the City at large to four-year terms. The City provides services to a population of 8,010 across 2.75 square miles with a current budget of $45.5 million and a team of 38.5 FTEs.

City departments include Administration, Finance, Community Development, Police, and Public Works. Fire and emergency medical services are provided by the Scappoose Rural Fire Protection District and the Scappoose Library District provides library services. Scappoose also has an Urban Renewal Agency. City Committees include Economic Development, Parks and Recreation, Budget, and Planning Commission.

FULL-TIME EMPLOYEES
38.5

BUDGET
$45.5 million

AREA
2.75 square miles

POPULATION
8,010

THE CITY MANAGER

Working under the policy guidance and direction of the City Council, the City Manager is the Chief Administrative Officer for the City, providing executive leadership and representation on all matters concerning City government. This position is responsible for planning, directing, managing, and reviewing all activities and operations of the City. This includes coordinating programs, services, and activities among City departments and outside agencies, ensuring the financial integrity of the organization, representing the City's interests, and providing highly responsible and complex policy advice and administrative support to the Mayor and City Council.

EDUCATION & EXPERIENCE

- A bachelor's degree in Public Administration, Planning, Political Science, or related field, and at least eight (8) years of progressively more responsible senior management experience are required.
- Or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to successfully perform the job.
- Master's degree and five (5) years of Public Sector management experience are desirable.

View full position profile at gmphr.com



LEARN MORE

Visit: **gmphr.com**

Salary Range: **$119,149 to $160,000x** annually DOQ

First Review Date: **May 5, 2024**

More Information: Bob Larson, GMP Consultants
bob@gmphr.com / (425) 894-8097

GMP CONSULTANTS

MOSAIC
PUBLIC PARTNERS

EXECUTIVE SEARCH
PROPOSAL



CITY MANAGER
CITY OF TIGARD, OR

DATE SUBMITTED
FEBRUARY 5, 2026

SUBMITTED TO
MAYOR YI-KANG HU
And Members of the City Council
City of Tigard

PREPARED BY
GREG NELSON
MOSAIC PUBLIC PARTNERS
200 Gateway Dr., #1908, Lincoln, CA, 95648
916-550-4100
greg@mosaicpublic.com
connect@mosaicpublic.com

MOSAIC
PUBLIC PARTNERS

February 5, 2026

Mayor Yi-Kang Hu and
Members of the City Council
City of Tigard
13125 SW Hall Boulevard
Tigard, OR 97223

RE: PROPOSAL TO PROVIDE EXECUTIVE SEARCH SERVICES – CITY MANAGER

DEAR MAYOR HU AND MEMBERS OF THE CITY COUNCIL:

Mosaic Public Partners is pleased to present our qualifications and approach to your executive search needs for the position of City Manager. Mosaic Public Partners was founded on the principles of providing higher levels of innovation and client collaboration to complement the tried-and-true principles of executive search. By using private-sector technologies and search methodologies, we deliver a better client experience and results, while staying within the constraints of the public sector. We pride ourselves on our speed, agility, thoroughness, and client communications.

Members of our project team are seasoned public sector executives who have a true passion for the work of public agencies. We understand the challenges that public agencies face and their unique needs. Our consultants have conducted over 345 executive searches across the United States, bringing both experience and a national perspective on current trends and issues. This has allowed us to develop an extensive network of executives as potential candidates that we will deliver to the City of Tigard if awarded this search. Our consultants' past work includes projects for the nearby cities of Tualatin and West Linn, providing both familiarity with the region as well as the unique requirements of public sector executive searches in Oregon. We believe this experience, along with our proven track record of successful recruitments, makes Mosaic Public Partners the ideal executive search partner.

After reviewing our proposal, please contact us at (916) 550-4100 if you have questions or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Best Regards,





Greg Nelson
Founder and Managing Partner
greg@mosaicpublic.com

Bryan Noblett
Founder and Managing Partner
bryan@mosaicpublic.com

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PROFESSIONAL QUALIFICATIONS

We are seasoned public sector executives who have profound respect for the work of public agencies. We are passionate about placing today's public leaders, which enables public agencies to deliver exemplary leadership to their constituents.

Following several years of experience in a leadership role with a well-known national public sector search firm, Greg Nelson founded Mosaic Public Partners with his business partner, Bryan Noblett, in January of 2022. Since the launch of our firm, we have conducted more than 175 successful executive searches and are operating in ten states. Including their experience with the prior firm, our consultants have led over 345 successful executive recruitments for public agencies across the nation.

Mosaic Public Partners is a Limited Liability Company (LLC) registered in the state of California. Greg Nelson and Bryan Noblett are the founders and managing partners of Mosaic Public Partners with 55% and 45% respective ownership, and both have the authority to bind the firm. There are no known conflicts of interest related to this executive search and no subcontractors are utilized. Mosaic Public Partners has never been involved in litigation, nor has it been involved in any form of financial insolvency.

MOSAIC APPROACH

Placing today's public leaders is our mission. Aligning the right candidates with the right opportunities helps our clients build effective teams. We enjoy building relationships with the people involved in our searches, whether it is the candidates, hiring managers, team members, or stakeholders. Establishing meaningful connections with those involved in our search processes is the basis from which we derive our success as a trusted partner and client-focused search firm.

CLIENT FOCUSED

Mosaic Public Partners provides a client-focused, customized approach to every search. We create an open, transparent, and interactive search process for both our clients and candidates. As a small firm, we remain highly responsive to client needs and objectives, along with being personally available during the search process. Honest communication, collaboration, and connecting with people are key components in a successful search. At Mosaic Public Partners, we pride ourselves on excellent customer service, agility, and responsiveness. We tailor our workload so that we can be readily available to assist with all elements of the search process for our clients and candidates alike.

Our use of innovative technology allows our clients unparalleled real-time access and visibility into the search process. We use an executive search software platform that provides a client portal for each project. Our commitment is that our clients have a 360-degree view of all elements of their recruitment at any time. As the only public sector search firm using this platform, we offer an innovative and collaborative experience to our clients that allows a higher level of partnership and transparency. We are proud to bring private sector technology to our public sector searches to make them as efficient and transparent as possible for our clients.

TRUSTED PARTNERS

Our founding partners are two former public sector executives, each with exemplary service careers. We understand local government and the importance of accountability and responsiveness. Our combined career histories exemplify professionalism and a dedication to public service, along with a keen understanding of what it takes to be an effective leader in a public sector environment. Leveraging our public service careers, we became experienced executive search consultants, bringing with us a continued dedication to public service and an ethical, confidential, and discrete approach to assisting public agencies in the executive search process. Mosaic Public Partners is your trusted partner in placing today's public leaders.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The Mosaic Team celebrates and prioritizes diversity, equity, and inclusion in its search practices and in its own organizational culture. We understand the dynamic nature of diverse teams and our clients' need to build organizations that are as representative of the communities they serve as possible. Simply stated, the need for public employers and public sector search firms to build recruitment processes anchored by a commitment to diversity, equity, and inclusion is more important now than ever. Mosaic Public Partners is committed to ensuring outreach to diverse candidate pools via inclusive and strategic advertising, targeted outreach, and other methods which are all intended to deliver a diverse, highly qualified candidate pool to our clients. Evidence of this commitment can be seen in the placements we have made by viewing **Mosaic Placements** on our website.

WHY CHOOSE MOSAIC PUBLIC PARTNERS?

NATIONAL REACH

While we have extensive experience conducting executive searches in the West, our work across the nation brings a valuable perspective on issues and candidate markets to our clients. We invite you to review our consultants' body of executive search experience by viewing our **Consultant Portfolio**.

EXPERIENCE

Public service is the world in which we have lived. Our search team has over 80 years of public service experience. Having attained executive level positions in our public sector careers has given us valuable insight and an advantage in understanding and responding to the nuances and challenges of selecting public sector leaders.

DIVERSITY

Today's public sector leadership teams thrive when they are diverse in race, ethnic and cultural identity, gender, background and thought. Mosaic Public Partners is here to assist, guide, and lead in that endeavor.

SERVICE

Our team will be your partner from start to finish. We are committed to providing excellent service to clients and candidates alike, as well as representing our clients at the highest level.

COLLABORATION

Mosaic Public Partners believes that executive searches are more successful when the consultants and clients work closely together throughout the engagement. We treat each search as a true partnership with our clients.

INNOVATION

Applying private sector technologies to the tried-and-true practices of public sector searches allows Mosaic Public Partners to deliver needed agility and improved communications to our clients.

RELEVANT EXPERIENCE

Our consultants have conducted city management recruitments in the previous two years that position us to successfully complete this search on behalf of the City of Tigard. Below is a list of searches completed for cities large and small, and in multiple states, demonstrating our ability to successfully recruit in any environment.

City of Moorpark – Moorpark, CA

Population – 36,000

City Manager (2025)

City of Bloomington – Bloomington, MN

Population – 90,000

City Manager (2025)

City of Orange – Orange, CA

Population – 140,000

City Manager (2025)

City of Austin – Austin, TX

Population – 980,000

City Manager (2024)

ADDITIONAL EXPERIENCE

The following is the consultants' additional experience in conducting city management executive recruitments, some of which are attributed to their work with a prior firm (*).

YEAR	CLIENT	POSITION
2026	Town of Loomis – Loomis, CA	Town Manager (Current)
2026	City of San Angelo – San Angelo, TX	City Manager (Current)
2025	City of Lodi – Lodi, CA	City Manager (Current)
2025	City of Chico – Chico, CA	City Manager (Current)
2025	City of Pismo Beach – Pismo Beach, CA	Assistant City Manager (Current)
2025	Town of Sunnyvale – Sunnyvale, TX	Town Manager (Current)
2025	City of San José – San José, CA	Deputy City Manager
2025	Adams County – Brighton, CO	Deputy County Manager
2025	City of Midlothian – Midlothian, TX	Assistant City Manager
2025	City of Paso Robles – Paso Robles, CA	Assistant City Manager
2025	City of South Pasadena – South Pasadena, CA	Assistant City Manager/CFO
2025	Adams County – Brighton, CO	County Manager
2025	Town of Gilbert – Gilbert, AZ	Assistant Town Manager
2025	City of McKinney – McKinney, TX	Assistant City Manager
2025	Cosumnes Community Services District - Elk Grove, CA	General Manager
2025	City of San José – San José, CA	Deputy City Manager
2024	City of Arroyo Grande – Arroyo Grande, CA	City Manager
2024	City of Elk Grove – Elk Grove, CA	Assistant City Manager
2024	City of Cleburne – Cleburne, TX	Assistant City Manager
2024	City of San Marcos – San Marcos, TX	Assistant City Managers (2)
2024	City of Rancho Palos Verdes – RPV, CA	Deputy City Manager
2024	City of Venus – Venus, TX	City Administrator
2023	City of Burleson - Burleson, TX	Deputy City Manager
2023	City of Morro Bay – Morro Bay, CA	City Manager
2023	City of Brownsville – Brownsville, TX	City Manager
2023	City of Denton – Denton, TX	Assistant City Manager
2023	Town of Addison – Addison, TX	City Manager
2022	City of Riverbank – Riverbank, CA	Assistant City Manager
2022	City of Palm Desert – Palm Desert, CA	Assistant City Manager
2021	City of Burleson – Burleson, TX	Deputy City Manager*
2021	City of Lewisville – Lewisville, TX	City Manager*

2021	City of Indio – Indio, CA	City Manager*
2021	City of Austin – Austin, TX	Assistant City Manager*
2021	City of Lincoln – Lincoln, CA	City Manager*
2019	City of South Padre Island – South Padre Island, TX	City Manager*
2019	City of Denton – Denton, TX	Assistant City Manager*
2019	City of Sugar Land – Sugar Land, TX	City Manager*
2019	City of Bishop – Bishop, CA	City Administrator*
2019	The Woodlands Township – The Woodlands, TX	General Manager*
2019	City of Allen – Allen, TX	City Manager*
2018	City of Austin – Austin, TX	Assistant City Managers (4)*
2018	City of Brownsville – Brownsville, TX	City Manager*
2018	City of Austin – Austin, TX	Deputy City Manager*
2018	Town of Apple Valley – Apple Valley, CA	Town Manager*
2018	City of Lawrence – Lawrence, KS	City Manager*
2018	City of Suisun City – Suisun City, CA	City Manager*
2017	City of Morro Bay – Morro Bay, CA	City Manager*
2017	City of Moorpark – Moorpark, CA	City Manager*
2017	Big Bear City Community Services District - Big Bear Lake, CA	General Manager*
2016	City of McKinney – McKinney, TX	Assistant City Manager*
2016	City of Reno – Reno, NV	City Manager*
2016	City of McKinney – McKinney, TX	City Manager*
2016	City of South Jordan – South Jordan, UT	Assistant City Manager*
2015	City of Lawrence – Lawrence, KS	City Manager*
2015	City of Sanger – Sanger, CA	City Manager*

REFERENCES

The consultants at Mosaic Public Partners are proud of their past work and are happy to provide the following references to the City of Tigard in the City Manager search.

CITY OF BLOOMINGTON – BLOOMINGTON, MN

TIM BUSSE, MAYOR

1800 West Old Shakopee Road
Bloomington, MN 55431
952-457-7506 | tbusse@BloomingtonMN.gov

Search: City Manager

CITY OF ORANGE – ORANGE, CA

MONICA ESPINOZA, HUMAN RESOURCES DIRECTOR

300 E. Chapman Avenue
Orange, CA 92866
714-744-7255| mespinoza@cityoforange.org

Search: City Manager, City Attorney, Community Development Director, and Finance Director.

CITY OF AUSTIN – AUSTIN, TX

KIRK WATSON, MAYOR
512-978-2100
kirk.watson@austintexas.gov

OR

SUSAN SINZ, DIRECTOR OF HUMAN RESOURCES
One Texas Center, 505 Barton Springs Road, Suite 600
Austin, TX 78704
512-974-3400 | susan.sinz@austintexas.gov

Mosaic Public Partners was selected to be one of the City of Austin's executive search firms through its current master agreement process.

Searches: Director of Economic Development, City Manager, Chief of Police, Assistant Director of Human Resources, Director of Homeland Security and Emergency Management, Deputy Director of Capital Delivery Services, Assistant Director of Austin Water, Assistant City Manager for Health & Environment*, Chief of Police*, Chief Information Officer*, Deputy Chief Information Officer*, Building Services Officer*, Deputy Director of Communications and Technology Management*, Assistant Director of Developmental Services*, Director of Watershed Protection Department*, Assistant City Manager for Culture & Lifelong Learning*, Deputy City Manager*, Assistant City Manager for Economic Opportunity and Affordability*, Executive Director for Austin Sobriety Center*, Assistant City Manager for Safety*, Assistant City Manager for Mobility*, and Public Works Director*.

*Projects completed during the consultants' tenure with a prior firm.

APPROACH AND SEARCH METHODOLOGY

We approach every executive search as a partnership with our client. In this light, we use a proven framework as the foundation for the project and collaboratively tailor the work plan to meet the unique needs and wishes of our clients. In every search, we aim to provide our client with three deliverables: 1) a diverse selection of qualified candidates, 2) a thoughtful, inclusive, and well-communicated search process, and 3) sound advice and consultation. The following is a representation of the approach and methodology to a Mosaic Public Partners Search.

KICKOFF

PROJECT MANAGEMENT

For council-appointed positions, such as the City Manager, our primary point of contact throughout the search will be a Search Committee of the City Council, along with designated staff contacts to support the search effort. The full Council is involved at critical points of the recruitment.

The Mosaic Team will initially meet via videoconference with the Search Committee, and others, as desired. The objectives of this meeting are to learn contact and communication preferences, conduct a stakeholder analysis, develop the project timeline, and create the preliminary selection process.

During this phase of the project, the consultants will review the organization's job description and review the salary and benefit offering for competitiveness in the market. The consultants will also conduct a stakeholder analysis with the City to determine the level and manner of community and stakeholder engagement necessary for a successful process.

CANDIDATE PROFILE DEVELOPMENT

Based on the project management kickoff meetings, the project team will meet with the Council members individually, as well as previously identified stakeholders to solicit input on the desired qualities sought in the next City Manager and anticipated challenges and opportunities they may face. The project team will also gather important documents, information, and media from the City to be used in the development of the candidate profile.

The Mosaic Public Partners team will meet with City staff and stakeholders individually or in small groups to gather their input relative to the desired characteristics sought for candidates, as well as challenges and opportunities facing the City of Tigard.

Utilizing the input received, Mosaic Public Partners will create a candidate profile that accurately and attractively presents the opportunity to prospective candidates. Once approved by the City, this candidate profile serves as the standard by which all prospective candidates are evaluated and for guiding the search strategies.

A sample brochure from the City of Bloomington, MN – City Manager recruitment is included in this proposal as a visual example of the quality way in which we represent our clients and market their search to potential candidates.

The City Council Search Committee will be provided with online access to Mosaic Public Partners' recruitment software through a client portal that ensures the search strategy and approach are properly calibrated for success. Our goal is to ensure that our clients are continually kept updated on the status of the recruitment.

OUTREACH AND RECRUITING

Based upon the search strategy developed with the City, Mosaic Public Partners will immediately launch a targeted and comprehensive search effort that sources candidates from the following five primary categories.

- **Advertising Campaign:** Advertisements will be placed in sources targeted at attracting a diverse selection of highly qualified candidates.
- **Website and Social Media Campaign:** Mosaic Public Partners provides a comprehensive social media marketing campaign that includes custom graphics, eye-catching photos and distribution on LinkedIn to share the position with potential candidates. Social media posts are crafted at several points throughout the recruitment process. In addition, partners and recruiters share Mosaic Public Partners blog and social media posts on their respective LinkedIn accounts. Mosaic Public Partners will also highlight the position on our website with a blog post, listing in our "Upcoming Career Opportunities" and ultimately on our "Careers" page once the position is open.
- **Direct Outreach:** The search consultants have an extensive candidate network across the nation. These networks will be leveraged to identify and recruit candidates that appear well matched to the candidate profile.
- **Indirect Outreach:** By using the same candidate networks, Mosaic Public Partners can seek nominations from other leading public sector executives who often provide excellent insight into rising talent
- **Researched Outreach:** Using the search strategy as a guide, Mosaic Public Partners will apply innovative technologies to find and recruit candidates that may not have been identified through other methods.

Each potential candidate is personally engaged by the search consultants, and many hours are typically spent answering questions and providing information to candidates to minimize any barriers that may be a discouragement.

CANDIDATE SCREENING AND EVALUATION

The search consultants perform an initial evaluation of candidates based upon their submitted materials. Candidates who are well aligned with the candidate profile, along with all internal candidates, are interviewed via videoconference to further evaluate their qualifications and suitability for the position.

Candidates who are well matched to the candidate profile are identified and a thorough Internet and news search is conducted to help understand each candidate's public persona, as well as to ensure that any items that may be seen as controversial are known and understood.

PRESENTATION OF CANDIDATES

During an executive session meeting with the City Council, the search consultants will present the candidates that submitted interest in the position and make recommendations to the City Council. The meeting will be facilitated by Mosaic Public Partners' innovative client portal which provides the Council with direct access to all candidate materials. From this meeting, the Council decides on a small group of candidates that are invited to participate in the selection process.

SELECTION PROCESS

Having previously designed the selection process collaboratively with the City, the search consultants will provide on-site facilitation of the interviews. A typical interview process for a City Manager will include an interview with the full City Council and may also include other interview panels which represent community and staff perspectives. Mosaic Public Partners will design and provide tailored interview materials for all interview panels and ensure the City retains the completed materials for records retention needs.

Customarily, this initial round of interviews will reduce the field of candidates to a smaller number who are then invited for a second interview with the full Council.

BACKGROUND AND FINAL QUALIFICATION

Once the City has identified its candidate of choice, the search consultants will perform a thorough background check of the candidate, accompanied by a series of consultant-driven reference checks that seek input from people with a variety of perspectives to the candidate.

NEGOTIATION

Mosaic Public Partners will negotiate on the City's behalf to succeed in reaching an agreement with the selected candidate. Across earlier candidate conversations, the search consultants attempt to ensure the candidate's salary and benefit expectations are in alignment with the City's to prevent surprises at this critical culmination of the recruitment.

CLOSEOUT COMMUNICATIONS

Throughout the search process, Mosaic Public Partners maintains professional communications with all candidates involved. We realize that we are representing the City of Tigard throughout the recruitment and ensure that each person we interact with is left with a favorable impression of the City. In this final communication, we inform all candidates who were not selected of their status and the City's appreciation for their interest.

EXECUTIVE SEARCH TIMELINE

At the beginning of each search engagement, Mosaic Public Partners meets with clients to collaboratively craft a work plan and timeline that best aligns with our client's needs. Our consultants will suggest best practices and share examples from prior engagements to tailor a process that is thoughtful and well communicated.

The typical duration of a traditional search project is 12-17 weeks. Additionally, the selected candidate will customarily need to provide 30-60 days for notice and transition, if selected from outside of the organization. This brings the total duration to approximately 16-25 weeks.

A customized timeline will be crafted in collaboration with the City during the first step of the search engagement. We are confident that we can deliver a successful search effort that meets the needs of the City of Tigard.

The following timeline represents the typical key milestones of an executive search, including tasks and approximate durations.

KICKOFF	**Project Management** Pre-kickoff meeting: project schedule, stakeholder analysis, communication methods, collection of background material	**1–2 Weeks**
	Candidate Profile Development Client input meetings, stakeholder input meetings Drafting and layout of candidate profile	
OUTREACH	**Outreach and Recruiting** Advertising strategy and campaign, candidate research and identification Seek nominations, recruit candidates	**4-6 Weeks**
	Candidate Screening and Evaluation Paper screening, screening interviews, News and Internet research	**2 Weeks**
SELECTION	**Presentation of Candidates** Client meeting to review candidates and select those to advance, candidate updates	**1 Week**
	Selection Process Consult and design interview process Facilitation of on-site interview process, typically 4-7 candidates	**2-3 Weeks**
	Background and Final Qualification Background investigation and thorough reference checks for finalist candidate	**1-2 Weeks**
	Negotiation Negotiation with final candidate Assistance with offer letter and employment agreement	**1 Week**
	Closeout Communications	**Concurrent**

PROJECT TEAM

If awarded the search, both Founders and Managing Partners of the firm will serve on the project team, supported by the firm's Business Support Manager, Administrative Services Manager, Recruitment Support Specialist, and a Graphic Designer.



GREG NELSON

FOUNDER & MANAGING PARTNER

For the better part of a decade, Mr. Nelson has led a successful executive search practice for a national search firm. In his role, Mr. Nelson has successfully recruited public sector executives on a national scale for a diverse array of fields and positions. His work has included positions with intense community interest, high levels of stakeholder involvement, and those with political sensitivities.

In the first twenty years of his career, Mr. Nelson served leadership roles in municipal government where he was known for his progressive and principled leadership. Under his tenure, the City increased employee engagement, citizen satisfaction (amongst the highest in a national survey), and made drastic improvements in the labor-management climate. He created public-private partnerships that allowed for superior levels of service during budget shortfalls, while enhancing relationships with stakeholders in the community. Additionally, he has provided expert testimony for state and local legislative bodies. Mr. Nelson was a co-founder of a municipal Human Rights Committee, engaging businesses and citizens in workshops and community dialogue on diversity and social equity issues, in and out of the workplace.

Mr. Nelson holds a Master's degree in Public Administration from the University of Illinois-Springfield with a graduate certificate in Public Sector Labor Relations.

As a founder of Mosaic Public Partners, Mr. Greg Nelson leverages decades of experience in the public sector with many years of successful experience leading executive searches for a variety of client roles across the nation.

GREGORY R. NELSON | 916.550.4100

200 Gateway Drive #1908, Lincoln, CA 95648 greg@mosaicpublic.com

www.linkedin.com/in/greg-nelson-95728113 www.mosaicpublic.com

EDUCATION

Master of Public Administration – University of Illinois – Springfield, Springfield, IL

Graduate Certificate in Public Sector Labor Relations – University of Illinois – Springfield, Springfield, IL

Bachelor of Arts, Social Justice Professions – Sangamon State University, Springfield, IL

Federal Bureau of Investigations National Academy, Quantico, VA

EMPLOYMENT HISTORY

Mosaic Public Partners **January 2022 - Present**

Founder and Managing Partner

Lincoln, California

- Together, with Bryan Noblett, founded the firm to provide higher levels of service and client collaboration in public sector executive search. As co-principals of the firm, we are building a winning employee culture which leads to exceptional customer service.

Ralph Andersen & Associates **February 2015 – December 2021**

Vice President

Rocklin, California

- Led the firm's public safety practice area, as well as served a diverse client portfolio primarily in the Western Region of the United States (primarily California, Nevada, Texas, Washington and Oregon).
- Leveraged 20-year career in municipal policing to dramatically increase the firm's public safety practice area.
- Successfully performed executive recruitments for clients in a variety of environments, including populations served between 5,000 in population to well over 1 million; various forms of government, including cities, counties, special districts and non-profit.

Pekin Police Department **September 1994 – February 2015**

Chief of Police (2011-2015), Deputy Chief of Police, Lieutenant, Sergeant, Patrolman (1994-2011)

Pekin, Illinois – Direct Report to City Manager (population 34,000)

- Created a goal-oriented organizational culture within the agency. Crime reduced over 20% in 2014.
- Worked cooperatively to establish the best labor-management climate in agency history .
- Focused on customer service; Participated in a national study of police-citizen encounters with a rating of 94% favorable, amongst the highest in the study.
- Led a state-wide legislative effort in controlling pseudoephedrine to solve the state's methamphetamine lab problem, building consensus of various stakeholders of government and business collaboration.
- Along with one other member, stood up the City's Human Rights Committee promoting community diversity in the workplace and the community.



BRYAN NOBLETT

FOUNDER & MANAGING PARTNER

Bryan Noblett spent over 34 years working as a public safety leader in the Greater Sacramento Region. The majority of his career was spent working in leadership and executive level roles. Bryan placed a strong focus on staff development and on ensuring his organization was responsive to community needs throughout his career. He possesses a strong commitment to customer service and worked diligently as a municipal government executive to ensure his organization was focused on partnering with the community it served. In addition, Bryan is well-versed in labor negotiations and working collaboratively with labor groups to achieve successful outcomes. Bryan's passion for leadership development, talent assessment and public service led him to accept a position with a nationally recognized public sector search firm shortly after his retirement. Bryan holds a Bachelor's degree in Criminal Justice, a Master's degree in Organizational Leadership and has attended several prestigious professional development courses.

As a long-time contributor to city executive teams, Bryan possesses a thorough understanding of all areas of public sector leadership. He spent the last 5 years partnering with municipal clients and communities across the country by assisting them in recruiting talented leaders to serve as Police Chiefs, City Managers, Chief Financial Officers, and other executive-level leadership positions. Bryan deeply values his connections with people, which has led to several outstanding placements and ongoing relationships with clients and candidates alike.

As a founder of Mosaic Public Partners, Bryan is very excited to focus on client needs and work with candidates to place today's public leaders.

BRYAN A. NOBLETT | 916.550.4100

200 Gateway Drive #1908, Lincoln, CA 95648 bryan@mosaicpublic.com

www.linkedin.com/in/bryan-noblett-47689131 www.mosaicpublic.com

EDUCATION

Master of Arts, Organizational Leadership – Chapman University, Orange, CA

Bachelor of Science, Criminal Justice – CSU Sacramento, Sacramento, CA

Senior Management Institute for Police – Boston University, Boston, MA

Federal Bureau of Investigations National Academy, Quantico, VA

EMPLOYMENT HISTORY

Mosaic Public Partners **January 2022 - Present**

Founder and Managing Partner

Lincoln, California

- Along with Greg Nelson, founded the firm to provide higher levels of service and client collaboration in public sector executive search. As co-principals of the firm, we are building a winning employee culture which leads to exceptional customer service.

Ralph Andersen & Associates **October 2019 – December 2021**

Executive Search Consultant

Rocklin, California

- Worked with Greg Nelson in the firm's public safety practice area, as well as served a diverse client portfolio primarily in the Western Region of the United States (primarily California, Nevada, Texas, Washington and Oregon).
- Leveraged 30+ year career in municipal policing to successfully complete several police chief searches in multiple states.

Elk Grove Police Department **July 2009 – September 2019**

Chief of Police (2016-2019), Assistant Chief of Police (2015-2016), Captain (2009-2015)

Elk Grove, CA – Direct Report to City Manager (population 175,000)

- Established Chief's Community Advisory Board to increase community collaboration.
- Created mission, vision, values for the organization through collaboration and team building.
- Worked with City Council, City Manager and others to build a real-time information center to improve police response, along with increasing officer and public safety.

Lodi Police Department **February 1985 – July 2009**

Lieutenant, Sergeant, Corporal, Detective, Police Officer

Lodi, CA (population 65,000)

COST OF SERVICES

Our flat fee to provide executive search services as outlined in this proposal for the position of City Manager is **$37,500**. The flat fee includes both professional services and consultant expenses related to the aforementioned work plans. These expenses include graphic design, a single round of advertising, consultant travel, administrative support, printing, postage, technology, and educational verification and background check on the selected candidate.

Invoicing will be in four installments:

- Upon Execution of the Professional Services Agreement: $11,250
- After Presentation of Candidates: $11,250
- After Initial Interviews: $11,250
- After Accepted Offer of Employment: $3,750

Included in the flat fee is one consultant trip to facilitate candidate interviews. All other consultant meetings will be conducted via videoconference. Additional consultant trips, if requested, shall be supplementally invoiced at $1,500 per day, per consultant plus consultant travel expenses. Any additional expenses will be invoiced at the end of the project and are supplemental to the flat fee. Candidate travel expenses shall be the responsibility of the City of Tigard.

This cost proposal and professional search services referenced herein are valid for 60 days from date of submittal.

$37,500 FLAT FEE

OPTIONAL SERVICES

MARKET COMPENSATION STUDY

Should the City wish to better understand the competitive compensation landscape for the position, Mosaic Public Partners will conduct a market compensation study. This includes research and analysis of total compensation packages for comparable roles in peer agencies, with a focus on base salary, incentives, and key benefits. A summary report detailing the findings and recommendations will be provided to assist the City in determining an appropriate and market-aligned salary. The fee for a market compensation study is **$2,000**.

CITY EMPLOYEE AND/OR COMMUNITY SURVEY

Should the City be interested in a utilizing a survey to extend opportunities for employees of the City of Tigard and/or the community to provide input into the recruitment and selection of the next City Manager, Mosaic Public Partners will develop a survey instrument and provide a summary report to help inform the selection. The City would be responsible for any announcements to create awareness of the survey opportunity. The optional fee for either an employee or community survey is **$2,500** or **$5,000** for both.

A sample employee survey and community survey from the City of Austin, TX - City Manager recruitment is included in this proposal as an example of the value and expectations a survey can provide the City.

GUARANTEE

Mosaic Public Partners offers an industry-standard one-year guarantee on our full search process. If, within a one-year period after appointment, the selected candidate in a search voluntarily resigns or is dismissed for cause, Mosaic Public Partners will conduct another search effort without additional fees for professional services. The City would be expected to reimburse the firm for all actual expenses incurred, which are approximately 30% of the flat fee and could include advertising costs, background checks, and consultant travel. This guarantee does not apply to the appointment of internal candidates or to candidates selected over the expressed objection(s) of the consultants.

If a placement is not made in the first search attempt, Mosaic Public Partners will conduct a second search effort with no charge for professional services. The City would be expected to pay for all actual expenses incurred in furtherance of the second search effort which could include advertising costs, background checks, and consultant travel.

Mosaic Public Partners will never actively recruit our placement while they are employed with the City of Tigard.

INSURANCE

Mosaic Public Partners maintains the following insurance coverage:

Errors and Omissions/Professional Liability	$2,000,000
General Liability/Commercial	$2,000,000
Automobile Liability (hired/non-owned)	$1,000,000
Workers Compensation	$1,000,000
Cyber/Data Breach Liability	$2,000,000

SAMPLE CANDIDATE PROFILE

CITY OF BLOOMINGTON, MN – CITY MANAGER

CITY OF BLOOMINGTON MINNESOTA

CITY MANAGER

City of **Bloomington, MN**

Recruitment Services Provided By

MOSAIC PUBLIC PARTNERS



The Opportunity

The City of Bloomington offers a rare and rewarding leadership opportunity for a visionary executive to shape the future of one of Minnesota's most dynamic, economically vital, and community-oriented cities. With its strong foundation of financial stability, thriving business community, expansive parklands, and commitment to equity and innovation, Bloomington stands poised for its next chapter.

The City Council seeks a collaborative and forward-thinking City Manager to lead transformational initiatives, guide a talented workforce, and work closely with a highly engaged Council and community to advance Bloomington's mission of being an enduring and remarkable community where people want to be. For an accomplished leader ready to leave a legacy, this is truly a career-defining role.

The City of Bloomington

Located just south of the Twin Cities of Minneapolis and St. Paul, Bloomington is a thriving community of 91,000 residents and the fourth largest city in the state. Home to Mall of America and adjacent to the Minneapolis-St. Paul International Airport, Bloomington is an employment and hospitality hub and an economic driver for the region. Bloomington has great freeway access and is served by light rail transit and the region's most connected transit station.

The city has many well-known national and international corporations within its boundaries. Headquarters that fall within Bloomington include HealthPartners, Thermo King, Donaldson Company, Seagate Technology, Toro Company, Skywater Technology, Dayforce (formerly known as Ceridian HCM Corporation), International Dairy Queen and Ziegler CAT, Inc. Additional large companies with a presence include Express Scripts, Polar Semiconductors, Hewlett Packard Enterprise, and SICK Inc. Professional and Business Services make up 30% of Bloomington's workforce in terms of industry; Trade, Transportation and Utilities comprise 19%.

There are almost 9,000 acres of parkland and open space in Bloomington, of which approximately 3,500 acres are City owned. More than 36 percent of the city's 38 square miles are parkland or open space. The extensive park system in Bloomington supports a comprehensive array of parks, arts, recreation, leisure and cultural programs to a diverse population with differing recreational needs.

City Government

The City of Bloomington delivers the full scope of municipal services with a full-time staff of more than 650 employees. City Hall is located in Bloomington Civic Plaza, a unique combination of municipal facilities and arts center. The Bloomington Center for the Arts contains a 366-seat performing arts theater, a black box theater, dance studio, two art galleries and clay, glass and additional arts education studios. The City provides its services with an FY 25 all funds budget of $242 million and a general fund budget of $110 million.

Bloomington is a home rule charter city, governed by a seven-member City Council and operates under a city manager form of government. There are two assistant city managers - one who oversees internal services and one who oversees external services.

The City has a robust community engagement philosophy that strives to include the voice of people impacted by decisions when those policies and actions are being considered. Additionally, the City Council values its advisory boards and commissions appointed to assist the Council in developing policies, programs, and services that meet the needs of the community.

Bloomington's Mission...

- To cultivate an enduring and remarkable community where people want to be. This mission statement was drafted by community members for the community and adopted by the City Council. Its foundation is in these core values:

Bloomington Believes...

- The community thrives when its members share responsibility for its well-being.
- Transformation will come through collective courage and the willingness to take risks.
- When diversity is embraced, the community is strengthened.
- Everyone benefits when there is equitable access to opportunity.
- Safety and security are critical components of a resilient and healthy community.

Importantly, Bloomington will not...

- Allow past practices to interfere with the consideration of new ideas.
- Add any program, project, policy, or service that is not consistent with its core values and aligned to our mission.

BLOOMINGTON.
tomorrow. together.

The City's strategic plan Bloomington. Tomorrow. Together. has three priority objectives:

- A Connected, Welcoming Community
- A Healthy Community
- A Community with Equitable Economic Growth

The City maintains a dashboard so the City Council and community can track progress to achieve its mission and to provide accountability to its stakeholders. Click **here** to learn more.

$242M
All Funds Budget

650FTE
Employees







The Position

The City Manager is appointed by the City Council to implement and administer the City Council's decisions and policy directives. The City Manager has significant responsibility for the operation of the City including:

- Providing leadership and direction in the operational and strategic business of the City
- Researching, developing and recommending policy actions to the City Council
- Representing the City in local, regional, state and national activities
- Providing direct supervision to assistant city managers, senior leaders, and administrative support personnel
- Overseeing the implementation of all financial matters
- Regularly evaluating operations and services for continuous improvement
- Keeping the City Council informed and updated on actions and activities of the City
- Building a strong team of staff that works together in the administration of City business

For an extensive list of the City Manager's duties, click **here**.





Ideal Candidate

The City Manager must be a highly experienced municipal executive with experience in the following areas:

- **Exceptional relationship-building and community engagement**: A track record of building trust, collaboration, and credibility with elected officials, staff, community partners, business leaders, and residents. A calm and approachable presence, skilled in listening, communicating effectively, and engaging authentically across a diverse and dynamic community.
- **Visionary leadership with strategic execution**: An entrepreneurial mindset and the courage to take calculated risks to advance Bloomington's priorities. The ability to recognize and leverage the city's unique assets, drive transformational initiatives, and ensure long-term financial and operational sustainability.
- **Strong fiscal and operational management**: Demonstrated experience in overseeing complex budgets and financial systems with a commitment to accountability, transparency, and responsible stewardship of public resources. A strong understanding of municipal finance, capital planning, and organizational efficiency.
- **Commitment to equity, inclusion, and belonging**: A values-driven leader who champions Bloomington's identity as a welcoming, inclusive community. Someone who fosters diverse participation in civic life, creates equitable access to city services, and embeds inclusion as a core organizational priority.
- **A leader of people and culture**: A motivational and inspiring manager who prioritizes employee engagement, professional development, and organizational excellence. Demonstrated experience in creating a strong, supportive, and accountable workplace culture that attracts and retains top talent.
- **A strategic partner and advisor to the City Council**: Politically astute but non-political; able to provide unbiased, well-reasoned advice and facilitate consensus-building among policymakers. Experienced in helping elected officials operate effectively while maintaining clear governance and administrative boundaries.

Challenges & Opportunities

The next City Manager for the City of Bloomington will step into a pivotal leadership role with the opportunity to address key challenges and shape the city's future:

- **Financial sustainability and long-term planning**: Lead the development of a forward-thinking, responsible financial strategy to address deferred maintenance and capital needs in a fully built-out city. Balance the need for high-quality city services and infrastructure with the realities of budget constraints and taxpayer impacts, particularly amid an unpredictable political and economic climate.
- **Fire Department transformation**: Oversee and guide the transition of Bloomington's Fire Department from a paid on-call model to a full-time, professional department. This complex and visible initiative will require strong stakeholder engagement, change management, and workforce planning.
- **Economic development and business vitality**: Foster Bloomington's role as a major regional job center and continue building strong partnerships with the business community. Maintain a commitment to being a business-friendly city while preparing for growth and future workforce needs of young families and emerging industries.
- **Sustainability and environmental stewardship**: Advance Bloomington's long-standing commitment to environmental sustainability, open space preservation, and climate action. Ensure these efforts remain a defining feature of the community's identity and livability.
- **Community identity and demographic evolution**: Lead efforts to proactively manage Bloomington's evolving brand and vision as the community transitions from an aging population to a younger, more family-oriented demographic. Champion inclusive community engagement and strategic planning to reflect and celebrate this shift.
- **Innovation and organizational excellence**: Capitalize on a supportive City Council and talented staff to explore innovations in service delivery, technology, and resident engagement. Leverage emerging technologies to enhance efficiency and responsiveness.
- **Organizational culture and change management**: Address recent structural changes and leadership transitions that have created uncertainty among staff. Build trust, stabilize the organization, and unify the team around shared goals and a clear vision for the future.









Qualifications

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, urban planning, engineering, government or a related field. A Master's degree is highly desirable.

Experience: Ten (10) years of increasingly responsible experience in city management, including a minimum of four (4) years of management, administrative, and supervisory responsibility.

Salary & Benefits

The Bloomington City Council will negotiate a highly competitive salary and executive benefits package with the selected candidate that is considerate of the candidate's experience and qualifications. The salary range for the City Manager position is **$240,000 to $290,000**, depending on qualifications.

Retirement: The City participates in the Public Employees Retirement Association (PERA), which offers a defined benefit retirement plan. The plan features three-year vesting, and a formula of 1.7% per year of service based on the highest five years, with a retirement age of 65. The employee contribution is 6.5%. The City also offers deferred compensation as an additional retirement vehicle.

Insurance: Generous medical, dental, vision, and life insurance benefits for employees and dependents.

Leave: A generous annual leave program, with negotiated accruals and starting balances.

Relocation: Relocation assistance, if appropriate, will be negotiated with the selected candidate.

Allowances: An automobile allowance will be negotiated with the selected candidate, and a cell phone will be provided for City use.

Social Security: The City participates in Social Security.





Application & Selection Process

Interested candidates are encouraged to apply no later than **Monday, June 16, 2025**. Submit a comprehensive résumé and compelling cover letter online at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100
Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100

Important Dates:

Deadline to apply and be considered:	Monday, June 16, 2025
Candidates selected for interviews:	Monday, June 23, 2025
Interviews:	Early-Mid July, 2025

The City of Bloomington is an Equal Opportunity Employer and is committed to creating a diverse workforce that reflects the community it serves.

Recruitment Services Provided By

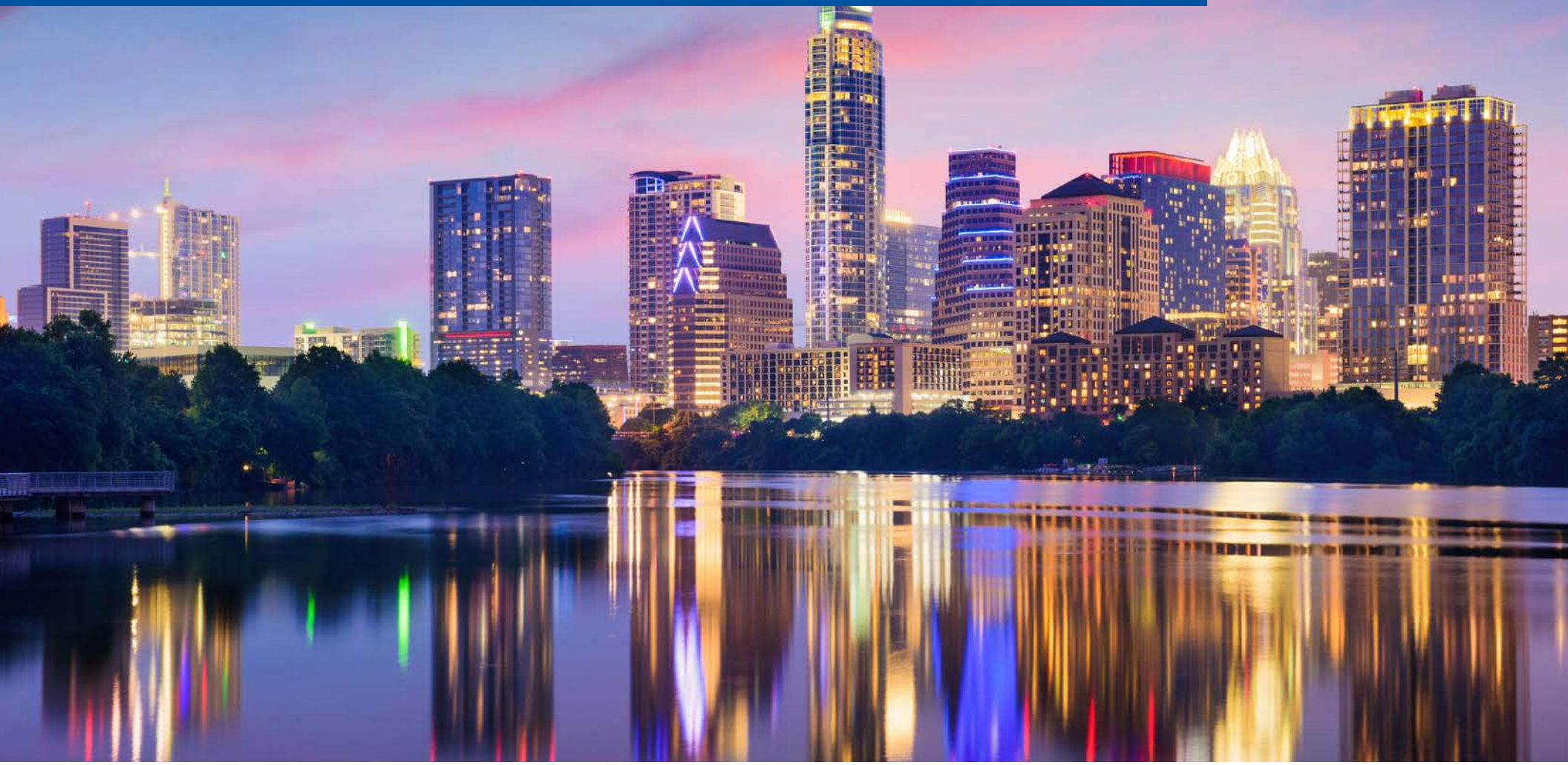
MOSAIC
PUBLIC PARTNERS

www.mosaicpublic.com

SAMPLE SURVEY RESULTS

CITY OF AUSTIN, TX – CITY MANAGER

COMMUNITY OUTREACH AND ENGAGEMENT



CITY MANAGER

CITY OF AUSTIN, TEXAS

Outreach conducted by

MOSAIC

PUBLIC PARTNERS

BOARD/COMMISSION MEMBER SURVEY RESULTS



This report summarizes the results of the City of Austin Board and Commission Member Survey conducted as part of the City of Austin's City Manager recruitment and selection process. The survey was distributed to Board and Commission members by the Austin City Clerk's office. 46 responses were received.

Three questions were asked as part of the survey:

- Question 1 was designed to elicit the top priorities the next City Manager should focus on.
- Question 2 sought to collect the most important characteristics that best define the ideal City Manager for the City of Austin.
- Question 3 provided an opportunity for respondents to include any additional thoughts they desired to share regarding the selection of the next City Manager.

The responses to each question are summarized into categories of importance and are listed in order of priority. All categories receiving over a 5% response have been reported.

For clarification, percentages shown will not total 100%. Respondents often provided multiple topics, areas or characteristics of importance in their responses. Therefore, the results indicate the percentage of all respondents that included the category in their response.

BOARD/COMMISSION MEMBER SURVEY RESULTS

Question 1 - What do you believe are the areas that the next City Manager should prioritize?

EXTERNAL ISSUES

AREAS OF PRIORITY	% OF RESPONDENTS
Housing Affordability	45.6%
Homelessness	34.8%
Transportation and Traffic	21.7%
Climate Change and the Environment	19.7%
Equity	19.6%
Crime, Public Safety, and Civic Disorder	13.0%
Open Space	8.7%
Building Public Trust	6.5%

INTERNAL ISSUES

AREAS OF PRIORITY	% OF RESPONDENTS
Employee Recruitment and Retention	10.9%
Police Accountability	8.7%
Transparency	8.7%

BOARD/COMMISSION MEMBER SURVEY RESULTS

Question 2 - What characteristics do you believe best define the ideal City Manager for the City of Austin?

IDEAL CHARACTERISTICS	% OF RESPONDENTS
Collaborative Relationship Builder	37.2%
Effective Communicator	34.9%
Equity-focused	18.6%
Experienced	16.3%
Leader	13.9%
Integrity - Honest and Ethical	13.9%

IDEAL CHARACTERISTICS	% OF RESPONDENTS
Compassion and Empathy	13.9%
Transparent	13.9%
Visionary and Innovative	11.6%
Decisive Problem Solver	11.6%
Accountability	9.3%
Change Agent	7.0%

BOARD/COMMISSION MEMBER SURVEY RESULTS

Question 3 - Is there anything else you would like to share regarding the selection of the next City Manager?

The following is a list of the most mentioned topics provided during the free response question of the survey. The responses are grouped into themes or concepts for organizational clarity.

OTHER TOPICS	% OF RESPONDENTS
Experienced Leader and Decision Maker	22.2%
No Affiliation with Current Leadership	16.7%
Female Preferred	11.1%

COMMUNITY STAKEHOLDER SURVEY RESULTS



This report summarizes the results of the Community Stakeholder Survey conducted as part of the City of Austin's City Manager recruitment and selection process. The survey was developed to allow respondents the opportunity to provide input on the desired priorities for and characteristics of the next Austin City Manager. The survey was electronically distributed to identified community stakeholders and was open for nine days in February. The survey was first shared with identified stakeholders but was also distributed more broadly through Council office newsletters, etc. 1,558 responses were received.

Three questions were asked as part of the survey:

- Question 1 elicited input from the community stakeholders about the top priorities the next City Manager should focus on.
- Question 2 sought to collect the most important characteristics that best describe the ideal City Manager for the City of Austin.
- Question 3 provided an opportunity for respondents to include any additional thoughts they desired to share regarding the selection of the next City Manager.

The responses to each question are summarized into categories of importance and are listed in order of priority. All categories receiving over a 4% response have been reported.

For clarification, percentages shown will not total 100%. Respondents often provided multiple topics, areas or characteristics of importance in their responses. Therefore, the results indicate the percentage of all respondents that included the category in their response.

COMMUNITY STAKEHOLDER SURVEY RESULTS

Question 1 - What do you believe are the areas that the next City Manager should prioritize?

EXTERNAL ISSUES

AREAS OF PRIORITY	% OF RESPONDENTS
Homelessness	28.1%
Crime and Public Safety, and Civic Disorder	24.2%
Transportation and Traffic	23.7%
Housing Affordability	22.4%
Preservation - Parks and Green Spaces	7.5%
Climate Change and the Environment	7.4%

INTERNAL ISSUES

AREAS OF PRIORITY	% OF RESPONDENTS
Police Staffing	14.2%
Managing Growth and Scaling of Services	10.9
Zoning, Codes, and Permits	5.87
Police Accountability	5.61%

COMMUNITY STAKEHOLDER SURVEY RESULTS

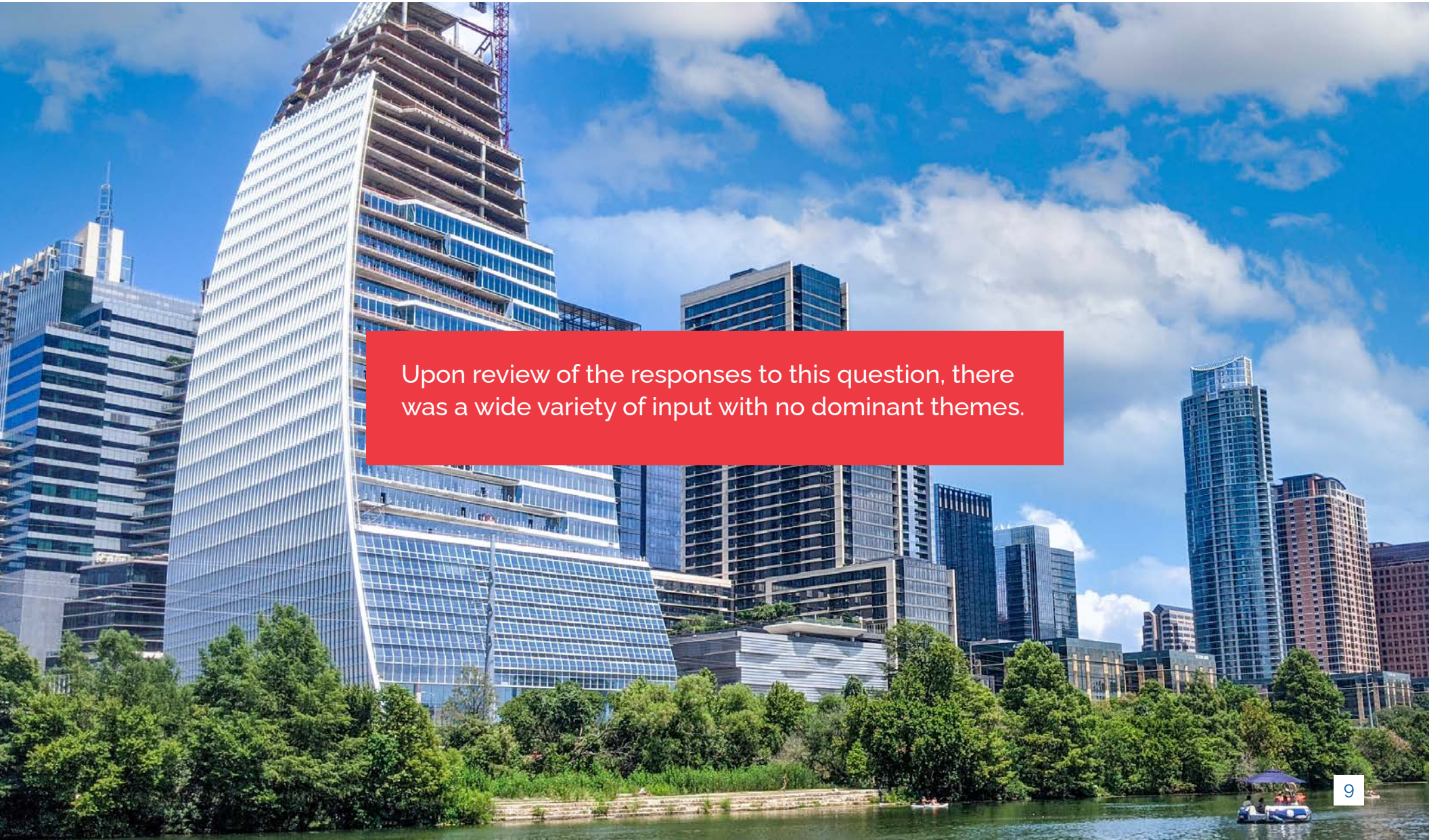
Question 2 - What characteristics do you believe best define the ideal City Manager for the City of Austin?

IDEAL CHARACTERISTICS	% OF RESPONDENTS
Effective Communicator	20.0%
Integrity – Honest and Ethical	15.2%
Experienced	13.4%
Transparent	11.9%
Ability to uphold Council-Manager Roles	11.7%
Leader	11.2%
Fair and Equitable	8.4%
Collaborative Relationship Builder	7.8%

IDEAL CHARACTERISTICS	% OF RESPONDENTS
Fiscally Astute	7.1%
Visionary and Innovative	6.6%
Decisive Problem Solver	5.9%
Accountability	5.4%
Compassion and Empathy	5.1%
Intelligence and Common Sense	5.1%
Accessible and Community First	4.3%
Politically Savvy, yet not Political	4.3%

COMMUNITY STAKEHOLDER SURVEY RESULTS

Question 3 - Is there anything else you would like to share regarding the selection of the next City Manager?



Upon review of the responses to this question, there was a wide variety of input with no dominant themes.

CITY OF AUSTIN EMPLOYEE SURVEY RESULTS



This report summarizes the results of the City Employee Survey conducted as part of the City of Austin's City Manager recruitment and selection process. The survey was developed to allow all respondents the opportunity to provide input regarding the desired priorities and attributes for the next Austin City Manager. The survey was electronically distributed to over 16,000 city staff members and given 11 days in February to respond. A total of 1,585 responses were received, which equates to 10% of city staff choosing to provide input as a part of this process.

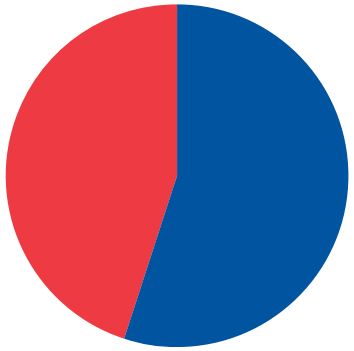
Five questions were asked as part of the survey:

- Question 1 collected residency information from employees.
- Questions 2 and 3 were designed to elicit from staff the most significant challenges the next City Manager should focus on and what areas should be improved.
- Question 4 sought to collect the most important characteristics staff are seeking in their next leader.
- The final question provided an opportunity for respondents to include any additional thoughts they desired to share regarding the selection of the next City Manager.

The responses to each question are summarized into categories of importance and are listed in order of priority. All categories receiving over a 4% response have been reported.

For clarification, percentages shown will not total 100%. Respondents often provided multiple topics, areas or characteristics of importance in their responses. Therefore, the results indicate the percentage of all respondents that included the category in their response.

45%
OF CITY STAFF LIVE OUTSIDE OF AUSTIN



55%
OF CITY STAFF LIVE AND WORK IN AUSTIN.

CITY OF AUSTIN EMPLOYEE SURVEY RESULTS

Question 2 – What do you believe will be the most significant challenges for the next City Manager?

POLITICAL ENVIRONMENT

CHALLENGES	% OF RESPONDENTS
City Council and Politics	15.2%

EXTERNAL ISSUES

CHALLENGES	% OF RESPONDENTS
Homelessness	18.3%
Housing Affordability	16.2%
Crime, Public Safety, and Civic Disorder	7.7%
Transportation and Traffic	6.0%

INTERNAL ISSUES

CHALLENGES	% OF RESPONDENTS
Managing Growth and Scaling of Services	17.6%
Employee Morale and Rebuilding Trust	16.2%
Employee Recruitment and Retention	13.9%
Police and Public Safety	13.1%
Telework Policy	10.6%
Compensation and Benefits	8.8%
Budget and Finances	4.9%

CITY OF AUSTIN EMPLOYEE SURVEY RESULTS

Question 3 -What do you believe are areas of improvement you would like to see the City Manager prioritize?

EXTERNAL ISSUES

AREAS OF IMPROVEMENT	% OF RESPONDENTS
Housing Affordability	15.7%
Homelessness	13.0%
Crime and Public Safety	12.55%
Transportation and Traffic	12.2%
Equity Focused	4.45%

INTERNAL ISSUES

AREAS OF IMPROVEMENT	% OF RESPONDENTS
Police and Public Safety	16.4%
Compensation and Benefits	16.1%
Telework and Flexible Work	15.9%
Morale and Organizational Culture	13.3%
Employee Recruitment and Retention	9.4%
Investments in Infrastructure	5.8%

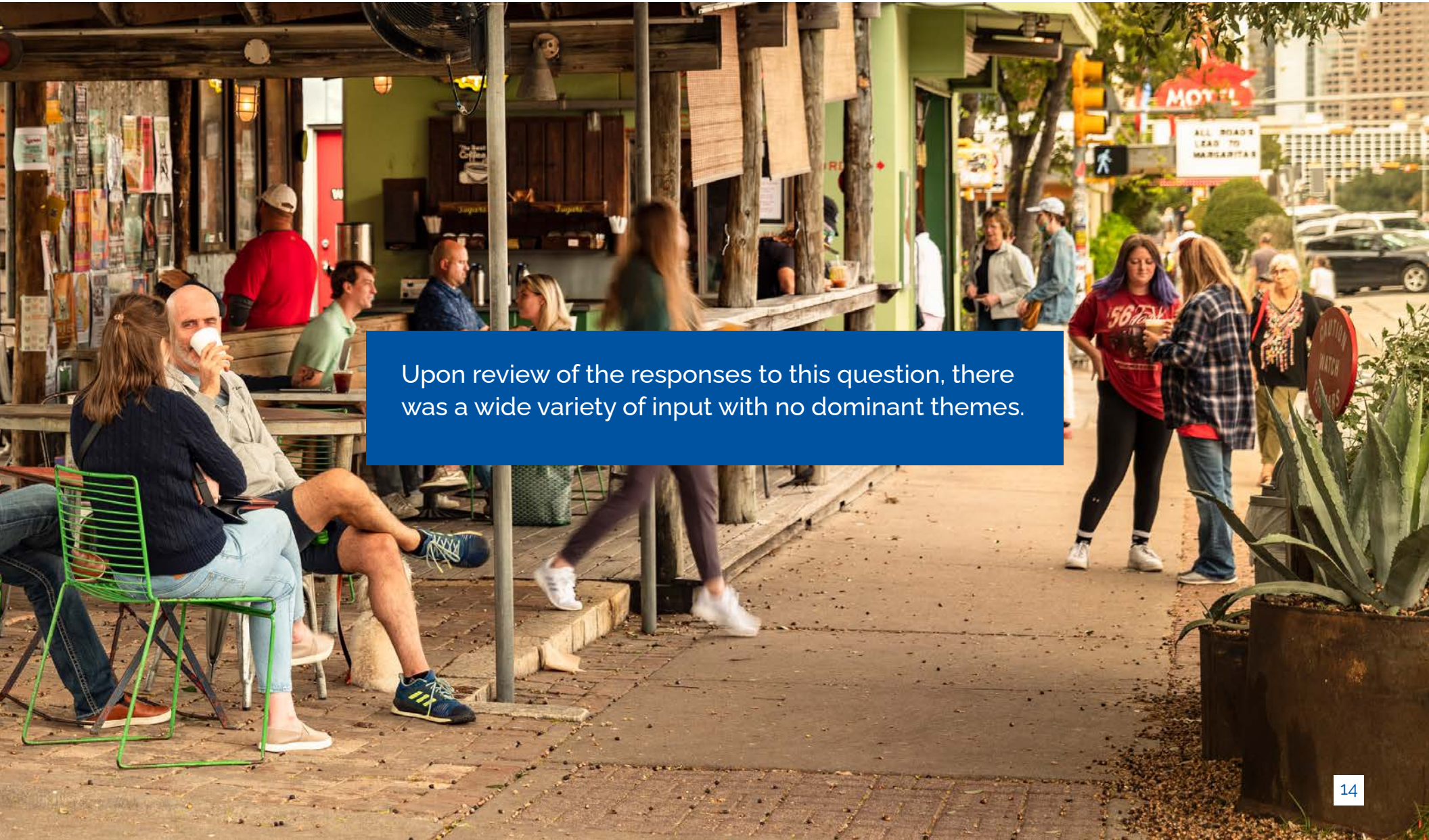
Question 4 – What characteristics do you believe best define the ideal City Manager for the City of Austin?

IDEAL CHARACTERISTICS	% OF RESPONDENTS
Employee-focused	19.1%
Effective Communicator	17.6%
Integrity - Honest and Ethical	16.7%
Fair and Equitable	12.1%
Leader	10.4%
Visionary and Innovative	10%
Compassion, Empathy and Humility	8.7%

IDEAL CHARACTERISTICS	% OF RESPONDENTS
Transparent	8.5%
Strategic	6.3%
Community First	6%
Politically Savvy, yet not political	5.45%
Experienced	4.9%

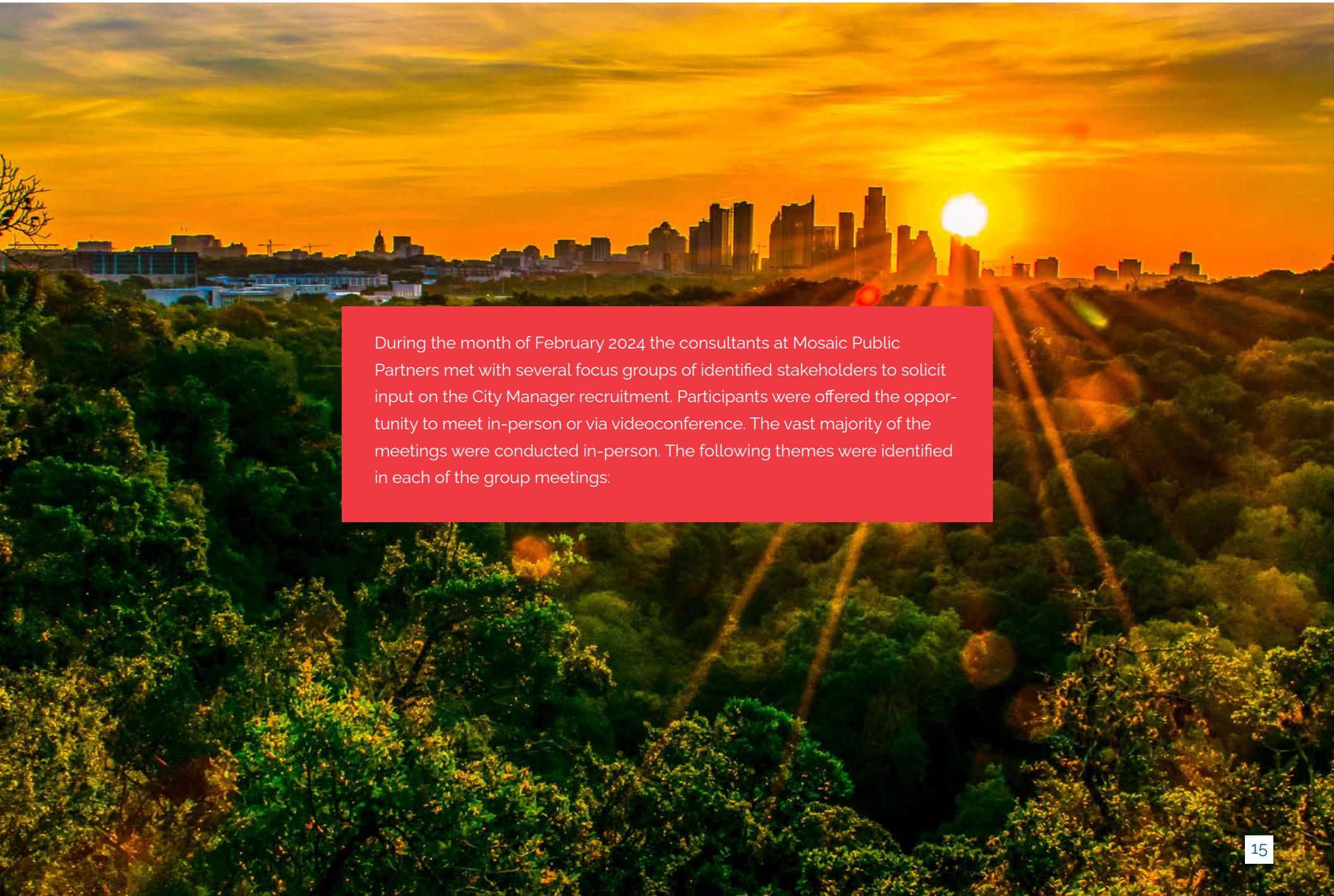
CITY OF AUSTIN EMPLOYEE SURVEY RESULTS

Question 5 - Is there anything else you would like to share regarding the selection of the next City Manager?



Upon review of the responses to this question, there was a wide variety of input with no dominant themes.

CITY OF AUSTIN FOCUS GROUPS



During the month of February 2024 the consultants at Mosaic Public Partners met with several focus groups of identified stakeholders to solicit input on the City Manager recruitment. Participants were offered the opportunity to meet in-person or via videoconference. The vast majority of the meetings were conducted in-person. The following themes were identified in each of the group meetings:

CITY OF AUSTIN FOCUS GROUPS

CHALLENGES AND OPPORTUNITIES

	Mobility	Neighborhoods	Housing	Environment	Higher Ed	Business	Parks/ Trails	Black	Hispanic	Asian	Labor	Justice	Health	Transit	Total
Homelessness	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		11
Housing Affordability		✓	✓		✓	✓		✓	✓	✓	✓	✓			9
Bureaucracy and Poor Execution	✓		✓	✓		✓	✓		✓	✓	✓			✓	9
Communication - Listening, Voice, and Trust	✓	✓		✓		✓	✓		✓	✓	✓				8
Equity		✓	✓		✓			✓	✓	✓	✓	✓			8
Austin PD - Staffing, Performance, and Accountability	✓		✓		✓	✓	✓		✓		✓		✓		8
Crime, Public Safety, and Civic Disorder	✓	✓	✓		✓	✓			✓		✓				7
Full Use of Council-Manager Government	✓	✓			✓	✓	✓							✓	6
Transportation and Traffic	✓				✓	✓			✓		✓			✓	6
Improved Partnerships			✓		✓		✓		✓					✓	5
Climate Change and the Environment		✓		✓			✓				✓				4
Employee Recruitment and Retention			✓	✓	✓						✓				4
Growth, Services, and Downstream Effects					✓	✓			✓		✓				4
Support of Arts and Small Business								✓	✓	✓		✓			4
Employee Morale	✓			✓							✓			✓	4
Improved Intergovernmental Relationships		✓				✓	✓								3
Action over Analysis							✓	✓			✓				3
Improved Services for Vulnerable Populations									✓	✓		✓			3
Stability and Change Fatigue				✓			✓				✓				3
NIMBYism			✓		✓										2
Streamline Legacy Policy Programs						✓								✓	2
Transparency and Accessibility to City Information		✓													1
Land Development and Zoning Code Rewrite			✓												1
Budget and Finance													✓		1
Healthcare													✓		1

CITY OF AUSTIN FOCUS GROUPS

IDEAL CANDIDATE CHARACTERISTICS

	Mobility	Neighborhoods	Housing	Environment	Higher Ed	Business	Parks/ Trails	Black	Hispanic	Asian	Labor	Justice	Health	Transit	Total
Effective Communicator and Listener	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓		10
Effective and Willing to Execute	✓		✓	✓		✓	✓		✓			✓	✓		8
Long-range Focus with City's Best Interests			✓		✓	✓	✓	✓	✓		✓				7
Relationship Builder	✓	✓	✓		✓	✓					✓		✓		7
Balanced Decision Maker			✓	✓	✓	✓					✓		✓		6
Engaged and Accessible		✓	✓	✓	✓				✓					✓	6
Shares Austin's Progressive Values and Passion	✓		✓	✓			✓					✓			5
Transparency	✓						✓		✓		✓		✓		5
Experience with Complex Municipal Issues			✓			✓	✓					✓	✓		5
Strong Management Skills		✓			✓						✓		✓	✓	5
Hires Talented Leaders	✓		✓			✓		✓							4
Skilled Leader	✓				✓						✓		✓		4
Experience with Equity		✓	✓									✓	✓		4
Open-minded and Willing to Try New Ideas							✓				✓	✓	✓		4
Regional Knowledge		✓			✓		✓							✓	4
Ability to Merge Diverse Voices			✓			✓							✓	✓	4
Uphold Council-Manager Form of Government						✓	✓						✓	✓	4
Employee Empowerment	✓			✓	✓										3
Courage to Make Bold Moves and Changes						✓			✓		✓				3
Trustworthy, Integrity, and Follow Through	✓								✓				✓		3
Organizational Efficiency	✓									✓				✓	3
Politically Savvy, but not Political						✓						✓		✓	3
Inspirational	✓										✓				2
Data-based Decision Maker	✓		✓												2
Humility	✓							✓							2
Willing to Speak Unpopular Truths	✓	✓													2
Proven Experience with Emergency/ Crises Response		✓				✓									2

CITY OF AUSTIN FOCUS GROUPS

IDEAL CANDIDATE CHARACTERISTICS

	Mobility	Neighborhoods	Housing	Environment	Higher Ed	Business	Parks/ Trails	Black	Hispanic	Asian	Labor	Justice	Health	Transit	Total
Accountable and Fosters Accountability		✓							✓						2
Energetic with a Sense of Urgency						✓			✓						2
Business Accumen						✓				✓					2
Brave and Bold										✓		✓			2
Ability to Manage Diverse Stakeholders						✓							✓		2
Direct			✓											✓	2
Produce Quality Staff Work with Researched Recommendations	✓														1
Customer Service	✓														1
Use of Best Practices		✓													1
Experience with Rapid Growth			✓												1
Empathetic and High EQ						✓									1
Tolerant of Negative Criticism						✓									1
Grounded with a True North								✓							1
Skilled in the Nuances								✓							1
Values Diversity									✓						1
Bilingual									✓						1

Proposal

for

City Manager
Recruitment Services

Leadership is Key to the Sustainability of Any Organization

Great leaders invest in their teams, build trust and create an environment where employees don't just work, they contribute and grow.

Finding great leaders is what we do!

Executive Recruitment

Interim Staffing. Application Software. Job Board.

Cover Letter / Qualifications

Thank you for the opportunity to submit the enclosed City Manager recruitment proposal. A trusted leader in public sector executive recruitment since 2002, Prothman Company specializes in helping cities, counties, districts, nonprofits, and other public sector agencies find top-tier leadership talent. Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Prothman's 23+ years of recruiting experience, combined with each of our consultants' 35+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

What makes Prothman stand out?

A Proven Track Record

With over 23 years of success and more than 1,200 completed recruitments, Prothman Company has continually evolved by listening, learning, and refining a recruitment process that truly works. We take pride in the trust we've built with a wide range of clients, from small organizations with a single employee to large agencies like Clackamas County with over 2,500 employees. No matter the size or complexity of your recruitment challenge, Prothman has the experience and solutions to help you succeed.

Depth of Experience

Since 2002, Prothman has successfully managed over 250 city manager and administrator recruitment processes, demonstrating the experience and facilitation skills essential to achieving successful outcomes. With over 35 years in local government management, our consultants bring deep sector knowledge and an unparalleled professional network - enabling them to effectively reach both active and passive candidates in ways few recruitment firms can match.

Quality Candidate Pools

We lead the industry in placement and retention by doing more than filling roles - we find the right leaders who excel and stay. Our tailored interview questions, combined with proven assessment techniques honed over years of experience, uncover not only technical competencies but also the values and interpersonal strengths that drive long-term success. This comprehensive approach ensures every hire is a lasting fit.

Exceptional Customer Service

For the past 18 years, Prothman has maintained the same dedicated in-house team, providing an unmatched level of expertise and process flow. Led by Sonja Prothman, our tight-knit group brings deep industry knowledge and experience, ensuring consistent, high-quality service for every client we serve. Our entire team believes in our mission to serve local government organizations and their communities with integrity and commitment. Driven by our passion for local government, we are always on call and do what we do because we love helping organizations find great leaders.



Sonja Prothman
Owner/CEO
Prothman Company

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Cliff Moore – Senior Consultant, Project Lead

Cliff Moore joined Prothman after a 30-year career in public service in Washington State. He served as City Manager in Yakima, as County Manager in Thurston County and he was the long-time Director of the Thurston County Community and Economic Development Department. Prior to city and county government roles, Cliff was a faculty member at Washington State University in Pullman, and he held executive leadership positions at the university's extension offices in both Jefferson and Thurston Counties. As an extension educator, Cliff was a Certified Master Facilitator, and he developed curricula for leadership, ethics and communication training programs. In 2021, he was co-author of an eight-week Diversity, Equity & Inclusion seminar for staff and faculty, entitled Facing Racism. Before his years of public service in Washington, Cliff worked abroad as a Peace Corps volunteer in Togo, West Africa; he was Assistant Country Director for the CARE mission in Honduras; and he was the Director of the US Refugee Resettlement Office in Khartoum, Sudan. Cliff has a graduate degree in Multi-Cultural Education and an undergraduate degree in World History. Cliff lives in Port Townsend with his wife Mea and their dog Addie.

Since joining Prothman, Cliff has successfully managed over 65 executive recruitment processes, demonstrating the experience and facilitation skills essential for successful outcomes. With more than 30 years in local government management, Cliff brings not only deep sector knowledge but also an unparalleled network enabling him to effectively reach both active and passive candidates in a way few consultants or recruitment firms can match.

Cliff Moore Current Recruitments & Projects

City Manager – City of Bainbridge Island, WA
City Manager – City of Tacoma, WA
Public Works Director – City of Tacoma, WA
Finance Department Review – Pierce County, WA
Executive Director – Housing Authority of Skagit County, WA – just completed
Human Resources Director – City of Tacoma, WA – just completed

Cliff Moore Completed City Manager / Executive Director Recruitments

City of Pullman, WA - City Administrator
City of Liberty Lake, WA - City Administrator
City of Ephrata, WA - City Administrator
City of Battle Ground, WA - City Manager
City of Maupin, OR - City Manager
City of Milton-Freewater, OR - City Manager
City of Tacoma, WA - Deputy City Manager
Jefferson County, WA - County Administrator
Port of Olympia, WA - Executive Director
Port of Orcas, WA - Executive Director
Fidalgo Pool, WA - Executive Director
Kelso Longview Chamber of Commerce, WA - CEO
Port of Poulsbo, WA - Port Manager
Birch Bay Village Community Club, WA - Assistant General Manager
Sudden Valley Community Association, WA - General Manager

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Robb Van Cleave – Senior Consultant, Project Support

Robb brings over 35 years of distinguished public service experience in Oregon and Washington to Prothman. Currently, he serves part-time as the interim County Administrator for Klickitat County, Washington, after serving six years as the Director of HR and Administrative Services. Prior to Klickitat County, Robb was the Chief Operating Officer for the Association of Oregon Counties, Executive Director for LGPI, Chief Operating Officer for Columbia Gorge Community College and he served as Waco County's Director of Employee and Administrative Services, all in Oregon state. His elected service comprises roles such as City Councilor, Council President, and five terms as Mayor of The Dalles, Oregon. Additionally, he was appointed to the Port of The Dalles Commission. Throughout his professional career, Robb has occupied significant board positions, including Board Chair of Mid-Columbia Medical Center and Vice Chair of Adventist Health Columbia Gorge. He has further contributed through a gubernatorial appointment as Vice Chair on the SAIF Corporation Board of Directors, as well as serving on the Wounded Warrior Project National Board (Compensation Chair) and as Board Chair for the Society for Human Resource Management's international board of directors. A nationally certified Human Resources professional, Robb holds credentials including SHRM-SCP, SPHR, and PSHRA-SCP. He earned a Bachelor of Science degree in Psychology from Oregon State University.

Sonja Prothman – Project Support

As owner and CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 18 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

Jared Eckhardt – Project Support

Jared is part of the Prothman administrative team responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

Barry Gaskins – Project Support

Barry is part of the Prothman administrative team responsible for client and candidate management and administrative support to Sonja. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry earned his bachelor's degree from California State University in Los Angeles.

Madison Lindquist – Project Support

Madison is part of the Prothman administrative team responsible for Prothman's social media outreach, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

Prothman Team Oregon Recruitments Over the Past 7 Years

City of Albany, OR
Police Chief

City of Ashland, OR
HR Director

Association of Oregon Counties, OR
Executive Director

City of Astoria, OR
Community Development Director
City Planner

City of Bend, OR
Accounting & Fin. Reporting Mgr.
Property Manager

City of Boardman, OR
Deputy City Manager

City of Brookings, OR
City Manager

City of Burns, OR
City Manager

Cannon Beach Fire & Rescue, OR
Fire Marshal

City of Clatskanie, OR
Finance Manager
Wastewater Treatment Plant Operator II

Clatsop County, OR
County Manager
Director of Public Health

Columbia 911 Communications Dist., OR
Chief Financial Officer

Columbia River Fire & Rescue (OR)
Fire Chief

Coos Bay-North Bend Water Board, OR
Operations Manager

City of Coquille, OR
City Manager
Finance/HR Director

City of Corvallis, OR
Building Official
Assistant Building Official
Utilities Division Manager

Crook County, OR
Finance Director

Curry County, OR
County Administrator

Deschutes County, OR
Fair & Expo Director
Finance Director

Deschutes Valley Water District, OR
General Manager

Douglas County, OR
Public Works Director
Solid Waste Manager
Information Systems Director
Chief Financial Officer
Deputy Finance Officer
Deputy District Attorney 1, 2, & 3

City of Eagle Point, OR
Public Works Supervisor

City of Eugene, OR
Traffic Operations Manager

City of Fairview, OR
Engineering Manager
Senior Accountant
Public Works Director

City of Grants Pass, OR
Public Safety Director
Fire Chief
Superintendent - Wastewater Collections

Hood River County, OR
County Administrator

City of Hubbard, OR
City Administrator

Jefferson County, OR
Public Works Director
Buildings & Grounds Director
Human Resources Manager
Finance Director

City of Keizer, OR
City Manager

City of Klamath Falls, OR
City Engineer

League of Oregon Cities
Legislative Director

City of Lebanon, OR
City Manager
City Clerk
Community Development Director
Human Resources Director

Lebanon Fire District, OR
Division Chief
Fire Chief

City of Lincoln City, OR
City Manager
Planning & Community Development Director

Lincoln County, OR
County Administrator
Human Resources Director
Public Works Director

City of Madras, OR
City Administrator

City of Maupin, OR
City Manager

City of McMinnville, OR
City Engineer
City Attorney

City of Medford, OR
Assistant City Manager / CFO

City of Milton-Freewater, OR
City Manager

City of Monmouth, OR
City Manager

Morrow County, OR
County Administrator
Planning Manager
Public Health Nurse
Finance Director

City of Mt. Angel, OR
City Manager

Oceanside Water District, OR
General Manager

Pacific City Water-Sanitary Authority, OR
Authority Manager

City of Powers, OR
Police Chief

City of Roseburg, OR
City Recorder
City Manager

City of Salem, OR
Deputy City Attorney
Chief Financial Officer
Assistant City Attorney, II
Chief Accountant

City of Sherwood, OR
Police Chief

City of The Dalles, OR
City Manager

Tillamook County, OR
Human Resources Director
Parks Director

Tillamook Transportation District, OR
General Manager

City of Toledo, OR
City Manager

City of Troutdale, OR
Public Works Director

Tualatin Hills Park & Rec. Dist., OR
HR Manager
Dir. of Communications
Sports Manager
Recreation Manager

Tualatin Valley Irrigation District, OR
District Manager

Tualatin Valley Water District, OR
Chief Executive Officer

City of Umatilla, OR
City Manager
Electrical Inspector

City of Veneta, OR
Finance Director

City of Waldport, OR
City Manager

City of West Linn, OR
Community Dev Director

City of Woodburn, OR
Public Works Director

City of Wood Village, OR
City Manager

STATEMENT OF QUALIFICATIONS

Prothman Team Current Recruitments

City Administrator – City of Dundee, OR – just completed
City Manager – City of King City, OR – just completed
City Manager – City of Clatskanie, OR
City Manager – City of Gresham, OR
County Administrator – Lincoln County, OR
City Manager – City of Tacoma, WA
City Manager – City of Bainbridge Island, WA
Executive Director – Urban Flood Safety and Water Quality District, OR
Health & Human Services Director – Tillamook County, OR
Chief Financial Officer – Missoula County, MT
City Attorney – City of Pasco, WA
City Engineer – City of Oregon City, WA
Human Resources Director – City of Edmonds, WA
Public Works Director – City of Tacoma, WA
Fire Chief – Fort Lupton Fire Protection District, CO
Fire Chief – Monument Fire District, CO
Fire Chief – Lewis County Fire District #6, WA
Finance Director – City of Forest Grove, OR
Airport Manager – City of Kenai, AK

References

City of Tacoma, WA – City Manager (in progress), HR Director, Public Works Director, Deputy City Manager
Contact: Keith Gulley, Talent Acquisition Manager
kgulley@tacoma.gov
253.290.2530

City of Clatskanie, OR – City Manager (in progress), Finance Manager, Public Works Director
Contact: Greg Hinkelman, City Manager
ghinkelman@cityofclatskanie.com
503.728.2622

City of Dundee, OR – City Administrator – just completed
Contact: David Ford, Mayor
david.ford@dundeecity.org
503.449.6957

City of King City, OR – City Manager – just completed
Contact: Rachel Kazmierski, Mayor
rkazmierski@ci.king-city.or.us
503.639.4082

Jefferson County, OR – Community Development Director (recently completed), Finance Director, HR Director, Building and Grounds Director, Health Director, Public Works Director
Contact: Jeff Rasmussen, County Administrative Officer
jeff.rasmussen@co.jefferson.or.us
541.475.2449

AVAILABILITY, COMMUNICATION & PROPOSED SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule.

We will provide you with our cell phone numbers and emails so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire.

We understand that each recruitment is unique, and we are flexible to adjust the recruitment schedule to fit your needs.

Draft Schedule

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of February 2 & 9, 2026	Gather information for position profile. **Travel to Tigard for stakeholder interviews.** Send profile for review and edits. Get profile approval.
February 16, 2026	Post the position and start advertising
February 25, 2026	Send direct mail brochures and first round of emails
March 22, 2026	Application closing date
Weeks of March 23 & 30, 2026	Prothman screens applications & interviews top 6 - 14 candidates
Week of April 6 - 10, 2026	**Work Session to review semifinalists and pick finalists, and design final interviews**
Week of April 20 or April 27, 2026	**Travel to Tigard for Final Interview Process which may include an evening reception and next day interviews**

This supports a mid-June 2026 start date.

RECRUITMENT WORK PLAN

General Approach: The Prothman team employs a structured, proactive and client-focused approach to managing the services we provide to our clients. We strive to provide consistent, accountable and professional service while meeting or exceeding our client expectations. Each recruitment is managed by a dedicated recruiting manager and each engagement begins with a planning process to ensure clarity and set expectations for all stakeholders. We understand that no two organizations or recruitments are alike, so we tailor our process to fit your specific requirements. We always provide full transparency and accountability throughout the recruitment process and we believe that clear and consistent communication is central to a successful partnership with our clients. We truly enjoy helping local government thrive and look forward to performing all the services represented in this proposal.

SCOPE OF SERVICES

1. Develop a Tailored Recruitment Strategy

Project Review

The first steps will be:

- Review of the recruitment process
- Review of the draft recruitment schedule

Information Gathering and Research *(Soliciting Input)*

We will travel to Tigard and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications and personality you desire in your next City Manager. We will:

- Meet with City Council
- Meet with Interim City Manager
- Meet with Leadership Team
- Meet with other Staff, as directed
- Meet with Community and other Stakeholders, as directed
- Review of all documents related to the position

Position Profile Development *(Identifying the Ideal Candidate)*

We will work with you and develop a detailed and compelling profile of your ideal candidate. Once the Position Profile is approved by you, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- **A description of the ideal candidate's qualifications**
  - Years of related experience
  - Ideal personality traits
- **Organization-specific information**
  - Description of the organization, position and key responsibilities
  - Priorities and challenges facing the organization
- **Community-specific information**
- **Compensation package details**
- **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy *(Locating Qualified Candidates)*

We recognize that often the best candidates are not actively looking for a new position-*this is the person we want to reach and recruit.* We have an aggressive recruitment strategy which involves the following:

- **Print and Internet-based Ads** placed regionally and nationally in professional publications, journals, and related websites.
- **Targeted Direct Mail Brochures** sent directly to hundreds of city/county management professionals who are not actively seeking a new position.
- **Focused Candidate Outreach** via personal contacts and thousands of personal emails sent directly to city and county management professionals.
- **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening *(Narrowing the Field)*

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

1) **Application Review**: We will screen the candidates for qualifications based on the applications, resumes, and supplemental question responses. After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
3) **Personal Interviews**: We will conduct in-depth videoconference or in-person interviews with the top 6 to 12 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation *(Choosing the Finalists)*

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will travel to Tigard or meet via Teams and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 2 to 5 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process *(Selecting the Right Candidate)*

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- **Elements of the design process include:**
  - **Deciding on the Structure of the Interviews**
  - **Deciding on an Evening Reception**
  - **Deciding on Candidate Travel Expenses**
- **Background Checks**
  Background checks include the following:
  - **References** from 8 – 12 current and past employers and colleagues
  - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- **Candidate Travel Coordination**
  After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- **Final Interview Packets**
  The Final Interview Packets include sample interview questions and the candidates' application materials and are the tool that keeps the final interview process organized.
- **Final Interviews with Candidates**
  We will travel to Tigard and facilitate the interviews. The interview process typically begins with a morning briefing during which we will review the schedule and outline the process with everyone involved. Each candidate will then participate in a series of one-hour interview sessions, with a one-hour break scheduled for lunch.
- **Candidate Evaluation Session**
  After the interviews are complete, we will facilitate the evaluation process and support the decision makers in reaching consensus.
- **Facilitate Employment Agreement**
  Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating the terms of the employment agreement.

5. Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

6. Guarantee

Replacement Recruitment

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a City Manager full recruitment with a one-year guarantee is $18,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all meetings and correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

The professional fee is billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Tigard will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. $1,600 - $2,100)
- Direct mail announcements ($1,900)
- Consultant travel: Mileage at IRS rate, travel time at $45 per hour, lodging when needed (approx. $450 - $650 per trip)
- Background checks performed by Sterling (approx. $170 per candidate)
- Printing and shipping of Interview Packets (approx. $200 - $350)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Guarantee

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within one year of the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diverse rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

EXAMPLE OF POSITION PROFILE







CITY OF
GRESHAM
OREGON

CITY MANAGER

$240,000 - $280,000

Plus Excellent Benefits

Apply by
March 1, 2026
Open Until Filled

PROTHMAN







THE COMMUNITY



Gresham is a welcoming community of hard-working people where tradition and heritage meet innovation and opportunity in Oregon's fourth largest city. Home to approximately 115,000 residents, Gresham reflects a strong sense of pride rooted in its agricultural and homesteading heritage, while continuing to grow as a dynamic and forward-looking urban center. Residents value hard work, family, and community connection, creating an environment that is both inclusive and grounded.



Ideally situated in eastern Multnomah County, Gresham offers exceptional regional access. The city lies just minutes from Mount Hood, Multnomah Falls, and the Columbia River Gorge National Scenic Area, as well as downtown Portland and the Portland International Airport. This location provides residents and businesses with convenient access to major employment centers, transportation corridors, and some of the Pacific Northwest's most iconic outdoor destinations.

Gresham is known for its abundant natural amenities, with hundreds of acres of parks, trails, and natural areas woven throughout the community. These spaces support year-round recreation and contribute to a high quality of life, offering opportunities for walking, biking, family activities, and connection to nature within an urban setting.



Education is a cornerstone of the community. Gresham's network of schools serves learners of all ages, with many public-school facilities recently rebuilt or modernized. The city also offers a wide range of preschools, charter and private schools, and higher education opportunities, including Mt. Hood Community College, which plays a vital role in workforce development and lifelong learning.

Gresham's population continues to grow and diversify, including young professionals, families, new immigrant communities, and long-time residents. This diversity strengthens the city's cultural fabric and shared commitment to a vibrant future. Today, Gresham is an innovative and rapidly evolving city where families and businesses alike are supported, connected, and encouraged to grow together.



THE CITY

The City of Gresham operates under a Council/ Manager form of government. The governing body consists of a Mayor and six Councilors, all elected at large, who establish policy, adopt ordinances, and approve the City's budget. The City Manager and City Attorney are appointed by and serve at the pleasure of the Council.

The City Manager serves as the chief administrative officer and is supported by two Assistant City Managers. One oversees the portfolio of Environmental and City Services, and the other oversees the portfolio of Community and Civic Life. The City Manager's Office, known as the Office of Governance and Management, also includes support for the Mayor and Council, Government Affairs, Emergency Management, the City Recorder's Office, a DEIB Business Partner, and the Public Information Officer.

Gresham operates with a 2025/2026 total budget of $897 million and 704 FTEs. City services are provided through departments that include Fire and Emergency Services, Police, Community Development, Environmental Services, Budget & Finance, Human Resources, Information Technology, City Attorney's Office, Parks, and Urban Renewal, among others. Gresham's organizational structure supports efficient service delivery, fiscal responsibility, and equitable outcomes, with an emphasis on collaboration, accountability, and responsiveness to community needs.





THE POSITION

Reporting to the Mayor and City Council, the City Manager serves as the City's chief administrative officer and is responsible for the effective management of all municipal operations. This position provides executive oversight of City departments and services, ensuring operations are efficient, compliant, and aligned with adopted policies and priorities.

Working closely with the City Council, the City Manager turns policy direction into actionable plans and supports the development and implementation of the Council's strategic work plan. The City Manager keeps elected officials fully informed on City operations, emerging issues, and legal, social, and economic factors affecting the organization, and recommends administrative and operational improvements to enhance service delivery.

The City Manager provides leadership and direction to department directors and the City's workforce, coordinating complex initiatives, evaluating performance, and aligning resources with organizational priorities.

Fiscal management is a central responsibility of the position, as the City Manager oversees financial operations, plays a key role in budget development and administration, and supports long-range financial planning, including forecasting staffing and resource needs to maintain fiscal stability.

The City Manager represents the City in the community and with external partners, fostering strong relationships with residents, other governments, and public and private organizations. The position may also convene task forces or special initiatives to address strategic priorities and community needs.

OPPORTUNITIES & PRIORITIES

- Gresham faces many of the same challenges as peer municipalities, including financial constraints driven by a limited tax structure, increasing demand for high-quality services, and aging infrastructure. This is also a period of transition for the City, shaped by ongoing development and shifting demographics, as well as new executive leadership at multiple levels of the organization.
- There is an opportunity for an innovative leader to advance the Council's vision for the City, closely examine expense reduction and revenue generation strategies, and lead the update and implementation of the City's Strategic Plan, with a clear focus on transparency, efficiency, and meeting the needs of the entire community.
- With several major developments planned or underway, the ability to move projects forward while fostering strong collaboration with regional and partner agencies will be essential to addressing infrastructure needs and ensuring growth aligns with community priorities.
- As a regional provider of fire services, Gresham plays a key role in evaluating and advancing alternative service delivery models aimed at achieving long-term, sustainable regional fire services. The new City Manager will play an important role in guiding this effort. In addition, an upcoming public safety levy renewal will require clear communication, accountability, and public trust.
- Developing, mentoring, and supporting executive leadership will be central to sustaining a service-oriented organizational culture and advancing the shared goals of the Council and community.



EDUCATION & EXPERIENCE

A bachelor's degree in business administration, public administration, or a closely related field, ten (10) years of progressively responsible experience in municipal government, and at least seven (7) years of administrative or executive-level leadership responsibility is strongly preferred.

An equivalent combination of education and experience that demonstrates the ability to successfully perform the duties of the City Manager will be considered.

Necessary Knowledge, Skills, and Abilities:

- Demonstrated ability to work effectively with an elected City Council, including providing sound policy support, maintaining transparency, and exercising political awareness while operating within a non-political role and adhering to the ICMA Code of Ethics.
- Strong financial management expertise, including municipal budgeting, fiscal oversight, and long-term financial planning, with a preference for local government experience.
- Proven experience in labor and employee relations within a unionized environment, including collective bargaining, contract administration, and enforcement.
- Knowledge of project management principles and methodologies, with the ability to guide complex initiatives from planning through implementation.
- Exceptional written and verbal communication skills, with the ability to clearly convey complex issues, facilitate difficult conversations, and build trust with elected officials, staff, and the community.
- Experience overseeing government affairs and coordinating internal and external stakeholders to advance organizational priorities.
- Demonstrated ability to serve a growing and diverse community, with a willingness to be visible, engaged, and embedded in the community while supporting the Mayor and Council in critical community conversations.
- Experience as a senior local government leader, typically at the department director level or higher, or demonstrated ability to successfully transition executive management experience from a complex organizational environment into municipal leadership.

COMPENSATION & BENEFITS

- **$240,000 - $280,000 DOQ**
- Voya 457(b) Supplemental Retirement Plan
- Comprehensive medical, dental, and vision insurance
- Life insurance, Accidental Death & Dismemberment (AD&D), and voluntary life coverage
- Long-term disability insurance
- Optional AFLAC supplemental insurance plans
- Employee Assistance Program (EAP)
- Flexible Spending Account (FSA) plan
- HRA VEBA program
- Generous Paid Time Off ranging from 22 to 37 days annually, based on years of service
- Ten (10) paid holidays, plus four (4) personal floating holidays each year
- LegalShield services
- Travel Assistance Program
- Automotive allowance (City Manager position)

Click here to view the City's Detailed Benefits.

CITY OF GRESHAM OREGON

For more information on the City of Gresham, and the local community please visit:

www.greshamoregon.gov

www.greshamchamber.org

The City of Gresham is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 1, 2026** (open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online,** go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Gresham, OR – City Manager**", and click "**Apply Online**", or click here. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.

PROTHMAN

www.prothman.com

206.368.0050

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EXAMPLE OF INVITE LETTER







King City
Inc. 1966
A Community For All Ages
Oregon

CITY MANAGER

$145,000 - $170,000

DOQ

Plus Excellent Benefits.

Apply By:
October 26, 2025
(First Review, Open Until Filled)

Dear Colleague,

Prothman is currently recruiting for the **City Manager** position for the **City of King City, Oregon.** We invite you to review the position details on the back page. If you find that this position is not right for you, we kindly ask you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN







THE COMMUNITY



King City, Oregon, is a welcoming and growing community in Washington County's scenic Tualatin Valley. Just twelve miles southwest of Portland and minutes from Tigard, Tualatin, and Beaverton, the city combines small-town charm with easy access to metropolitan conveniences. Compact at under one square mile, King City is home to just over 5,000 residents. Its location along Highway 99W provides both convenience and connection, while the nearby south slope of Bull Mountain offers a beautiful natural backdrop. Originally envisioned as a retirement haven, King City has evolved into a vibrant, age-friendly community with thoughtfully planned neighborhoods, parks, and new developments. High homeownership rates, well-kept streets, and lush landscaping create a peaceful, neighborly atmosphere where residents know each other by name and truly feel at home.

Outdoor recreation is central to life here. King City Community Park spans 17 acres with playgrounds, walking trails, wetlands, and river access. Additional parks and trails invite nature walks, picnics, and family outings. The King City Civic Association also offers a golf course, pool, clubhouse, and lawn bowling. For those seeking tranquility, safety, and connection without sacrificing accessibility, King City offers the perfect balance. It is a community designed for comfort today and thoughtfully planned for tomorrow.

THE CITY

The City of King City operates under a Council-Manager form of government, with policy direction set by a seven-member City Council elected by the public at large and administrative leadership provided by the City Manager. Councilors are elected to staggered four-year terms, with the Mayor serving as one of the seven members and presiding over Council meetings. A seven-member Planning Commission also advises on matters of land use, development, and long-range planning. Operating with 13.8 FTEs on a 2024/2025 budget of nearly $17 million including a General Fund of $5.2 million, the City provides a full range of municipal services.

THE DEPARTMENT & THE POSITION

The City Manager's Department serves as the administrative hub of King City government, providing leadership, coordination, and oversight for all City operations. Guided by the City Council, the City Manager ensures that policies are effectively implemented, services are delivered efficiently, and community engagement remains transparent and responsive. The Department is organized into four divisions, which include: Finance, City Recorder, Economic Development, and Information Technology Services. Together, these divisions form a cohesive department that not only manages day-to-day administrative needs but also drives King City's long-term strategic goals.



The City Manager reports directly to the King City Council, serving as the chief executive officer and administrative head of the City. The City Manager provides professional leadership in carrying out Council policies, overseeing daily operations, and managing all City departments, including Finance, Development Services, Public Works, Police, Parks and Recreation, and the Municipal Court. This position prepares and administers the City's budget, directs the receipt and disbursement of funds, manages contracts, and ensures compliance with state and local regulations. The City Manager also represents the City in negotiations, maintains relationships with regional and intergovernmental partners, and fosters transparent communication with residents and stakeholders. The ideal candidate will be an experienced municipal leader with a strong background in financial management, organizational leadership, and strategic planning. Success in the role requires sound judgment, the ability to balance multiple priorities, and a commitment to integrity, democratic governance, and responsive public service.

To review the full position profile and benefits package, and to learn more about Prothman, please visit: www.prothman.com.

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PROTHMAN

Executive Summary & Firm Information

Since 2006, Scion Staffing has led comprehensive local and national executive searches for nonprofit organizations, foundations, educational institutions, and public-sector entities. From large community foundations and leading universities to local community organizations, social justice institutions, and municipalities, we provide expert recruitment consulting designed to deliver exceptional executive hiring outcomes. Founded by nonprofit human resources and executive search professionals, our firm was intentionally designed to meet the unique governance, transparency, and accountability needs of municipal organizations.

Firm Overview

Public-sector partner: Scion is an official HGACBuy-approved staffing vendor, enabling public agencies, including municipalities, school districts, and nonprofits, to access compliant, procurement-ready recruiting services. In addition, Scion regularly contracts directly with municipalities across the Pacific Northwest and nationwide.
National reach: Our proprietary talent network comprises more than 16 million vetted professionals across the United States, allowing us to identify and engage qualified executive and professional candidates across diverse disciplines.
High client satisfaction: Scion maintains a 98 percent client satisfaction rate and is recognized for award-winning service delivery.
Flexible service models: We provide temporary, contract, temp-to-hire, direct-hire, and retained executive search services, offering municipalities flexibility to align hiring strategies with organizational needs.
Public-sector experience: Government agencies select Scion for our experienced recruiters who understand public-sector hiring, national talent access, compliance requirements, and long-term partnership stability.

Services Offered

Scion provides full-service recruitment solutions, including:

- **Executive Search:** Full-cycle searches for C-suite, department leadership, and professional roles.
- **Direct-Hire Recruiting:** Contingent searches for mid-level and senior professionals across multiple disciplines.
- **Custom Recruiting Strategies:** Tailored sourcing and screening strategies aligned with each client's governance structure, timeline, and workforce priorities.

Commitment to the City of Tigard

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Scion Staffing is prepared to mobilize within 48 hours, drawing on our national network and public-sector expertise to deliver high-quality candidate slates. Our Portland-area recruiters collaborate closely with local partners and stakeholders to ensure a deep understanding of the City of Tigard's organizational culture, leadership expectations, and workforce priorities.

Experience & Qualifications

Scion Staffing brings a distinguished record of delivering executive and professional searches for public-sector and nonprofit clients nationwide. Since 2006, our executive search practice has completed more than 1,000 leadership placements across the United States, partnering with city governments, community foundations, housing agencies, educational institutions, and nonprofit organizations.

Proven Executive Search Practice

- **Rigorous methodology:** Our ten-step recruitment process includes organizational analysis, targeted outreach, industry networking, comprehensive screening and evaluation, structured candidate presentations, and thorough reference and background checks to ensure alignment between client needs and candidate qualifications.
- **Nationwide network:** With a candidate network exceeding 16 million professionals, Scion offers national reach and the ability to source diverse, highly qualified talent. Approximately 42 percent of executive candidates are sourced from our proprietary network, 20 percent through strategic outreach and postings, and 38 percent through proactive headhunting.
- **Public-sector focus:** As an HGACBuy-approved staffing vendor and experienced municipal partner, Scion demonstrates the ability to meet procurement, compliance, and governance requirements common to public agencies.
- **Award-winning service:** We maintain a 98 percent client satisfaction rate and have been recognized by Forbes as a top executive recruiting firm and by Inc. 5000 as one of America's fastest-growing companies.

Depth of Experience Across Sectors

Scion Staffing brings nearly two decades of experience conducting executive and professional searches across a wide range of public service and industry sectors. Our practice is designed to support municipal agencies while also serving nonprofit, education, healthcare, technology, and corporate organizations. This breadth ensures the **City of Tigard** can rely on a single, proven partner across multiple leadership and professional functions.

Municipal & Public Agencies

Scion has partnered with cities, counties, school districts, and special districts to deliver

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executive and departmental leadership. Recent searches include placements supporting library systems, community development agencies, housing authorities, and city departments overseeing human resources, finance, code enforcement, and public works.

Nonprofit & Social Services
We have successfully placed Chief Operating Officers, Chief Financial Officers, Human Resources Directors, and Executive Directors for nationally recognized nonprofit organizations, including Greenpeace USA, Dress for Success, Maryland Legal Aid, Homage Senior Services, Covenant House California and New York, and community action organizations nationwide.

Council-Led Executive Searches
Scion has extensive experience supporting council-led executive searches, including structured engagement with City Council, Human Resources, and executive search committees. Our approach aligns with public meeting requirements, transparency expectations, and formal approval processes inherent in municipal governance.

Diversity & Certifications

Scion recruiters hold more than 23 professional certifications, including Certified Diversity Sourcing Professional (CDSP), Certified Diversity and Inclusion Recruiter (CDR), Certified Military Veteran Recruiter (CMVR), Certified Social Media Recruiter (CSMR), Certified Search Consultant (CSC), Certified Professional Recruiter (PRC), and SHRM-SCP. These credentials reflect our commitment to best-practice recruiting, equity-minded sourcing, and bias-mitigation strategies that deliver diverse and highly qualified candidate slates.
Through this experience, methodology, and commitment to service excellence, Scion Staffing offers the **City of Tigard** a proven, reliable partner capable of executing executive and professional searches aligned with public-sector governance standards.

Proposed Work Plan

Scion Staffing will execute the City of Tigard's executive and professional searches using our proven ten-step methodology. Our process emphasizes collaboration, transparency, and rigorous evaluation while remaining adaptable to the City's specific governance structure and hiring timelines.

1. **Detailed Analysis and Intake**
   We conduct an in-depth assessment of organizational structure, role requirements, leadership competencies, diversity goals, and timeline expectations in collaboration with City leadership and stakeholders.

2. **Recruitment and Sourcing**
   Leveraging our nationwide network of more than 16 million professionals, we

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utilize proprietary databases, targeted outreach, professional associations, and diversity-focused networks to identify highly qualified candidates.

3. **Networking and Outreach**
   We engage municipal administrators, nonprofit leaders, professional boards, and industry associations while maintaining discretion and confidentiality.

4. **Screening and Interviews**
   Candidates are rigorously screened to assess leadership experience, skills, cultural alignment, and motivation against stakeholder-defined criteria.

5. **Evaluation and Shortlisting**
   Recruiter assessments and stakeholder feedback inform a refined shortlist of candidates demonstrating both technical expertise and strategic leadership.

6. **Candidate Presentation**
   Scion provides detailed candidate profiles outlining experience, salary expectations, availability, and overall fit.

7. **Interview Coordination**
   We coordinate interview logistics and advise on interview structure, panel composition, and candidate engagement.

8. **Final Candidate Selection**
   Scion supports evaluation of finalists and provides insights into leadership style, long-term potential, and compensation considerations.

9. **References and Background Checks**
   In-depth reference verification and background screening are conducted for finalists prior to offer consideration.

10. **Offer and Onboarding**
    We assist with offer development, negotiations, and candidate communication to ensure a smooth and professional conclusion to the search.

Timeline and Mobilization

By combining this structured methodology with public-sector expertise, national reach, and a high standard of client service, Scion Staffing is prepared to deliver an efficient, compliant, and successful executive recruitment process for the City of Tigard.

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