Tigard Business Meeting
AGENDA

Tigard City Council & Local Contract Review Board

Meeting Date and Time:	April 7, 2026 - 6:30 p.m. Business Meeting
Meeting Location:	Hybrid - City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

Public Notice: In accordance with Oregon House Bill 2560, this will be a hybrid meeting where some Council, staff or public will participate in person and some will participate remotely.

How to comment:

- Written public comment may be submitted electronically at www.tigard-or.gov/Comments by noon the day before the meeting date.
- If attending the meeting in person, please fill out the public comment sign-in sheet at the front of the room and come to the microphone when your name is called.
- If you prefer to call in, please call 503-966-4101 when instructed to be placed in the queue. We ask that you plan on limiting your testimony to two minutes.
- You may comment by video through the Teams app. Go to this link to learn how to participate by video: 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.

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6:30 PM

1. Business Meeting

   A. Call to Order

   B. Roll Call

   C. Pledge of Allegiance

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

2. Recognition - Presentation of Police Unit Commendation Award **6:35 p.m. estimated time**

3. Public Comment **6:40 p.m. estimated time**

   A. Public Comment – Written

   B. Public Comment – In Person

   C. Public Comment – Phone-In or Video

4. City Manager Report **6:50 p.m. estimated time**

5. Consent Agenda: (Local Contract Review Board) The Consent Agenda is used for routine items including approval of meeting minutes, contracts or intergovernmental agreements. Information on each item is available on the city's website in the packet for this meeting. These items may be enacted in one motion without separate discussion. Council members may request that an item be removed by motion for discussion and separate action. **6:55 p.m. estimated time**

   A. Consider Contract Award for Utility Bills - Printing, Mailing, and Barcoding Services

   B. Consider Contract Award for Citywide Janitorial Services

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

6. Legislative Public Hearing: Ordinance to Amend Tigard Municipal Code Chapter 11.08 - Alarm Systems **7:00 p.m. estimated time**

7. Public Hearing: Adopt Hiring Standards, Criteria and Process for City Manager **7:10 p.m. estimated time**

8. Review Policies for Acting, City, and Elected Officials (Requested by Councilor Schlack and Mayor Hu) **7:30 p.m. estimated time**

9. Non-Aganda Items

10. Executive Session: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

11. Adjournment **7:50 p.m. estimated time**

AIS-6127 **5. A.**

Business Meeting

Meeting Date: 04/07/2026

Length (in minutes): Consent Item

Agenda Title: Consider Contract Award for Utility Bills - Printing, Mailing, and Barcoding Services

Authored By: Toni Riccardi

Presented By: Assistant Finance Director McClung

Item Type: Motion Requested
Local Contract Review Board

Information

Explanation of Issue

The purpose of this action item is to seek approval to award a contract to BMS Technologies for Utility Bill printing, mailing, and barcoding services.

Action Requested

Staff recommends that the Tigard City Council, also serving as the Local Contract Review Board, award a contract to BMS Technologies for Utility Bill printing, mailing and barcoding services in the amount of $1,140,000 over five years ($228,000 annually) and direct the City Manager to take the steps necessary to execute the contract.

Background Information

The City generates approximately 280,000 utility bills each calendar year. On average, weekly mailings include about 5,400 bills, 700 urgent notices, and 100 final statements. Billing is processed year-round (52 weeks per year) through the Tyler Technologies financial ERP system. In addition to standard utility bills, the City sends urgent notices via U.S. Postal Service First-Class Mail to customers with past-due accounts.

The City uses the services of a contractor to provide printing, mailing (including postage), and barcoding for the Finance Department. The bulk of the services will be provided for the Utility Billing Division, but may also include other special mailings such as the City's Business License compliance notices. The mailing and barcode service includes same-day service for the printing of utility statements, folding and inserting into envelopes, printing of barcode on envelopes, applying postage, and delivering to the post office.

The City issued a Request for Proposals (RFP) for the project on Wednesday, February 4, 2026, with notice published in the Daily Journal of Commerce. Upon closing, the City received six (6) proposals from the following firms, with a proposal score out of a possible 400 points with 4 evaluators scoring:

- FastMail Direct – 243 points
- The Master's Touch LLC. – 313 points
- Lineage Mailing Services LLC dba Lineage Connect – 286 points
- Metro Presort Inc. – 325 points
- BMS Technologies – 360 points

- RevSpring Inc. – 272 points

A selection committee of four teammates from Payroll, Finance, and Utility Billing scored the proposals based on the following criteria:

- Firm Qualifications and Project Team: 40 points
- Project Understanding and Approach: 20 points
- Project Management: 10 points
- Cost Proposal: 30 points

Upon review, the selection committee found BMS Technologies to be the top-ranking firm with the top scores in all evaluation criteria categories. As such, and in accordance with ORS Chapter 279 and Tigard Public Contracting Rules 30.075 and 30.100, the City issued a Notice of Intent to Award and entered into negotiations with BMS Technologies.

Dates of Previous and Potential Future Considerations
On March 23, 2021, the City awarded BMS Technologies a five-year contract totaling $900,000.

Impacts (Community, Budget, Policies and Plans/Strategic Connection)
Fiscal Impact is approximately $228,000 per year or $1,140,000 over the proposed five-year period. The amount is budgeted in FY 2026 in the Finance/Utility Billing division.

Alternatives & Recommendation
Staff recommends that the Tigard City Council, also serving as the Local Contract Review Board, award a contract to BMS Technologies for Utility Bill printing, mailing and barcoding services in the amount of $1,140,000 over five years ($228,000 annually) and direct the City Manager to take the steps necessary to execute the contract.

The Local Contract Review Board may reject the proposal and direct staff to reissue the RFP or direct staff to evaluate the feasibility of performing the work with internal resources.

Additional Resources
Request for Proposal - Utility Bills, Printing, Mailing, and Barcoding Services

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Fiscal Impact

Cost: $1,140,000
Budgeted (yes or no): Yes
Where budgeted?: 6002200
Additional Fiscal Notes:
For Fiscal Year 2026, $170,000 was budgeted and expected to exceed this budget. After the transition to Tyler, customers that were on electronic bills were converted back to paper bills to ensure they received the new bill format and sign-up for the new electronic payment system. We are anticipating a gradual decrease in costs as customers re-enroll into electronic billing. Additionally, postage has seen a 34% increase in the last 5 years. The annual amount for this five-year contract is $228,000.

Attachments

Request for Proposal - Utility Bills, Printing, Mailing, and Barcoding Services

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CONTACT

Yassamin Alayan

Contracts & Purchasing Manager

Email

PUBLIC CONTRACTING RULES

The Public Contracting Rules apply to all contracting, purchasing, and disposing of personal property by the City of Tigard but do not apply to acquisition, sale or other transfer of real property.

Bids & Requests for Proposals

Utility Bills, Printing, Mailing and Barcoding Services

Department: Finance
RFP Number: 2026-11
Start Date: February 04, 2026
Close Date: February 24, 2026 10:00 AM

PROPOSALS DUE: Tuesday, February 24, 2026, at 10:00 AM Local Time

Pre-Proposal Meeting: A pre-proposal meeting will not be held for this solicitation.

Proposers must submit one (1) electronic copy in portable document format (pdf).

Submit Proposals to: Contracts & Purchasing

Contract Documents
Solicitation Response Form
Planholders List

Addendum 1
Addendum 2
Utility Bills, Printing, Mailing and Barcoding Services Received Proposal List
Utility Bills, Printing, Mailing and Barcoding Services Notice of Intent to Award

Direct Contracting Questions:

Yassamin Alayan

Phone: (503) 718-2735

yassamin.alayan@tigard-or.gov

Return to full list >>

Important Notice

Bids and proposals will be received at the ContractsPurchasing@tigard-or.gov email address. Please refer to each individual solicitation and addenda for submission deadlines and requirements.

Current Opportunities

This page contains advertisements for some, but not all of the current City of Tigard solicitations. If you have any questions, contact the responsible department for full information regarding City of Tigard Requests for Bids or Request for Proposals. The City takes no responsibility for informing recipients of changes to original documents if the "Solicitation Response Form" has not been sent to the Purchasing Office.

AIS-5982 **5. B.**

Business Meeting

Meeting Date: 04/07/2026

Length (in minutes): Consent Item

Agenda Title: Consider Contract Award for Citywide Janitorial Services

Authored By: Yassamin Alayan

Presented By: Contracts and Purchasing Manager Alayan, Fleet and Facilities Manager Cole, and Facilities Supervisor James

Item Type: Motion Requested
Local Contract Review Board

Information

Explanation of Issue

The purpose of this action item is to seek approval to award a contract to Tualatin Valley Workshop (TVW) Inc., dba Sustainable Cleaning Systems for citywide janitorial services.

Action Requested

Staff recommends that the Tigard City Council, also serving as the Local Contract Review Board, award a contract for janitorial services to TVW, Inc., dba Sustainable Cleaning Systems, an Oregon Forward Program qualified vendor, for an estimated $1.7 million over a potential five-year contract.

Background Information

In 1977, the Oregon Legislature passed the “Products of Disabled Individuals” Act (ORS 279.835 to ORS 279.855.). This law obligates all state and local governments, school districts and other tax-supported political bodies in Oregon, to purchase goods and services from vendors under the Oregon Forward Program (formally the Qualified Rehabilitation Facilities (QRFs) Program) when the products or a service meet their requirements. An Oregon Forward vendor is a non-profit rehabilitation corporation that employs individuals with qualifying disabilities to provide products and services to public agencies. The Oregon Department of Administrative Services is responsible for qualifying each community rehabilitation program as an Oregon Forward vendor. The vendor must employ individuals with qualifying disabilities for at least 75% of the hours of direct labor across the entire company.

Each Oregon Forward Program vendor's mission must include providing vocational services which enable employment opportunities for individuals with disabilities. Vendor programs are registered and reviewed on a regular basis by various state and federal agencies such as the Oregon Department of Human Services (DHS), Oregon Department of Administrative Services (DAS), and the National Industries for the Severely Handicapped. Persons with disabilities are referred to an Oregon Forward vendor from the Vocational Rehabilitation or Mental Health Divisions of the Oregon Department of Human Services.

As use of Oregon Forward Program qualifying vendors is required by statute, typical procurement solicitation processes, such as a Request for Proposal or Invitation to Bid, are replaced with a direct negotiation process. Tigard Public Contracting Rule 10.095 supports this process by stating that contracting with any of these firms may be done without a competitive process and that staff should

select the qualified Oregon Forward Program vendor offering the lowest price for an acceptable level of services. As all contracts utilizing an Oregon Forward Program vendor must have all pricing reviewed and approved by the State, and as qualifying vendors are only allowed to charge a nominal overhead as non-profits, subsequent contracts will meet these requirements.

Janitorial work is a service that is provided by a number of Oregon Forward Program qualifying vendors. As the city's current janitorial contract is expiring, staff entered into negotiations with our current Oregon Forward vendor, TVW Inc., dba Sustainable Cleaning Systems, for interest in continuing to provide services and new pricing. Services that will be included in this contract are, but may not be limited to:

- Trash and waste removal
- Recyclable material removal
- Windows and glass cleaning
- Restroom cleaning
- Floor vacuuming and mopping
- Dusting
- Day Porter duties, and
- Carpet and hardwood cleaning

Staff and TVW, Inc. have negotiated a first year cost of roughly $305,000 for the janitorial services at all city facilities, including a small contingency for unanticipated cleanings or additional carpet cleanings. Using an estimated 4% annual escalator, the total cost of the contract over the potential five years would be just over $1.7 million. All future yearly pricing will be dependent upon the city's budget and state approval. Staff is recommending the Local Contract Review Board award a contract to TVW, Inc. for the estimated $1.7 million over a potential five-year contract.

Alternatives & Recommendation

Staff recommends that the Tigard City Council, also serving as the Local Contract Review Board, award a contract for janitorial services to TVW, Inc., dba Sustainable Cleaning Systems, an Oregon Forward Program qualified vendor, for an estimated $1.7 million over a potential five-year contract.

The Board may decline the award of this contract to TVW, Inc. and direct staff to negotiate with a different Oregon Forward Program qualified janitorial vendor. This would likely not result in any significantly lower cost.

Additional Resources

N/A

Fiscal Impact

Cost: $305,000

Budgeted (yes or no): Yes

Where budgeted?: Fleet/Facilities Fund - Facilities Division

Additional Fiscal Notes:

This contract is estimated at $305,000 during the first year of the contract. The contract is budgeted in the Facilities Division, which is in the Fleet/Facilities Fund. Staff has used a 4% annual escalator to calculate a potential 5-year cost of the contract of just over $1.7 million.

Attachments

No file(s) attached.

AIS-6100 **6.**

Business Meeting

Meeting Date: 04/07/2026

Length (in minutes): 10 Minutes

Agenda Title: Legislative Public Hearing: Ordinance to Amend Tigard Municipal Code Chapter 11.08 - Alarm Systems

Authored By: James McDonald

Presented By: Police Confidential Executive Assistant Upton and Commander Sitton

Item Type: Motion Requested
Ordinance
Public Hearing - Legislative

Information

Explanation of Issue

Amend Alarm Systems code chapter due to changes with the Enterprise Permitting and Licensing (EPL) portion of Tyler Technologies and other technology upgrades over the past 12 years. This brings the code into better alignment with current and future expected technology and the City upgrade to the Tyler program. Alarm permit holders will soon be able to apply for and renew their alarm permits as a part of the customer portal and amendments to the code are needed to reflect this new practice.

Action Requested

Staff recommends Council approve the suggested amendments to the code to better reflect current and future technologies and the implementation of the Tyler program.

Background Information

The code was last amended in 2014. These changes create better alignment with the new Tyler system and technology currently in use and expected in the future, as well as update the chapter for clarity and readability.

This will leverage the use of Tyler, a program that is already part of the system. It will streamline the use for a better customer experience, and reduce the workload burden for the program coordinator. Additionally, the current program being used will no longer be needed, resulting in a current annual savings of about $6,000.

Alternatives & Recommendation

Staff recommends Council approve the proposed ordinance.

Council could decide not to approve the recommendation. If they do not approve, it will complicate the user experience and cause our process to be out of line with current best practice and the language would remain outdated.

Additional Resources

N/A

Attachments

Ordinance

Exhibit A

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

AN ORDINANCE AMENDING CHAPTER 11.08 OF THE TIGARD MUNICIPAL CODE "ALARM SYSTEMS" WITH UPDATED AND ADDITIONAL LANGUAGE

WHEREAS, the City of Tigard is engaged in efforts to modernize its enterprise systems, including adoption of a new system, Enterprise Permitting and Licensing (EPL), to support permit and license administration, including alarm permits; and

WHEREAS, the Tigard Police Department desires to revise the language of Tigard Municipal Code Chapter 11.08 to align with the City's updated permitting system; and

WHEREAS, the Tigard Police Department recommends to modernize existing language to conform with current industry standards and improve clarity and applicability; and

WHEREAS, the Tigard Police Department seeks to add an appeal process that aligns with similar processes adopted by neighboring jurisdictions and agencies.

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

SECTION 1: Tigard Municipal Code Chapter 11.08 is amended as shown in Exhibit A (additional text in underline and deleted text in ~~strikethrough~~).

SECTION 2: This ordinance shall be 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

_____
Lindsay Bartholomew, Deputy City Recorder

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

_____
Yi-Kang Hu, Mayor

Approved as to form:

_____

City Attorney

_____

Date

CHAPTER 11.08
ALARM SYSTEMS

§ 11.08.000. Title.

This ordinance ~~shall be~~ is known as the "alarm ordinance" for the City of Tigard.

§ 11.08.010. Purpose.

The purpose of this chapter is to encourage alarm users and alarm businesses to assume increased responsibility for maintaining the ~~mechanical~~ reliability and the proper use of alarm systems to prevent unnecessary police emergency responses to false alarms and thereby protect the emergency response capability of the ~~city~~ City from misuse.

§ 11.08.020. Definitions.

"Alarm business" means the business by any individual, partnership, corporation, or other entity, of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving, or installing any alarm system in or on any building, structure, or facility. Alarm businesses include any person, business, or organization that monitors alarm systems and initiates alarm dispatch requests.

"Alarm dispatch" means the initiation of a communication to dispatch, by an alarm business indicating an alarm has been activated, and requesting police response to the alarm site.

"Alarm system" means any assembly of equipment, ~~mechanical or electrical,~~ arranged to signal the occurrence of an illegal entry or other activity requiring urgent attention to which police may respond. This definition does not include car, medical, or fire alarms.

"Alarm user" means a person, firm, partnership, association, corporation, company, or organization of any kind in control of any building, structure, or facility within the City ~~of Tigard~~ in which an alarm system is used.

"Automatic dialing device" means a device connected to a telephone line or ~~Internet~~ internet connection programmed to select a predetermined telephone number or ~~Internet~~ internet location (URL address) and transmit by voice message or code signal an emergency message indicating a need for emergency response.

"Chief" means the City of Tigard Chief of Police, or designee.

"City" means the City of Tigard.

"Communication path" means a telephone line or internet connection serving the police dispatch center that is designated to receive police calls.

"Coordinator" means the individual designated by the chief to issue alarm permits and enforce

the provisions of this chapter.

"Current alarm permit" means an alarm permit that is not expired or revoked, and does not have any outstanding fees, fines, or penalties.

"Dispatch center" means the facility used to receive emergency and general information from the public.

"False alarm" means an alarm signal, capable of eliciting a response by police when a situation requiring a response by the police does not in fact exist. An alarm is not considered false if there are signs of forced or attempted entry; natural circumstances (heavy wind); notification from the alarm company that the system is faulty before an officer arrives on the scene; notification from the user that the system or the user erred before an officer arrives on the scene; or if a neighbor comes forward to indicate their observance of suspicious activity when no apparent entry or attempted entry can be determined otherwise.

~~"Interconnect" means to connect an alarm system including an automatic dialing device, to a telephone line or computer network connection either directly or through a mechanical device that utilizes a telephone or computer to transmit a message upon the activation of the alarm system.~~

"Monitoring center" means a facility used to receive emergency and general information from an alarm user and to direct an emergency response.

~~"Primary trunk line" means a telephone line serving the police dispatch center that is designated to receive police calls.~~

"Permit" means an alarm permit, issued by the City ~~of Tigard~~.

"Permit renewal" means ~~applying for a new~~ to renew an existing permit to replace an expired permit, where the alarm system is designed and used for substantially the same building, facility, or structure.

§ 11.08.030. Alarm Permit Required.

Every alarm user ~~shall~~ must obtain an alarm permit for their alarm system from the coordinator's office upon the effective date of the ordinance codified in this chapter or prior to use of an alarm system.

An application or renewal for a permit ~~shall~~ must be filed annually with the coordinator's office, required by the chief. Each permit ~~shall~~ must bear the signature of the chief and ~~shall~~ will be valid for a one-year period. The fees and fines for ~~of~~ alarm permits are included in the City of Tigard Fees and Charges Schedule.

The permit ~~shall~~ must be physically placed upon the premises using the alarm system~~, placed~~ and near the main entrance to be visible to responding police officers. A separate alarm permit is required for each alarm site.

§ 11.08.040. Emergency Notification.

The alarm registration ~~shall~~ will be in a form prescribed by the chief, and ~~shall~~ include the

name, address and telephone number(s) of individual(s) authorized by the alarm user to act on their behalf in case of emergencies, alarms, and false alarms.

§ 11.08.050. Protective Sweep.

Any person who obtains or renews an alarm permit after the date of enactment of this ~~section~~ chapter will ~~be provided with a form requesting~~ indicate whether they give consent for the police to enter and perform a protective sweep of any building or residence where an alarm is activated, the building or residence is unsecured or shows signs of forcible entry, and no responsible person is immediately available to give or refuse consent to enter.

The alarm coordinator ~~shall~~ will notify dispatch of all properties where the owner does not grant consent under this section, and ~~shall~~ request that dispatch flag the property to notify responding officers of the lack of consent.

§ 11.08.060. Nuisance Alarms.

Notwithstanding any other provision of law, a police officer responding to an alarm may disable the alarm when no responsible person is readily available to silence the alarm and the alarm is disturbing the peace, health, or repose of the neighbors. Such alarms are deemed public nuisances~~,~~ and police officers are hereby authorized to immediately abate such nuisances by disabling the alarm.

The police officer must use the least destructive method available to disable the alarm and ~~, and shall~~ provide notice to the ~~homeowner~~ property owner of the time and reason the alarm was disabled. The notice may be posted upon the main entrance of the residence or business.

If the police officer forced entry into a building or residence to disable an alarm, prior to leaving, the police officer will take responsible steps to secure the business or residence from further entry or damage, unless the owner or other responsible person is present on the scene prior to the departure of the officer.

§ 11.08.070. Delinquent Application.

A late charge will be added to the permit fee of an alarm user who fails to obtain a permit within 60 days after notification by the City or by an alarm user who fails to renew a permit within 60 days after a permit has expired.

§ 11.08.080. Governmental Unit.

A governmental unit alarm user ~~shall be~~ is subject to this chapter; but a permit ~~shall~~ may be issued without a fee and ~~shall~~ the governmental unit will not be subject to revocation, additional fees, fines or penalties.

§ 11.08.090. User Instructions Required.

Any alarm business selling, leasing, or furnishing an alarm system installed in the City ~~of Tigard~~

~~shall~~ must provide the alarm user with operating instructions for the alarm system, ~~shall~~ notify the alarm user of the alarm permit requirement, and provide an alarm permit application and a fee schedule.

The alarm business ~~shall~~ must maintain records demonstrating compliance with this section~~,~~ and provide documentation to the chief's office upon request. Calls for emergency response to an alarm event by an alarm business must include the alarm user's corresponding alarm permit number.

§ 11.08.100. Auto Dialing Devices.

It is unlawful for any person to program an automatic dialing device to select a ~~primary trunk line~~ communication path or any 9-1-1 prefix requiring police response~~. ; and it~~ It is also unlawful for an alarm user to fail to disconnect or reprogram an automatic dialing device programmed to select a ~~primary trunk line~~ communication path within 12 hours of receipt of written notice from the Tigard Police Department that it is so programmed.

§ 11.08.110. Enhanced Call Verification.

All alarm businesses monitoring alarm systems in the City ~~of Tigard,~~ will attempt a verification call to the alarmed premises and if no responsible party is located on the initial verification call, a second verification call will be made prior to the alarm business requesting a police alarm dispatch request.

§ 11.08.120. Equipment Standard.

Alarm businesses installing alarm systems in the City ~~of Tigard~~ ~~shall~~ must use alarm control panels that meet SIA Control Panel Standard CP-01 or equivalent standards. Alarm businesses will maintain records demonstrating compliance with this section~~,~~ and provide documentation to the chief's office upon request.

§ 11.08.130. Government Immunity.

Alarm registration does not create a contract, duty, or obligation, either expressed or implied, of response to an alarm. All liability and consequential damage resulting from the failure to respond to a notification is hereby disclaimed and governmental immunity as provided by law is retained.

The alarm user acknowledges that law enforcement response may be influenced by factors such as availability of police units, priority of calls, weather conditions, traffic conditions, emergency conditions, staffing levels, and prior response history.

§ 11.08.140. False Alarm Fees.

An alarm user incurring a false alarm ~~shall~~ may be subject to a fee established by the chief. The user ~~shall~~ will be notified by ~~mail~~ the coordinator's office of a false alarm occurrence and payment ~~shall~~ must be made to the ~~alarm coordinator~~ City within 30 days of receipt of the notice.

At the chief's discretion, the coordinator ~~shall~~ will notify the alarm user of excessive false alarms and direct the user to submit a report within 10 days of the notice describing actions to be taken to eliminate the cause of false alarms. Failure to submit a report as directed ~~shall~~ will be grounds for revocation of the alarm permit.

§ 11.08.150. Penalties.

Alarm users incurring three or more false alarms within a permit year ~~shall~~ will be subject to a fine. The user will be notified by ~~mail~~ the coordinator's office of the fine, and payment ~~shall~~ must be made to the ~~alarm coordinator~~ City within 30 days of receipt of the notice.

Additional penalties will be charged to a user that is more than 60 days delinquent in paying false alarm fees, fines, or penalties. At the chief's discretion, the alarm coordinator ~~shall~~ will notify the alarm user of excessive false alarms and direct the user to submit a report within 10 days of receipt to the notice describing the actions to be taken to eliminate the cause of the false alarms.

Failure to pay a renewal fee, false alarm fee, or fine within 90 days ~~shall~~ will result in revocation of the alarm permit until all fees are paid. The alarm user ~~shall~~ will be notified by mail that the City police department will no longer respond to alarms at that property. ~~no further law enforcement response to alarms at that property will be forthcoming.~~ The alarm user ~~shall~~ will have 14 days from the date of the revocation notice to make payment arrangements with the chief's office. If fees remain unpaid and no payment arrangement is made at the expiration of 14 days after the date of the revocation notice, the chief's office ~~shall~~ will notify dispatch of the revocation and ~~shall~~ request that dispatch flag the property for non-response on any additional alarms generated at the property until the permit is reinstated.

If more than six false alarms are generated within a 12-month period, the alarm coordinator may revoke the alarm permit for a period of not more than one year. This revocation ~~shall be~~ is in addition to and separate from any false alarm fines. The alarm user ~~shall~~ will be notified by mail of the revocation and the fact that no further police response will ~~be forthcoming~~ occur for alarms generated at the property. The alarm user will have 14 days from the date of the revocation notice to petition the chief's office for reconsideration. Requests to reconsider a revocation under this section will be considered if all fees, fines, and penalties are current and a written plan to resolve false alarms is submitted.

If no petition for reconsideration is made or if the chief denies the petition, the chief's office ~~shall~~ will notify the alarm user and dispatch of the revocation. The property will be flagged for nonresponse on any additional alarms generated at the property~~,~~ until the alarm permit is reinstated. Any alarm user who has had their alarm permit revoked ~~shall~~ must pay a reinstatement fee. No alarm permit may be reinstated until all outstanding fees, fines or penalties are paid in full.

§ 11.08.160. Alarm Permit Revoked.

It is unlawful to generate additional false alarms on a permit that has been revoked and not reinstated. Any alarm user who has had their alarm permit revoked ~~shall~~ must take steps to disable the alarm or otherwise configure the alarm system so it does not generate additional false alarms.

Notwithstanding the fact that police response has been discontinued due to revocation, generating additional false alarms~~,~~ after an alarm permit has been revoked and not reinstated, constitutes a violation of this code and is punishable by a fine set by resolution of the City Council.

§ 11.08.170. Confidentiality.

All information supplied on an alarm permit application is recognized as personally confidential and will be withheld from disclosure under public records law to the extent allowable under the law.

§ 11.08.180. Interpretation.

This chapter ~~shall~~ will be liberally construed to effect the purpose of the ordinance codified and to achieve uniform interpretation and application of the respective ordinances.

§ 11.08.190. ~~Senior Citizen Exemption~~ Residential Alarm Exemption.

If a residential alarm user has an ADA-qualifying disability ~~is~~ or is over the age of 60, ~~over the age of 60, or physically handicapped~~, and is the primary resident of the residence and no business is conducted in the residence, a permit may be obtained without the payment of a fee.

§ 11.08.200. Allocation of Revenues.

All penalties collected pursuant to this chapter shall be deposited to the ~~city~~ City general fund.

§ 11.08.210. Allocation of Revenues.

An alarm user whose system has set off a false alarm may appeal the finding to the chief's office within 15 days following issuance of notice from the City.

The chief will serve as the hearing officer. The burden of proof will be upon the alarm user to show by a preponderance of the evidence that the alarm signal was not a false alarm. The hearing officer will review all relevant evidence provided by the alarm user and will render a decision within 15 days after receiving that information from the alarm user. The hearing officer will thereafter send a decision to the alarm user. If the hearing officer determines that the alarm user:

1. Has met the burden of proof, then the coordinator's office will rescind the false alarm determination; or

2. Has not met the burden of proof, then the coordinator's office may enter the alarm as a false alarm and the alarm user will pay any applicable fee assessed by the City.

AIS-6140 **7.**

Business Meeting

Meeting Date: 04/07/2026

Length (in minutes): 20 Minutes

Agenda Title: Public Hearing: Adopt Hiring Standards, Criteria and Process for City Manager

Authored By: Laura Gomez

Presented By: Human Resources Director Gomez

Item Type: Motion Requested
Public Hearing
Update, Discussion, Direct Staff

Information

Explanation of Issue

This is a continued discussion from the February 10, 2026 Council meeting on the process for hiring a new City Manager. A Scope of Work, Job Description, Workflow Process, and a Timeline are attached. Additional information will be provided in advance of the meeting by Human Resources Director Gomez to assist with Council's decision-making.

Action Requested

Staff requests Council's adoption of the Hiring Standards, Criteria, and Process for City Manager.

Background Information

During the February 10, 2026 Council meeting, a discussion was initiated regarding the City Manager hiring process and selecting a recruitment firm. HR Director Gomez spoke about the recruitment process, provided recruitment firm information, and handouts. Council created a subcommittee to select a recruitment firm. The subcommittee selected Prothman Company to lead the recruitment process for the next City Manager.

The purpose of this evening's public hearing is to present the scope of services, workflow, and proposed schedule and solicit input from Council and the community. Adoption of these items is the next step in beginning the formal recruitment.

Alternatives & Recommendation

Staff recommends proceeding with City Manager recruitment as described in the Workflow Process.

Additional Resources

N/A

Attachments

Scope of Work
Draft Timeline
Workflow
Hiring Criteria

EXHIBIT A
SERVICES TO BE PROVIDED

The scope of this project will include a full-service recruitment process. Consultant will work with City staff and Council on an organizational analysis, advertising the recruitment to prospective candidates, screening and evaluating Tigard's City Manager position. The following tasks will be performed by Consultant.

Task 1. Develop a Tailored Recruitment Strategy

1.1 Information Gathering and Research

- Consultant will meet with City at the outset of the project to finalize the recruitment plan and timeline.

1.2 Individual Interviews with Key Stakeholders

- Consultant will develop a list of individuals to meet with about the position.
- Consultant will interview key stakeholders to identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the organization's preferences.

1.3 Position Profile Development

- Consultant will develop ideal candidate's qualifications
- Priorities and challenges facing the organization
- Consultant will develop a draft position profile brochure for review and revision by City as needed.

Task 2. Identify, Target, and Recruit Viable Candidates

2.1 Outreach and Advertising

- Consultant will advertise and recruit for the position through regionally and nationally professional publications, journals, and related websites.
- Consultant will target Direct Mail Brochures directly to city/county management professionals.
- Consultant Focused Candidate Outreach via personal contacts and personal emails sent directly to city and count management professionals.
- Consultant will provide a comprehensive social media campaign that includes posting the position profile on Consultant's Website, Facebook, and LinkedIn.

Task 3. Conduct Preliminary Screening

3.1 Candidate Screening

- Consultant conducts extensive candidate review designed to gather detailed information on the leading candidates.
- Application Review: Screen candidate for qualifications based on the applications, resumes, and supplemental question responses.
- Internet Publication Background Search: Conduct an internet publication search on all semifinalist candidates prior to their interviews.
- Personal Interviews: Conduct in-depth videoconference or in-person interviews with the top 6 to 12 candidates.

3.2 Candidate Presentation

- Consultant will prepare and send candidate packets which include each candidate's application materials and results from personal interviews and publication search.
- Consultant will meet with the City to review each candidate's qualifications, relevant experience, and overall fit for the organization, including strengths and areas for consideration. The top 2–5 candidates will then be selected to participate in virtual interviews with the City Council. Following this stage, the top two candidates will advance to the final interview process.

Task 4. Prepare Materials and Process for Final Interviews

4.1 Final Interview Process

- Consultant will provide the design of the final interviews entailing key elements that include:
- Deciding on the Structure of the Interviews
- Deciding on an Evening Reception
- Deciding on Candidate Travel Expenses

Background Checks

- Background checks including 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

- Consultant will work with the City to determine and identify travel expenses. Consultant will work with the candidates to organize the most cost-effective travel arrangements.

Final Interview Packets

- Consultant will prepare and provide Final Interview Packets that will include sample interview questions and the candidate's application materials.
- Consultant will travel to Tigard and facilitate the interviews. The interview process typically begins with a briefing of the schedule and outlines the process with everyone involved. Each candidate will participate in a series of one-hour interview sessions, with a one-hour break.

Candidate Evaluation Session

- Consultant will facilitate the evaluation process.
- At the request of the City, Consultant will aid in developing a employment letter of offer.
- Consultant will assist City in conducting negotiations with the chosen candidate upon request.

5. Service Guarantee

Prothman Consultants guarantees 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 the City would be for the expenses.

City of Tigard
City Manager Recruitment

DRAFT Schedule

Note: All dates are approximate until position is posted on Prothman website. Once the position is posted, Prothman will provide an updated schedule.

Blue highlighted / bolded events represent meetings with the client

Date	Topic
Weeks of March 30 and April 6, 2026	Gather information for position profile. **Conduct stakeholder interviews.** Share profile for review and edits.
April 7, 2026	**Prothman consultant Cliff Moore to attend Council meeting via Teams to review process and draft schedule.**
April 13, 2026	Post profile on Prothman website
April 20, 2026	Send direct mail brochures and first round of emails
May 17, 2026	Application closing date
Weeks of May 18 & 26, 2026	Prothman screens applications & interviews top 6 candidates (virtually).
Week of June 1 or June 8, 2026	**Meet with Council to review semi-finalists, select finalists, and design final interviews.**
Week of June 22 or 29, 2026	**Travel to Tigard for Final Interview Process.**

This supports a late July, or early August 2026 start date.

CITY MANAGER (CM) RECRUITMENT TASKS AND WORKFLOW			
TASK	**EST TIME**	**STAFF RECOMMENDATION**	**NOTES**
DEVELOP RECRUITMENT STRATEGY			
Information gathering and develop realistic timeline	10 days is the average (initiated 3/24)	HR and Prothman	Collect background information and directions to Prothman.
Individual interviews with key stakeholders (1:1s with Council, Leadership Team, etc.)	10 business days	Prothman with Council, Leadership, etc.	Community members included, as directed by Council.
Position profile development and brochure	5 days after stakeholder meetings	Use current criteria and incorporate updated information collected from Council for the CM recruitment	Recommend a single point of contact to review announcement materials. Information gathered during stakeholder interviews informs both the position profile and supports consultant preparation for application screening.
IDENTIFY, TARGET, AND RECRUIT CANDIDATES			
Outreach and Advertising	1 day	Prothman	Regional and national publications, journals, and related websites. Position "Open" for a five-week period.
Direct Mail	1 day	Prothman	Brochures mailed to city and county management professionals.
Consultant focused candidate outreach	Ongoing	Prothman	Personal contacts and personal email outreach directly to city and county management professionals
Comprehensive social media campaign	Ongoing	Prothman, and City of Tigard social media sites	Prothman website, Facebook, and LinkedIn
CONDUCT PRELIMINARY SCREENING			
Application screening and review	Daily during active recruitment	Prothman	Prothman will partner with HR re vet preference. Prothman will provide City with weekly updates on number and suitability of applicants.
Internet publication background search	TBD	Prothman	Prothman will conduct relevant internet research on applicants to identify any potential issues. These issues will be probed during preliminary Zoom interviews
Personal interviews	10 days after closing or first review date	Prothman	In-depth via videoconference or in person.

CITY MANAGER (CM) RECRUITMENT TASKS AND WORKFLOW

TASK	EST TIME	STAFF RECOMMENDATION	NOTES
CANDIDATE PRESENTATION to COUNCIL			
Candidate packet preparation	5 days, average	Prothman	Includes application materials, results from personal interviews and publication search; then routed to Council.
Candidate review with City	1 day	Prothman and Council	Review and select top 2-5 for virtual (1st round) interviews with Council.
CANDIDATE INTERVIEWS AND SELECTION			
Candidate virtual (1st round) interviews	TBD	Council	Virtual interviews with Council facilitated by Prothman with HR
Plan and process decisions for Final candidate interviews	TBD	Prothman and HR	Discussion and determination for final candidates & interview structure, reception/meet & greet, panel interviews, city tour, etc.
Background checks	TBD	Prothman or City of Tigard Police Department	Determined by Council. Candidates will be contacted and asked to complete a confidential reference form which is submitted directly to Prothman. Forms to be shared with City.
Final interview packets preparation	TBD	Prothman	Prep and provide packets with interview questions and candidate materials.
Final interview preparation with City	TBD	Prothman, Council and panels	Briefing of the schedule, review process & expectation with panels.
Candidate final interviews and evaluation session	TBD	Council	Facilitated by Prothman for Council selection and decision.
Offer and employment agreement negotiation	TBD	COT HR/Attorney w/Prothman	Determine start date, etc.

City of Tigard

City Manager

CLASS CODE	M110	**SALARY**	$0.00 Monthly $0.00 Annually
REVISION DATE	August 26, 2025		

Class Description

Definition
Under policy direction, plans, organizes, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

Supervision Received and Exercised
Receives policy direction and oversight from the City Council. Exercises general direction and supervision to the entire City staff through subordinate levels of management and supervision.

Class Characteristics
The City Manager serves as the Chief Executive Officer of the City, accountable to the City Council and responsible for enforcement of all City codes and regulations, the conduct of all financial activities and the efficient and economical performance of the City's operations.

Essential Job Functions

- Plans, organizes, and administers operations of the City, either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the City Council.
- Collaborates, communicates, and seeks input from stakeholders to ensure effective implementation of significant city initiatives.
- Provides visionary leadership and guidance in setting clear culture and direction for city departments and staff.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the City; develops administrative policies, procedures, and work standards to ensure goals and objectives are met, staff are held accountable, and programs provide mandated services in an effective, efficient, and economical manner.

- Oversees the preparation of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the City's financial condition and needs to the City Council.
- Advises the City Council on issues, programs, and financial status; prepares and recommends long- and short-range plans for City service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future City needs.
- Oversees the administration, construction, use and maintenance of all City facilities and equipment, including buildings, parks, facilities, and other public property.
- Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; acts as the City liaison with the media.
- Provides for the timely investigation and resolution of complaints regarding the administration of and services provided by the City government and proactively communicates resolutions to stakeholders.
- Provides for contract services and ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes and regulations.
- Oversees the selection, training, professional development, and work evaluation of City staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensures that the Council is kept informed of City functions, activities, and programs, and of legal, social, and economic issues affecting City activities.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

Minimum Qualifications

Education and Experience:
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:

Equivalent to graduation from a four-year college or university with major coursework in public or business administration, public policy, finance, or a field related to the work; AND
Ten (10) years of management or administrative experience in a municipal agency setting, including at least five (5) years of management and supervisory experience; experience in working with an elected Council or Board is highly desirable.

Knowledge, Skills, & Abilities

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.

- Principles, practices, and procedures of public administration in a municipal setting.
- Principles, practices, and processes for effective change management.
- Functions, services, and funding sources of a municipal government.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles and practices of municipal budget development, administration, and accountability.
- Principles, practices, and legal elements of economic and community development and redevelopment.
- Current social, political, and economic trends affecting City government and service provision.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person, online, and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person, online, and over the telephone.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the City.
- Work cooperatively with, provide staff support to and implement the policies of the City Council.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Oversee all City financial activities, including administering investments, the development and implementation of the City budget and the control of all expenditures and purchases.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct effective negotiations and effectively represent the City in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify and use data to inform alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Present information to Council using data analytics as appropriate to display issues and solutions.
- Use sound independent judgment within general legal, policy, and procedural guidelines.
- Organize own work, coordinate projects, set priorities, and meet critical time deadlines.

- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Licenses and Certifications

- Possession of a valid driver's license with satisfactory driving history.

Working Conditions

Physical Demands
Must possess ability to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; ability to read printed materials and a computer screen; and to communicate in person, before groups, on video and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator, and to operate standard office equipment. The incumbent in this classification occasionally bends, stoops, kneels, reaches, pushes, and pulls drawers open and closed to retrieve and file information. Incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Environmental Elements
Incumbent works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

AIS-6125 **8.**

Business Meeting

Meeting Date: 04/07/2026

Length (in minutes): 20 Minutes

Agenda Title: Review Policies for Acting, City, and Elected Officials (Requested by Councilor Schlack and Mayor Hu)

Authored By: Laura Gomez

Presented By: City Attorney Rihala and Mayor Hu

Item Type: Motion Requested
Update, Discussion, Direct Staff

Information

Explanation of Issue

The City of Tigard is committed to providing employees and volunteers with an environment that encourages and enables reporting of known or suspected improper public officer and public official conduct. The City is also committed to ensuring people who report their concerns are protected from retaliation. A documented policy and procedure that establishes clear reporting procedures and ensures persons who report are free from retaliation would foster and promote a safe, respectful, and professional environment. Council requested a documented process for reporting improper public officer and public official conduct.

Additionally, Council was provided a memo approved by a Council subcommittee regarding the compensation administration and process for the City Manager, City Attorney, and Municipal Court Judge positions in May 2025. Council expressed desire to clarify the compensation process for the position of Assistant City Manager (that is not considered a City officer) when serving in the role of Acting City Manager.

Action Requested

Council requested a documented process for reporting known or suspected improper public officer and public official conduct. Because this policy applies to members of Council as well as employees who report directly to Council, the request is for City Council to approve the Public Officer Reporting Policy as opposed to the City Manager, who would normally approve such policies.

Council also requested clarification with the Merit and Compensation Administration Process Memo dated May 19, 2025. Request is to approve the attached April 2026 Addendum to the Compensation Process Memo.

Background Information

While the City has policies and procedures for employees who are not public officials or public officers to report unprofessional workplace conduct and provide protection from retaliation for reporting such conduct, there is not a written policy or procedure for reporting improper conduct of public officials or public officers. The proposed policy addresses that existing gap.

Additionally, clarity was needed regarding the compensation and position of the Assistant City Manager when serving as the Acting City Manager during the absence of the City Manager.

Together, these two items provide additional clarity regarding public officer positions as requested by Council.

Alternatives & Recommendation

N/A

Additional Resources

N/A

Attachments

Public Officer Reporting Policy

April 2026 Addendum to the Compensation Process Memo

Merit and Compensation Administration Process Memo (May 19, 2025)

CITY WIDE POLICY	
Number TBD	Subject Reporting Improper Conduct – Public Officer and Public Official
REVISION DATE: TBD	AUTHORIZATION

POLICY STATEMENT

The City of Tigard is committed to providing employees and volunteers with an environment that encourages and enables reporting of known or suspected improper public officer and public official conduct. This policy addresses reporting such conduct.

APPLICABILITY

All public officers and officials, including the City Manager, City Attorney, Municipal Judge, and Council members, including the Mayor.

ATTACHMENTS

None

DEFINITIONS

Abuse of authority: The deliberate, wrongful, and improper use or diversion of public resources or the excessive or improper use of a city official's position.

Gross waste of funds: A deliberate, wrongful, and improper use of public funds for other than their lawful or designated use resulting in significant financial detriment to the City.

Improper conduct: Conduct involving abuse of authority, gross waste of funds, mismanagement, specific danger to public health or safety, or violations of applicable City policy, state or federal law, rule or regulation.

Mismanagement: Serious misconduct having the effect of actually or potentially undermining the City's ability to fulfill its public mission.

Reasonably believes they have evidence: In addition to other circumstances bearing on the reasonableness of the belief, an employee has personal knowledge of facts tending to establish the violation of policy, law, rule or regulation, or the existence of mismanagement, abuse of authority, gross waste of funds, or substantial and specific danger to public health or safety.

Substantial and specific danger: A specified risk of serious injury, illness, peril, or loss, to which the exposure of the public is a gross deviation from the standard of care or competence which a reasonable person would do in the same situation.

POLICY

(1) The City of Tigard is committed to an environment where:

(a) The opportunity exists to report activities reasonably believed to be improper public officer or public official conduct.

(b) Reports of improper activities are investigated, and action taken, if necessary.

(c) Persons who report are free from retaliation.

(2) Reporting. An employee, public officer, public official, or volunteer who reasonably believes they have evidence of improper conduct (allegedly involving public officers, public officials or specific practices) may report the violation immediately to the Human Resources Director, or the City Attorney.

(a) A report of improper conduct may be made orally or in writing.

(b) Reports of improper conduct may be submitted anonymously. However, anonymous reports may limit the City's ability to fully investigate the matter, and anonymous reporters may not receive status updates.

(c) An oral or written report of improper conduct should contain the following:

(A) The names of all parties involved, including witnesses.

(B) A specific and detailed description of the suspected or actual violation.

(C) The date and time-period in which the violation allegedly occurred.

(3) Investigation. The City's Human Resources Director or City Attorney, as applicable, will coordinate and conduct, or delegate responsibility for, any investigation.

(a) The City will assess all reports of improper conduct, and if appropriate, initiate an investigation.

(b) All parties are expected to cooperate with the investigation.

(c) The subject of an investigation may have rights under City policy or applicable law. The investigator, as necessary, may confer with human resources staff or the City Attorney pertaining to those rights.

(4) Retaliation. This policy prohibits retaliation against an employee who, in good faith, reports a violation.

(a) City officials and employees are prohibited from retaliating, including imposing discipline against any employee because the employee has, in good faith, reported improper governmental conduct. However, employees may be subject to discipline if they know the information they disclose is false, if the employee discloses the information with reckless disregard for its truth or falsity, or if the information disclosed relates to the employee's own improper conduct.

(b) Any employee who believes they are the subject of retaliation for reporting improper conduct will advise their immediate supervisor, manager, director, or human resources. The party receiving the report will take steps to investigate and address complaints of retaliation.

(5) Penalties. The City will assess conduct in violation of this policy and take appropriate disciplinary action.

(a) Employees engaging in conduct in violation of this policy may be subject to disciplinary action up to and including dismissal.

(b) Volunteers engaging in conduct in violation of this policy may have their volunteer position ended.

(c) Managers or supervisors who know or should know of conduct in violation of this policy and who fail to report such behavior or fail to take prompt, appropriate action may be subject to disciplinary action up to and including dismissal.

(d) Any employee who is found to have retaliated against an employee for reporting, in good faith, improper governmental conduct may be subject to disciplinary action up to and including dismissal.

(e) Council members (including the Mayor) in violation of this policy will be held accountable and will be addressed consistently with the City Charter and Council ground rules.

(6) Other Opportunities for Reporting. This policy addresses reporting allegations of improper public officer and public official conduct, as described above. The policy does not replace other opportunities for employees to bring complaints or grievances regarding their employment or work environment, such as the employee's rights under a collective bargaining agreement or other policies.

CITY OF Tigard | ADDENDUM

Re: Merit and Compensation Administration Process for the City Manager, City Attorney, and Municipal Judge (Memorandum Dated May 19, 2025)

Topic: Discretionary Compensation

Date: April 7, 2026

This Addendum applies to the position of Assistant City Manager when serving in the role of Acting City Manager.

For purposes of this Discretionary Compensation Addendum, when the Assistant City Manager is serving in the role of Acting City Manager, the Acting City Manager is not considered a City officer under the Tigard Municipal Charter.

The Assistant City Manager's job duties include acting as City Manager, or serving in the role of Acting City Manager, in the event of the City Manager's absence. For this reason, working out of class compensation is not authorized for the Assistant City Manager in this role. Upon completion of the Assistant City Manager's time as Acting City Manager, a three-member subcommittee of Council may award supplemental paid time off hours of up to 40 hours to be used within a specific time frame as to be determined by the subcommittee of Council.

If a City employee other than the Assistant City Manager is asked to serve in the role of Acting City Manager, then a three-member subcommittee of Council, in consultation with the Human Resources Director, may award working out of class compensation in an amount not to exceed 5% of the employee's base salary when the performance of the City Manager role exceeds two consecutive weeks.

City of Tigard

MEMORANDUM

13125 SW Hall Boulevard, Tigard, Oregon 97223 • www.tigard-or.gov

To: Mayor Lueb and Councilor Schlack

From: Laura Gomez, Human Resources Director

Re: Merit and Compensation Administration Process for the City Manager, City Attorney and Municipal Judge

Date: May 19, 2025

This memo provides a process recommendation for administering the merit and compensation pay increases and adjustments for the City Manager, City Attorney, and Municipal Judge.

In consideration of regulatory requirements described in Oregon's Pay Equity Law and Oregon Ethics Government Commission administrative rule (199-040-0020) (3) "where compensation, including salaries and benefits, must not be discussed or negotiated during an executive session under ORS 192.660(2)(a), (b) or (i)", it is recommended that the City's Human Resources Director administer and process salary increases to the City Manager, City Attorney, and Municipal Judge positions to ensure compliance with the referenced Oregon Revised Statutes, Pay Equity Law, Oregon Ethics rules, and City compensation policies.

Recommended Process:

1. The Council will complete, in accordance with respective Employment Agreements, annual performance evaluation and assessment.
2. The Council will provide the City's Human Resources Director with the outcome of the annual performance assessment and evaluation within 14 days of the completed review and assessment.
3. The City's Human Resources Director will determine the appropriate compensation allocation based on benchmarked compensation data and analysis within the City's pay structure and policies.
4. The City's Human Resources Director will also comply with the regulatory requirements, terms described in statutes, rules, respective Employment Agreements, and the City's pay policies.
5. The City's Human Resources Department will initiate and administer any relevant pay adjustments within 30 days of receiving the Council's direction regarding the performance assessment and evaluation.
6. The City's Human Resources Director will communicate the salary changes and adjustment decisions to the City Manager, City Attorney, and Municipal Judge respectively.
7. The City's Human Resources Director will provide written confirmation to the Council of the completed process.
8. The City's Human Resources Department will maintain all confidential records relating to performance evaluation and assessment, and compensation.
9. The City's Human Resources Department will ensure that compensation data is compliant with applicable regulatory requirements.