



City of Tigard Tigard Business Meeting - Agenda

Revised April 12, 2011: Added Executive Session to consider the employment of a public officer, employee, staff member or individual agent.

TIGARD CITY COUNCIL AND LCRB

MEETING DATE AND TIME: April 12, 2011 - 6:30 p.m. Study Session; 7:30 p.m. Business Meeting

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

PUBLIC NOTICE:

Anyone wishing to speak on an agenda item should sign on the appropriate sign-up sheet(s). If no sheet is available, ask to be recognized by the Mayor at the beginning of that agenda item. Citizen Communication items are asked to be two minutes or less. Longer matters can be set for a future Agenda by contacting either the Mayor or the City Manager.

Times noted are *estimated*; it is recommended that persons interested in testifying be present by 7:15 p.m. to sign in on the testimony sign-in sheet. *Business agenda items can be heard in any order after 7:30 p.m.*

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA

VIEW LIVE VIDEO STREAMING ONLINE:

<http://www.tvctv.org/government-programming/government-meetings/tigard>

CABLE VIEWERS: The regular City Council meeting is shown live on Channel 28 at 7:30 p.m. The meeting will be rebroadcast at the following times on Channel 28:

| | | | |
|----------|------------|--------|------------|
| Thursday | 6:00 p.m. | Sunday | 11:00 a.m. |
| Friday | 10:00 p.m. | Monday | 6:00 a.m. |



City of Tigard Tigard Business Meeting - Agenda

TIGARD CITY COUNCIL AND LCRB

MEETING DATE AND TIME: April 12, 2011 - 6:30 p.m. Study Session; 7:30 p.m. Business Meeting

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

6:30 PM

- **STUDY SESSION**

- **EXECUTIVE SESSION:** The Tigard City Council will go into Executive Session to discuss pending litigation, and to consider the employment of a public officer, employee, staff member or individual agent, under ORS 192.660(2) (h) and (a). 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.

7:30 PM

1. **BUSINESS MEETING**
 - A. Call to Order
 - B. Roll Call
 - C. Pledge of Allegiance
 - D. Council Communications & Liaison Reports
 - E. Call to Council and Staff for Non-Agenda Items
2. **CITIZEN COMMUNICATION (Two Minutes or Less, Please)**
 - A. Follow-up to Previous Citizen Communication
 - B. Tigard High School Student Envoy
 - C. Tigard Area Chamber of Commerce
 - D. Citizen Communication – Sign Up Sheet

3. CONSENT AGENDA: (TIGARD CITY COUNCIL) These items are considered routine and may be enacted in one motion without separate discussion. Anyone may request that an item be removed by motion for discussion and separate action. Motion to:
 - A. Approve City Council Meeting Minutes:
 1. February 22, 2011
 - B. Receive and File:
 1. Council Calendar
 2. Council Tentative Agenda for Future Meeting Topics
 - C. Review Resolution 08-47 That Establishes A Process to Form Ad-Hoc, Limited Duration Citizen Advisory Committees
- *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/City Center Development Agency has voted on those items which do not need discussion.*
4. PROCLAIM APRIL 25-30, 2011 AS NATIONAL COMMUNITY DEVELOPMENT WEEK
5. ARBOR DAY, RECEIVE TREE CITY USA GROWTH AWARD AND PRESENT TREE STEWARDSHIP AWARDS
6. CONSIDER A RESOLUTION TO RENAME AND OUTLINE ALLOWED USES OF THE TREE REPLACEMENT FUND
7. LOCAL CONTRACT REVIEW BOARD: AWARD PURCHASE AGREEMENT FOR REPLACEMENT OF THE IN-CAR VIDEO SYSTEM FOR PATROL VEHICLES TO CDW/PANASONIC
8. REPORT FROM MAYOR AND CITY COUNCILORS ON NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITY CONFERENCE
9. DISCUSS CITY MANAGER RECRUITMENT PROCESS
10. COUNCIL LIAISON REPORTS
11. NON AGENDA ITEMS
12. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.
13. ADJOURNMENT

AIS-482

Item #: 3. A.

Business Meeting

Date: 04/12/2011

Length (in minutes): Consent Item

Agenda Title: Approve City Council Meeting Minutes

Submitted By: Carol Krager
City Management

Item Type: Motion Requested

Meeting Type:

Consent Agenda -
Approve Minutes

ISSUE

STAFF RECOMMENDATION / ACTION REQUEST

Approve minutes as proposed.

KEY FACTS AND INFORMATION SUMMARY

Minutes will be attached to this Agenda Item Summary statement when final drafts are ready to submit to the City Council.

OTHER ALTERNATIVES

Amend draft minutes.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A



City of Tigard
Tigard Business Meeting – Minutes

TIGARD CITY COUNCIL

MEETING DATE AND TIME: February 22, 2011 - 6:30 p.m. Study Session; 7:30 p.m. Business Meeting

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

Mayor Dirksen called the meeting to order at 6:30 p.m.

| <u>Name</u> | <u>Present</u> | <u>Absent</u> |
|---------------------------|----------------|---------------|
| Mayor Dirksen | ✓ | |
| Council President Buehner | ✓ | |
| Councilor Henderson | ✓ | |
| Councilor Wilson | ✓ | |
| Councilor Woodard | ✓ | |

Staff Present: City Manager Prosser, Assistant City Manager Newton, Senior Management Analyst Wyatt, Redevelopment Project Manager Farrelly, City Attorney Ramis, Senior Management Analyst Barrett, Associate Planner Pagenstecher, Finance and Information Services Department Director LaFrance, Public Works Director Koellermeier, Community Development Director Bunch, City Recorder Wheatley

- STUDY SESSION

- A. City Center Development Agency (CCDA) - Discussion of Downtown Gateway Feature at Hall Blvd./Pacific Hwy. Intersection.

City Center Advisory Commission Vice Chair Shearer was present.

The issue before the CCDA is to give direction to staff for the design of a gateway feature at the intersection of Hall Boulevard and Pacific Highway.

Redevelopment Project Manager Farrelly presented the staff report. This intersection was identified in the Downtown Streetscape Plan as a site for a gateway feature; however, no

TIGARD CITY COUNCIL MEETING MINUTES – February 22, 2011

specific design was prepared. The Plan recommended that all of the gateways be of a similar “feel” to brand the downtown. Mr. Farrelly the City Council discussion should include whether to do a lower-cost, interim treatment anticipating that the neighboring properties will redevelop; or, should a more permanent option should be pursued now. Two conceptual options were reviewed for the interim as described in the staff report on file with the packet materials. These two options would address the immediate need for aesthetics and screening.

Mr. Farrelly noted that the option selected should not be anything that might adversely impact the neighboring properties from new development.

The City Center Advisory Commission (CCAC) looked at the options and recommended the permanent design. They were reluctant to spend up to \$25,000 on a structure that might be replaced in a few years.

City Center Development Agency discussion included the following:

- Board Member Buehner noted she did not like the idea of tall trees for safety reasons and the potential of negatively impacting how adjoining properties might develop.
- Board Member Wilson shared concerns about impacts to new development. A developer might want to develop a “signature” corner at this location. He noted the initial effort should be for screening. He suggested a cedar hedge to give a nice back drop with lawn in the front. He also offered that more visual vertical displays could be put into place and referred to movable art pieces, similar to those used in Lake Oswego.
- Board Member Woodard said he was in agreement with comments offered by Board Members Buehner and Wilson. He liked the idea of screening/lawn and was ambivalent about whether benches or trees should be added. He referred to a memorandum from Board Member Henderson regarding a “signature” monument of historical significance. Board Member Woodard said the monument could be moveable.
- In response to a question from Board Member Woodard, Redevelopment Project Manager Farrelly advised the State would monitor the brownfield assessment for a year (assessed last April at Level 1). At the of the year, the area will be turned over to the City of Tigard. Board Member Woodard said he would like to proceed with the least cost option to the taxpayer to make the area look nice while planning for the future. Money will be budgeted for this in the CCDA budget.
- City Manager Prosser reminded that the issue before the CCDA is whether it would like to see an interim solution or long-term solution. He said he believes staff has received some useful feedback for the design of either type of solution.
- Board Member Henderson said the one illustration showing the gateway into Tigard was at the wrong location. While it is at the entrance to the Central Business District, it does not indicate the entrance to the urban renewal district and lends to confusion.
- Board Member Buehner recalled discussions at the time she was serving on the CCAC about an archway that would be at the corner near the Joanne’s Fabric Store. Redevelopment Project Manager Farrelly said the streetscape plan did not provide any

definite design other than a circle around the Hall Boulevard/Pacific Highway area with a notation that this was a gateway site.

- Board Member Henderson recalled a conversation with development of the Tigard Downtown Improvement Plan (TDIP) about an urban creek and fountain to earmark the entrance along with additional water features.
- Board Member Henderson advised the site is contaminated and if it can be encapsulated, it can be developed.
- Board Member Henderson said he heard at the CCAC meeting a concern that not a lot of money be spent because of the unknowns.
- Additional discussion was conducted on previous planning and suggestions for entrance designations in the area. Board Member Buehner suggested to CCAC Vice Chair Shearer that she review the records of the Streetscape Committee. She recalled that the Committee was suggesting a structure at the other side of the street because of a vision for a high-rise office building that would be close to the curb. City Manager Prosser suggested that Board Member Buehner might be thinking of the 99W Vision, which identified two signature buildings at Pacific Highway and I-217. CCAC Vice Chair Shearer noted that Oregon Department of Transportation (ODOT) would not allow anything to be built over Pacific Highway. She also noted discussions about not planting lawn because of lack of irrigation. Redevelopment Project Manager Farrelly said there is water at the location and native plantings might be good to consider.
- Chair Dirksen said it has always been his understanding that this area would be a gateway with a monument using a similar theme to what has been chosen previously at Burnham Street/Hall Boulevard. He supported a smaller, horizontal wall at this location with some sort of pillar reminiscent of the one located in the Tigard Triangle using similar stone treatment as the Burnham/Hall monument. He said he was opposed to planting trees at this location, because he was certain they would be removed later because of the desire for a clear visual into the downtown area. He supported a hedge as suggested by Board Member Wilson that could be torn out when something more permanent is placed there. He acknowledged that he did not hear agreement among the CCDA members regarding placing a stonework monument at this location at this time. There is no rush for a decision and it would be better to wait to reach agreement before deciding on a permanent structure. He supported a slope for better visibility, establishing a lawn (along with other plantings) if it does not become a maintenance problem.
- CCAC Vice Chair Shearer recommended extending the façade improvement program. Mayor Dirksen said the Council/CCDA plans to discuss whether to extend the program to the entire downtown area.
- Redevelopment Project Manager Farrelly summarized City Council directions as follows:
 - Support for landscaping.
 - Public art that could be moved later and eventually consider a water feature/fountain.

City Manager Prosser reviewed:

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B. Administrative Items:

- Consent Agenda - Councilor Henderson requests Item 3E, *Award a Contract for a Turn-Key Restroom Building at Cook Park to Public Restroom Company*, be removed for separate discussion.

A preliminary City Council discussion was held. In response to a question from Councilor Henderson, Senior Management Analyst Barrett advised Public Works staff researched this item to seek estimates on a traditional design/bid/build. Staff came upon this proposed contract where the restroom will be built, brought to the site, and installed. This would save on design and administrative costs to manage the design and construction contracts. As a whole, the proposal would cost slightly under the \$160,000 budgeted. The two traditional design estimates were around \$163,000 to \$183,000 (total project).

Senior Management Analyst Barrett, in response to a question from Councilor Henderson, advised Public Restroom Company was headquartered in Nevada. The structure will be built in Aumsville, Oregon. Councilor Henderson indicated he would like to support local business.

Senior Management Analyst Barrett confirmed that site preparation work would be the responsibility of the City of Tigard. The City will contract for electrical and plumbing work. Councilor Henderson advised in his experience, these types of restroom facilities cost \$110,000 to \$120,000 and with the bid climate, he would expect the price to be lower. Senior Management Analyst Barrett advised he saw two estimates for the construction that were \$100,000 and \$115,000; however, this does not include the design. Design estimates are about \$30,000. Site preparation would be needed to pull utilities to the site. The contractor would install the slab and groundwork. Internal costs would go up for the management of the contracts and preparing the invitation to bid.

Councilor Wilson noted his experience with similar companies to Public Restroom Company and advised their product costs are competitive.

City Manager Prosser advised this project is to replace the restroom that burned down. Also, a shelter was destroyed and has been rebuilt.

Mayor Dirksen said he did not believe this is a policy issue. If estimates are approximately the same and would save staff time, then this appears to be a simpler way to proceed. He also assumed this would take less time. Senior Management Analyst Barrett added that the time factor was one of the reasons staff supports the turn-key restroom construction. The insurance company would prefer the insurance proceeds be utilized to rebuild the restrooms. Public Works staff has been busy with other projects and this would help expedite the project completion. Mayor Dirksen noted park users would appreciate the rebuild of the restroom facility as quickly as possible.

Councilor Henderson said that as member of the Local Contract Review Board, he felt it prudent to question this expenditure to gain additional information that had not been included in the staff report. He referred to his experience as a builder and said the cost

appeared to be “a bit much.” Senior Management Analyst Barrett agreed it is currently an aggressive bidding environment in some instances; however, there have been examples this year where bids have come in higher than anticipated. The market, in recent history, has fluctuated.

In response to a question from Councilor Woodard, Senior Management Analyst Barrett explained this project did not go out to bid. City Manager Prosser advised that under the Purchasing Rules, the City can piggyback on contracts that have been let by other jurisdictions if they have gone through the required public contracting process.

Public Works Director Koellermeier added that from the viewpoint of the Public Works Department, they request support for the proposed purchase because of timing. Staff is trying to get the restroom in place and operational before the Balloon Festival. If the traditional build process is utilized, the facility would not be ready before the Festival. Public Works Director Koellermeier commented on whether this would be the least expensive option and said that one cannot determine this ahead of time as the only way to be certain would have been to spend the \$28,000 for the design and go out to bid. If it would have been cheaper, then the \$28,000 would have been wasted. Public Works Director Koellermeier pointed out that the current procurement rules do not specify a preference for local businesses.

In response to a question from Councilor Woodard regarding a future LCRB discussion on preference for local businesses, Senior Management Analyst Barrett said staff is preparing revisions to the public contracting rules for City Council review within the next two months. This topic would be scheduled for a workshop meeting discussion followed by City Council consideration at a business meeting. Senior Management Analyst Barrett said he was not aware of any other jurisdictions, other than Metro, that has a local preference provision in its rules.

Council President Buehner recalled that the City has experts employed as City staff to analyze the “nuts and bolts” of these types of matters. She said her concerns are that she does not see where this is a policy decision and staff’s time is worth something as well for the “check that we write to an outside contractor.” She said, in her opinion, staff is usually in the best position to make the decision regarding the most effective course. Even if it cost the City \$5-10,000 more, it would be worth the price to have the facilities available for the Balloon Festival and for the youth activities at the Park.

Mayor Dirksen noted a portion of the project will be paid by insurance funds. He said the LCRB policy issue review for this matter was triggered because of the cost of the project and to approve the process for a piggy-back onto an existing contract. The LCRB needs to review and confirm that the bidding and purchasing requirements are met; not to review the technical aspects. He acknowledged if Councilor Henderson has issues he would like to discuss and have examined further, then that is appropriate to determine if there is interest on the part of other LCRB/City Council members.

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Councilor Woodard said he would like to explore whether it is possible to consider preference to local contractors. Council President Buehner said she personally attempts to give business to local contractors; however, there are times when they are more expensive. The City Council has a fiduciary duty to monitor expenditures. Mayor Dirksen added that time is also an issue.

Councilor Wilson noted that it is sometimes difficult to determine whether a company is a “local” contractor; i.e., subsidiaries, ownership structure, etc.

City Manager Prosser advised that Senior Management Analyst Barrett would be available to answer questions by the LCRB/Council for this agenda item during the business meeting.

City Manager Prosser and the City Council reviewed the following:

- Agenda Item No. 4 - Proposed Resolution - typographical error in Section 1 corrected to show the extension date is February 2012 (not February 2011). City Council received a new draft resolution. Councilor Buehner advised Mayor Dirksen that she has the same concerns about the proposed resolution as she had a year ago regarding annexation incentives. The resolution, which has offered incentives for the last three years, does not work. She said she would like to have the resolution redone or get rid of it. In response to Mayor Dirksen, she said her preference would be to “let go” and not offer incentives. Council President Buehner said she would vote against the resolution as now proposed because it is a waste of time. This matter will be discussed further during the Business Meeting.
- Meet the City Council - Chamber of Commerce. Council members tentatively selected April 7, 6-7 p.m.
- Review of Public Meeting Requirements - City Attorney Ramis noted recent Court of Appeals and LUBA activities and advised the City Council about e-mails and public meeting law. He defined what is known as “serial meetings,” which is when City Council members speak independently with each other, but not within the context of the hearing room. A second issue deals with e-mail communications from citizens that become ex parte communications.

City Attorney Ramis said the serial-meeting issue recently came to light in Lane County, where there are three County Commissioners. Some citizens brought a law suit, claiming that the Commissioners made a decision outside the public hearing setting, through e-mail conversations. The Commissioners’ defense was that they did not communicate at the same time; the conversations were separate. The Court said if those separate conversations amount to a deliberation where the governing body is moving towards a decision or if a decision was actually made during the course of those conversations, then that was a public and should have been noticed and held as such.

City Attorney Ramis advised that if someone files a lawsuit, then discovery is allowed. If an official has used a personal email account or computer/hard drive, then the personal computer is subject review to determine if there have been ex parte contacts or public-meeting-type conversations. City Attorney Ramis emphasized the importance of not using personal email for public business. In response to a question from Council President

TIGARD CITY COUNCIL MEETING MINUTES – February 22, 2011

Buehner, City Attorney Ramis said he does not know how the discovery process was conducted in the recent court case. Council President Buehner asked City Attorney Ramis to research this. Council discussion followed about concerns with client confidentiality and/or having a business server taken away for inspection by the court. City Attorney Ramis said the message from the recent cases, is that separate email accounts are not good enough and that a computer should be dedicated to the public's business. Councilor Wilson raised questions about how the public meeting law is currently being interpreted. He pointed out that public officials need to ask questions on matters coming before them so they are better informed and can make good decisions. City Attorney Ramis referred to the current Attorney General's proposals at this Legislative Session. The League of Oregon Cities is analyzing and participating in the legislative process. Discussion followed on how to mitigate the impact on personal/business emails of the City Council while serving as a public official.

City Attorney Ramis referred to a recent land use case in West Linn where there was an email exchange between a citizen and the Planning Director regarding acceptance of an application. Four months later, when the matter was before the City Council, a citizen emailed the Council members an e-mail communication chain. The staff was unaware of the email that was sent to the City Council. One of the participants in the case had a copy of the email, but did not disclose this in the hearing or raise the issue at the hearing. The participant, however, raised this before the Land Use Board of Appeals stating it was an ex parte communication. City Attorney Ramis said the point was whether an email sent to a City Council member should be presumed to have been read. A ruling on this is anticipated on March 6.

- Social Service Grants – Tigard Historical Association request for fee waiver for historic overlay review, \$595. A copy of the written request is on file in the meeting packet. After brief discussion, City Council consensus was for the City of Tigard to pay the fee and City Manager Prosser will determine the correct appropriation. Council President Buehner suggested a future discussion be held on non-profit requests and Mayor Dirksen commented that a situation such as this does not come up often.
- Council Calendar
 - 2/28/2011 - Monday - Presentation on Successful Community Economic Development 7-9 p.m.
 - 3/1/2011 - Special Meeting CANCELLED!
 - 3/8/2011 - Council Business Meeting - 6:30 p.m.
 - 3/15/2011 - Council Workshop Meeting CANCELLED!
 - 3/22/2011 - Council Business Meeting
 - 3/29/2011 - Council to Meet with Tualatin Valley Fire and Rescue Board (dinner at 6 p.m.), at TVF&R new headquarters, 11945 SW 70th Avenue, Tigard
- EXECUTIVE SESSION: Not held.

TIGARD CITY COUNCIL MEETING MINUTES – February 22, 2011



1. BUSINESS MEETING

- A. Mayor Dirksen called the meeting to order at 7:34 p.m.
- B. Roll Call

| <u>Name</u> | <u>Present</u> | <u>Absent</u> |
|---------------------------|----------------|---------------|
| Mayor Dirksen | ✓ | |
| Council President Buehner | ✓ | |
| Councilor Henderson | ✓ | |
| Councilor Wilson | ✓ | |
| Councilor Woodard | ✓ | |

- C. Pledge of Allegiance
- D. Council Communications & Liaison Reports: None
- E. Call to Council and Staff for Non-Agenda Items: None

2. CITIZEN COMMUNICATION 

- A. Follow-up to Previous Citizen Communication None



- B. Presentation of Certificate of Appreciation to the City of Tigard from Tigard American Legion, Post 158, for Participation in the September 11, 2010, "Welcome Home Again Parade." American Legion Post 158 Representatives, led by Tim Harless, presented a plaque and letter of appreciation to the city for its participation in the homecoming parade.
- C. Citizen Communication – Sign Up Sheet No-one signed up to speak.
- D. Mayor Dirksen announced the postponement of the hearing as described below. The postponement was at the request of the applicant:

HEARING POSTPONED (CONTINUED) TO MAY 24, 2011
 QUASI-JUDICIAL PUBLIC HEARING - COMPREHENSIVE PLAN AMENDMENT,
 SENSITIVE LANDS REVIEWS AND ADJUSTMENT TO EXTEND WALL STREET TO
 FIELDS' PROPERTY
 COMPREHENSIVE PLAN AMENDMENT (CPA) 2009-00004/SENSITIVE LANDS REVIEW
 (SLR) 2009-00004/SENSITIVE LANDS REVIEW (SLR) 2009-00005/ADJUSTMENT (VAR)
 2010-00002 - WALL STREET EXTENSION (FIELDS)



Mayor reviewed the items on the Consent Agenda

3. CONSENT AGENDA: (Tigard City Council, Local Contract Review Board and City Center Development Agency):

TIGARD CITY COUNCIL MEETING MINUTES – February 22, 2011

A. Approve City Council Meeting Minutes

1. November 16, 2010
2. January 25, 2011

B. Receive and File:

1. Meeting Minutes - Joint Tigard and Lake Oswego City Council Meeting of November 8, 2010

C. Approve an Intergovernmental Agreement with the Oregon Department of Transportation for Administration of Right-of-Way Services for the Main Street/Green Street Retrofit Project

D. City Center Development Agency:

1. Financial Impact Report of the City of Tigard's Urban Renewal Plan for Fiscal Year 2009-10

Motion by Council President Buehner, seconded by Councilor Henderson, to approve the Consent Agenda. (Item E was removed from the Consent Agenda for separate consideration by the City Council at the request of Councilor Henderson.) Councilor Woodard advised he would abstain from voting on the minutes of November 16, 2010, since he was not serving on the City Council at that time.

The motion was approved by a unanimous vote of City Council present.

| | | |
|---------------------------|-----|---|
| Mayor Dirksen | Yes | |
| Council President Buehner | Yes | |
| Councilor Henderson | Yes | |
| Councilor Wilson | Yes | |
| Councilor Woodard | Yes | (abstained from voting on the November 16, 2010 City Council meeting minutes) |

Council consideration of the following Consent Agenda item:

E. Local Contract Review Board:

1. Award a Contract for a Turn-Key Restroom Building at Cook Park to Public Restroom Company

Senior Management Analyst Barrett summarized the motion before the City Council to award a contract to provide a turn-key restroom at Cook Park to replace a restroom that burned down (as did a shelter in the park) due to an electrical fire. The shelter has been

TIGARD CITY COUNCIL MEETING MINUTES – February 22, 2011

replaced. He said the recommendation is to utilize a “piggy back” contract on a State of Florida contract that will save staff time on a design-bid-build project. Staff estimates that the total cost of the project will be \$159,000.

Councilor Henderson noted a concern from the Local Contract Review Board standpoint as it appears to him that the costs for the restroom are high. He also was concerned about not being able to use a local contractor. Senior Management Analyst Barrett responded that the current LCRB rules do not include a local-preference policy. The City follows a model similar to the State of Oregon in that if there is a low-tied bid, a preference would be given to an Oregon company. In this proposal, while the company is headquartered in Nevada, the structure will be assembled in Aumsville, Oregon. A local-preference policy can be explored with the LCRB if it wants to implement this in the future.

Councilor Henderson said he would have preferred to review the contract, as he did not receive enough information to make a decision. Staff will provide more information for Councilor Henderson at the direction of Mayor Dirksen.

Mayor Dirksen commented that the current procedure does not provide for a preference for a local contractor and would be subject to challenge if the Council made an award based on this preference. He said he would be willing to discuss this on the upcoming review of contracting rules that staff is preparing. Councilor Wilson said it is a good idea for the LCRB to become familiar with the rules and asked that the City Attorney give the members a primer.

City Attorney Ramis said an update/rewrite of the rules is scheduled at a workshop meeting.

Motion by Councilor Wilson to approve the award of the contract. Councilor Woodard seconded the motion.

The motion was approved by a majority vote of City Council present.

| | |
|---------------------------|-----|
| Mayor Dirksen | Yes |
| Council President Buehner | Yes |
| Councilor Henderson | No |
| Councilor Wilson | Yes |
| Councilor Woodard | Yes |



4. CONSIDER RESOLUTION TO RENEW ANNEXATION INCENTIVES

Community Development Director Bunch presented the staff report. Every year the City Council reviews annexation incentive policy, which is set by resolution. After review of the current policy, Community Development Director Bunch advised staff recommends the City Council approve extending the incentive policy for another year.

TIGARD CITY COUNCIL MEETING MINUTES – February 22, 2011



Council discussion followed and Community Development Director Bunch and City Manager Prosser responded to questions on the effects of the annexation incentives on the city’s financial picture.



Council President Buehner advised that she has the same concerns she had with the proposed policy as she had last year; that is, the incentives are not working. She said it is time to reevaluate the policy. She said she would not support the proposed resolution to continue the incentive.

Councilor Woodard said he supported additional discussion on annexation incentives. After discussing the impacts on the city with staff, he said he could support voting favorably for the proposed resolution.

Mayor Dirksen indicated he was willing to schedule this policy as a future City Council agenda topic to determine if there are ways to make the program better.  The current policy was the result of the bad feelings after the Bull Mountain annexation process. The current policy is a neutral annexation policy.

City Manager Prosser referred to a current City Council goal to work with partners on urbanization policy issues. The annexation policy could be included in discussions as the city works toward this goal in the coming year.

Councilor Wilson noted he was ambivalent about the current annexation policy; however, he agrees with Council President Buehner’s comments that the current policy does not provide much incentive to annex.

Motion by Councilor Henderson, seconded by Councilor Woodard, to approve Resolution No. 11-08.

RESOLUTION NO. 11-08 -- A RESOLUTION AMENDING RESOLUTION NO. 07-13 TO EXTEND THE INCENTIVES FOR VOLUNTARY ANNEXATION OF UNINCORPORATED LANDS TO THE MUNICIPAL CITY LIMITS TO FEBRUARY 2012

The motion was approved by a majority vote of City Council present.

| | |
|---------------------------|-----|
| Mayor Dirksen | Yes |
| Council President Buehner | No |
| Councilor Henderson | Yes |
| Councilor Wilson | No |
| Councilor Woodard | Yes |

TIGARD CITY COUNCIL MEETING MINUTES – February 22, 2011



5. DISCUSS DEPARTMENTAL STRATEGIES FOR ACCOMPLISHING 2011 CITY COUNCIL GOALS

Executive Staff present: Community Development Director Bunch, Library Director Barnes, Public Works Director Koellermeier, Finance and Information Services Department Director LaFrance, Assistant to the City Manager Mills, Police Chief Orr, and Human Resources Director Zodrow.

City Manager Prosser introduced this agenda item. A copy of the staff report and City Council goal work plan is on file with the agenda packet. Executive staff members reviewed their areas of responsibility with the City Council.

Council held a lengthy discussion on the value of the work plan prepared by staff. Key points of the discussion included:



- The City Council goal work plan sets out what could be achieved this year, with caveats.



- Goal achievement assumptions include staffing levels and how circumstances are expected to unfold during the year (a thin margin). It is anticipated that much progress on each of the goals can be achieved.



- Councilor Wilson acknowledged that some goals are not entirely within the city's control. The work plan is a valuable tool to organize what needs to be done and who will take the lead.



- Finance and Information Services Department Director LaFrance advised the staff proposals for the upcoming budget process have included specific funding requests to accomplish the City Council goals.



- Councilor Henderson noted his appreciation for the approach taken by staff to gain an understanding of the entire project before taking the steps to accomplish.



- Councilor Wilson referred to the value of long-term goals set the last few years by the City Council. By so doing, milestones were identified and the Council and staff have been able to maintain continuity from year to year. Setting goals outside the current capacity is useful in identifying the smaller steps that can be taken. Establishment of long-term goals gives direction.

- Mayor Dirksen complimented the Executive Staff on the comprehensive nature of the work plan, which illustrates the depth of staff's understanding of the ramifications of the goals.



- Council President Buehner suggested Executive Staff members review the progress on goals toward the end of the year and submit suggestions to the City Council for timelines and format. This will help the City Council be better prepared during its December goal-setting session.



- City Manager Prosser said quarterly goal updates will be more detailed this year.

6. COUNCIL LIAISON REPORTS: None

7. NON AGENDA ITEMS: None

8. EXECUTIVE SESSION: Not held.



9. ADJOURNMENT (8:53 p.m.)

Motion by Council President Buehner, seconded by Councilor Wilson, to adjourn.

The motion was approved by a unanimous vote of City Council present.

| | |
|---------------------------|-----|
| Mayor Dirksen | Yes |
| Council President Buehner | Yes |
| Councilor Henderson | Yes |
| Councilor Wilson | Yes |
| Councilor Woodard | Yes |

Catherine Wheatley, City Recorder

Attest:

Mayor, City of Tigard

Date: _____

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TIGARD CITY COUNCIL MEETING MINUTES – February 22, 2011

AIS-483

Item #: 3. B.

Business Meeting

Date: 04/12/2011

Length (in minutes): Consent Item

Agenda Title: Receive and File: Council Calendar and Council Tentative Agenda

Submitted By: Carol Krager
City Management

Item Type: Receive and File

Meeting Type:

Consent - Receive
and File

ISSUE

Receive and file the Council Calendar and the Tentative Agenda for future Council meetings.

STAFF RECOMMENDATION / ACTION REQUEST

No action requested; this is a receive and file item for information.

KEY FACTS AND INFORMATION SUMMARY

The Council Calendar and the Tentative agenda for future Council meetings are attached.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A - Receive and File Items

Attachments

Council Calendar

Tentative Agenda



MEMORANDUM

TO: Honorable Mayor & City Council

FROM: Carol Krager, Deputy City Recorder

RE: Three-Month Council Meeting Calendar

DATE: April 5, 2011

Regularly scheduled Council meetings are marked with an asterisk (*).

April

| | | |
|-----|---------|--|
| 12* | Tuesday | Council Business Meeting – 6:30 pm, Town Hall |
| 18 | Monday | Budget Committee Meeting– 6:30 pm, Public Works Auditorium |
| 19* | Tuesday | Council Workshop Meeting – 6:30 pm, Town Hall |
| 25 | Monday | Budget Committee Meeting-6:30 pm, Public Works Auditorium |
| 26* | Tuesday | Council Business Meeting – 6:30 pm, Town Hall |

May

| | | |
|-----|---------|--|
| 2 | Monday | Budget Committee Meeting– 6:30 pm, Public Works Auditorium |
| 10* | Tuesday | Council Business Meeting – 6:30 pm, Town Hall |
| 17* | Tuesday | Council Workshop Meeting – 6:30 pm, Town Hall |
| 24* | Tuesday | Council Business Meeting – 6:30 pm, Town Hall |
| 30 | Monday | Memorial Day Observed – City Offices Closed |

June

| | | |
|-----|---------|---|
| 14* | Tuesday | Council Business Meeting – 6:30 pm, Town Hall |
| 21* | Tuesday | Council Workshop Meeting – 6:30 pm, Town Hall |
| 28* | Tuesday | Council Business Meeting – 6:30 pm, Town Hall |

Key:
 Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

City Council Tentative Agenda
 4/4/2011 10:08 AM

| | | | | | | |
|-----|------------|-----------------|----------|---|-------------------------|--------------------------------------|
| 253 | 04/12/2011 | Carol Krager | AAA | 04/12/11 Absences to Note: Location: Tigard City Hall | | |
| | 04/12/2011 | | ACCSTUDY | Minutes - Executive Session on Potential Litigation | | Craig Prosser |
| | | | | 45 of 45 minutes have been scheduled | | |
| 448 | 04/12/2011 | Cheryl Caines | ACONSENT | Consent Item - Amend the Process to Form Ad-Hoc, Limited Duration Citizen Advisory Committees - Resolution | Community Development | Hartnett S, Asst CD Director |
| 443 | 04/12/2011 | Joanne Bengtson | CCBSNS | 1 5 Minutes - Proclaim April 25-30, 2011 as National Community Development Week | City Management | Bengtson J, Exec Asst to City Mgr |
| 358 | 04/12/2011 | Marissa Daniels | CCBSNS | 2 20 Minutes - Arbor Day: Receive Tree City USA Growth Award and Present Tree Stewardship Awards | Community Development | Daniels M, Assoc. Planner |
| 332 | 04/12/2011 | Cheryl Caines | CCBSNS | 3 15 Minutes - Consider a Resolution to Rename and Outline Allowed Uses of the Tree Replacement Fund | Community Development | Hartnett S, Asst CD Director |
| 471 | 04/12/2011 | Cathy Wheatley | CCBSNS | 4 10 Minutes - Award Purchase Agreement for Replacement of the In-Car Video System for Patrol Vehicles | Police | Barrett J, Sr Mgmt Analyst - Finance |
| 469 | 04/12/2011 | Cathy Wheatley | CCBSNS | 5 20 Minutes - Report from Mayor and City Councilors on National League of Cities Congressional City Conference | Administrative Services | Prosser C, City Manager |
| | 04/12/2011 | Sandy Zodrow | CCBSNS | 6 40 Minutes - City Manager Recruitment Procedures | City Management | Zodrow S., HR Director |
| | | | | Total Time: 110 of 110 Minutes have been scheduled | | |
| 364 | 04/18/2011 | Cathy Wheatley | AAA | Budget Committee Meeting | | |

Key:
 Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

City Council Tentative Agenda
 4/4/2011 10:08 AM

| | | | | | | |
|-----|------------|-----------------|----------|--|-----------------------|-----------------------------------|
| 254 | 04/19/2011 | Carol Krager | AAA | 04/19/11 Absences to Note: Location: Tigard City Hall | | |
| 458 | 04/19/2011 | Alison Grimes | CCWKSHOP | 1 20 Minutes - Joint Meeting with the Library Board | Library | Barnes M, Library Director |
| 370 | 04/19/2011 | Joanne Bengtson | CCWKSHOP | 2 25 Minutes - 1st Quarter Council Goal Update | City Management | Bengtson J, Exec Asst to City Mgr |
| 384 | 04/19/2011 | Cathy Wheatley | CCWKSHOP | 3 30 Minutes - Review of the Recycled Water Feasibility Study | Public Works | 02/03/2011 |
| 344 | 04/19/2011 | Duane Roberts | CCWKSHOP | 4 60 Minutes - Greenway Trail System Master Plan | Community Development | Roberts D, Project Planner |
| 292 | 04/19/2011 | John Floyd | CCWKSHOP | 5 45 Minutes - Regulatory Improvement Initiative Update and Workshop | Community Development | Floyd J, Associate Planner |
| | | | | Total Time: 180 of 180 minutes have been scheduled | | |
| 365 | 04/25/2011 | Cathy Wheatley | AAA | Budget Committee Meeting | | |
| 252 | 04/26/2011 | Carol Krager | AAA | 04/26/11 Absences to Note: Location: Tigard City Hall | | |
| 420 | 04/26/2011 | Greer Gaston | ACCSTUDY | 15 Minutes - Executive Session on Real Property Negotiations | | Kyle T, City Engineer |
| 449 | 04/26/2011 | Sandy Zodrow | ACCSTUDY | 15 Minutes - Revisions to City Wide Personnel Policies | City Management | Zodrow S, HR Director |
| 479 | 04/26/2011 | Sandy Zodrow | ACCSTUDY | 15 Minutes - Executive Session - Labor Relations | | 03/31/2011 |
| | | | | Total Time: 45 of 45 minutes have been scheduled | | |

Key:
 Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

City Council Tentative Agenda
 4/4/2011 10:08 AM

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|-------|------------|-----------------|----------|--|------------------------------------|-----------------------------------|
| 385 | 04/26/2011 | Joseph Barrett | ACONSENT | Consent Item - Contract Award for Auditing Services | Financial and Information Services | |
| 424 | 04/26/2011 | John Goodrich | ACONSENT | Consent Item - Authorization for City to Enter into Updated Wasteshed Reduction Intergovernmental Agreement with Washington County | Public Works | Gaston G, Conf Executive Asst |
| 464 | 04/26/2011 | Greer Gaston | ACONSENT | Consent Item - Receive and File Annual Solid Waste Report | Public Works | |
| 465 | 04/26/2011 | Greer Gaston | ACONSENT | Consent Item - Receive and File the Annual Solid Waste Financial Report | Public Works | Gaston G, Conf Executive Asst |
| 468 | 04/26/2011 | Steve Martin | ACONSENT | Consent Item - Approval of a Grant Application for the Summerlake Playground Replacement | Public Works | Martin S, Parks Manager |
| 473 | 04/26/2011 | Julia Wade | ACONSENT | Consent Item - 2010 Police Department Annual Report | Police | 03/30/2011 |
| <hr/> | | | | | | |
| 442 | 04/26/2011 | Joanne Bengtson | CCBSNS | 1 5 Minutes - Proclaim May 15-21, 2011 EMS Week | City Management | 03/29/2011 |
| 446 | 04/26/2011 | Joanne Bengtson | CCBSNS | 2 5 Minutes - Proclaim May 1-7 Be Kind to Animals Week | City Management | 03/29/2011 |
| 439 | 04/26/2011 | Kent Wyatt | CCBSNS | 3 10 Minutes - Discuss 2011 Oregon Legislative Session and its Impact on Tigard's Legislative Priorities | City Management | Wyatt K, Management Analyst |
| 357 | 04/26/2011 | John Goodrich | CCBSNS | 4 15 Minutes - Consider Amending Tigard Municipal Code Chapter 12, Water and Sewers | Public Works | Goodrich J, Utility Div Manager |
| 323 | 04/26/2011 | Judith Gray | CCBSNS | 5 30 Minutes - High-Capacity Transit Land Use Plan Update | Community Development | Gray J, Sr Transportation Planner |
| 415 | 04/26/2011 | Judith Gray | CCBSNS | 6 30 Minutes - Presentation on Status of Transportation Planning Rule and Related Issues | Community Development | Gray J, Sr Transportation Planner |
| 455 | 04/26/2011 | Ted Kyle | CCBSNS | 7 15 Minutes - CIP Update, Small Projects Completed | Public Works | Kyle T, City Engineer |
| | | | | Total Time: 110 of 110 minutes have been scheduled | | |
| <hr/> | | | | | | |
| 366 | 05/02/2011 | Cathy Wheatley | AAA | Budget Committee Meeting | | |

Key:
 Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

City Council Tentative Agenda
 4/4/2011 10:08 AM

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|---|------------|-----------------|----------|--|------------------------------------|--------------------------------------|
| 387 | 05/10/2011 | Carol Krager | AAA | Business Meeting | | |
| Total Time: 40 of 45 minutes have been scheduled | | | | | | |
| 472 | 05/10/2011 | Todd Prager | ACCSTUDY | 20 Minutes - Tentative Update on Urban Forestry Code Revisions | Community Development | Prager T, Assoc Planner/Arborist |
| 477 | 05/10/2011 | Greer Gaston | ACCSTUDY | 20 Minutes - Executive Session Pending Litigation | Public Works | Koellermeier D, Public Works Dir |
| Total Time: 60 of 110 minutes have been scheduled | | | | | | |
| 339 | 05/10/2011 | Darren Wyss | CCBSNS | 60 Minutes - Public Hearing for City of Tigard Economic Opportunities Analysis | Community Development | Wyss D, Senior Planner |
| Total Time: 60 of 110 minutes have been scheduled | | | | | | |
| 388 | 05/17/2011 | Carol Krager | AAA | Workshop Meeting | | |
| 466 | 05/17/2011 | Susan Hartnett | CCWKSHOP | 1 45 Minutes - Annual Joint Meeting with Tigard Planning Commission | Community Development | Hartnett S, Asst CD Director |
| 476 | 05/17/2011 | Joanne Bengtson | CCWKSHOP | 2 20 Minutes - Annual Meeting with Neighborhood Involvement Committee | City Management | 03/31/2011 |
| 326 | 05/17/2011 | Ted Kyle | CCWKSHOP | 3 45 Minutes - Presentation on Main Street Parking Options for the Main Street/Green Street Retrofit Project | Public Works | 02/09/2011 |
| 435 | 05/17/2011 | Greer Gaston | CCWKSHOP | 4 20 Minutes - Briefing on the 2010 Pavement Condition Report | Public Works | McCarthy M, St/Trans Sr Proj Eng |
| 474 | 05/17/2011 | Joseph Barrett | CCWKSHOP | 5 50 Minutes - Review Proposed Changes to Tigard's Public Contracting Rules | Financial and Information Services | Barrett J, Sr Mgmt Analyst - Finance |
| Total Time: 180 of 180 minutes have been scheduled | | | | | | |

Key:
 Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

City Council Tentative Agenda
 4/4/2011 10:08 AM

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|---|------------|-------------------|----------|---|------------------------------------|---------------------------------|
| 411 | 05/24/2011 | Carol Krager | AAA | Business Meeting | | |
| 342 | 05/24/2011 | Cheryl Caines | CCBSNS | 90 Minutes - Quasi-Judicial Public Hearing: Comprehensive Plan Amendment, Sensitive Lands Reviews and Adjustment to Extend Wall St. to Fields Property | Community Development | Caines C, Assoc Planner |
| 456 | 05/24/2011 | Ted Kyle | CCBSNS | 15 Minutes - CIP Update - Focus: Public communications actions taken on project | Public Works | Kyle T, City Engineer |
| Total Time: 105 of 110 minutes have been scheduled | | | | | | |
| 389 | 06/14/2011 | Carol Krager | AAA | Business Meeting | | |
| 451 | 06/14/2011 | Gary Pagenstecher | CCBSNS | 60 Minutes - Westside Christian High School Comprehensive Plan and Zone Map Amendment | Community Development | Pagenstecher G, Assoc Planner |
| 459 | 06/14/2011 | Liz Lutz | CCBSNS | 15 Minutes - A Resolution of the City of Tigard Adopting the Budget, Making Appropriations, Declaring the Ad Valorem Tax Levy, and Classifying the Levy As Provided | Financial and Information Services | Lawson A, Accounting Supervisor |
| 460 | 06/14/2011 | Liz Lutz | CCBSNS | 5 Minutes - Resolution Adopting the Citywide Master Fees and Charges Schedule which replaces resolution 10-xx and All Subsequent Amendments to Date. | Financial and Information Services | Lawson A, Accounting Supervisor |
| 461 | 06/14/2011 | Liz Lutz | CCBSNS | 5 Minutes - Resolution declaring the City's Election to Receive State Shared Revenues | Financial and Information Services | Lutz L, Conf Exec Asst |
| 462 | 06/14/2011 | Liz Lutz | CCBSNS | 5 Minutes - Resolution Certifying that the City of Tigard Provides Services Qualifying for State Shared Revenues | Financial and Information Services | Lutz L, Conf Exec Asst |
| Total Time: 90 of 110 minutes have been scheduled | | | | | | |
| 390 | 06/21/2011 | Carol Krager | AAA | Workshop Meeting | | |
| 282 | 06/21/2011 | Judith Gray | CCWKSHOP | 45 Minutes - Joint meeting with TTAC | Community Development | |
| 293 | 06/21/2011 | John Floyd | CCWKSHOP | 60 Minutes - Joint Meeting with Planning Commission on Regulatory Improvement Initiative - Decision Making Package | Community Development | Floyd J, Associate Planner |
| Total Time: 105 of 180 minutes have been scheduled | | | | | | |

Key:
 Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

City Council Tentative Agenda
 4/4/2011 10:08 AM

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|--|------------|-----------------|----------|--|-----------------------|-----------------------------------|
| 391 | 06/28/2011 | Carol Krager | AAA | Business Meeting | | |
| Total Time: 65 of 110 minutes have been scheduled | | | | | | |
| 222 | 06/28/2011 | Susan Hartnett | CCBSNS | 45 Minutes - Public Hearing - Amend the Tigard Municipal Code Abatement Regulations Related to Code Compliance and Amend 2010-11 Master Fee Schedule | Community Development | Hartnett S, Asst CD Director |
| 447 | 06/28/2011 | Joanne Bengtson | CCBSNS | 5 Minutes - Proclaim Geography Awareness Week - August 1-7, 2011 | City Management | 03/08/2011 |
| 463 | 06/28/2011 | Ted Kyle | CCBSNS | 15 Minutes - CIP Update - Projects in design | Public Works | Kyle T, City Engineer |
| Total Time: 65 of 110 minutes have been scheduled | | | | | | |
| 392 | 07/12/2011 | Carol Krager | AAA | Business Meeting | | |
| 393 | 07/19/2011 | Carol Krager | AAA | Workshop Meeting | | |
| 324 | 07/19/2011 | Judith Gray | CCWKSHOP | 30 Minutes - HCT Land Use Plan Update | Community Development | |
| Total Time: 30 Minutes (0 Hours, 30 Minutes) | | | | | | |
| 394 | 07/26/2011 | Carol Krager | AAA | Business Meeting | | |
| 371 | 07/26/2011 | Joanne Bengtson | CCBSNS | 10 Minutes - 2nd Quarter City Council Goal Update | City Management | Bengtson J, Exec Asst to City Mgr |
| Total Time: 10 of 110 minutes have been scheduled | | | | | | |

AIS-448

Item #: 3. C.

Business Meeting

Date: 04/12/2011

Length (in minutes): Consent Item

Agenda Title: Amend the Process to Form Ad-Hoc, Limited Duration Citizen Advisory Committees - Resolution

Submitted By: Cheryl Caines
Community Development

Item Type: Resolution

Meeting Type:

Consent Agenda

ISSUE

Should City Council pass a resolution that amends the process to form and appoint limited duration, ad-hoc committees such as Citizen Advisory Committees?

STAFF RECOMMENDATION / ACTION REQUEST

Approve the attached Resolution that continues the process to appoint and form limited duration, ad-hoc committees as amended by Resolution 08-47. The resolution allows formation of ad-hoc committees through a one step process when members of existing standing City boards, committees or commissions are utilized in an ad hoc CAC capacity.

KEY FACTS AND INFORMATION SUMMARY

In August 2008 City Council passed a resolution amending the appointment process for ad-hoc Citizen Advisory Committees (CACs). Prior to this, ad-hoc CAC members were appointed through the same process as standing citizen advisory bodies such as the Planning Commission, Library Board, Budget Committee, etc. The appointment process for ad-hoc committees involved an extended timeline for advertising/solicitation, candidate selection, Council interview, official appointment, and dissolution once their charge was fulfilled. The amended process provided an easier means to form limited duration citizen committees and to dissolve them once they completed their task.

The current procedure provided by Resolution 08-47 is:

1. Staff advises Council that the formation of an ad-hoc CAC is needed by scheduling a consent item on a Council meeting agenda. This includes a CAC purpose and charge statement with a sunset clause, stakeholder groups to be represented, and meeting protocols.
2. If approved by Council, staff then solicits and chooses qualified CAC members and submits names for Council approval, also through the consent agenda process.

A review of the process was required by Council after one year of approval of Resolution No. 08-47. It has been more than one year since the process was amended; however, the longer period has allowed several opportunities to observe how the process is working. CACs appointed during this time include: Trails Master Plan; Transportation System Plan; Urban Forestry Master Plan; and the Urban Forestry Code Revisions. These committees were easily, and successfully formed. Some have performed their tasks and have dissolved.

Staff discussed the process with City Council at a March 8, 2011 study session and suggested Council consider further modifying the process to utilize a single procedural step when an existing, standing committee is being appointed as a CAC. Existing committees (Planning Commission and Tigard Transportation Advisory Committees) were used as the CACs for the Economic Opportunities Analysis (EOA) and the High Capacity Transit Land Use Plan (HCT-LUP). For both of these projects, formation of their corresponding CACs through a two step process was been time-consuming and duplicative. The single step would allow simultaneous creation of an ad-hoc committee and its member appointments.

At its March 8 meeting, Council agreed that the single step appointment process is efficient and appropriate in some situations. However, there was general agreement that the two-step process is more suitable in some circumstances. Therefore, staff has written the attached resolution to include an option for a one-step process to form ad-hoc committees with standing committees, but provides that Council can require a two-step process if deemed necessary. The formation of ad-hoc committees not consisting of standing boards, committees and commissions will still follow the current two-step process.

OTHER ALTERNATIVES

City Council may decide:

Not pass the resolution, which will continue the current practices for forming ad-hoc committees and not include the single step option that allows simultaneous formation of ad-hoc CACs and member appointments.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Tigard City Council Long Range Objectives:

- Tigard citizens are involved in the community and participate effectively.

DATES OF PREVIOUS COUNCIL CONSIDERATION

Resolution 08-47 shortening the process to appoint members and form ad-hoc committees was passed in August 2008. City Council reviewed the process at the March 8, 2011 study session.

Attachments

Resolution

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 11- 12

A RESOLUTION AMENDING THE PROCESS TO FORM AND APPOINT LIMITED DURATION CITIZEN ADVISORY COMMITTEES (CAC) BY ALLOWING AN OPTION TO DO SO THROUGH A ONE-STEP PROCESS WHEN UTILIZING A STANDING COMMITTEE.

WHEREAS, in August 2008, the City Council passed Resolution 08-47 amending the process to appoint limited duration CACs; and

WHEREAS, this resolution required review of the process one year following passage; and

WHEREAS, the process was discussed at the March 8, 2011 City Council study session; and

WHEREAS, staff suggested keeping the current two-step process for appointing new limited duration CACs and further amending the process to be a one-step process for CACs that utilize established, standing committees; and

WHEREAS, City Council directed staff that their preference is to continue the two-step process for appointing new, limited duration CACs and to consider an option to allow a one-step process when utilizing standing committees for CACs.

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

SECTION 1: The following procedure is hereby adopted to form and appoint limited duration Citizen Advisory Committees:

1. Staff advises Council that the formation of an ad-hoc CAC is needed via a Council meeting consent agenda. Notice to Council includes a purpose and charge statement with a sunset clause, stakeholder groups to be represented, and meeting protocols; and
2. If approved by Council, staff then solicits and chooses qualified CAC members and submits names for Council approval, also through the consent agenda process; and
3. Allow an option to combine steps 1 and 2 for Council consideration through the consent agenda process when appointing a standing committee as the CAC.

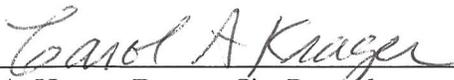
SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 12th day of April, 2011.



Craig Dirksen, Mayor

ATTEST:



Carol A. Krager, Deputy City Recorder

RESOLUTION NO. 11 - 12

AIS-443

Item #: 4.

Business Meeting

Date: 04/12/2011

Length (in minutes): 5 Minutes

Agenda Title: Proclaim April 25-30, 2011 as National Community Development Week

Prepared For: Joanne Bengtson

Submitted By:

Joanne Bengtson
City Management

Item Type: Public Hearing - Informational

Meeting Type:

Proclamation

ISSUE

Shall Mayor Dirksen proclaim April 25-30, 2011 as national Community Development Week in Tigard?

STAFF RECOMMENDATION / ACTION REQUEST

n/a

KEY FACTS AND INFORMATION SUMMARY

The city has received \$3,429,286 in CDBG funding (this year to date.)

OTHER ALTERNATIVES

n/a

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

n/a

DATES OF PREVIOUS COUNCIL CONSIDERATION

n/a

Attachments

Community Development Week Proclamation

Proclamation

City of Tigard

National Community Development Week April 25 – 30, 2011

WHEREAS, the Community Development Block Grant (CDBG) Program was enacted into law by President Gerald Ford, as the centerpiece of the Housing and Community Development Act of 1974; and

WHEREAS, the CDBG has, as its primary objective “the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income;” and

WHEREAS, the CDBG program has considerable flexibility to allow communities to carry out activities that are tailored to their unique affordable housing and neighborhood revitalization needs; and

WHEREAS, throughout its 37-year history, the CDBG program has been a partnership among the federal, state and local governments, businesses and the nonprofit sector which carry out activities that improve the lives and neighborhoods of low and moderate income families; and

WHEREAS, the City of Tigard has used \$3,429,286 in 2010/2011 CDBG funds to provide housing rehabilitation; revitalization of community facilities and shelters, and physical redevelopment; and

WHEREAS, a reduction in funding has had an impact on the City of Tigard by eliminating available improvement funding for roads and infrastructure; and

WHEREAS, the City of Tigard urges Congress to provide increased formula funding for CDBG in FY 2012 and FY 2013;

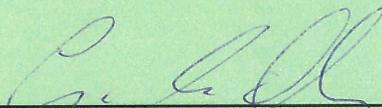
NOW THEREFORE BE IT RESOLVED THAT I, Craig E. Dirksen, Mayor of the City of Tigard, Oregon, do hereby proclaim the week of April 25-30, 2011 as

COMMUNITY DEVELOPMENT WEEK

in Tigard, Oregon and urge all citizens of our city to join in recognizing the Community Development Block Grant Program and the importance it serves to our community.

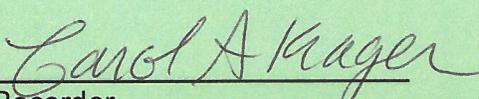
Dated this 12th day of April, 2011.

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



Craig E. Dirksen, Mayor
City of Tigard

Attest:



Carol A. Krager
City Recorder



AIS-358

Item #: 5.

Business Meeting

Date: 04/12/2011

Length (in minutes): 20 Minutes

Agenda Title: Arbor Day: Receive Tree City USA Growth Award and Present Tree Stewardship Awards

Submitted By: Marissa Daniels
Community Development

Item Type: Receive and File

Meeting Type:

Council Business
Meeting - Main

ISSUE

Receive Tree City USA Awards from an Oregon Department of Forestry Representative and present Tigard Tree Stewardship Awards.

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

J. Sterling Morton first proposed a tree planting holiday, Arbor Day, which was celebrated on April 10, 1872, in Nebraska. Today, many communities across the nation celebrate trees on Arbor Day. The State of Oregon declares an entire week as Arbor Week, instead of a single day.

Here in Tigard, there are many ways for residents and business owners to get involved and help the City celebrate Arbor Day. Events are planned all month long.

Highlights include:

- **Penny's Puppets presents Where Is Lilly the Catapilly?**

Tuesday, April 5 | 7-8 p.m. | Tigard Public Library Community Room

One spring day, Lilly the caterpillar doesn't show up for a tea party with her friends. Where can she be? Celebrate spring, enjoy this musical mystery, and find out just what has happened to Lilly.

- **Tree Care Workshop- Identifying and Managing Hazard Trees**

Wednesday, April 6 | 7-8 p.m. | Tigard Public Library Community Room

Trees play a dynamic role in increasing quality of life in urban environments. When they fail, however, trees may cause problems by injuring people or damaging property. Putting a tree risk management plan into practice can help reduce these risks. This workshop will explore the standard practice of tree risk assessment.

- **Urban Forestry Code Revisions Citizen Advisory Committee Meeting**

Wednesday, April 13 | 6:00 p.m. | Tigard Public Library Community Room

In April, the Committee will discuss urban forestry standards for development, tree grove preservation incentives, and tree permit requirements. The public is invited to attend, and time is reserved for public comment at the beginning of the meeting.

- **SOLV-IT Ivy Pull**

Saturday, April 16 | 9 a.m.-1 p.m. | Mary Woodward Elementary - 12325 SW Katherine Street

Meet in the parking lot at the elementary school. For more information contact Carla Staedter at 503-718-2788 or carla@tigard-or.gov.

A list of additional activities and ways to celebrate Arbor Day are available at www.tigard-or.gov/arborday.

Mayor Dirksen will celebrate Arbor Day on April 22, 2011, planting trees with the second grade class at Metzger Elementary School. The students are preparing a special presentation to share with the Mayor during the celebration. All Council members, the Tree Board, and School Board members are invited to attend.

Brian Wegener of Oregon Community Trees (and Tualatin Riverkeepers) will present the 2010 Tree City USA Award and Tree City USA Growth Award at the City Council meeting this year. Tigard is the recipient of its tenth consecutive Tree City USA Award and its third Tree City USA Growth Award. These forms of national recognition honor Tigard's commitment to urban forestry. The Tree City USA program is sponsored by the Arbor Day Foundation in cooperation with the National Association of State Foresters and the USDA Forest Service. This year, the City planted 23,715 trees in the City's parks, schools, and along streams and streets.

To celebrate Arbor Day and earning the Growth Award, the City and the Tigard-Tualatin School District (TTSD) will join forces to plant over 100 trees each on the Metzger Elementary, Templeton Elementary, and Twality Middle School campuses (Attachment 3).

To further celebrate urban forestry accomplishments in Tigard during 2010, the following has been selected for a Tigard Tree Stewardship Award:

- City of Tigard/Parks and Recreation Advisory Board: In November, 2010 Tigard voters approved a parks bond measure to acquire land for parks and open spaces. At least 80% of the funds will go toward land acquisition for open spaces, parks, or trail corridors. The Tigard Parks and Recreation Advisory Board (PRAB) deserves countless recognition and thanks for all of their hard work on the bond measure. I serve as a member of the Tigard Planning Commission, Tree Board, and Urban Forestry Code Revisions Citizen Advisory Committee and have often heard from community members who are passionate about preserving trees. Already the City has purchased the Summer Creek and Sunrise properties, which together include 32.1 acres of identified tree groves in Tigard. The efforts of the PRAB have made a lasting impression on urban forestry in Tigard for generations to come, and this is why its members deserve the 2011 Tree Stewardship Award.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

On March 22, 2011 Mayor Dirksen signed an Arbor Month Proclamation declaring April as Arbor Month in the City of Tigard.

Attachments

[PowerPoint Presentation](#)

[Arbor Day Flyer](#)

[Metzger Elementary, Templeton Elementary, and Twality Middle Planting Plans](#)

[Tree Stewardship Nomination Form](#)

C I T Y O F T I G A R D

Respect and Care | Do the Right Thing | Get it Done



Arbor Day 2011

Community Development

April 12, 2011

Help Us Celebrate!

A list of events is available at www.tigard-or.gov/arborday.

- ▶ Penny's Puppets presents Where Is Lilly the Catapilly?
- ▶ Tree Care Workshop- Hazard Trees
- ▶ Terrific Tree Crafts
- ▶ Urban Forestry Code Revisions Citizen Advisory Committee Meeting
- ▶ SOLV-IT Ivy Pull

Tree City USA

- ▶ We met the four requirements to become a Tree City USA for the 10th consecutive year.
- ▶ We planted over 13,000 trees last year in the City's parks, schools, and along streams and streets.



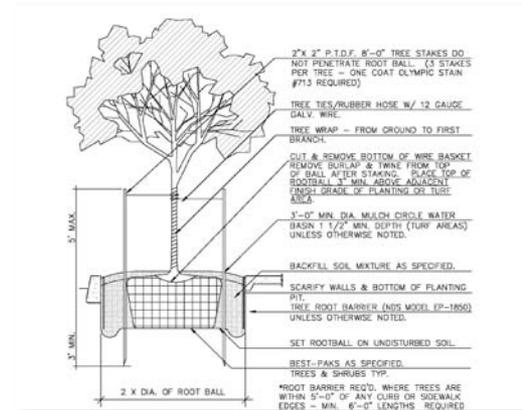
Growth Award

- ▶ Tigard is the recipient of a Tree City USA growth award for expanded urban forestry efforts including:
 - ▶ Street tree planting in Capital Improvement Projects
 - ▶ Sending postcards to all new City residents
 - ▶ Holding community-wide tree events



Celebration Planting

- ▶ To celebrate Arbor Day and earning the Growth Award, the City and the Tigard-Tualatin School District (TTSD) joined forces to plant over 100 trees on the Metzger Elementary School campus.
- ▶ In addition, over 100 trees were planted at both the Templeton Elementary and Twality Middle campuses



Arbor Day Celebration

- ▶ Metzger Elementary School second grade performances
- ▶ Fifth grade marimba band
- ▶ Ceremonial planting of six courtyard trees – one for each grade level.



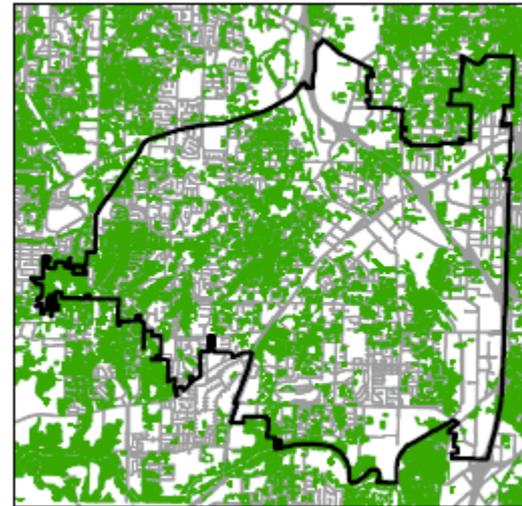
Tree Stewardship

Every year the City of Tigard presents Tree Stewardship Awards to individuals, businesses, or organizations who contribute to our city's beautiful urban forest

- ▶ To further celebrate urban forestry accomplishments in Tigard during 2009, we would like to recognize the hard work of the Tigard Parks and Recreation Advisory Board.

Parks and Recreation Advisory Board

- ▶ “The efforts of the PRAB have made a lasting impression on urban forestry in Tigard for generations to come, and this is why they deserve the 2011 Tree Stewardship Award.”
 - ▶ Dave Walsh, Planning Commission President



Thank You

- ▶ To all of our volunteers and residents who have planted and cared for trees over the past year.





JOIN THE CITY OF TIGARD IN CELEBRATING

ARBOR DAY

CELEBRATE ALL MONTH LONG:

Arbor Day is celebrated nationwide on the last Friday of April. On March 22, 2011, Mayor Craig Dirksen proclaimed the entire month of April to be Arbor Month here in Tigard.

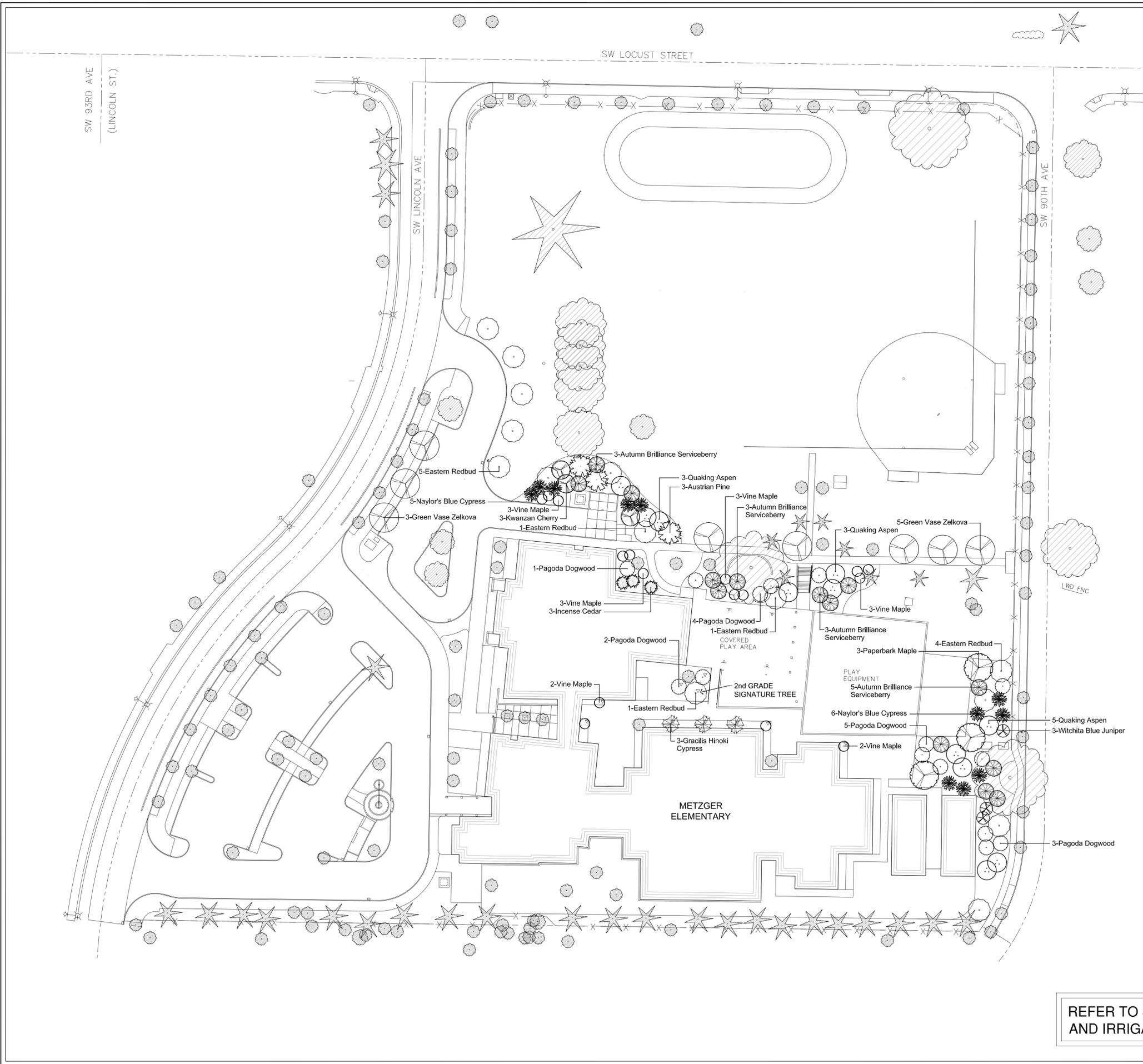
ATTEND AN ARBOR DAY EVENT

- ▶ **Tualatin River Watershed Partners present Rain Gardens 101**
Saturday, April 2 | 9 a.m.–1 p.m. | Cornelius City Council Chambers (1310 N. Adair St., Cornelius)
- ▶ **Penny's Puppets presents Where Is Lilly the Catapilly?**
Tuesday, April 5 | 7–8 p.m. | Tigard Public Library Community Room
- ▶ **Tree Care Workshop—Identifying and Managing Hazard Trees**
Wednesday, April 6 | 7–8 p.m. | Tigard Public Library Community Room
- ▶ **Terrific Tree Crafts**
Sunday, April 10 | 1:30–2:30 p.m. | Tigard Public Library Puett Room
- ▶ **City Council Meeting—Tree Stewardship Awards**
Tuesday, April 12 | 7:30 p.m. | Tigard Town Hall
- ▶ **Urban Forestry Code Revisions Citizen Advisory Committee Meeting**
Wednesday, April 13 | 6 p.m. | Tigard Public Library Community Room
- ▶ **SOLV-IT Ivy Pull**
Saturday, April 16 | 9 a.m.–1 p.m. | Mary Woodward Elementary (12325 SW Katherine Street, Tigard)



For all the event details, visit www.tigard-or.gov/ArborDay

City of Tigard | Community Development Department | 13125 SW Hall Boulevard | www.tigard-or.gov



| PLANT MATERIALS LISTING: | | | | | |
|---|---|------|---------|-----------|------------|
| BOTANICAL NAME COMMON NAME | | | | | |
| SYM | TREES | QTY. | SIZE | CONDITION | REMARKS |
| ○ | Acer circinatum Vine Maple | 16 | 5'-6" | B&B | multi-stem |
| ○ | Acer griseum Paperbark Maple | 3 | 2" Cal. | B&B | |
| ○ | Amelanchier x grandiflora 'Autumn Brilliance' Autumn Brilliance Serviceberry | 14 | 2" Cal. | B&B | |
| ○ | Calocedrus decurrens Incense Cedar | 3 | 6-7' | B&B | |
| ○ | Cercis canadensis Eastern Redbud | 14 | 2" Cal. | B&B | |
| ○ | Juniperus scopulorum 'Wichita Blue' Wichita Blue Juniper | 3 | 5'-6" | B&B | |
| ○ | Chamaecyparis obtusa 'Gracilis' Gracilis Hinoki Cypress | 3 | 6-7' | B&B | |
| ○ | Cornus kousa Kousa Dogwood | 15 | 2" Cal. | B&B | |
| ○ | Cupressocyparis leylandii 'Naylor's Blue' Naylor's Blue Cypress | 11 | 6-7' | B&B | |
| ○ | Prunus serrulata 'Kwanzan' Kwanzan Flowering Cherry | 3 | 2" Cal. | B&B | |
| ○ | Pinus nigra Austrian Pine | 3 | 6-7' | B&B | |
| ○ | Populus tremuloides Quaking Aspen | 11 | 2" Cal. | B&B | |
| ○ | Zelkova serrata 'Green Vase' Green Vase Zelkova | 8 | 2" Cal. | B&B | |
| Total Trees | | 107 | | | |
| EXISTING TREES TO REMAIN UNLESS OTHERWISE NOTED | | | | | |

AS BUILT DRAWING
 These Records Documents have been prepared based on information provided by:
 "Mears Design Group, llc" & "Cassery Landscape, Inc."
 AS BUILT DRAWINGS: 3/17/11

REFER TO SHEET L3 FOR PLANTING AND IRRIGATION DETAILS & NOTES



MEARS DESIGN GROUP
 LANDSCAPE ARCHITECTURE & PLANNING
 11680 SW 113TH PLACE | TIGARD, OREGON | 97223
 PHONE: 503.601.4516 | FAX: 503.924.4688

REGISTERED 540
 TROY A. MEARS
 OREGON
 LANDSCAPE ARCHITECT

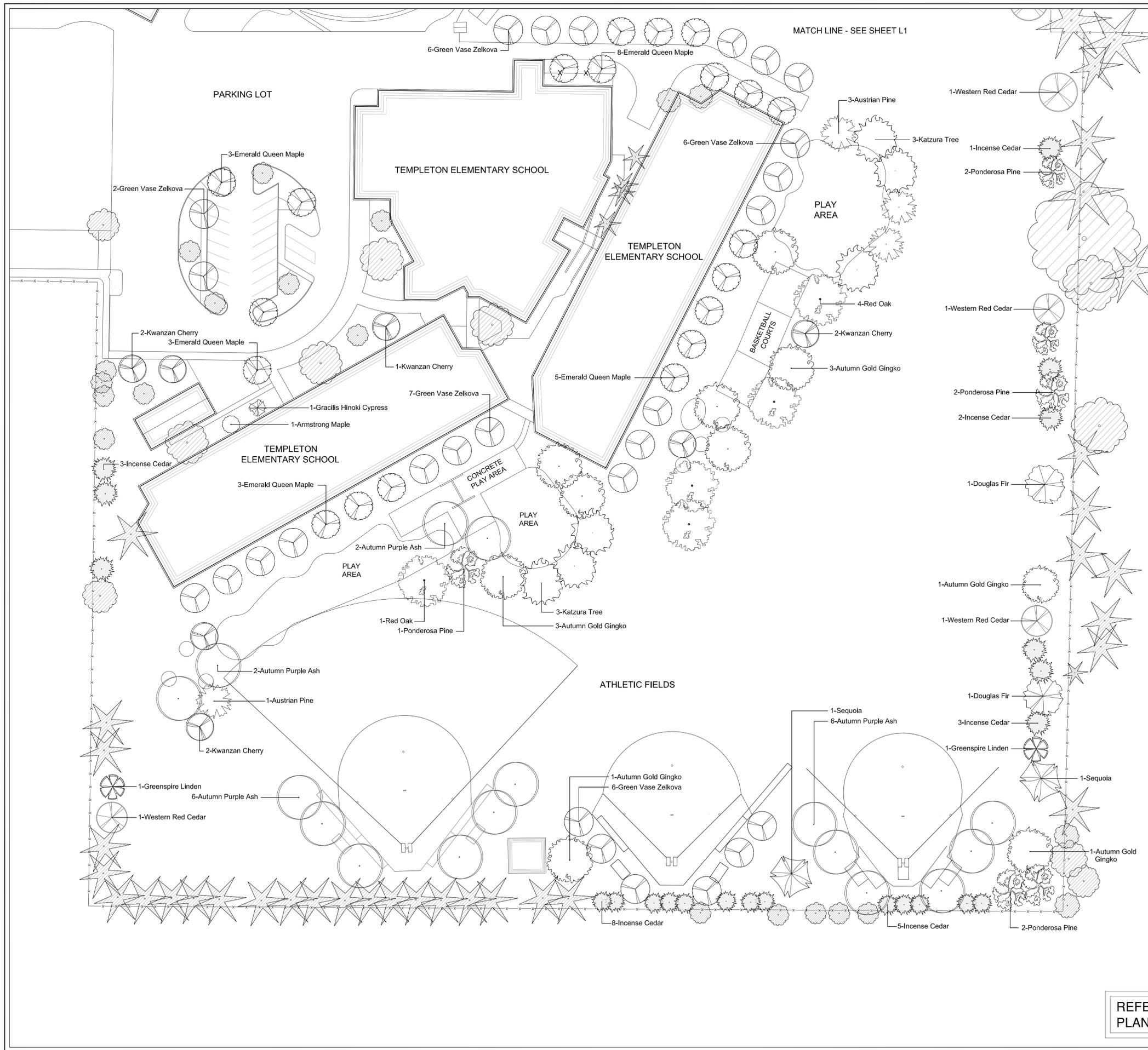
METZGER ELEMENTARY SCHOOL
 TREE PLANTING PROJECT
 10350 SW LINCOLN STREET
 CITY OF TIGARD, OREGON

| REVISIONS | | |
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| REV. | DATE | DESCRIPTION |
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SHEET NAME:
 PLANTING PLAN

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 CHECKED BY: TAM
 ISSUE DATE: 3/1/2011
 JOB NO.: 1101-A

SHEET:
L1
 OF 3

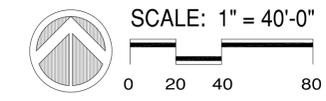


PLANT MATERIALS LISTING:

| BOTANICAL NAME COMMON NAME | | QTY. | SIZE | CONDITION | REMARKS |
|-------------------------------|--|------|---------|-----------|---------|
| SYM | TREES | | | | |
| | Acer platanoides 'Emerald Queen' Emerald Queen Maple | 20 | 2" Cal. | B&B | |
| | Acer rubrum 'Armstrong' Armstrong Maple | 1 | 2" Cal. | B&B | |
| | Calocedrus decurrens Incense Cedar | 22 | 6-7' | B&B | |
| | Cercidiphyllum japonicum Katsura Tree | 6 | 2" Cal. | B&B | |
| | Chamaecyparis obtusa 'Gracilis' Gracilis Hinoki Cypress | 1 | 5'-6' | B&B | |
| | Fraxinus americana 'Junginger' Autumn Purple Ash | 16 | 2" Cal. | B&B | |
| | Ginkgo biloba 'Autumn Gold' Autumn Gold Ginkgo | 10 | 2" Cal. | B&B | |
| | Pinus nigra Austrian Pine | 4 | 6-7' | B&B | |
| | Pinus ponderosa Ponderosa Pine | 6 | 6-7' | B&B | |
| | Prunus serrulata 'Kwanzan' Kwanzan Flowering Cherry | 7 | 2" Cal. | B&B | |
| | Pseudotsuga menziesii Douglas Fir | 2 | 6-7' | B&B | |
| | Quercus rubra Red Oak | 5 | 2" Cal. | B&B | |
| | Sequoiadendron giganteum Sequoia | 2 | 2" Cal. | B&B | |
| | Thuja plicata Western Red Cedar | 4 | 6-7' | B&B | |
| | Tilia cordata 'Greenspire' Greenspire Linden | 2 | 2" Cal. | B&B | |
| | Zelkova serrata 'Green Vase' Green Vase Zelkova | 27 | 2" Cal. | B&B | |
| Total Trees | | 136 | | | |
| | EXISTING TREES TO REMAIN UNLESS OTHERWISE NOTED | | | | |

AS BUILT DRAWING
 These Records Documents have been prepared based on information provided by:
 "Mears Design Group, llc" & "Cassery Landscape, Inc."
 AS BUILT DRAWINGS: 3/17/11

REFER TO SHEET L3 FOR
 PLANTING DETAILS & NOTES



REVISIONS

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SHEET NAME:
 PLANTING PLAN

DRAWN BY: TAM
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 ISSUE DATE: 3/15/11
 JOB NO.: 1101-B

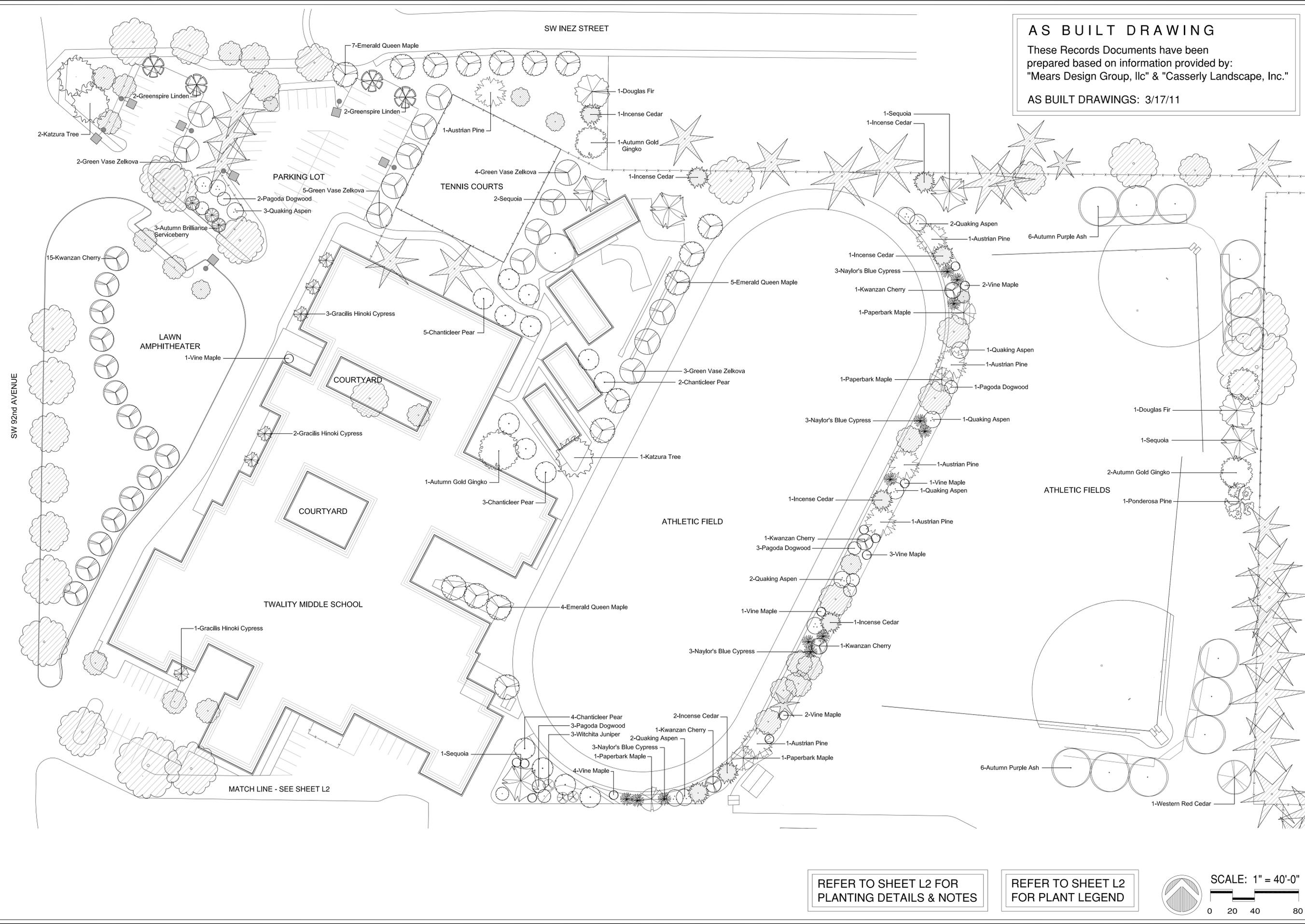
AS BUILT DRAWING
 These Records Documents have been prepared based on information provided by:
 "Mears Design Group, llc" & "Cassery Landscape, Inc."
 AS BUILT DRAWINGS: 3/17/11

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| REV. | DATE | DESCRIPTION |
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SHEET NAME:
PLANTING PLAN

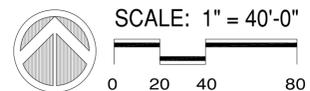
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 CHECKED BY: TAM
 ISSUE DATE: 3/15/11
 JOB NO.: 1101-C

SHEET:
L1
 OF 4



REFER TO SHEET L2 FOR
 PLANTING DETAILS & NOTES

REFER TO SHEET L2
 FOR PLANT LEGEND





2011 Tigard Tree Stewardship Awards

Nominate someone today!

Every year the City of Tigard is pleased to honor those among us who contribute to the beauty and long term health of our city's urban forest, and who broaden our community's understanding of the proper care and benefits of trees. We are on the lookout for potential recipients of the 2011 Tree Stewardship Awards—and we need your help! Do you know a deserving individual, business or organization? Honor their contribution by nominating them today.

Eligible projects could include:

- A business that has paid particular attention to the protection and preservation of trees during construction
- Acknowledgement of a donor's generous financial support and sponsorship of community forestry projects
- An outstanding project or program that has been planned, and/or implemented, by youth—perhaps a youth organization, a school or an individual
- A neighbor or business that has done an outstanding job of landscaping and incorporating trees into the design
- An individual, organization or business that works with trees (e.g. an arborist, landscape architect, etc.) and exemplifies sound tree management; has an ability to build partnerships; work with volunteers; and is generally seen as rising above and beyond the “call of duty” in enhancing our urban forest
- An individual or organization that has made significant contributions to community forestry through the partnerships, donations, and innovation in tree planting and/or management

NOMINATION DEADLINE

The deadline to submit nominations is **March 18, 2011**, so we're looking for your nominations as soon as possible! Winners will be honored at the April 12, 2011 City Council meeting.

If you would like more information, please call Planning Assistant Tim Lehrbach at 503-718-2804, or email timl@tigard-or.gov.

To help City Council select this year's award winners, we are distributing the nomination form included on the back of this document. Including “extras” such as photographs, plans, newspaper clippings, or any other items of note, is especially encouraged. Judges will evaluate entries on the basis of impact, quality, innovation, stewardship and adherence to sound tree management practices.



City of Tigard

COMMUNITY DEVELOPMENT

13125 SW Hall Boulevard • Tigard, OR 97223 • 503-639-4171 • www.tigard-or.gov

2011 Tigard Tree Stewardship Awards

Nomination Form

Name of person, organization,
business or program
being nominated:

Project coordinator or contact:

Address:

Phone:

E-mail:

Website:

Name of nominator:

Address:

Phone:

E-mail:

Please provide a description
of the contributions,
accomplishments and impacts of
the project/program/person being
nominated. Additional pages
and supporting material
are strongly encouraged.

***All nominations must be
received by 5 p.m. on
Friday, March 18, 2011.***

Nomination forms may be submitted
in person at City Hall, or sent to the
following mail or e-mail addresses:

**City of Tigard
Community Development
13125 SW Hall Boulevard
Tigard, OR 97223**

timl@tigard-or.gov

Please provide a description of the contributions, accomplishments, and impacts of the Project/Program/Person being nominated. Additional pages, photos, and supporting material are especially encouraged.

In November, 2010 Tigard voters approved a parks bond measure to acquire land for parks and open spaces. At least 80% of the funds will go toward land acquisition for open spaces, parks, or trail corridors. The Tigard Parks and Recreation Advisory Board (PRAB) deserves countless recognition and thanks for all of their hard work on the bond measure. I serve as a member of the Tigard Planning Commission, Tree Board, and Urban Forestry Code Revisions Citizen Advisory Committee and have often heard from community members who are passionate about preserving trees. Already the City has purchased the Summer Creek and Sunrise properties, which together include 32.1 acres of identified tree groves in Tigard. The efforts of the PRAB have made a lasting impression on urban forestry in Tigard for generations to come, and this is why they deserve the 2011 Tree Stewardship Award.

AIS-332

Item #: 6.

Business Meeting

Date: 04/12/2011

Length (in minutes): 15 Minutes

Agenda Title: Consider a Resolution to Rename and Outline Allowed Uses of the Tree Replacement Fund

Submitted By: Cheryl Caines
Community Development

Item Type: Resolution

Meeting Type:

Council Business
Meeting - Main

ISSUE

Should City Council approve a resolution to change the name of the Tree Replacement Fund to the Urban Forestry Fund and identify allowed uses of the fund?

STAFF RECOMMENDATION / ACTION REQUEST

It is recommended that the City Council approve the proposed resolution.

KEY FACTS AND INFORMATION SUMMARY

The Tree Board provides oversight of implementation of the Urban Forestry Master Plan. One of the Board's goals is to investigate possible funding mechanisms to help support an ongoing urban forest enhancement program.

The Tree Replacement Fund is important to achieving this goal. The Board proposes to address future use of the Fund in the following two phases.

- Phase 1 - Rename the existing Tree Replacement Fund to be the Urban Forestry Fund and identify allowed expenditures of this fund.
- Phase 2 - Identify how the fund will be used in the long term to achieve goals and objectives of the Urban Forestry Master Plan.

Phase 2 will coincide with the adoption of the revised Urban Forestry Code. The Board's recommendations for Phase 2 will consider tree mitigation fees resulting from future development and other possible funding sources.

The proposed resolution (Attachment 1) implements Phase 1 by renaming the fund to better match the City's goals of preserving Tigard's urban forest and giving clear direction on allowed uses of the fund. Section 2 of the resolution states that use of funds are limited to only tree planting and three years of early establishment activities. Exhibit A describes these establishment activities in more detail. They include planning, site preparation, planting, irrigation, pruning, pest/disease control, etc. Exhibit A also clarifies that funds can be used to plant trees on private property. These uses reflect a consensus review of members of both the Tree Board and the Urban Forestry Code Revision Citizen Advisory Committee.

City Council gave feedback to staff on the resolution during a March 22, 2010 study session. City Council recommended modifying language that allowed use of the fund for "labor and materials" associated with the tree planting activities. This language was determined to be too narrow and did not consider indirect costs that would be a cost of completing the project.

The Tree Board met on March 23 and discussed the proposed resolution, including the one language change recommended by City Council. The Tree Board voted 4-0 to recommend approval of the resolution with the one change.

OTHER ALTERNATIVES

City Council could:

- Not approve the proposed resolution, and rely on current practices, or
- Direct staff to revise the resolution and bring it back to Council for its further consideration.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

This action implements Council Goal 1: Implement the Comprehensive Plan (b) Update the Tree Code

DATES OF PREVIOUS COUNCIL CONSIDERATION

Funding of the Urban Forestry Plan was briefly discussed at the joint Tree Board/City Council meeting on December 21, 2010. City Council gave feedback to Staff on the proposed resolution at a March 22, 2011 study session.

Fiscal Impact

Cost: N/A

Budgeted (yes or no): N/A

Where Budgeted (department/program): N/A

Additional Fiscal Notes:

The resolution will change the name of the Tree Replacement Fund and outline the allowed uses of the fund.

Attachments

Resolution

Exhibit A - Approved Tree Planting and Establishment Activities

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 11- _____**

A RESOLUTION RENAMING THE TREE REPLACEMENT FUND TO BE THE URBAN FORESTRY FUND AND OUTLINING THE ALLOWED USES OF THIS FUND.

WHEREAS, Ordinance 98-19 established Chapter 18.790, and the Tree Removal standards in the Tigard Development Code; and

WHEREAS, the Tree Removal standards include a formula for tree replacement proportional to the percentage and size of trees removed during development; and

WHEREAS, the Tree Removal standards allow for an “in-lieu of” tree replacement payment by developers that do not perform tree replacement themselves to cover the City’s cost of tree replacement; and

WHEREAS, the City established the Tree Replacement Fund to accept “in-lieu of” tree replacement payments; and

WHEREAS, the Tree Removal standards and the Tree Replacement Fund are not specific on the allowed uses of funds collected as “in-lieu of” tree replacement payments; and

WHEREAS, on February 16, 2010 City Council directed City staff to clarify the allowed uses of the Tree Replacement Fund as part of the Urban Forestry Code Revisions project; and

WHEREAS, City staff has worked with community volunteers including the Urban Forestry Code Revisions Citizen Advisory Committee and Tigard Tree Board to identify appropriate uses of the Tree Replacement Fund that will support the City’s broader urban forestry goals; and

WHEREAS, the consensus view expressed by the community volunteers to city staff was to use the Tree Replacement Fund for activities necessary for the planting of trees and three (3) years of early establishment of such trees to support the City’s broader urban forestry goals;

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

SECTION 1: The Tree Replacement Fund shall be renamed the Urban Forestry Fund to reflect its broader purposes.

SECTION 2: The allowed uses of funds that have been or will be collected under the auspices of Ordinance 98-19 and Chapter 18.790 of the Tigard Development Code, deposited into the Tree Replacement Fund (now known as the Urban Forestry Fund), and available for City use shall be limited to only those tree planting and three (3) years of early establishment activities more fully described in Exhibit A.

RESOLUTION NO. 11 - _____

SECTION 3: The allowed uses of this fund will be reviewed as part of the Urban Forestry Code Revisions.

SECTION 4: This resolution shall be effective beginning Fiscal Year 2012 on July 1, 2011.

PASSED: This ____ day of _____, 2011.

Craig Dirksen, Mayor

ATTEST:

Carol A. Krager, Deputy City Recorder

Introduction

The Urban Forestry Fund (formerly the Tree Replacement Fund) shall be available for City use to pay for the costs associated with completing only those activities listed below for tree planting site planning, tree planting site preparation, tree planting, and three (3) years of early tree establishment after planting whether on public or private property within the city limits of Tigard. The activities listed below are intended only for trees that have been or will be planted using Urban Forestry Fund. The activities listed below will only be implemented when determined necessary by the City for a particular tree planting project.

When considering where to implement particular tree planting projects, the City shall consider both short and long term costs and benefits, as well as how the projects will further the City's urban forestry goals. The City shall strive to identify partnerships for planting and three (3) years of early tree establishment after planting whenever possible, and record the stipulations of partnerships in writing. The City shall record and track information about each tree planting project in a publicly accessible inventory of trees and forests. The average cost to a plant and provide three (3) years of early establishment for each tree planted in a particular year shall be no more than 10% greater than the Tree Replacement Fee in the City of Tigard's Master Fees and Charges Schedule for that particular year unless otherwise approved by Tigard City Council.

Approved Tree Planting and Three (3) Years of Early Establishment Activities

Tree Planting Site Planning

- Site Survey – Including by not limited to a survey of soil conditions, topography, drainage, water sources, water pressure, water availability, above and below ground utilities, buildings, infrastructure, street lights, intersections, street signs, driveways, fire hydrants, existing trees, existing landscaping, existing pests and diseases, existing drainage, and any other existing site conditions that may be relevant to a particular tree planting project.
- Lab Tests – Including but not limited to the collection and preparation of soil and/or plant samples for analysis by a qualified testing laboratory in preparation for a tree planting project. The purpose of the tests may include but not be limited to determining soil texture, soil fertility, and existing pests and diseases.
- Site Plan Preparation – Preparation of accurately scaled landscape drawings that reflect both existing site conditions and future tree planting plans. Information displayed on the plans may include but not be limited to the site survey information listed above, as well as proposed tree planting locations, proposed irrigation installations, proposed soil amendments, proposed tree protection and erosion control materials and methods, proposed planting details/specifications, proposed irrigation details/specifications and other information relevant to a particular project.
- Permit Acquisition – Securing of federal, state, regional, local and any other permits required for the execution and/or completion of a particular tree planting project.

Tree Planting Site Preparation

- Tree Protection – Including but not limited to the planning, installation, monitoring, and removal of tree protection methods and devices for existing site trees with the potential to be directly impacted by a particular tree planting project. Tree protection shall be in a manner consistent with generally accepted industry standards for tree care practices detailed in the most current version of the American National Standards Institute (ANSI) A300 Standards for Tree Care Operations. In addition, the tree protection shall be in accordance with all federal, state, regional, and local rules and regulations.
- Unwanted Plant Removal – Including but not limited to the removal of unwanted plants by physical, mechanical, biological and/or chemical means in order to prepare a particular site for tree planting in accordance with all federal,

Exhibit A

state, regional, and local rules and regulations. Unwanted plant removal shall be the minimum necessary to prepare a particular site for tree planting, and shall not be for the purpose of large scale unwanted plant removal unrelated or indirectly related to tree planting.

- Drainage Installation – Including but not limited to the installation of drainage systems such as French drains, boring through hardpan soil layers, and otherwise amending/altering existing soil conditions to facilitate drainage in accordance with all federal, state, regional, and local rules and regulations if required for a particular tree planting project.
- Irrigation Installation – Including but not limited to the installation of irrigation systems such as above or below ground sprinkler systems, as well as drip irrigation for delivering water to trees if required for a particular tree planting project. Irrigation installation may include but not be limited to the additional requirements such as installation of water meters, backflow preventers, valves, pumps, sprinkler heads, laterals, automatic timers, and other equipment depending on the scope, requirements, and objectives for the particular tree planting project. Irrigation installation shall be in accordance with all federal, state, regional, and local rules and regulations, and the most current revision of the Irrigation Association’s, *Turf and Landscape Irrigation Best Management Practices*.
- Soil Preparation – Including but not limited to the loosening, tilling, import, removal, and/or finish grading of soil in order to prepare compacted soil areas for tree planting in accordance with all federal, state, regional, and local rules and regulations if required for a particular tree planting project. Grading and filling shall be the minimum necessary to prepare a particular site for tree planting, and shall not be for the purpose of mass grading or filling unrelated or indirectly related to tree planting.
- Soil Amendment – Including but not limited to the amendment of soils with inadequate or low fertility with organic materials, fertilizers, or other soil amendments at the required depth and ratio necessary to support tree growth if required for a particular tree planting project. Soil amendment also includes necessary loosening, tilling, import, removal, and/or finish grading as described in the Soil Preparation item above to amend soil properly for tree planting. Grading and filling shall be the minimum necessary to prepare a particular site for tree planting, and shall not be for the purpose of mass grading or filling unrelated or indirectly related to tree planting.
- Erosion Control – Including the planning, installation, monitoring, and removal of erosion control devices in accordance with all federal, state, regional, and local rules and regulations prior to tree planting site activities when required by a particular permit or project.

Tree Planting

- Tree Selection and Purchase – Including the selection and purchase of the species, size, and number of trees identified for a particular tree planting project. Trees shall meet the standards detailed in the most recent edition of the American Standard for Nursery Stock (ANSI Z-60.1). Trees identified by the City of Tigard as “Nuisance Trees” shall not be selected, purchased, or planted.
- Tree Delivery and Storage – Including but not limited to the delivery and storage of trees and associated materials in a manner that protects the trees and associated materials from damage.
- Tree Planting – Including but not limited to the planting of trees in a manner consistent with generally accepted industry standards for tree care practices detailed in the most current version of the American National Standards Institute (ANSI) A300 Standards for Tree Care Operations. In addition, the tree planting shall be in accordance with all federal, state, regional, and local rules and regulations.
- Root Barrier Installation – Including but not limited to the installation of root barriers per the manufacturers’ specifications for protecting hardscape, infrastructure, utilities, and other features when required by a particular permit or project.

Exhibit A

- Tree Staking and Guying – Including but not limited to the staking and guying of any new planted tree identified as requiring supplemental support in order to remain upright. Staking and guying shall be in a manner consistent with generally accepted industry standards for tree care practices detailed in the most current version of the American National Standards Institute (ANSI) A300 Standards for Tree Care Operations. Stakes and guys shall be monitored to ensure they are not causing tree damage, and shall be removed as soon as a tree is able to stand upright without supplemental support.
- Tree Protection from Wildlife – Including but not limited to the installation, monitoring, and removal of plant tubing or wire caging for protecting newly planted trees from damage or death from wildlife if required for a particular tree planting project.
- Mulch Installation – Including but not limited to the installation of mulch in the form of wood chips, shavings, or other acceptable material around the bases of newly planted trees in a manner consistent with generally accepted industry standards for tree care practices.

Three (3) Years of Early Tree Establishment

- Truck or Hand Watering of Trees – Including but not limited to the delivery and application of specified quantities and frequencies of water during specified time periods using a tanker truck, hoses, and/or other equipment when required for the survival of trees.
- Irrigation System Maintenance – Including but not limited to programming, monitoring, and maintenance of irrigation systems necessary for the application of specified quantities and frequencies of water during specified time periods required for the survival of the trees. Irrigation programming, monitoring, and maintenance shall be in accordance with the most current revision of the Irrigation Association's, *Turf and Landscape Irrigation Best Management Practices* if required for a particular tree planting project.
- Tree Pruning – Including but not limited to pruning of trees in a manner consistent with generally accepted industry standards for tree care practices detailed in the most current version of the American National Standards Institute (ANSI) A300 Standards for Tree Care Operations. Pruning objectives shall include the removal of dead, dying, and diseased tree parts, establishment of strong tree structure, development of a desirable form, abatement of tree hazards, and compliance with branch clearance requirements and other federal, state, regional, and local rules and regulations.
- Unwanted Plant Removal – Including but not limited to the removal of unwanted plants by physical, mechanical, biological and/or chemical means in accordance with all federal, state, regional, and local rules and regulations in order to limit competition and allow trees to survive and thrive if required for a particular tree planting project. Unwanted plant removal shall be the minimum necessary to allow trees to survive and thrive, and shall not be for the purpose of large scale unwanted plant removal unrelated or indirectly related to three (3) years of early tree establishment.
- Pest and Disease Control – Including but not limited to the control of tree pests and diseases using physical, mechanical, biological and/or chemical means in accordance with all federal, state, regional, and local rules and regulations in order to allow trees to survive and thrive if required for a particular tree planting project.
- Tree Inventory – Including but not limited the use of global positioning system (GPS) and geographic information system (GIS) technology to identify the location, species, planting date, three (3) years of early tree establishment activities, fund expenditures and other pertinent information for a publicly accessible tree and urban forest inventory.
- Tree Debris Disposal – Including but not limited to the collection and disposal of all debris generated from tree planting site preparation, tree planting, and three (3) years of early tree establishment in accordance with all federal, state, regional, and local rules and regulations.

AIS-471

Item #: 7.

Business Meeting

Date: 04/12/2011

Length (in minutes): 10 Minutes

Agenda Title: Award Purchase Agreement for Replacement of the In-Car Video System for Patrol Vehicles

Prepared For: Joe Barrett

Submitted By:

Cathy Wheatley
Administrative
Services

Item Type: Motion Requested

Meeting Type:

Local Contract
Review Board

ISSUE

Shall the Local Contract Review Board award a purchase agreement for the replacement of the City's in-car video system in patrol vehicles to CDW/Panasonic under a three-year capital lease and further authorize the City Manager to take any necessary steps to execute the agreement.

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends that the Local Contract Review Board approve the three-year lease for the in-car video system for patrol vehicles with Panasonic Finance Solutions and authorize the City Manager to carry out any steps necessary to execute the purchase.

KEY FACTS AND INFORMATION SUMMARY

The City's existing in-car video system is seven years old and has begun experiencing significant maintenance and customer service problems. Over the past couple of years, the need had arisen to have various components of the system sent back to the vendor for upgrades that were initiated and recommended by the vendor. The City began experiencing delays in receiving spare parts and slower turn-around time when the components were sent back for an upgrade. The vendor was located in Oklahoma. In June of 2010 the City received notification that the vendor had filed for bankruptcy and they closed their doors shortly thereafter.

Staff anticipated the need to replace this equipment during the development of the fiscal year 2010-11 budget, but based on the need to cut the budget, staff believed that it was possible to delay the replacement one more year. This issue was discussed at the Budget Committee. The Committee agreed with the staff recommendation, and the replacement was not included in the Approved budget. Unfortunately staff did not receive notice of the vendor's bankruptcy until after the current fiscal year's budget had been adopted and the bankruptcy made it imperative that we move ahead with the replacement despite our efforts to delay the cost one year.

Since receiving notice of the bankruptcy, staff has evaluated several vendors including on-site demonstrations from three vendors. At the conclusion of the reviews and on-site demonstrations, staff determined that a system from Panasonic best met the overall needs of the City and solicitation options were explored. Staff determined that the most efficient manner to procure the best-fit system was through a permissive cooperative procurement, as allowed under ORS 279A.215 and the City's own Public Contracting Rules, with CDW-G. The City is eligible to utilize this agreement, which was originally solicited by the City of Tucson, Arizona, through the City's membership in the National Intergovernmental Purchasing Alliance (National IPA.)

The National IPA serves as a government cooperative purchasing organization for agencies nationwide. National IPA aggregates purchasing volume of participating agencies, including the City, in order to receive larger volume discounts from suppliers. All master agreements are publicly solicited, awarded, and held by a Principal Procurement Agency, in this case the City of Tucson. Membership opens the City up to discounted goods or various services that were formally solicited by municipalities, counties, or states throughout the country.

The total value of the equipment is \$269,000. The equipment includes the hardware, software, stand-alone server,

and installation for all of the City's patrol cars (28), motorcycles, and two Sergeant-issued SUVs. The City, working with CDW-G and Panasonic, will enter into a three-year capital lease for equipment at an annual percentage rate (APR) of 1.65%. The annual payment, principal and interest, is \$94,100 and the City will pay roughly \$13,000 in total interest over the life of the lease. At the end of the three-year lease the City will assume ownership of the equipment under a \$1 dollar buy-out provision.

OTHER ALTERNATIVES

The Local Contract Review Board could direct staff to conduct a formal Request for Proposal process for the video system rather than use a permissive procurement process. Staff advises that such a process would likely lead to the City incurring additional costs both internally and in the cost of the product.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Basic city services provided to citizens are cost effective and are delivered without interruption.

DATES OF PREVIOUS COUNCIL CONSIDERATION

This purchase has not been previously considered by the Local Contract Review Board.

Fiscal Impact

Cost: \$269,000

Budgeted (yes or no): No

Where Budgeted (department/program): Police - General Fund

Additional Fiscal Notes:

The total value of the equipment is \$269,000. The City will entering into a three-year capital lease for equipment at a annual percentage rate (APR) of 1.65%. The annual payment, principal and interest, is \$94,100 and will be allocated in the General Fund. The City will pay roughly \$13,000 in total interest over the life of the lease. At the end of the three-year lease the City will assume ownership of the equipment under a \$1 dollar buy-out provision.

In Fiscal Year 2011, the first year cost of the lease will be absorbed within the existing fiscal year appropriations through savings in personnel costs. Staff anticipates savings of approximately \$188,000 through vacancies and staff turnover in the Police Department. This savings will be used for this first year of the lease agreement in the amount of \$94,100. Appropriation during fiscal years 2012 and 2013 will be included in the department's budget requests.

AIS-469

Item #: 8.

Business Meeting

Date: 04/12/2011

Length (in minutes): 20 Minutes

Agenda Title: Report from Mayor and City Councilors on National League of Cities Congressional City Conference

Prepared For: Mayor and Council Members

Submitted By:

Cathy Wheatley
Administrative
Services

Item Type: Update, Discussion, Direct Staff

Meeting Type:

Council Business
Meeting - Main

ISSUE

Mayor Dirksen, Councilor President Buehner and Councilor Woodard attended the National League of Cities Congressional Conference held in March 2011. They will give a report on the sessions they attended.

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

Mayor Dirksen, Councilor President Buehner and Councilor Woodard attended the National League of Cities Congressional Conference held in March 2011. They will report on the sessions they attended. Here is a summary of the major events held:

Sunday, March 13

City officials gathered for leadership meetings, policy discussions and legislative briefings on current federal issues and priorities important to America's cities and towns. Pre-conference educational seminars, the first-time attendee and new member orientation were also available.

Monday, March 14 & Tuesday, March 15

The President and his Cabinet members and congressional leaders were invited to discuss their priorities and the ways in which they envisioned partnering with cities and towns to solve America's economic and civic challenges.

General session speakers and NLC's leaders provided insights and strategies for making a difference on key federal issues. Workshops and small group learning opportunities rounded out the two main conference days and provided valuable information and connections to content experts and colleagues.

Monday Morning Special Event: Celebrate Diversity Breakfast

The 25th Annual Celebrate Diversity Breakfast featured a keynote speaker offering a discerning perspective on diversity issues facing America's cities and towns. Fee: \$35

Wednesday, March 16 – Capitol Hill Visits

City officials traveled to Capitol Hill for meetings with their congressional delegations to advocate on behalf of NLC's federal action priorities and to showcase how cities and towns are partnering with the federal government to help the nation achieve its goals. These visits were pre-scheduled by constituents. No official conference programming occurred on this day.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

AIS-478

Item #: 9.

Business Meeting

Date: 04/12/2011

Length (in minutes): 45 Minutes

Agenda Title: Discuss City Manager Recruitment Process

Prepared For: Sandy Zodrow

Submitted By:

Cathy Wheatley
Administrative
Services

Item Type: Update, Discussion, Direct Staff

Meeting Type:

Council Business
Meeting - Main

ISSUE

Council to discuss the process for recruitment of a City Manager.

STAFF RECOMMENDATION / ACTION REQUEST

Determine initial steps to begin recruitment process

KEY FACTS AND INFORMATION SUMMARY

Council needs to determine what recruitment process will be followed to select a new City Manager to replace retiring City Manager Craig Prosser. A draft timeline for recruitment and candidate profile information are included in the attachment materials

OTHER ALTERNATIVES

None

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Not applicable

DATES OF PREVIOUS COUNCIL CONSIDERATION

Not applicable

Attachments

[City Mgr. Rec 2011 letter](#)

[City Mgr. Rec. Initial Steps](#)

[Sample Administrator Profile](#)

[City Mgr. Rec. 2011 Disc.](#)

[City Mgr. Rec. 2005 flyer](#)



City of Tigard Memorandum

To: Mayor and City Council
From: Sandy Zodrow, Human Resources Director
Re: City Manager Recruitment
Date: April 4, 2011

Per Council's request, and in preparation for your meeting on April 12th regarding the City Manager recruitment, I have prepared some draft materials as a starting point to facilitate your discussion. Along with this cover memo, I have also enclosed:

- 1) A DRAFT Timeline for conducting the recruitment. Any and all steps can be modified or changed according to Council's direction
- 2) A "Sample Administrator Profile", which is just meant to provide Council with some descriptions of qualifications/skills applicable to this type of position
- 3) A listing of skills and criteria that Council discussed in March of 2005 regarding the last City Manager recruitment
- 4) A copy of the last recruitment that was conducted for the City Manager opening in 2005

If Council needs any other information for the April 12th meeting, please let me know.

DRAFT TIMELINE - CITY MANAGER RECRUITMENT 2011

April 12

- Review draft recruitment timelines
- Discuss process for developing candidate profile (qualifications/skills)
- Decide who will conduct recruitment process (in house or executive search firm)
- Discuss plans for interim city manager appointment

May 3

- Finalize candidate profile
- Confirm compensation package
- Finalize any supplemental questions to ask with application process
- Finalize timeline

Week 4

- Prepare and place advertisements

Week 5-10

- **[Recruitment is open for applications](#)**
- Decide on contents of all day assessment center and assessors (interview questions, mock presentation to Council, exercises (e.g. written), tours, etc.)
- Decide on date/time of assessment center
- Decide on rating form and screening criteria to review applications
- Decide who will conduct background checks for finalists

End of Week 10

- **[Final deadline for receiving applications](#)**

Week 11-12

- Council reviews all applications and selects finalists
- Finalists are notified

Week 13

- Reference checks, etc. are conducted – determine who will do these

Week 14

- Council reviews background check information, confirms finalist list
- Determine policy on finalist expenses
- Any finalists are eliminated and notified
- Finalists are contacted and scheduled for Assessment Center

Week 17

- Assessment Center is held

Week 18

- Council reviews Assessment Center results and decides on finalist

Week 19

- Finalist is notified and final background work is done
- Any site visit is conducted by Council/others

Week 20

- Final interview is conducted (if needed)
- Job offer is made and appointment negotiated

SAMPLE ADMINISTRATOR PROFILE

This is much longer of a profile than is necessary however we wanted to give Council an assortment of ideas for qualities and characteristics that they might want to utilize in their profile.

Experience and Education:

- Bachelor's degree in business, public admin or related field and at least _____ years of experience as a City Manager (or similar) is required. MPA is preferred
- Extensive responsible managerial and administrative experience in a full service municipal government or similar senior level experience
- Past local government experience in areas including budgeting and finance, economic development strategies, understanding of state laws, land use planning, zoning regulations, engineering, public works, human resource management, information technology and risk management.

Knowledge, Skills and Abilities:

Personality Traits:

- Confident
- Straightforward
- Communicates clearly and concisely
- Appropriate sense of humor
- Comfortable in a diverse community
- Open to a variety of opinions
- Diplomatic
- Approachable
- Energetic
- High level of integrity
- Provide visionary leadership
- Be realistic
- Able to see the Big Picture
- Thinks outside the box when providing solutions to difficult problems

Administrative Ability:

- Broad perspective and knowledge of all areas of city management
- Demonstrated performance in human resources and/or collective bargaining
- A skilled communicator, including the ability to listen, communicate with various segments of the community, and develop good relations with the business community
- Willing to devote whatever time is necessary to achieve the goals and guidelines established by the Council
- Knowledge of how to organize departments

- Demonstrated leadership qualities
- Team oriented, inclusive and collaborative
- Demonstrated problem solving skills
- Experience in multi-cultural environments preferred
- Politically astute
- Ability to response to difficult questions appropriately
- Long term perspective on issues
- Understand advanced technology
- Able to navigate a rapidly changing environment.
- Be proactive
- A visionary
- Strive to further improve the City's financial stability
- Knowledge of modern and complex principles and practices of municipal administration
- Good understanding of the current social, political and economic trends and operational challenges of municipal government
- Strong public speaker with the ability to communicate effectively with a diverse population.
- Economic and downtown redevelopment experience
- Successful background in growth management, budgeting and finance, transit and transportation, water resource development, land use and planning and information technology.
- Hold subordinates accountable but not a micromanager
- Economic/CBD/redevelopment experience
- High expectations of staff but will be supportive and provide opportunities for career development
- Be a good delegator; a responsible risk taker; accessible and innovative
- Makes decisions and moves forward; can make solid key decisions when necessary
- Promote a team approach; select, develop and motivate good staff; willing to make difficult personnel decisions when necessary
- Promote a customer service orientation in the organization
- Long term visionary approach to current challenges facing city

Council Relations:

- Ability to take time and interest in working with council members to keep them informed and explain technical processes
- Able to adequately inform the Council on a regular basis so there are no surprises.
- Excellent written and oral skills
- Able to accept constructive criticism and to implement needed changes
- Open and honest with the Council and able to present all sides of an issues that affect the City
- Be responsive, forthright, honest and efficient with a positive attitude

- Able to carry out the intentions and directions of the Council enthusiastically
- Flexible and willing to adapt to changes in direction by the City Council
- Consensus builder
- Keeps Mayor and Council informed in a timely manner
- Be proactive and willing to provide his/her best professional recommendations, along with options
- Provide objective evaluation of policy issues going to Council including an array of options with pros and cons as well as staff recommendations

Budget and Finance:

- Demonstrated prior experience in managing a city or county budget

Human Resource Management:

- Some knowledge of labor relations law
- Preferred demonstrated ability in the collective bargaining process
- Demonstrated personality that can communicate the City's goals and needs to employees

Community Relations:

- Demonstrated involvement in community activities
- Experience working with and understanding the needs of the business community
- Able to present a confident image of the local government to the community at large
- Able to demonstrate a positive, productive attitude to citizens of the community
- Comfortable working in an environment with competing interests.
- Ability to create and develop partnerships with individuals, community groups, businesses and other organizations.
- Foster a sense of cooperation and collaboration within the community
- Demonstrate a sincere interest in the entire community, including neighborhood issues and business concerns

Intergovernmental relations:

- Able to relate to and develop a good working relationship with other local governments, county governments, community organizations, schools, and state and federal agencies

City Council

Discussion of "Ideal Candidate" for City Manager – March 2005

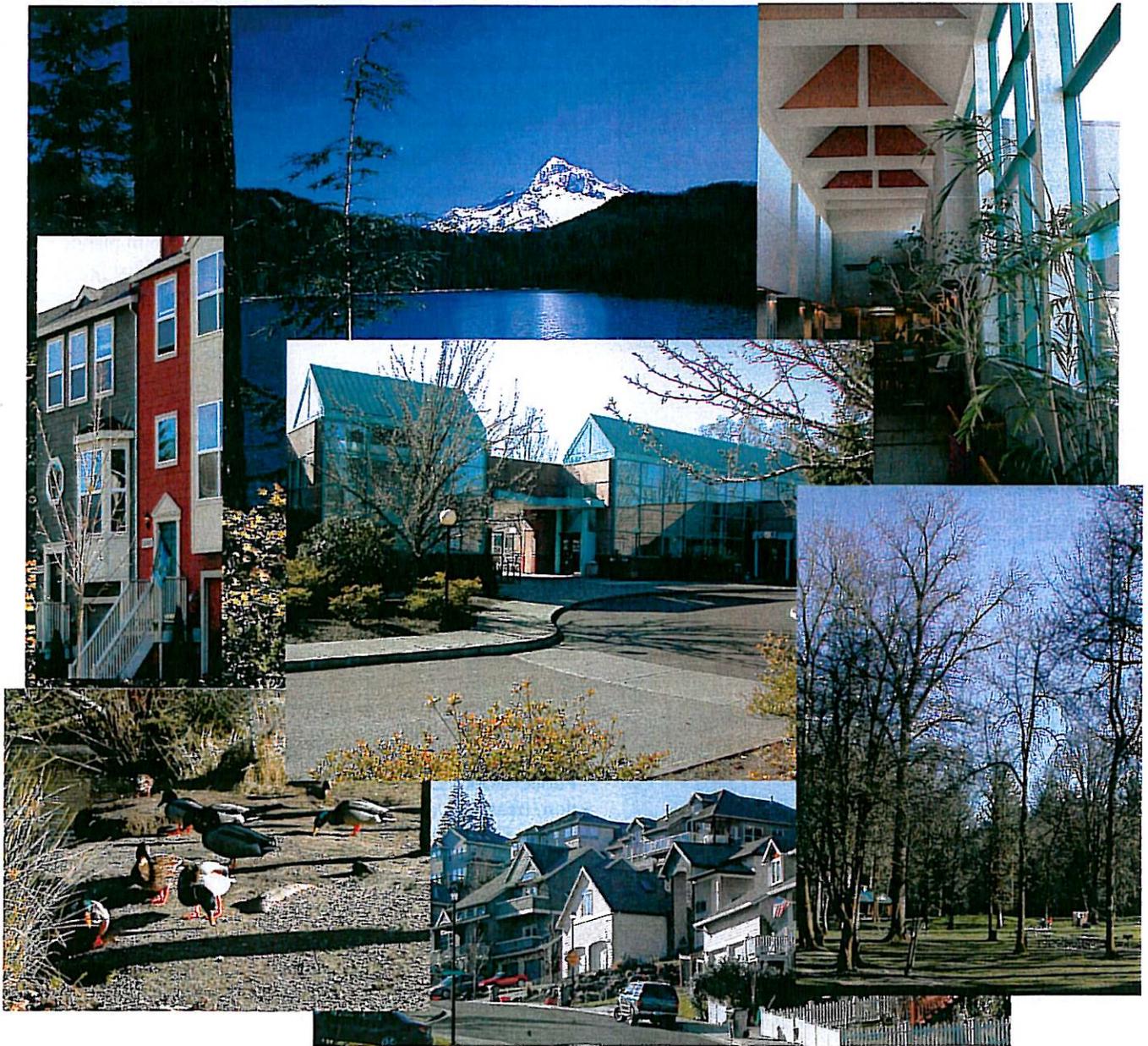
Primary categories of discussion included economic development, innovation, urban renewal, land use, general experience, administrative experience, communications, community relations

- Doesn't have to have been a city manager – work in economic development but also an administrator over a number of employees
- Creative thinker
- Fresh ideas
- Administrative experience in supervising high level staff
- Not mandating that they have public sector experience or degree in public administration
- Good people management skills
- Executive level experience
- Has some knowledge of urban renewal but maybe not experience
- Knows day to day administration
- To the degree running a city is like running a business, there are a lot of similarities but we have to be careful of that
- Has been a chief executive officer
- Demonstrations of good communications, and have written samples
- Succinct
- Bring city issues to us
- Communicates well with the public
- Intelligent
- Articulate
- Excellent written and verbal skills
- Good persuasion skills
- Ability to work with volunteer population
- Can deal with daily requests of people walking in and wanting to talk to the manager
- Increase the size of our community outreach
- Can handle controversy and different points of view
- Not arrogant
- Inclusive
- Listens and presents points of view in a way that's going to be understood

- Experience in economic development a big plus
- It's not economic development in terms of creating jobs but it goes along with urban renewal in that we've got a big portion of the city that is in physical decline
- Ability to work with businesses
- Can look at bigger picture and not be so focused on little things
- Can understand the economies of the organization they are a part of
- Being able to actively recruit for businesses – if we had someone who could do those things or even know how it's done
- We're going to be in competition with other cities that surround us to bring in the appropriate thing that will make the city work better
- Has creative solutions to problems – maybe by bring certain people together
- Looks at problems in different kind of way
- Somebody that can step back and not get lost in the day to day
- Looks at ends and not stuck in process
- Knows how to delegate and do the important things
- Have more experience in land use issues
- At least an understanding of the urban renewal process – has either been a part of the process or been effected by it some how
- Have some role in getting some nice project off the ground – was actually responsible for it – actually got it done

Consider an outstanding career opportunity in Oregon

City Manager





Tigard neighborhoods have much to offer.

The City of Tigard is a growing community of 45,000 residents offering great neighborhoods and the spirit and friendliness of a small town with the proximity of all the cultural attributes of the metropolitan area.



Tigard has been named Tree City USA for the 3rd consecutive year.

The Community

The City of Tigard is situated in the Tualatin Valley, just 80 miles east of the Pacific Ocean and 70 miles west of Mt. Hood and the Oregon Cascades. As the 11th largest city in the State of Oregon, the City of Tigard is located just 15 miles from downtown Portland in a metropolitan area that is nationally recognized as one of the most livable spots in the country.

Situated in Washington County, the City of Tigard's tremendous growth has coincided with the development of Washington County as a high technology center and attractive place to live. There are eight, four year colleges and universities plus two community colleges within 20 miles of Tigard.

The City of Tigard is a growing community of 45,000 residents offering great neighborhoods and the spirit and friendliness of a small town with the proximity of all the cultural attributes of the metropolitan area. Tigard-Tualatin schools continue to provide a quality education program that boasts Teachers of the Year and 11 of 14 schools rated as either exceptional or strong on the statewide report card.

With more than 350 acres of parks, greenways and natural areas, Tigard provides a variety of options for recreation, while protecting the area's natural beauty and wildlife habitat.

Candidate Profile

The City of Tigard is seeking an exceptional chief executive who understands the complex issues facing today's communities and a proactive leader who can build positive relationships and foster a sense of collaboration with a wide range of citizen groups, businesses, elected officials, staff members, volunteers and individual residents in our community.

We are looking for an innovator to fill this position, someone who can envision and work towards the necessary, but delicate balance of policy options and issues facing a prosperous, growing community. The ideal candidate will have considerable administrative and leadership experience at the executive level managing a complex organization. Qualified candidates demonstrate excellent management skills, are team oriented, delegate effectively, and have appropriate education.

The new City Manager must be capable of keeping all officials comprehensively informed and providing impartial guidance to elected officials to accomplish long term strategic needs as well as tactical steps necessary to deliver services.

The successful candidate will be someone who has a big picture orientation and will explore new and creative solutions to problems with an innovative, proactive approach to program planning and service delivery. The ideal candidate will be a skilled communicator, articulate, persuasive, an active listener and someone who is able to handle controversy and different points of view.

Strong knowledge, experience and a proven track record of accomplishments in economic development and urban revitalization will offer the kind of visionary leadership that will provide the long term direction necessary to address the City's evolving needs.

The Organization

Tigard is a dynamic, full service City government operating under a Court members serve as the City's policy making body and governing board of term. The City Council appoint a professional City Manager to serve as t ernment is committed to its mission of delivering the highest quality serv moderately-sized organization that values its employees and is committed work for the City of Tigard can see the visible impact of their efforts. Th Public Works, Library, Engineering, Community Development, Police an tion/treatment and surface water management through intergovernment mately \$110,900,000.

The organization benefits from a high degree of volunteerism with appro partments.

The City's Tigard Beyond Tomorrow Community Vision defines what or government and business professionals and community leaders stresses tl density and growth, downtown development, open space protection, parl gard City Council goals for 2005 include seeking more community involv talization of the downtown area, improvement of a major regional highw: revision of the City's Comprehensive Plan, additional park and open spac the City's financial picture.

The Position

The City Manager has responsibilities for guiding and directing the day-to-day administrative operations as well as providing strategic research, recommendations and management leadership to the City Council on budgets, programs, policies and services. In addition, the City Manager's responsibilities include:

- Attain the policy goals of the City of Tigard as adopted by the City Council.
- Appoint, supervise, discipline and remove appointive personnel, except appointees of the Mayor or Council.
- Act as the chief budget and fiscal officer of the City and submit the annual budget and capital program to the Mayor and Council.
- Supervise the administration of and be responsible for the enforcement of all laws and ordinances executed within the City of Tigard.
- Serve as the chief purchasing and business agent of the City of Tigard.
- Prepare and present information and recommendations to the Council regarding the operations and policies of the City of Tigard.
- Perform other duties as the Council prescribes.

Manager form of government. The Mayor and four (4) City Council members. Each member of the City Council is elected to serve a four-year term. The City Manager is the administrative head of city government. The City governs in the most cost-effective manner. The City of Tigard is a friendly, efficient organization that provides the highest standards of public service to its residents. People who currently employ 264 employees in the departments of Finance, Public Works, and Administration. The City receives fire service and sewerage collections. The City is financially stable and has an budget of approximately

approximately 525 citizens involved in helping with projects in various city departments.

Community will look like in 2017. This collaborative effort of residents, business, and industry is the importance of effective transportation systems, community appearance, recreational opportunities, safety, and traffic congestion issues. The City is committed to connecting the Visioning goals and strategies to a plan for revitalizing through Tigard, addressing growth through such efforts as the Visioning process, a clearer community identity and additional enhancement to

Salary and Benefits

Salary is competitive and based upon the qualifications and experience of the selected candidate. The City offers an excellent benefits package.

Application Process

Please submit a City of Tigard application, resume and cover letter by Monday, May 2, 2005 to:

Sandy Zodrow
Human Resources Director
City of Tigard
13125 S.W. Hall Blvd.
Tigard, Oregon 97223

Phone: 503-718-2408
Fax: 503-639-6795
Email: sandy@ci.tigard.or.us
Web: www.ci.tigard.or.us

The City of Tigard is an Equal Opportunity Employer committed to diversity in our workplace.



Tigard's Public Library, completed in 2004, has drawn much praise.



The Library's Houghton Room is quickly becoming Tigard's Living Room.



Beautiful fused glass panels hang from the ceiling in the library's lobby.

City of Tigard

We are committed to:

PARTICIPATION

*Citizens & employees
working together*

INNOVATION

*Consider & respect new
ideas*

RESPONSIVENESS

Accurate & timely

COMMUNICATION

Open & clear

COURTESY

To all



The City of Tigard is situated in the Tualatin Valley, just 80 miles east of the Pacific Ocean and 70 miles west of Mt. Hood and the Oregon Cascades.



Tigard has more than 350 acres of parks, greenways and natural areas.



The Tigard Festival of Balloons is an annual event that is enjoyed by more than 40,000 people throughout the three day event.