



City of Tigard

Tigard Business Meeting - Agenda

TIGARD CITY COUNCIL AND LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: October 25, 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 LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: October 25, 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

- A. Briefing on a Consent Item to Re-Allocate \$1.6 Million in Grant Funding to the Main Street/Green Street Retrofit Phase II Project
- B. Administrative Items

- EXECUTIVE SESSION: The Tigard City Council will go into Executive Session to discuss real property transaction negotiations under ORS 192.660(2) (e). 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)
7:35 p.m. - time is estimated
 - A. Follow-up to Previous Citizen Communication
 - B. Citizen Communication – Sign Up Sheet

3. PROCLAMATION - CENTENNIAL GREETINGS METZGER
7:45 p.m. - time is estimated
4. CONSENT AGENDA: (Tigard City Council and Local Contract Review Board) - 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:
7:50 p.m. - time is estimated
 - A. Approve Council Meeting Minutes
 - September 20, 2011
 - October 4, 2011
 - B. Approve the Re-Allocation of \$1.6 Million in Grant Funding to the Main Street/Green Street Retrofit Phase II Project
 - C. Local Contract Review Board:
 1. Award a Contract for the Purchase of a Truck-Mounted Heated Asphalt Patching Box to Sahlberg Equipment.
 2. Approve Purchase of a Freightliner m2 106 Chassis from McCoy Freightliner
 - *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.*
5. CONSIDER WASHINGTON COUNTY PROJECT HOMELESS CONNECT SOCIAL SERVICE FUNDING REQUEST
7:55 p.m. - time is estimated
6. RECEIVE UPDATE ON TRANSPORTATION PLANNING RULE (TPR)
8:05 p.m. - time is estimated
7. COUNCIL LIAISON REPORTS
8:50 p.m. - time is estimated
8. NON AGENDA ITEMS
9. 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.
10. ADJOURNMENT
9:00 p.m. - time is estimated

AIS-658

Item #: A.

Business Meeting

Date: 10/25/2011

Length (in minutes): 10 Minutes

Agenda Title: Briefing on a Consent Item to Re-Allocate \$1.6 Million in Grant Funding to the Main Street/Green Street Retrofit Phase II Project

Prepared For: Mike McCarthy

Submitted By:

Greer Gaston
Public Works

Item Type: Update, Discussion, Direct Staff

Meeting Type:

Council Business
Mtg - Study Sess.

ISSUE

The council will be briefed on a consent agenda item to re-allocate \$1.6 million in grant funding to the Main Street/Green Street Retrofit Phase II project.

STAFF RECOMMENDATION / ACTION REQUEST

No action is requested with regard to this study session briefing.

However, this briefing is followed by a consent agenda item in which staff recommends the council approve the re-allocation of \$1.6 million in grant funding to the Main Street/Green Street Retrofit Phase II project.

KEY FACTS AND INFORMATION SUMMARY

Many years ago the city was awarded \$1.6 million in federal funds to revamp the Tiedeman Avenue/Greenburg Road intersection and to expand Greenburg Road from Tiedeman Avenue to Highway 217. Grant funding was not sufficient to cover the \$5 million project.

The city subsequently proposed three alternative uses for the grant funds:

- Walnut Street project
- Pacific Highway/ McDonald Street/Gaarde Street intersection improvements
- Main Street/Green Street Retrofit Phase II project

Ultimately, the Walnut Street and the Pacific Highway/ McDonald Street/Gaarde Street projects were not eligible for federal funding.

Metro determines which projects receive grant funding; the Main Street/Green Street Retrofit Phase II project is the only city project which qualifies for the grant funds. This project offers the best chance at retaining the \$1.6 million grant.

The Main Street/Green Street Phase II project will rebuild portions of Main Street from the railroad tracks north to Scoffins Street, incorporating "green street" elements like stormwater planters, LED street lights, and pedestrian amenities. Phase II represents the only section of Main Street where improvements are not funded. The northernmost section of Main Street, from Scoffins Street to Pacific Highway, was improved as part of the Greenburg Road/Pacific Highway/Main Street intersection improvement project. Similar improvements are funded and underway on the southernmost section of Main Street, from Pacific Highway to the railroad tracks, through the Main Street/Green Street Retrofit Phase I project.

Metro is asking the city to formally request the grant funding to be transferred to the Main Street/Green Street Retrofit Phase II project. Council approval of the request appears on the consent agenda.

The city's local match for the grant funding is 10.27 percent or roughly \$165,000. This money would come from

the city's 2012-2013 gas tax fund.

If council re-allocates the grant funding, this project will need to be added to the city's 2012-2013 Capital Improvement Plan.

OTHER ALTERNATIVES

The council could choose not to re-allocate the grant funding. This would likely mean the city would forfeit the \$1.6 million grant.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

2011 City Council Goal No. 2 - "Implement Downtown and Town Center Redevelopment Opportunities"

DATES OF PREVIOUS COUNCIL CONSIDERATION

This is the first time the council has been briefed on re-allocating these grant funds to the Main Street/Green Street Retrofit Phase II project.

Fiscal Impact

Fiscal Information:

The federally-funded grant requires a 10.27 percent, or roughly \$165,000, local match. This money would come from the city's 2012-2013 gas tax fund.

If council re-allocates the grant funding, this project will need to be added to the city's 2012-2013 Capital Improvement Plan.

AIS-680

Item #: 3.

Business Meeting

Date: 10/25/2011

Length (in minutes): 5 Minutes

Agenda Title: Proclaim Centennial Greetings Metzger

Prepared For: Joanne Bengtson

Submitted By:

Joanne Bengtson
City Management

Item Type: Receive and File

Meeting Type:

Proclamation

ISSUE

Should the Mayor make a proclamation in honor of the town of Metzger's 100th anniversary?

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

On September 30, Tigard resident John Frewing requested a Proclamation in honor of the town of Metzger's upcoming centennial anniversary.

On October 1, 2011 the town of Metzger celebrated the occasion with a parade, live music and more. Tigard's proclamation, along with a proclamation from the Washington County Board of Commissioners will be placed in a time capsule for the next 50 years.

OTHER ALTERNATIVES

Not issue the proclamation.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Attachments

Proclamation - Metzger Centennial

Proclamation

City of Tigard

CENTENNIAL GREETINGS METZGER! October 1, 2011

Whereas, the community called Metzger originated from the donation land claims of Thomas Stott (1850) and David C. Graham (1850) that railroad tracks were surveyed to be built upon; and

Whereas, one hundred years ago Josephine and Herman Metzger filed a plat naming streets for trees, presidents, and numbers for the Town of Metzger. The plat was approved and officially recorded by Washington County; and

Whereas, the Metzger's donated land for a church, a school, a park and railroad right-of-way to serve their flourishing community; and

Whereas, in 1999, the Washington Square Regional Plan acknowledged the long-standing values and identity of Metzger by stating, "*Metzger should be a neighborhood that supports children and families. Metzger School and play fields will remain and be enhanced as an important neighborhood asset*"; and

Whereas, today the Metzger community is comprised of 3,765 residents who continue to maintain the character and friendship that Josephine and Herman Metzger envisioned in their lifetime; and

Whereas, Metzger's proximity to a regional center containing a continuum of uses, (from residential to densely developed commercial and employment areas) contributes to the vitality and desirability of Metzger as a place to live and work.

NOW THEREFORE BE IT RESOLVED THAT I, Craig E. Dirksen, Mayor of the City of Tigard, Oregon, do hereby proclaim October 1, 2011 as

CENTENNIAL GREETINGS METZGER!

Dated this _____ day of _____, 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:

City Recorder

AIS-684

Item #: 4. A.

Business Meeting

Date: 10/25/2011

Length (in minutes): Consent Item

Agenda Title: Approve City Council Minutes

Submitted By: Cathy Wheatley
Administrative Services

Item Type: Motion Requested

Meeting Type: Council Business Meeting - Main

ISSUE

Approve Council Meeting Minutes:

September 20, 2011

October 4, 2011

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

Minutes are being drafted. Drafts not completed and attached to this agenda item summary by October 24 will be rescheduled for the next business meeting.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Attachments

September 20, 2011 Minutes

October 4, 2011 Minutes



City of Tigard Workshop Meeting - Minutes

TIGARD CITY COUNCIL

MEETING DATE AND TIME: September 20, 2011 – 6:30 p.m.

MEETING LOCATION: City of Tigard – Town Hall –
13125 SW Hall Blvd., Tigard, Oregon 97223

6:30 PM 

1. WORKSHOP MEETING

- A. At 6:32 p.m. Mayor Dirksen called the Tigard City Council Workshop meeting to order.
- B. Deputy City Recorder Krager called the roll.

	Present	Absent
Council President Buehner	x	
Mayor Dirksen	x	
Councilor Henderson	x	
Councilor Wilson	x	
Councilor Woodard	x	

- C. Pledge of Allegiance
- D. Council Communications & Liaison Reports –

Councilor Woodard reported on a Metropolitan Area Communications Commission (MACC) meeting. He said MACC is moving into their new space on November 2, 2011. Due to a franchise review \$15,000 was collected from Frontier and \$80,541 was collected from Comcast. Of this amount, MAAC received 18% and the rest will be divided among the cities. Regarding Mayor Dirksen's question about why Tigard's balloon festival is currently being featured on cable, long after the event, MACC staff did not know.

- E. Call to Council and Staff for Non-Agenda Items - none.

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2. JOINT MEETING WITH THE PARK AND RECREATION ADVISORY BOARD

Parks and Facilities Manager Martin introduced PRAB members Vice-chair Holly Polivka, Chair Troy Mears, and Board Members David Brown, Peggy Faber, Hong Dao, and Marshall Henry.

Chair Mears commented on what has been an exciting year for the PRAB. The success of the parks bond led to several months of evaluating options, listening to the public and making recommendations to council on potential park purchases. He said the PRAB now wants to move ahead with a recreation component and needs direction from council. Vice Chair Polivka added that the entire board is very passionate about recreation and there is a lot of interest from the community.

- Recreation Program

Councilor Woodard said he is very much in favor of a city recreation program. He said the timing is right to look at the history of community support, including the latest survey in which 52% of the respondents expressed interest in a recreation program. He said it would be useful to find out if that public opinion has changed and if such a program is feasible now. He said he would like the PRAB be allowed to host their counterparts from West Linn and Hillsboro to discuss their initial programs and processes. He said, “Some people will say we can’t afford to do this. But we need to start small and find a way to make it happen.” He asked the other councilors for their opinions.

Councilor Henderson said it is the right time to begin discussions because council goal setting time is coming. He noted there is a recreation component in the Parks Master Plan.

Councilor Wilson commented on the long history of council discussion about a community recreation program. He said recreation programs require a subsidy and asked where it would come from. He said he saw no problem if voters want to vote themselves a tax to support this. He said his children were very active in private sector classes and volunteer-run soccer, etc. He asked what will happen if the city takes this over from them and expressed concern that this would stop volunteerism. He noted that the recent parks bond failed the first time it was on the ballot and questioned whether it is the right time to ask for more taxes. He suggested better timing might be after the city retires the library debt.

Council President Buehner said the Planning Commission acted as the Parks and Recreation Board, years ago. When she was a Commissioner a statistically valid survey was done regarding the community’s interest in a recreation program. She said they found that while everyone wanted a recreation program, they were only willing to spend \$1 a year for it. She said after that a pilot program was proposed. While a majority of Council was favorable, the citizen members of the budget committee felt it was not the right time to

pursue it. She said now is not the time to go to the voters and the only way to fund this would be taking money from something else the city does.

Mayor Dirksen summarized that council was generally enthusiastic but fiscally conservative. He said a recreation program has to be affordable and agreed with Council President Buehner and Councilor Wilson that it is not the right time to ask the citizens for funding. He said coordination with the school district and others should be explored. He gave qualified assurance that if PRAB is willing to stay within the limitations council expressed, they could move forward.

PRAB Member Dao reiterated that PRAB is only seeking council approval to explore at this time and said they have not discussed putting this before the voters or any dollar amounts. She responded to Councilor Wilson's earlier question about the city usurping privately-run activities and said she wanted to allay his concerns. She said the public and private sector can work together and there are plenty of opportunities for all.

Mayor Dirksen recommended looking at municipalities that have city facilities and successful private or non-profit recreational opportunities. He advised against taking over existing programs and suggested filling niches instead.

Council President Buehner urged PRAB not to start from scratch with their research. She said there is a tremendous amount of previous history that can be used as a resource.

PRAB Member Davies asked about providing lower cost, smaller scale programs. He asked if someone wanted to bring back the 5K run, for example, would they coordinate it through the city. Councilor Wilson said the city used to have an event coordinator but the position was cut in recent budget reductions. He said that after a round of budget cuts the city also stopped renting out rooms for community use because the program did not pay for itself. He expressed interest in a web-based reservation system, but noted that wouldn't cover the costs of cleaning, insurance, unlocking or locking the rooms. He suggested that studying and finding more cost effective ways to do room rentals could inform the notion of what it would cost to run a recreation program.

Council President Buehner said insurance would be too costly. Mayor Dirksen asked staff for clarification on insurance. He said he heard concerns from citizens about increased liability insurance costs for the city when the skate park opened, but the city's provider said these activities were already covered. Risk Manager Mills responded that the city is currently covered to run a recreation program. She said it is based on claims and costs would rise if claims increase.

Mayor Dirksen asked Risk Manager Mills what kind of city involvement is required to make it a "city event." She said if the city sponsors and is in control of an event, it would be able to purchase liability insurance. For events such as the Tigard Fourth of July, a non-profit group is running the event and they have to purchase their own insurance. She said non-profit groups find insurance to be expensive. In response to a comment from Council President Buehner regarding instances when outside organizations asked the city to provide insurance for them,

TIGARD CITY COUNCIL MINUTES – SEPTEMBER 20, 2011

Risk Manager Mills said the city is not able to do that; they must purchase their own. Mayor Dirksen asked staff to explore the legality of a recreation program that is staffed primarily with citizen volunteers, but still comes under sponsorship and oversight of the city.

Councilor Woodard referred to the Tualatin Hills Park and Recreation District Comprehensive Plan which states that for every dollar spent on volunteer help the program receives savings of ten dollars. He said that is a good ratio. He suggested examining demographics and what types of recreation are desired. He suggested the PRAB think of ways to create something economical that shifts resources and gives the city a “bigger bang for the buck.” He gave an example of a volunteer job description for “maintaining a linear park trail system,” which would mean a shift in public works resources and possible cost savings to the city.

Council President Buehner mentioned that some areas of the city, such as Summerfield, have their own internal recreation program and paying for another would be an issue.

PRAB Chair Mears said he appreciated the council’s support and said they would do some research and discuss their results with council at a future meeting.

- Downtown Park Acquisition



PRAB Chair Mears asked what involvement Council wants PRAB to have with recommendations for a downtown plaza site. Mayor Dirksen suggested two options:

- PRAB could study the list of options, develop a list of potential properties and forward a recommendation to CCAC for discussion.
- Form a subcommittee consisting of members from PRAB and the CCAC and work together on a recommendation to be presented to both groups and council.

Council President Buehner favored with the second approach.

Councilor Wilson mentioned that consultant Michelle Reeves advocated for smaller sites along Main Street even though previous direction had been to have a connection with Fanno Creek Park. He said the two functions could be split, with visible, active, green recreation space near Fanno Creek, and active plaza space in another downtown area that would spur redevelopment. He said if the city chooses this route, he saw the PRAB’s purview as the green, active recreation space near the creek and the Main Street development catalyst areas as the concern of the CCAC. He suggested the subcommittees consider these as their respective areas of responsibility.

Councilor Henderson said as the liaison to the CCAC, he encourages them to keep in contact with the PRAB. He said the timeline is making people nervous but he asked the PRAB to make sure they and the CCAC are speaking the same language. He said another place to spend the bond money downtown would be the creation of an urban creek, a project he said he mentions every six months, to no avail. Mayor Dirksen said he hadn’t given up on the urban creek idea.

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Mayor Dirksen said the council wants to see results but the PRAB can decide the process used. PRAB Chair Mears said he will put together a subcommittee of CCAC and PRAB members.

- Acquisition vs. Development

PRAB Chair Mears said the PRAB is looking at possible city park development to include Fanno Creek House, Jack Park, Summer Creek Park, and East Butte. He said other opportunities under consideration are a baseball or soccer field at Summerlake Park, and exploration of a relationship with Tigard-Tualatin School District for school sites (Templeton, Tuality and Metzger). Mayor Dirksen said he spoke with the TTSD superintendent who mentioned they would like to coordinate acquisition of materials with Tigard Public Library, especially electronic books. Mayor Dirksen said council should hold a joint meeting with TTSD in the near future.

PRAB Chair Mears said PRAB realized there is a limited amount of money available for development of the Summer Creek site. He asked council if there were other funding sources besides bond money for half-street improvements and permits. Mayor Dirksen replied that when looking at development, the city should find ways to leverage bond funds, such as SDC's, or investigate whether state gas tax dollars can be used for street improvements, etc. He said he was not aware of a need for half-street improvements and asked for that information to be passed along to council. Parks and Facilities Manager Martin explained that the city owns the property along Tigard Street and almost any development there will trigger some sort of street improvements.

Councilor Henderson said the bond amount included \$3.4 million dollars for development. He asked if they have exhausted that amount. He said the bond included an estimate of up to 20% for improvements and asked if the PRAB is assuming that the entire 20% will be used. Chair Mears said the reason for the bond passing was park site acquisition, but the community also wanted site improvements. He said some improvements, such as to the school sites, would be very easy and inexpensive to accomplish. He said they want to spread the development around the city.

Councilor Wilson advised that he would not have supported a bond with 100% going towards acquisition because once you have the properties, things do not look any different to people. At the very least, Tigard should provide access - trails, signage and parking – or whatever is required, so voters can see what their money purchased. PRAB Chair Mears said they would like to create a master plan for each of the properties purchased and this would help the city seek grants.

Councilor Woodard suggesting installing workout stations along some of the trails. He asked the PRAB to keep in mind both passive and active recreation and remember that adults also use these sites.

Councilor Wilson asked about the deadline to spend the bond money and asked if it was possible to extend the timeline. Facilities and Parks Manager Martin said that deadline is the

law for this type of bond. Councilor Wilson said they should work hard now so they're not rushing to spend it later. Councilor Henderson advised that purchases should be initiated

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before the last six months of the bond period because it would be difficult to close a property transaction in less time.

3. MEETING WITH THE BUDGET COMMITTEE

Budget Committee Chair Goodrich opened the meeting at 7:29 p.m. Staff present were Finance and Information Services Director LaFrance, Assistant Finance Director Smith-Wagar, and Senior Management Analyst Collins. Other citizen Budget Committee Members present were Melody Graeber, and Chris Henn.

Council President Buehner moved for approval of the April 25, 2011 meeting minutes. Councilor Wilson seconded the motion. All voted in favor.

Assistant Finance Director Smith-Wagar gave an update on the audit. She said the new audit firm is already doing final field work. She said staff is still preparing the Comprehensive Annual Financial Report (CAFR). She said her goal was to have the audit done by late November but it may be complete as soon as the end of October. Finance and Information Services Director LaFrance expressed his confidence in the new audit firm.

The quarterly Budget Committee meeting schedule was discussed. Finance and Information Services Director LaFrance said the first quarter financial report will be mailed to the Budget Committee in October. The second quarterly meeting will be scheduled for January, 2012.

Finance and Information Services Director LaFrance summarized the first quarter supplemental budget. A copy was distributed and is in the meeting packet. He said all items are carried forward from last fiscal year or bring in additional revenue, such as grants. Item 7 is one exception. It shows an increase from the criminal forfeiture fund to be used by the police department. \$30,000 will be transferred to the General Fund and this is the only item that will result in a lower ending fund balance.

Finance and Information Services Director LaFrance alerted council to an item that may be coming to them for approval. He said TriMet approached the police department about expanding their transit police force. The result may be that Tigard receives money to provide officers, resulting in an FTE increase, and council adopted a hold-the-line budget. However, the FTE increase would be fully funded. Councilor Wilson asked if Tigard would shift an officer to TriMet or if one would be hired. Interim City Manager Newton said that existing officers typically take this assignment to gain additional training and so we would fill their vacancy. Mayor Dirksen said this is a good program for Tigard, TriMet and residents who use it.

Finance and Information Services Director LaFrance said the Budget Committee directed staff during the budgeting process to take a broad look at budget issues facing Tigard in the near to mid-range future. He said staff is proposing a work plan to prepare a Long-Term Strategic Financial Plan document, which bridges the gap between the decisions being made now and the decisions we think we will be making on existing services or proposed

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expenditure decisions. Guiding principles will be developed and then a list of likely expenditure decisions that Tigard might make both on existing services or potential services (such as a recreation program or library annex). The Budget Committee will meet to prioritize projects, identify cuts, or find enhanced revenues to pay for new projects, using a balanced budget approach. He noted that additional resources will be needed to help prepare this and there is money available in the contingency. He asked the Budget Committee if this work plan meets their need identified during the budget process and if it does, should staff move forward with a request to move money from the contingency.

Councilor Woodard referred to the forecast assumption portion and said that as the city is investing in a new CMMS (Computerized Maintenance Management System), savings to the General Fund should also be forecasted. Finance and Information Services Director LaFrance replied that would be part of the current forecasting.

Council President Buehner asked if the project work plan for the Long-Term Strategic Financial Plan was too ambitious. Finance and Information Services Director LaFrance agreed that the timeline is aggressive, but the process could become two-step: an initial plan and an update one or two years later. The plan would have three implementation timeframes, Year 1, Year 2 and Years 3-5. Mayor Dirksen asked if the preliminary assumptions would be there as the budget is finalized next year. Finance and Information Services Director LaFrance said he envisioned this plan to be done about the same time as proposed 2012-13 budget work and would inform the following fiscal year. He said it gives another layer beyond the current fiscal forecasting method. He said with current staffing, one to two issue papers could be presented each fiscal year.

Councilor Henderson expressed concern about a declining ending balance and asked how that is considered during this process. Finance and Information Services Director LaFrance said an assumption is that we need to keep the General Fund over \$5 million, so council will be able to see, as some of these ideas are being plugged in, what happens to that ending balance in the forecast. It will give council and budget committee context for decision making.

Budget Committee Chair Goodrich said he did not see this as a change to what is being done now which is a compliment to staff and former City Manager Prosser. He noted that it establishes guidelines and principles. He said, "This will ensure, as we take on long-term obligations to improve the quality of life that we're making sure we have long-term revenue sources to match."

Finance and Information Services Director LaFrance asked the Budget Committee if there was general acceptance for this work plan and they indicated that there was.

The City Operating Budget Flowchart was distributed. A copy is available in the council meeting packet. Finance and Information Services Director LaFrance said it is based on last year's process and asked the Budget Committee members if they were satisfied or were there any suggestions about the process used. Council President Buehner suggested that Senior Management Analyst Collins give a presentation to the Planning Commission soon after the

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first of the year. Finance and Information Services Director LaFrance said that could be part of the work plan in October or November when ideas are being solicited from the public. He will try to get this scheduled with the Planning Commission. Budget Committee Chair Goodrich requested that an audit icon be added to the flowchart.

Finance and Information Services Director LaFrance approached the Budget Committee about created an audit subcommittee, consisting on one councilor and two budget committee members (citizens).

He asked the two new Budget Committee members for their feedback. Budget Committee Member Graeber said she liked the planning and the class that Finance and Information Services Director LaFrance held for new budget committee members. Budget Committee Member Henn said that although he had some background already in corporate finance, he thought it was a great learning experience.

Social services and community event requests were discussed. Finance and Information Services Director LaFrance asked the other Budget Committee members if the subcommittees should remain in place to make recommendations. He asked if all applicants should make presentations to those subcommittees. Council President Buehner said there are a number of agencies that apply every year and while it may not be necessary for them to make a formal presentation, it would be useful for council to hear a presentation from a new entity. Mayor Dirksen agreed.

Councilor Wilson said the dollar amounts are small and suggested they come during the Citizen Communication portion of the council business meetings. He said it is important to receive an annual update on what these organizations are doing and it does not need to take a lot of time. Councilor Wilson said it could be on a volunteer basis and the presentations limited to five minutes. When funding time comes around, council will know who they are. Mayor Dirksen referred to Council President Buehner's suggestion and said new organizations must give a presentation so council has enough information to make a decision.

Finance and Information Services Director LaFrance said he will make the necessary arrangements. Budget Committee Member Henn asked if it is necessary for long-term applicants to go through an arduous application process. He suggested different thresholds for various monetary amounts. Finance and Information Services Director LaFrance will take those ideas under consideration.

Finance and Information Services Director LaFrance said Rick Parker has served on the Budget Committee for six years and whose term is ending this December. He will be presented with a certificate thanking him for his service to Tigard.

There being no further business, Budget Committee Chair Goodrich adjourned the meeting at 8:23 p.m.

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4. RECEIVE UPDATE ON THE 2010 CENSUS DATA RELEASE



Senior Planner Wyss updated council with a brief PowerPoint presentation on recent data released on the 2010 census. He gave a tutorial on navigating the census website <http://www.census.gov/> to view more information.

He said Summary File 1 Data was released within the last month and Summary File 2 information, such as marital status, income, poverty, etc. will come out this winter. He noted other changes:

- Long form no longer administered; was replaced with yearly American Community Survey
- Quarterly workforce indicators are now on website
- A new 5-year Economic Census will be completed next year

Senior Planner Wyss demonstrated how to access Tigard's economic data by employment sector and quarterly work force indicators. He showed how to perform a work destination analysis, and inflow/outflow, which indicates the number of people coming in or leaving Tigard to get to work. The American Fact Finder has tables ready for view or download.

Council President Buehner asked Senior Planner Wyss if council could call on him if they had questions when accessing the website. Senior Planner Wyss said he was available if they needed assistance. He said staff will return to council with an updated Community Profile.

5. RECEIVE BRIEFING ON INITIAL SUSTAINABILITY PRACTICES AT THE CITY OF TIGARD

Parks Manager Martin introduced Public Works Business Manager Michelle Wright. He provided background on her sustainability activities and highlighted how she helped other jurisdictions with cost savings. Ms. Wright gave a PowerPoint on sustainability efforts at the City of Tigard. A copy of this presentation is in the meeting packet. She evaluated what other cities have done and came up with a list of things Tigard could do and a list of the city's existing sustainability practices. She created a form so divisions can start documenting and tracking their sustainability efforts.

Public Works Business Manager Wright tied these efforts to council goals and work plan. She gave examples of sustainability definitions and noted that Council will be making the decision on what to use as Tigard's definition. She noted that sustainability will be documented in the CMMS (Computerized Maintenance Management System). She said PGE will soon be auditing city buildings for energy use, beginning with the library.

In response to a question from Council Henderson on whether sustainability is costing more, said she works closely with Finance. She said she will create a scope of work for a consultant and present it to council for approval. Councilor Henderson asked if a five-year plan is

TIGARD CITY COUNCIL MINUTES – SEPTEMBER 20, 2011

reasonable and Public Works Business Manager Wright said it is. Councilor Henderson said he was a great advocate of sustainability and wanted to get started as soon as possible.

Councilor Woodard asked about volunteers and whether they are considered sustainable. He suggested that a predictive maintenance analysis would save a lot of labor time.

Mayor Dirksen said, "The city needs to be a good example before we expect everyone to listen to us about sustainability."

- 6. COUNCIL LIAISON REPORTS
- 7. NON AGENDA ITEMS – None.
- 8. EXECUTIVE SESSION – None held.
- 9. ADJOURNMENT

At 9:04 p.m. Council President Buehner moved for adjournment. Councilor Woodard seconded the motion and all voted in favor.

	Yes	No
Council President Buehner	x	
Mayor Dirksen	x	
Councilor Henderson	x	
Councilor Wilson	x	
Councilor Woodard	x	

Carol A. Krager, Deputy City Recorder

Attest:

Mayor, City of Tigard

Date: _____

I/ADM/CATHY/CCM/2011/Final/September/110920

TIGARD CITY COUNCIL MINUTES – SEPTEMBER 20, 2011



City of Tigard Tigard Business Meeting - Minutes

TIGARD CITY COUNCIL, LOCAL CONTRACT REVIEW BOARD AND CITY CENTER DEVELOPMENT AGENCY

MEETING DATE AND TIME: October 4, 2011 – 7 p.m. (Note that the meeting start time was delayed due to the length of the preceding Executive Session.)
MEETING LOCATION: City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

Mayor Dirksen called the meeting to order at  8:32 p.m.

City Council roll call:

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

Staff present: Interim City Manager Newton, Human Resources Director Zodrow, City Recorder Wheatley

Mayor Dirksen advised the purpose of the meeting is for the selection of the new city manager. As of this date, two finalists were under consideration: Derek Todd, previously of Frederick Colorado, and Marty Wine, assistant chief administrative officer in Renton, Washington. The council members appreciated the quality of both candidates. Making a choice was extremely difficult; there could not be a bad choice.

Councilor Wilson made a motion to offer the City Manager position to Martha Wine. Council President Buehner seconded the motion.

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

TIGARD CITY COUNCIL MEETING MINUTES – OCTOBER 4, 2011

Council President Buehner made a motion to authorize staff to negotiate a contract with Ms. Wine. Councilor Wilson seconded the motion.

The motion was approved by a unanimous vote of Council present:

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

At 8:35 p.m., Councilor Wilson made a motion to adjourn the meeting. Council President Buehner seconded the motion.

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: _____

TIGARD CITY COUNCIL MEETING MINUTES – OCTOBER 4, 2011

AIS-659

Item #: 4. B.

Business Meeting

Date: 10/25/2011

Length (in minutes): Consent Item

Agenda Title: Approve the Re-Allocation of \$1.6 Million in Grant Funding to the Main Street/Green Street Retrofit Phase II Project

Prepared For: Mike McCarthy

Submitted By:

Greer Gaston
Public Works

Item Type: Motion Requested

Meeting Type:

Consent Agenda

ISSUE

Shall the council approve the re-allocation of \$1.6 million in grant funding to the Main Street/Green Street Retrofit Phase II Project?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends the council approves the re-allocation.

KEY FACTS AND INFORMATION SUMMARY

The council was briefed on this item in study session.

Many years ago the city was awarded \$1.6 million in federal funds to revamp the Tiedeman Avenue/Greenburg Road intersection and to expand Greenburg Road from Tiedeman Avenue to Highway 217. Grant funding was not sufficient to cover the \$5 million project.

The city subsequently proposed three alternative uses for the grant funds:

- Walnut Street project
- Pacific Highway/ McDonald Street/Gaarde Street intersection improvements
- Main Street/Green Street Retrofit Phase II project

Ultimately, the Walnut Street and the Pacific Highway/ McDonald Street/Gaarde Street projects were not eligible for federal funding.

Metro determines which projects receive grant funding; the Main Street/Green Street Retrofit Phase II project is the only city project which qualifies for the grant funds. This project offers the best chance at retaining the \$1.6 million grant.

The Main Street/Green Street Retrofit Phase II project will rebuild portions of Main Street from the railroad tracks north to Scoffins Street, incorporating "green street" elements like stormwater planters, LED street lights, and pedestrian amenities. Phase II represents the only section of Main Street where improvements are not funded. The northernmost section of Main Street, from Scoffins Street to Pacific Highway, was improved as part of the Greenburg Road/Pacific Highway/Main Street intersection improvement project. Similar improvements are funded and underway on the southernmost section of Main Street, from Pacific Highway to the railroad tracks, through the Main Street/Green Street Retrofit Phase I project.

Metro is asking the city to formally request the grant funding to be transferred to the Main Street/Green Street Retrofit Phase II project. Council approval of the request appears on the consent agenda.

The city's local match for the grant funding is 10.27 percent or roughly \$165,000. This money would come from the city's 2012-2013 gas tax fund.

If council re-allocates the grant funding, this project will need to be added to the city's 2012-2013 Capital

Improvement Plan.

OTHER ALTERNATIVES

The council could choose not to re-allocate the grant funding. This would likely mean the city would forfeit the \$1.6 million grant.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

2011 City Council Goal No. 2 - "Implement Downtown and Town Center Redevelopment Opportunities"

DATES OF PREVIOUS COUNCIL CONSIDERATION

The council was briefed on this item in study session. Aside from the briefing, this is the first time the council has considered re-allocating these grant funds to the Main Street/Green Street Retrofit Phase II project.

Fiscal Impact

Cost: \$165,000

Budgeted (yes or no): No

Where Budgeted (department/program):

Additional Fiscal Notes:

The federally-funded grant requires a 10.27 percent, or roughly \$165,000, local match. This money would come from the city's 2012-2013 gas tax fund.

If council re-allocates the grant funding, this project will need to be added to the city's 2012-2013 Capital Improvement Plan.

AIS-649

Item #: 4. C. 1.

Business Meeting

Date: 10/25/2011

Length (in minutes): Consent Item

Agenda Title: Award a Contract for the Purchase of a Truck-Mounted Heated Asphalt Patching Box

Prepared For: Joseph Barrett

Submitted By: Joseph Barrett
Financial and
Information Services

Item Type: Motion Requested

Meeting Type: Consent Agenda -
LCRB

ISSUE

Shall the Local Contract Review Board award a contract for the purchase of a truck-mounted heated asphalt patching box to Sahlberg Equipment.

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends the Local Contract Review Board award the contract for a heated asphalt patching box to Sahlberg Equipment and authorize the City Manager to fully execute the contract.

KEY FACTS AND INFORMATION SUMMARY

Tigard has approximately 290 lane miles of paved streets to maintain. The Street Maintenance Department provides reactive repairs to dig outs of paving and other isolated failures to the pavement. During 2008-2009 the city dug out and repaired 3,633 square yards of pavement and in 2009-10 this increased to 4,000 square yards. One of the tools the Street Maintenance Department utilizes during these repairs is a heated asphalt patching truck.

The current 1996 model patch truck was originally on the vehicle replacement schedule for 2009 due to its mileage and usage however, due to budget reductions, staff has been able to stretch the useful life of the truck during the last two years through numerous repairs. A heated asphalt patching truck consists of two elements. The first element is a cab and chassis and the second is the hot asphalt and sanding machine body mounted on the chassis. The purchase of both elements of the overall truck is brought before the LCRB tonight as separate agenda items for one overall purchase. Staff explored the feasibility of mounting the new hot asphalt body onto the 1996 chassis but this was option was ruled out due to the future costs related to repair and maintenance of the aging equipment.

Staff is asking the LCRB approve the purchase of a new heated asphalt patching truck, for this agenda item, a new Sahlberg Equipment heated asphalt patching box specifically. On August 30, 2011 staff issued a Request for Proposal (RFP) for a new heated asphalt patching box. Two firms, Sahlberg Equipment and Enviro-Clean Equipment, submitted proposals in response to the RFP. A proposal review team consisting of three staff member reviewed the proposals and, using the criteria detailed in the RFP, has determined that Sahlberg Equipment's proposals and heated asphalt patching box best meet needs of the city at this time. The estimated cost of the heated asphalt patching box is \$71,688, which when adding in the cost of the chassis, shows the total truck price of \$141,431.

OTHER ALTERNATIVES

The LCRB can chose to decline the award and direct staff to conduct a revised Request for Proposals for the heated asphalt patching box.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

This is the first time the LCRB has seen this item.

Fiscal Impact

Cost: \$71,688

Budgeted (yes or no): Yes

Where budgeted?: Gas Tax Fund

Additional Fiscal Notes:

This item is included in the FY 2011-12 budget that was adopted by Council. The funds are allocated for truck in the Gas Tax Fund. Total cost of the truck, including both chassis and heated asphalt patching box, is estimated at \$141,431.

AIS-650

Item #: 4. C. 2.

Business Meeting

Date: 10/25/2011

Length (in minutes): Consent Item

Agenda Title: Approve Purchase of a Freightliner m2 106 Chassis

Prepared For: Joseph Barrett

Submitted By: Joseph Barrett
Financial and
Information Services

Item Type: Motion Requested

Meeting Type: Consent Agenda -
LCRB

ISSUE

Shall the Local Contract Review Board approve the purchase of a Freightliner m2 106 chassis from McCoy Freightliner to be used as the city's heated asphalt patching truck?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends the Local Contract Review Board approve the purchase of the Freightliner m2 chassis from McCoy Freightliner utilizing a permissive cooperative procurement via a City of Portland contract.

KEY FACTS AND INFORMATION SUMMARY

Tigard has approximately 290 lane miles of paved streets to maintain. The Street Maintenance Department provides reactive repairs to dig outs of paving and other isolated failures to the pavement. During 2008-2009 the city dug out and repaired 3,633 square yards of pavement and in 2009-10 this increased to 4,000 square yards. One of the tools the Street Maintenance Department utilizes during these repairs is a heated asphalt patching truck.

The current 1996 model patch truck was originally on the vehicle replacement schedule for 2009 due to its mileage and usage however, due to budget reductions, staff has been able to stretch the useful life of the truck during the last two years through numerous repairs. A heated asphalt patching truck consists of two elements. The first element is a cab and chassis and the second is the hot asphalt and sanding machine body mounted on the chassis. The purchase of both elements of the overall truck is brought before the LCRB tonight as separate agenda items for one overall purchase. Staff explored the feasibility of mounting the new hot asphalt body onto the 1996 chassis but this was option was ruled out due to the future costs related to repair and maintenance of the aging equipment.

Staff is asking the LCRB approve the purchase of a new heated asphalt patching truck, for this agenda item, a new Freightliner m2 106 chassis specifically. Staff is recommending the use of a permissive cooperative procurement for the purchase of the chassis utilizing a City of Portland contract. This method allows the city to save on both staff time and materials when compared to a traditional Invitation to Bid or Request for Proposal. The total cost of the chassis is \$69,743, which when adding in the cost of the heated asphalt box, shows the total truck price of \$141,431.

OTHER ALTERNATIVES

The Local Contract Review Board can chose to decline the award and direct staff to conduct an Invitation to Bid or Request for Proposal for the chassis. This option will likely add to the overall cost however when staff time and materials are factored in.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

This is the first time the LCRB has seen this item.

Fiscal Impact

Cost: \$69,743

Budgeted (yes or no): Yes

Where budgeted?: Gas Tax

Additional Fiscal Notes:

This item is included in the FY 2011-12 budget that was adopted by Council. The funds are allocated for truck in the Gas Tax Fund. Total cost of the truck, including both chassis and heated asphalt patching box, is estimated at \$141,431.

AIS-669

Item #: 5.

Business Meeting

Date: 10/25/2011

Length (in minutes): 10 Minutes

Agenda Title: Washington County Project Homeless Connect Social Service Funding Request

Prepared For: Toby LaFrance

Submitted By:

Liz Lutz
Financial and
Information
Services

Item Type: Motion Requested

Meeting Type:

Council Business
Meeting - Main

ISSUE

Washington County Project Homeless Connect is asking the council to consider and approve a \$2500 contribution from the \$26,000 of budgeted Social Services set-aside to fund their work with the homeless in Washington County.

STAFF RECOMMENDATION / ACTION REQUEST

Consider the request and provide direction to staff.

KEY FACTS AND INFORMATION SUMMARY

The Adopted FY 2011-12 Budget includes \$26,000 of Social Service Set-Asides. The set-asides have been the practice of the City of Tigard since FY 2002-03. The set-asides are part of the Social Service and Community Events grants provided each year. In FY 2011-12, the set-asides represent approximately ten percent of the total budgeted grants.

The city budgets three set asides within this appropriation: \$10,000 for the Housing Program "emergency fund" to assist occupants of housing declared to be unsafe; \$10,000 for the Affordable Housing Set-Aside to assist providers of low-income housing; and \$6,000 for the Residential Services Agency Emergency Set-Aside to assist agencies that provide emergency food and housing to those in need.

The \$2,500 request from Washington County Project Homeless Connect came to the city after the annual funding applications had been processed. The request may fit under the intent of set-asides and is coming to Council for consideration this fiscal year. Council has not received any other requests for these funds this fiscal year.

OTHER ALTERNATIVES

Do not approve the request and hold this application for consideration during the next budget cycle.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Tigard City Council Long-Range Objectives include: "Programs and activities are available in the community to meet the needs of a diverse population."

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Fiscal Impact

Cost:

\$2,500.00

Budgeted (yes or no): yes

Where Budgeted (department/program): Social Services/Community Events

Additional Fiscal Notes:

There is \$26,000 set aside for undesignated housing needs within the Social Services / Community Events budget unit.

Attachments

Funding Request - Washington County Project Homeless

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-718-2487

FY 2011-12
SOCIAL SERVICE FUNDING REQUEST

Due: February 11, 2011

Agency Name: Washington County Project Homeless Connect
Address: 6701 NE Campus Way
City, State, Zip: Hillsboro , Or 97124
Contact Name: Kim Marshall
Telephone Number: 503-201-2631
E-Mail Address: kim@phcwashco.org

1. **Request** (express in whole dollar amounts only)

Cash \$2500.00

In-Kind Services-Hours (use of City property, City staff support,
etc. Please explain the services requested on a separate sheet) _____

Total Request \$2500.00

2. **Describe the Agency's mission:**

The mission of Project Homeless Connect is to bring communities together to create and promote tangible solutions that remedy the homelessness of their neighbors. Through this one-day, one-stop model which includes a key leaders briefing, we aim to achieve the following goals:

- ◆ To engage the community to be a part of the effort to end homelessness
- ◆ To connect Washington County homeless to needed services in a "one-stop" model
- ◆ To connect volunteers to Washington County's homeless for this day of services as well as future opportunities to help people in need
- ◆ To connect service providers with each other in order to serve the homeless in a new and different way
- ◆ To demonstrate broad community support to those experiencing homelessness in Washington County and to provide human connections to people who feel and are typically alienated.

3. **What group of citizens in Tigard does your organization target?**

Homeless, low income, underserved men, women and children.

4a. **What types of services will be provided in the funding request year?**

With over sixty five community partners and hundreds of volunteers we will work to provide services such as health and dental care, haircuts, food and clothing, and connections to needed social services.

4b. **How many Tigard residents will be served?**

We served over 500 homeless friends last year. Roughly 50 persons were identified from Tigard.

- 4c. **What percentage of your operation is dedicated to service in Tigard?**
 Roughly 10% of the people we served were from Tigard. We serve any persons needing to come and receive services.

5. **If you are requesting funds from Tigard and other governments in Oregon, please list them and show the amounts received/requested:**

Government	Received in FY 2009-10	Budgeted in FY 2010-11	Requested in FY 2011-12
Tigard	\$	\$	\$2500.00
Beaverton	\$2500.00	\$2500.00	\$2500.00
Tualatin	\$	\$	\$1500.00
Washington CO	\$1000.00	\$1000.00	\$1000.00

6. **Have the financial records of the agency for the last fiscal year been audited?**

Yes

No X

If no, please explain:

Sonrise Church, the fiscal agent for WCPHC, was not audited last year. Sonrise does not currently have outside audits, but do have year end closing. Info is supplied on Balance Sheets. Will probably have an outside audit this year.

7. **Please list any in-kind services you are requesting from the City of Tigard. Please estimate the value of these services and show the total in #1**

In Kind Service:

Estimated Value:

8. **Please submit the following information with this request:**

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. Audited financial statements for the last fiscal year. If not available, please explain in #6.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, please explain.
- d. A copy of your Articles of Incorporation or Bylaws.

2012 Project Homeless Connect Projected Budget		
<u>Expenses</u>		
Coordinator		\$19,200
Event supplies & logistical support		\$400
Publicity and outreach (posters, etc)		\$250
Resource Guides		\$1,500
T-shirts		\$250
Key Leaders Briefing	Coordinated through VAN	\$1,000
Event Food		\$800
Tri-Met tickets (for clients)		\$1,500
Medical Teams International		\$600
DMV fee fund		\$800
Website		\$200
Total Expenses		\$26,500
<u>Revenues</u>		
Providence Health & Services	committed	\$5,000
United Way	requested	\$1,500
Washington County	committed	\$1,000
City of Beaverton	committed	\$2,500
City of Hillsboro	requested	\$2,500
City of Tigard	requested	\$1,500
Sonrise Church	committed	\$10,000
Faith Community Contributions	requested	\$2,500
Total Revenues		\$26,500

2011

FINAL REVENUE & EXPENDITURES

Expenses	Original Budget	Actual
Event coordination (contract, ~ 8 hours/week)	\$4,500	\$4,500
Event supplies	\$750	\$433
Resource Guides	\$500	\$1,000
T-shirts & Lanyards	\$1,000	\$808
Key Leaders Briefing	\$800	\$524
Event Food	\$650	\$394
Tri-Met tickets (for clients)	\$2,000	\$2,000
Medical Teams International	\$500	\$500
Website	\$700	\$700
VAN administration (10%)	\$1,140	\$1,086
Pet Area supplies	\$3,000	\$3,000
Total Expenses	\$15,540	\$14,946
Revenue		
Carryover from 2010 PHC	\$1,070	\$1,070
Banfield Grant	\$3,000	\$3,000
Providence Health & Services	\$6,500	\$6,500
United Way	\$1,500	\$1,500
Washington County	\$1,000	\$1,000
City of Beaverton	\$2,500	\$2,500
Total Revenue	\$15,570	\$15,570
In-Kind Donations		
Facility (Sonrise Church)	\$3,000	\$3,000
Event Food for participants	\$2,500	\$5,050
Insurance (Sonrise Church)	\$1,000	\$1,000
Volunteers		\$21,682
Total In-Kind	\$6,500	\$30,732

Board of Directors (elders) 2011-2012

Officers

Pastor James Gleason,

Lead Pastor and chairman, Sonrise Church

jamesg@isonrise.com

Pastor Greg Scandrett

Executive Pastor, Sonrise Church

gregs@isonrise.com

Board Members

Pastor Eric Schmitt

Family Pastor, Sonrise Church

erics@isonrise.com

Pastor Dave Crandall

Worship and weekend ministry team director, Sonrise Church

davec@isonrise.com

Pastor Michael Smith

Discipleship Pastor, Sonrise Church

Michaels@isonrise.com

Pastor Nelson Castro

Hispanic Ministry Pastor

nelsonc@isonrise.com

Washington County Project Homeless Connect
2011-2012 Application

Jon Gietzen

Lay Elder, Sonrise Church

jongietzen@gamil.com

Doug Holmes

Lay Elder, Sonrise Church

Doug_maryholmes@comcast.net

Jeff Mourich

Lay Elder, Sonrise Church

jmourich@msn.com

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 13 2010**

SONRISE BAPTIST CHURCH OF HILLSBORO
C/O SONRISE CHURCH
6701 NE CAMPUS WAY
HILLSBORO, OR 97124

Employer Identification Number:
93-0785442
DLN:
17053011323010
Contact Person:
HENRY F SHAMBURGER ID# 31472
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(i)
Form 990 Required:
No
Effective Date of Exemption:
July 15, 1981
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

SONRISE BAPTIST CHURCH OF HILLSBORO

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert Choi".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

The Bylaws of Sonrise Church



THE BYLAWS OF SONRISE CHURCH

ARTICLE I: Name

The name of the organization, an Oregon nonprofit religious corporation, is Sunrise Baptist Church. This corporation will be further referred to in the Bylaws as the "church."

ARTICLE II: Purpose

In keeping with the New Testament Church, the purpose of Sunrise Church is to glorify God by fulfilling the following five purposes:

1. **Worship**—To participate in public worship services together, observe believer's baptism and communion, and to maintain personal, daily worship. (John 4:24)
2. **Fellowship**—To encourage, support and pray for each other as members of the family of God. To join together and share our lives together. (1 John 1:7, Acts 2:44-47, Hebrews 10:23-25, Romans 15:5,7, John 13:34-35)
3. **Discipleship**—To help members develop toward full Christian maturity and train them for effective ministry. To promote personal, spiritual growth and discipleship through Bible teaching. (Ephesians 4:11-13, Matthew 18:20, Timothy 2:2)
4. **Ministry**—To serve unselfishly, in Jesus' name, meeting the physical, emotional, and spiritual needs of those in our church, community and in the world. (1 Peter 4:10-11, Matthew 25:34-40, 1 Thessalonians 5:11, Galatians 5:13)
5. **Evangelism**—To share the good news of Jesus Christ with as many people as possible in our community and throughout the world. (Matthew 28:18-20, Acts 1:8, 2 Peter 3:9).

This church seeks to benefit the people of the local community by providing opportunities for spiritual, physical, intellectual, and social development. (Luke 2:52)

ARTICLE III: Statement of Faith

We affirm the Holy Bible as the inspired Word of God and as the only basis for our beliefs. We affirm the Declaration of Faith of the Conservative Baptist Association.

ARTICLE IV: Affiliation

This church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. Recognizing, however, the benefits of cooperation with other churches in world missions, this church voluntarily affiliates with the Conservative Baptist Association in its national, state and local expressions.

ARTICLE V: Membership

SECTION A: General

Membership in this church shall consist of all persons who have met the qualifications for membership and are listed on the membership role.

SECTION B: Qualifications for Membership

1. A personal commitment of faith in Jesus Christ for salvation.
2. Baptism by immersion as a testimony of salvation.
3. Completion of the church's membership class.

SECTION C: Rights of Membership

Every member shall have the right and responsibility to vote on the following matters:

1. The annual budget of the church.
2. The calling or dismissal of Pastors.
3. The calling or dismissal of Elders.
4. The acquisition of real property and related indebtedness.
5. The merger or dissolution of the church.
6. The disposition of all or substantially all of the assets of the church.
7. Amendments to the Bylaws of the church.

Each member 18 years and older is entitled to one vote. Voting by proxy is prohibited.

SECTION D: Termination of Membership

Members may be removed from the church roll for the following reasons:

1. Neglecting regular attendance, duties and obligations for a period of one year.
2. Transfer of membership to another church.
3. By personal request of the member.
4. Dismissal by the Pastors and Elders according to the following conditions:
 - a. The member's life and conduct is not in accordance with the membership covenant in such a way that the member hinders the ministry and community of the church.
 - b. Procedures for the dismissal of a member shall be according to the spirit of Matthew 18:15-17. Restoration and reinstatement of membership shall be according to the spirit of 2 Corinthians 2:7-8 when their lifestyles are judged to be in accordance with the membership covenant.
5. Death.

ARTICLE VI: Membership Meetings

SECTION A: General Meetings

A general meeting of the members shall be held each year within two weeks of the close of the financial year. This general meeting shall be the Annual Membership Meeting. The purpose of this meeting shall be to adopt an annual budget. Any other proper business may be conducted at this meeting.

SECTION B: Special Meetings

Special meetings may be called at any time by the Pastors and Elders for any purpose by giving notice to the members in accordance with Section C of this Article.

SECTION C: Notice Requirements for Membership Meetings

1. General Requirements:

Whenever members are requested to take any action at a meeting, notice shall be given to members no less than two (2) weeks prior to a meeting. Notification of membership meetings shall be given in any of the following manner which shall be deemed to be a reasonable method of calling a membership meeting:

- a. Distribution of written material to the congregation in attendance at a weekend service.
- b. Oral announcement to the congregation at a weekend service; or
- c. Delivery by United States mail to each member identified on the membership roll.

2. Notice of Agenda Items:

Agenda items requiring the voting approval of the members shall be specified in the notification of membership meetings.

SECTION D: Voting Approval Requirements.

Three-fourths (75%) of those members present and voting at a meeting duly noticed and called shall constitute an approval of the church body for the transaction of business. Voting shall be by secret ballot.

ARTICLE VII: Offices of the church

The offices of the church shall be the Pastors, Elders and Deacons/Deaconesses.

SECTION A: Pastors

1. Role:

To lead and guide the church body (Acts 20:28, 1 Peter 5:2).

2. Qualifications:

- a. They must meet the Biblical qualifications of 1 Timothy 3:1-7 and Titus 1:6-9.
- b. They must agree with the doctrinal statement of the church and be in support of the current church Bylaws.

3. Calling:

- a. As led by the Holy Spirit, the Pastors and Elders will recognize the need for additional Pastoral staff.
- b. When a suitable candidate is identified, the church will be notified through the weekend bulletin for a period of 4 weeks.
- c. The candidate will be presented to the church through weekend services and other meetings as necessary to make the candidate more visible to the church.
- d. Pastors must be approved by vote of the church body at a meeting called for such purposes.

4. Responsibilities:

- a. Shepherding the church leadership and the church body (Acts 20:28, 1 Peter 5:2).
 - b. Equipping the Saints (1 Timothy 5:17, Hebrews 13:7, 1 Thessalonians 5:12, 1 Peter 5:2-3).
 - c. Directing the church (1 Thessalonians 5:12, 1 Timothy 3:5, 5:17, Hebrews 13:17, Acts 11:29-30, 15:28, 20:27-28).
 - d. Protecting the Flock (Acts 20:28-31, Titus 1:9, Ephesians 4:3, 11-13).
 - e. Serving with Diligence (1 Timothy 1:8, 3:2, 4:11-16, 5:17, Titus 1:9, 2 Timothy 1:6, 2:15, Acts 6:4, James 5:14).
 - f. Promoting unity and guarding the church body from division and incorrect doctrine (1 Corinthians 12:25, Titus 1:9).
 - g. Teaching the Word according to guidance of the Holy Spirit (1 Timothy 3:2, Titus 2:15).
5. Removal:
If any Pastor fails to live up to the Biblical qualifications or fails to perform his duty in a reasonable manner, he shall be removed by a vote of the church body.

SECTION B: Elders

- 1. Role:
To assist the Pastors in meeting the spiritual needs of the church (Numbers 11:16-17).
- 2. Structure:
 - a. The Council of Elders of Sunrise Church shall be composed of men who meet the Biblical qualifications. No specific number of elders is designated. The Council of Elders shall consist of members of the Pastoral staff and the church body.
 - b. The Council of Elders shall function as the directing board of the church with the Senior Pastor as the Head Elder.
- 3. Qualifications:
 - a. They must meet the Biblical qualifications of 1 Timothy 3:1-7 and Titus 1:6-9.
 - b. They must have been a member of Sunrise Church for a sufficient time to be recognized by the leadership as demonstrating the characteristics of an Elder. They shall be active in membership and ministry for at least a period of one year.
 - c. They must agree with the doctrinal statement of the church and be in support of the current church Bylaws.
- 4. Calling:
 - a. As led by the Holy Spirit, the Council of Elders will recognize the need for additional Elders.
 - b. When a suitable candidate is identified, that candidate will be invited by the Council of Elders to explore the expected role and responsibilities of the position for a trial period of six months.
 - c. Elders are recommended by the Council of Elders to the church. The church will be notified of the potential candidate through the weekend bulletin for a period of 4 weeks. The members of the church should bring any concerns during this time to the Council of Elders—should they arise.
 - d. Elders must be confirmed by vote of the church body at a meeting called for such purposes. Three-fourths vote of members present is required to appoint Elders.
- 5. Term:
 - a. There is no Biblical precedent for a limitation of service, however, Elders must be reaffirmed by the church body after every three years of service.
 - b. An Elder, for reasons outlined below, may take a leave from their responsibilities. These reasons include, but are not limited to; physical health, emotional health, family or business responsibilities.
 - c. If they no longer meet the Biblical qualifications, an Elder shall be removed from his position by a vote of the church body upon receiving a recommendation by the Council of Elders.
- 6. Responsibilities:
 - a. Assisting the Pastoral staff with the spiritual needs of the church leadership and church body (Numbers 11:16-17).
 - b. Equipping the Saints (1 Timothy 5:17, Hebrews 13:7, 1 Thessalonians 5:12, 1 Peter 5:2-3).
 - c. Directing the church (1 Thessalonians 5:12, 1 Timothy 3:5, 5:17, Hebrews 13:17, Acts 11:29-30, 15:28, 20:27-28).
 - d. Protecting the Flock (Acts 20:28-31, Titus 1:9, Ephesians 4:3, 11-13).
 - e. Serving with Diligence (1 Timothy 1:8, 3:2, 4:11-16, 5:17, Titus 1:9, 2 Timothy 1:6, 2:15, Acts 6:4, James 5:14).

- f. Promoting unity and guarding the church body from division and incorrect doctrine (1 Corinthians 12:25, Titus 1:9).
- g. Teaching the Word according to the guidance of the Holy Spirit (1 Timothy 3:2, Titus 2:15).

SECTION C: Deacons/Deaconesses

1. Role:
To assist the Pastors and Elders in meeting the physical needs of the church body (Acts 6:1-7).
2. Function:
 - a. The Deacons/Deaconesses of Sunrise Church shall be composed of men and women who meet the Biblical qualifications.
 - b. The Deacons/Deaconesses shall function in the service areas of Sunrise Church as directed by the Pastors and Elders.
3. Qualifications:
 - a. They must meet the Biblical qualifications of 1 Timothy 3:8-13.
 - b. They must have been a member of Sunrise Church for a sufficient time to be recognized by the leadership as demonstrating the characteristics of a Deacon/Deaconess. They shall be active in membership and ministry for at least a period of one year.
 - c. They must agree with the doctrinal statement of the church and be in support of current church By-Laws.
4. Calling:
 - a. The need for a Deacon/Deaconess is indicated by the prompting of the Holy Spirit and demonstrated by a natural following of their ministry and other ministry peers.
 - b. They shall be chosen by their individual peer ministries and confirmed by the Council of Elders.
5. Term:
 - a. There is no Biblical precedent for a limitation of service.
 - b. A Deacon/Deaconess, for reasons outlined below, may take a leave from their responsibilities. These reasons include, but are not limited to; physical health, emotional health, family or business responsibilities.
 - c. If they no longer meet the Biblical qualifications, or if their ministry ceases to exist, a Deacon/Deaconess shall be removed from their position by a vote of the Council of Elders.
6. Responsibilities:
 - a. Assisting the Pastors and Elders with the physical needs of the church membership thereby freeing the Pastors and Elders to spend time in the Word of God and in prayer (Acts 6:1-6).
 - b. Ministering within the areas of Worship, Fellowship, Discipleship, Ministry, Evangelism, Facilities and Administration.
 - c. Forming a ministry team to assist them in their particular area of service for the purpose of decision making, budget considerations, education, prayer and planning.
 - d. Performing their functions within their budget and ministry areas as overseen by the Pastors and Elders.

ARTICLE VIII: Records and Reports

The church shall maintain the following records and reports:

1. Adequate and correct books and records of all financial accounts.
2. Written minutes of the proceedings of church business meetings.
3. A record of the members of the church.
4. Contribution statements for contributors.

All such records shall be kept at the church's principal location.

ARTICLE IX: Dissolution of the Corporation

In the event of the dissolution of the Corporation, property of the church shall be distributed as follows: All property owned by this Corporation shall remain dedicated to the purposes outlined by these Bylaws. The liquidation, dissolution or abandonment of the Corporation shall not benefit any private person or private fund.

ARTICLE X: Amendments to the Bylaws

These Bylaws may be amended or repealed, and new Bylaws may be adopted by vote of three-fourths (75%) of the members present at any special or regular membership meeting which is called for such purpose.

IN THE BOARD OF DIRECTORS
FOR THE SONRISE BAPTIST CHURCH OF HILLSBORO, OREGON

In the Matter of Amending Articles II)	RESOLUTION AND ORDER
and III of The Articles of Incorporation)	No. 01-2010
of the Sonrise Baptist Church of)	
Hillsboro, Oregon)	

This matter having come before the Board of Directors for the Sonrise Baptist Church of Hillsboro, Oregon at its regular meeting on April 23, 2010; and

It appearing to the Board that Articles of Incorporation for the Sonrise Baptist Church of Hillsboro, Oregon were filed with the Corporation Commissioner for the State of Oregon on July 15, 1981; and

It appearing to the Board that the Articles of Incorporation must be amended to comply with state and federal laws pertaining to the purposes for which nonprofit corporations may be established; and

It appearing to the Board that the Articles of Incorporation must be amended to ensure that upon dissolution, the assets of the organization will be distributed for one or more exempt purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose; now therefore it is

RESOLVED AND ORDERED that the Articles of Incorporation for the Sonrise Baptist Church of Hillsboro, Oregon originally filed with the Corporation Commissioner for the State of Oregon on July 15, 1981 are hereby amended as follows:

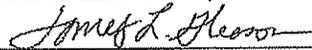
AMENDMENT TO ARTICLES OF INCORPORATION FOR SONRISE BAPTIST CHURCH OF HILLSBORO, OREGON

1. Article II is amended to add a new paragraph at the beginning which shall read as follows: "The Sonrise Baptist Church of Hillsboro, Oregon is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code."

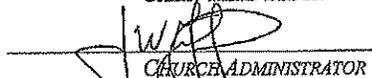
1. Article III is amended to read as follows: "Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. The property of the corporation is irrevocably dedicated to religious purposes and upon the liquidation, dissolution or abandonment of the corporation, its assets will not inure to the benefit of any private person, but rather will be given to the CB Northwest, 17720 NE Halsey St., Portland, Oregon 97230 upon condition that they remain organized for religious or charitable purposes within the meaning of section 501(c)(3). In the event that CB Northwest is unable to accept the assets of this corporation, they shall be distributed to some other Conservative Baptist agency organized for religious or charitable purposes with in the meaning of Section 501(c)(3) as designated by the Board of Directors."

DATED this 27th day of April, 2010.

BOARD OF DIRECTORS
FOR THE SONRISE BAPTIST
CHURCH OF HILLSBORO, OREGON

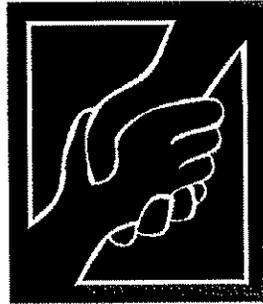


CHAIR/ HEAD ELDER



CHURCH ADMINISTRATOR

AMENDMENT TO ARTICLES OF INCORPORATION FOR SONRISE BAPTIST
CHURCH OF HILLSBORO, OREGON



***Washington County
Project Homeless
Connect***

EVENT REPORT 2011

January 28, 2011
Sonrise Church
Hillsboro, Oregon

HISTORY & PURPOSE

Project Homeless Connect Washington County is in its fifth year and is part of a national movement to:

- Increase access to services for people who are homeless or at risk of being homeless, and
- Engage the community in finding solutions to end homelessness.

The event has its roots in San Francisco, where it began in October 2004 under Mayor Gavin Newsom. Since then communities across the nation have eagerly adopted Project Homeless Connect as their own.

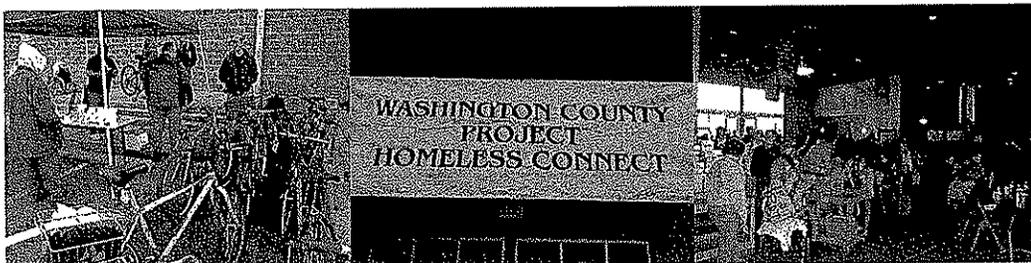
Project Homeless Connect has been identified by the United States Interagency Council on Homelessness as an innovation that can move people more quickly toward housing and stability and furthers the goals of community 10 Year Plans to end homelessness.

Project Homeless Connect has now been adopted by more than 200 communities, large and small, in the U.S., Canada, and Australia. Most participating communities organize one-stops run by volunteers offering assistance with housing, health care, legal issues, benefits enrollment, treatment and other basic needs.

In 2006, a homeless community leader brought Project Homeless Connect to Washington County. It is now a strategy in the County's 10-year plan to end homelessness. Over the past five years Washington County Project Homeless Connect has grown to include more partners and more volunteers, and thus serve more individuals in need. It is successful as a result of the tremendous collaborative effort between numerous non-profit agencies, public organizations, faith communities and business partners.

The goals of Washington County Project Homeless Connect are:

- To engage the community to be a part of the effort to end homelessness
- To connect Washington County homeless to needed services in a "one-stop" model
- To demonstrate broad community support to those experiencing homelessness in Washington County and to provide human connections to people who feel and are typically alienated.

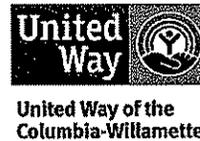


Thank You to Everyone Who Made This Event Possible!

Presenting Sponsor:



Additional Sponsors & Funders:



In Kind Donors:

Coffee Creek Correctional Facility
Community Partners for Affordable Housing
Costco
Dave's Killer Bread
Fred Meyer
Good Neighbor Center
Hillsboro Youth Advisory Council
Interfaith Action Network

Kettle Foods
Longbottom Coffee & Tea
NW Natural
Organically Grown Company
Oregon Food Bank Pacific University
Portland Roasting Company
Providence Health & Services
Sonrise Church

Primary Organizing Partners:



Participating Agencies:

211 info
Acceleration Chiropractic
Beaverton Family Resource Center
Boys and Girls Aid Society
Care to Share
Cascade Aids Project
Central City Concern
CODA
Community Action
Community Partners for Affordable Housing
Connect
Dave's Killer Bread
DMV
Domestic Violence Resource Center
Essential Health Clinic
Family Bridge
Good Neighbor Center
Goodwill Industries
Hands on Greater Portland
Hillsboro Family Resource Center
Hillsboro Police Department
Homeplate
Job Corps
Jubilee Transition Homes
Just Us Home, Inc.
Love INC, Hillsboro & Beaverton
Luis Palau Association
Luke-Dorf Inc
Medical Teams International
NW Natural
Open Door Counseling
Oregon Department of Human Services
Oregon Department of Veterans Affairs
Oregon Employment Department
Oregon Food Bank
Oregon Law Center
Oregon Recovery Homes
Our Place Christian Church
Pacific University
Partners for a Hunger Free Oregon
Portland Rescue Mission
Providence Health & Services
Ride Connection
Salvation Army
Sanctity of Hope
Social Security Administration
Street Roots
Tigard Family Resource Center
Transition Projects
Tualatin Valley Gleaners
Unity of Beaverton
VA Medical Center
Virginia Garcia Memorial Health Center
Vision Action Network
Washington County Bicycle Transportation Coalition
Washington Co. Community Corrections
Washington Co. Community Development
Washington County DA's Office
Washington Co. Disability, Aging & Veterans Services
Washington Co. Library Services
Washington Co. Public Health
Washington Co. Housing Services
Washington Co. Mental Health



PROJECT HOMELESS CONNECT 2011 - EVENT SUMMARY

Washington County Project Homeless Connect 2011 took place at Sunrise Church in Hillsboro on Friday, January 28. The Key Leaders Briefing was held the evening before, on Thursday, January 27 at Village Baptist Church in Beaverton.

Over 500 individuals in need attended this year's event with the help of 21 donors & sponsors, 293 volunteers, and 63 organizations representing all sectors (nonprofit, public, private and faith). In addition, 60 key leaders attended the briefing the evening before the event.

960 TriMet passes were given to individuals to get to and from the event. Below is a chart highlighting some of the services provided.

Organization	Services Provided	# Served
Washington County Disability, Aging & Veteran Services	Medical and food stamp screening for persons who are elderly and/or disabled	50
Washington County Bicycle Transportation Coalition	Bike repair, helmets/lights	20
Acceleration Chiropractic	Chiropractic Care	41
Pacific University	Dental screenings, cleanings, services & referrals	125
Oregon Department of Human Services	Information and referral about food stamp intake, TANF, OHP intake, and TADVS screening.	118
Domestic Violence Resource Center	Crisis intervention, referrals to services, information and assistance to file restraining order.	90
Washington County District Attorney's Office	Victims Assistance	90
DMV	Information and forms	64
Washington County Department of Health and Human Services	Housing information, information regarding treatment related to mental health, detox, substance use and methadone.	45
Sunrise/NW Natural/Dave's Killer Bread	Breakfast, Lunch, Dinner	over 1200 meals served
Volunteer Hair Stylists	Haircuts	125
Cascade Aids Project	Information and Referral	43
Washington County Department of Housing Services	Information and Referral Services	131 guest visited 104 Section 8 apps given 42 Section 8 apps received
Oregon Law Center	Free Legal assistance to low-income clients with non-criminal problems	25

Organization	Services Provided	# Served
Pacific University, Providence Health & Services, and Washington County Public Health	HIV testing, health education, immunizations, advice, triage, referral, blood pressure checks, diabetes screenings, foot care, psychology, physical therapy and glucose testing.	88 screened 24 HIV testing 32 Foot care
Luke-Dorf	Provide mental health services and information on services in the community	88
Banfield Veterinary Hospital	Veterinarian services, food, supplies, spay/neuter info.	62 pets seen 25 referrals
Community Action	Information and resources	250 Toiletries 95 scarves, hats & gloves 8 SAFAH apps 50 resource guides 20 Head Start apps
Goodwill Job Connection	Information and resources	36 signed up for services 157 picked up info/literature
Washington County Library Services	Information, books	152 people served 116 books distributed
Oregon Food Bank	Information and resources	Food Resource brochure: 111 English, 10 Spanish
Tualatin Valley Gleaners	Information	120 brochures, 100 oranges, 16 hoodies
Hillsboro Police Department	safety education & giveaways (reflective lights, stickers, eco - bags, whistle/light key chains)	302
Social Security Administration	Social Security retirement assessment, Survivors and Disability benefits assessment, Supplemental Security Income assessments, general questions and referrals	11 Replacement Cards 6 Disability apps 32 general info
Homeplate	Resource Info	108
Washington County Disability, Aging & Veteran Services	Veteran's Information, employment, housing information, eligibility checks, DD-214, mental health services, service compensation & pension claims.	12 benefit info 3 benefit apps 17 comfort kits
WorkSource	Information and resources	15 employment advice 7 resume help 20 job search 18 other
Pacific University	Vision testing for adults, eyeglass vouchers for adults following a complete eye exam and reading glasses for anyone in need.	34 tested 34 glasses 3 referrals for medical services

In addition to the services highlighted above, numerous organizations provided information about and linkages to their programs and services.

Volunteer Feedback

"I was kept very busy sorting and organizing the donated clothing and jackets. All went smoothly I thought. I felt needed and appreciated."

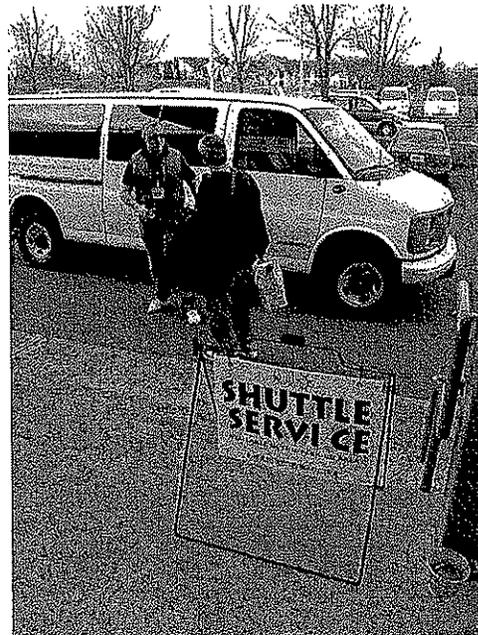
"Project was well organized and we were kept hopping the entire time. A very worthwhile cause."

"I very much enjoyed my experience last night and was truly overwhelmed with the love and care that I saw through the people helping to set up. would be very interested in helping more with the Hands On Portland organization."

"It was a rewarding experience for me and wonderful to work with agency staff and other volunteers. I look forward to helping out next year if possible!"

"So much went well at the event it's difficult to know where to begin. Great food, huge variety of services available, clients were absolutely raving about the haircuts, dental care, clothes, and housing information."

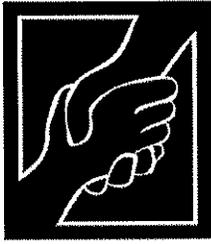
"THE BEST THING I HAVE EVER DONE.THE STAFF KNEW WHAT THEY WERE DOING. I met wonderful people, both staff and guests. and shared lots of smiles. Giving, caring and sharing, what a wonderful thing! We did need more hot water in the foot care center."



2011

FINAL REVENUE & EXPENDITURES

Expenses	Original Budget	Actual
Event coordination (contract, ~ 8 hours/week)	\$4,500	\$4,500
Event supplies	\$750	\$433
Resource Guides	\$500	\$1,000
T-shirts & Lanyards	\$1,000	\$808
Key Leaders Briefing	\$800	\$524
Event Food	\$650	\$394
Tri-Met tickets (for clients)	\$2,000	\$2,000
Medical Teams International	\$500	\$500
Website	\$700	\$700
VAN administration (10%)	\$1,140	\$1,086
Pet Area supplies	\$3,000	\$3,000
Total Expenses	\$15,540	\$14,946
Revenue		
Carryover from 2010 PHC	\$1,070	\$1,070
Banfield Grant	\$3,000	\$3,000
Providence Health & Services	\$6,500	\$6,500
United Way	\$1,500	\$1,500
Washington County	\$1,000	\$1,000
City of Beaverton	\$2,500	\$2,500
Total Revenue	\$15,570	\$15,570
In-Kind Donations		
Facility (Sonrise Church)	\$3,000	\$3,000
Event Food for participants	\$2,500	\$5,050
Insurance (Sonrise Church)	\$1,000	\$1,000
Volunteers		\$21,682
Total In-Kind	\$6,500	\$30,732



2012 Washington County **Project Homeless Connect** **SPONSORSHIP OPPORTUNITIES**

What is Project Homeless Connect?

Project Homeless Connect has become a nationwide movement to increase access to services for the homeless and engage the community in finding a solution for homelessness. ***The mission of Project Homeless Connect is to bring communities together to create and promote tangible solutions that remedy the homelessness of their neighbors.***

The event has its roots in San Francisco, where it began in October 2004 under Mayor Gavin Newsom. Since then communities across the nation have eagerly adopted Project Homeless Connect as their own. Project Homeless Connect has been identified by the United States Interagency Council on Homelessness as an innovation that can move people more quickly toward housing and stability and furthers the goals of community 10 Year Plans to end homelessness. This model has now been adopted by more than 200 communities, large and small, in the U.S., Canada, and Australia. Most participating communities organize one-stops run by volunteers offering assistance with housing, health care, legal issues, benefits enrollment, treatment and other basic needs.

Project Homeless Connect in Washington County

Washington County Project Homeless Connect is in its sixth year. Each year builds on the success of the previous year and each year brings an increase in the number of people in need served. Washington County's 2011 Project Homeless Connect provided critical services and connections to approximately 500 individuals at a one-day, one-stop event held at Sunrise Church in Hillsboro. Sixty five community partners and 290 volunteers worked that day to provide services such as health and dental care, haircuts, food and clothing, and connections to needed social services. A 2011 event summary is attached.

The 6th Annual Washington County Project Homeless Connect is scheduled for Friday, January 27, 2012. Through this one-day, one-stop model which includes a key leaders briefing, we aim to achieve the following goals:

- ◆ To engage the community to be a part of the effort to end homelessness
- ◆ To connect Washington County homeless to needed services in a "one-stop" model
- ◆ To connect volunteers to Washington County's homeless for this day of services as well as future opportunities to help people in need
- ◆ To connect service providers with each other in order to serve the homeless in a new and different way

- ◆ To demonstrate broad community support to those experiencing homelessness in Washington County and to provide human connections to people who feel and are typically alienated.

Washington County Project Homeless Connect is organized by Sunrise Church in partnership with Vision Action Network, Hands On Greater Portland, Pacific University and numerous additional community partners.

Sponsorship Opportunities

Washington County Project Homeless Connect, through the Sunrise Church, offers the following sponsorship opportunities:

Presenting Sponsor (\$5,000 or more)

- ✓ Logo prominent on all promotional and event materials, including t-shirts
- ✓ Logo on Project Homeless Connect and Sunrise Church websites recognizing sponsorship
- ✓ Banner displayed at event

Supporting Sponsor (\$1,000 – 4,999)

- ✓ Logo on all promotional and event materials, including t-shirts
- ✓ Logo on Project Homeless Connect and Sunrise Church websites recognizing sponsorship

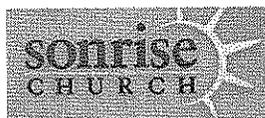
Friend (\$500 - \$999)

- ✓ Name on all promotional and event materials, excluding t-shirts
- ✓ Name on Project Homeless Connect and Sunrise websites recognizing sponsorship

For more information, please contact Kim Marshall at 503- 640-2449 or kim@phcwashco.org

Sunrise Church is the fiscal sponsor for Project Homeless Connect and is a non-profit corporation registered in Oregon.

Organizing Partners





***Washington County
Project Homeless
Connect***

EVENT REPORT 2011

January 28, 2011
Sonrise Church
Hillsboro, Oregon

HISTORY & PURPOSE

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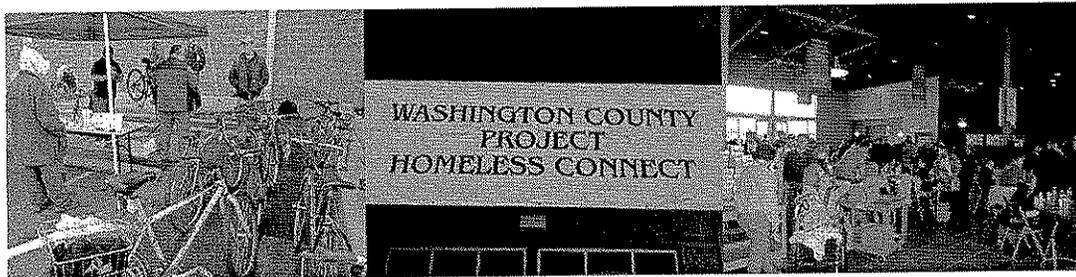
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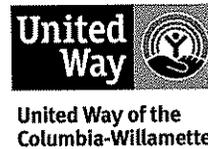


Thank You to Everyone Who Made This Event Possible!

Presenting Sponsor:



Additional Sponsors & Funders:



In Kind Donors:

Coffee Creek Correctional Facility
Community Partners for Affordable
Housing
Costco
Dave's Killer Bread
Fred Meyer
Good Neighbor Center
Hillsboro Youth Advisory Council
Interfaith Action Network

Kettle Foods
Longbottom Coffee & Tea
NW Natural
Organically Grown Company
Oregon Food Bank Pacific University
Portland Roasting Company
Providence Health & Services
Sonrise Church

Primary Organizing Partners:



Participating Agencies:

211 info
Acceleration Chiropractic
Beaverton Family Resource Center
Boys and Girls Aid Society
Care to Share
Cascade Aids Project
Central City Concern
CODA
Community Action
Community Partners for Affordable Housing
Connect
Dave's Killer Bread
DMV
Domestic Violence Resource Center
Essential Health Clinic
Family Bridge
Good Neighbor Center
Goodwill Industries
Hands on Greater Portland
Hillsboro Family Resource Center
Hillsboro Police Department
Homeplate
Job Corps
Jubilee Transition Homes
Just Us Home, Inc.
Love INC, Hillsboro & Beaverton
Luis Palau Association
Luke-Dorf Inc
Medical Teams International
NW Natural
Open Door Counseling
Oregon Department of Human Services
Oregon Department of Veterans Affairs
Oregon Employment Department
Oregon Food Bank
Oregon Law Center
Oregon Recovery Homes
Our Place Christian Church
Pacific University
Partners for a Hunger Free Oregon
Portland Rescue Mission
Providence Health & Services
Ride Connection
Salvation Army
Sanctity of Hope
Social Security Administration
Street Roots
Tigard Family Resource Center
Transition Projects
Tualatin Valley Gleaners
Unity of Beaverton
VA Medical Center
Virginia Garcia Memorial Health Center
Vision Action Network
Washington County Bicycle Transportation Coalition
Washington Co. Community Corrections
Washington Co. Community Development
Washington County DA's Office
Washington Co. Disability, Aging & Veterans Services
Washington Co. Library Services
Washington Co. Public Health
Washington Co. Housing Services
Washington Co. Mental Health



PROJECT HOMELESS CONNECT 2011 - EVENT SUMMARY

Washington County Project Homeless Connect 2011 took place at Sunrise Church in Hillsboro on Friday, January 28. The Key Leaders Briefing was held the evening before, on Thursday, January 27 at Village Baptist Church in Beaverton.

Over 500 individuals in need attended this year’s event with the help of 21 donors & sponsors, 293 volunteers, and 63 organizations representing all sectors (nonprofit, public, private and faith). In addition, 60 key leaders attended the briefing the evening before the event.

960 TriMet passes were given to individuals to get to and from the event. Below is a chart highlighting some of the services provided.

Organization	Services Provided	# Served
Washington County Disability, Aging & Veteran Services	Medicaid and food stamp screening for persons who are elderly and/or disabled	50
Washington County Bicycle Transportation Coalition	Bike repair, helmets/lights	20
Acceleration Chiropractic	Chiropractic Care	41
Pacific University	Dental screenings, cleanings, services & referrals	125
Oregon Department of Human Services	Information and referral about food stamp intake, TANF, OHP intake, and TADVS screening.	118
Domestic Violence Resource Center	Crisis intervention, referrals to services, information and assistance to file restraining order.	90
Washington County District Attorney's Office	Victims Assistance	90
DMV	Information and forms	64
Washington County Department of Health and Human Services	Housing information, information regarding treatment related to mental health, detox, substance use and methadone.	45
Sonrise/NW Natural/Dave's Killer Bread	Breakfast, Lunch, Dinner	over 1200 meals served
Volunteer Hair Stylists	Haircuts	125
Cascade Aids Project	Information and Referral	43
Washington County Department of Housing Services	Information and Referral Services	131 guest visited 104 Section 8 apps given 42 Section 8 apps received
Oregon Law Center	Free Legal assistance to low-income clients with non-criminal problems	25

Organization	Services Provided	# Served
Pacific University, Providence Health & Services, and Washington County Public Health	HIV testing, health education, immunizations, advice, triage, referral, blood pressure checks, diabetes screenings, foot care, psychology, physical therapy and glucose testing.	88 screened 24 HIV testing 32 Foot care
Luke-Dorf	Provide mental health services and information on services in the community	88
Banfield Veterinary Hospital	Veterinarian services, food, supplies, spay/neuter info.	62 pets seen 25 referrals
Community Action	Information and resources	250 Toiletries 95 scarves, hats & gloves 8 SAFAH apps 50 resource guides 20 Head Start apps
Goodwill Job Connection	Information and resources	36 signed up for services 157 picked up info/literature
Washington County Library Services	Information, books	152 people served 116 books distributed
Oregon Food Bank	Information and resources	Food Resource brochure: 111 English, 10 Spanish
Tualatin Valley Gleaners	Information	120 brochures, 100 oranges, 16 hoodies
Hillsboro Police Department	safety education & giveaways (reflective lights, stickers, eco - bags, whistle/light key chains)	302
Social Security Administration	Social Security retirement assessment, Survivors and Disability benefits assessment, Supplemental Security Income assessments, general questions and referrals	11 Replacement Cards 6 Disability apps 32 general info
Homeplate	Resource Info	108
Washington County Disability, Aging & Veteran Services	Veteran's Information, employment, housing information, eligibility checks, DD-214, mental health services, service compensation & pension claims.	12 benefit info 3 benefit apps 17 comfort kits
WorkSource	Information and resources	15 employment advice 7 resume help 20 job search 18 other
Pacific University	Vision testing for adults, eyeglass vouchers for adults following a complete eye exam and reading glasses for anyone in need.	34 tested 34 glasses 3 referrals for medical services

In addition to the services highlighted above, numerous organizations provided information about and linkages to their programs and services.

Volunteer Feedback

“I was kept very busy sorting and organizing the donated clothing and jackets. All went smoothly I thought. I felt needed and appreciated.”

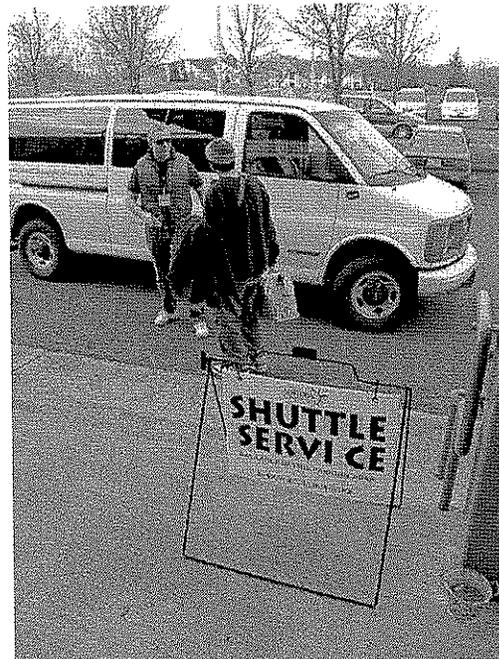
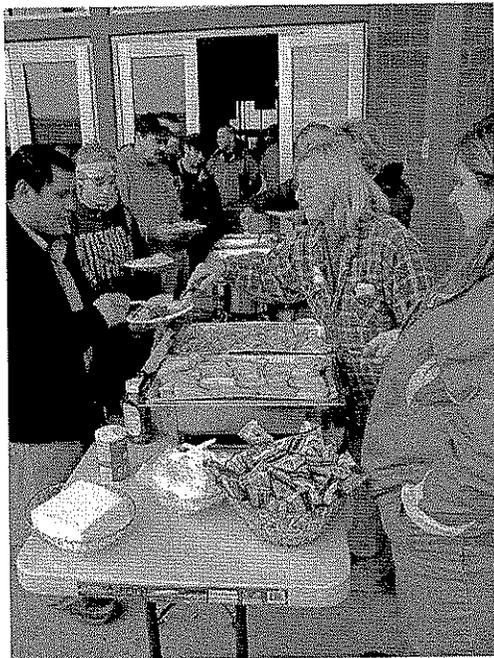
”Project was well organized and we were kept hopping the entire time. A very worthwhile cause.”

“I very much enjoyed my experience last night and was truly overwhelmed with the love and care that I saw through the people helping to set up. would be very interested in helping more with the Hands On Portland organization.”

“It was a rewarding experience for me and wonderful to work with agency staff and other volunteers. I look forward to helping out next year if possible!”

“So much went well at the event it's difficult to know where to begin. Great food, huge variety of services available, clients were absolutely raving about the haircuts, dental care, clothes, and housing information.”

“THE BEST THING I HAVE EVER DONE.THE STAFF KNEW WHAT THEY WERE DOING. I met wonderful people, both staff and guests. and shared lots of smiles. Giving, caring and sharing, what a wonderful thing! We did need more hot water in the foot care center.”



FINAL REVENUE & EXPENDITURES

Expenses	Original Budget	Actual
Event coordination (contract, ~ 8 hours/week)	\$4,500	\$4,500
Event supplies	\$750	\$433
Resource Guides	\$500	\$1,000
T-shirts & Lanyards	\$1,000	\$808
Key Leaders Briefing	\$800	\$524
Event Food	\$650	\$394
Tri-Met tickets (for clients)	\$2,000	\$2,000
Medical Teams International	\$500	\$500
Website	\$700	\$700
VAN administration (10%)	\$1,140	\$1,086
Pet Area supplies	\$3,000	\$3,000
Total Expenses	\$15,540	\$14,946

Revenue

Carryover from 2010 PHC	\$1,070	\$1,070
Banfield Grant	\$3,000	\$3,000
Providence Health & Services	\$6,500	\$6,500
United Way	\$1,500	\$1,500
Washington County	\$1,000	\$1,000
City of Beaverton	\$2,500	\$2,500
Total Revenue	\$15,570	\$15,570

In-Kind Donations

Facility (Sonrise Church)	\$3,000	\$3,000
Event Food for participants	\$2,500	\$5,050
Insurance (Sonrise Church)	\$1,000	\$1,000
Volunteers		\$21,682
Total In-Kind	\$6,500	\$30,732

AIS-687

Item #: 6.

Business Meeting

Date: 10/25/2011

Length (in minutes): 45 Minutes

Agenda Title: Transportation Planning Rule Update

Submitted By: Cathy Wheatley
Administrative Services

Item Type: Update, Discussion, Direct Staff

Meeting Type:

Council Business
Meeting - Main

ISSUE

Council update on proposed amendments to the Oregon Transportation Planning Rule (TPR) and Oregon Highway Plan (OHP).

STAFF RECOMMENDATION / ACTION REQUEST

Discuss the proposed TPR and OHP amendments with staff and direct staff to prepare written comment to the Oregon Transportation Commission (OTC) and/or the Land Conservation and Development Commission as part of the current public comment period. (LCDC). Staff also recommends that the city be prepared to participate in the future state hearings in December 2011 to amend the TPR and OHP.

KEY FACTS AND INFORMATION SUMMARY

In April 2011, a joint subcommittee of the Oregon Transportation Commission (OTC) and Land Conservation and Development Commission (LCDC) identified ten priority changes to state policies governing long range land use and transportation planning.

A Rulemaking Advisory Committee, including a Tigard representative, was appointed and has developed proposed amendments to the TPR., ODOT staff has concurrently proposed policy changes to the OHP. These efforts were closely coordinated.

Some of the key elements in the proposed amendments would do the following:

- Allow adoption of performance measures that go beyond motor vehicle capacity
- Establish a minimum threshold of development without requiring the need to address TPR requirements
- Allow more moderate assumptions about future trip generation estimates to be used in estimating traffic impacts
- Exempt certain mixed-use, multi-modal areas from TPR requirements
- Allow cities to accept “partial mitigation” of impacts for projects that create industrial or traded sector jobs
- Allow cities to accept alternative system mitigation, such as an alternative mode or location.

The draft amendments are now in the public comment period. The OTC and LCDC are expected to take action in December 2011.

More information about the proposed amendments and a timeline are provided in the attached memorandum (Attachment A).

OTHER ALTERNATIVES

Council could direct staff to develop comments that:

- Support some of the proposed amendments but not all.
- Do not support any of the TPR or OHP amendments.
- Identify specific areas that Council feels needs additional work.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Directly relates to:

1.d. Work with state and regional partners to modify the Transportation Planning Rule

Strongly supports and advances:

1.a. Show substantial progress on new Tigard Triangle Master Plan

1.c. Participate in the Southwest Corridor Study

DATES OF PREVIOUS COUNCIL CONSIDERATION

Prior update on May 10, 2011.

Attachments

Memorandum - Update on Draft Amendments to State Land Use and Transportation Policies



City of Tigard Memorandum

To: Mayor Dirksen and City Council
From: Judith Gray, Senior Transportation Planner
Re: Update on Draft Amendments to State Land Use and Transportation Policies
Date: October 25, 2011

INTRODUCTION

The Transportation Planning Rule (TPR) was adopted in the 1990's to coordinate land use and transportation planning statewide. Over the years, TPR requirements have had the effect of limiting development opportunities in many communities due to an inability to meet performance standards on state highways. In April 2011, a joint subcommittee of the Oregon Transportation Commission (OTC) and Land Conservation and Development Commission (LCDC) recommended five amendments each to the TPR and to the Oregon Highway Plan (OHP) to address these constraints.

A Rulemaking Advisory Committee (RAC) was appointed by the OTC and LCDC to propose specific amendments to the TPR. ODOT staff was directed to propose related policy changes to the OHP. Both efforts were done in close coordination. The draft amendments are now in the public comment period. The OTC and LCDC are both expected to take action in December 2011.

The following reviews the proposed changes to the TPR and OHP and recommends a course of action for Tigard.

BACKGROUND/DISCUSSION

The purpose of the TPR is to integrate long-range land use and transportation planning by coordinating the development of Transportation System Plans (TSPs) with anticipated future land uses, as allowed by local comprehensive plans. When a comprehensive plan amendment is proposed, the TPR requires an evaluation of potential traffic impacts, which are measured according to the procedures and standards in the Oregon Highway Plan (OHP).

While the intent and many of the outcomes of the TPR over the years have been worthwhile, it has become a barrier to needed economic development in areas throughout the state. This has occurred in part because funding for roadway projects have not kept up

with increased demand for travel. This has been made worse by rigid implementation of the TPR requirements. One effect has been to limit the ability to increase density in areas near high volume state highways. The Tigard Triangle and Downtown are prime examples of this issue, where the city's aspirations to accommodate higher intensity urban development are hampered by capacity constraints of Pacific Highway 99W, I-5, and Highway 217.

A major criticism of the TPR, especially its application in the Portland Metropolitan Urban Growth Boundary, is that it may encourage urban sprawl. It does this by encouraging urban development to lands on the urban fringe in areas not subject to its rules; however, traffic from this type of development will still travel using these same congested highways. Furthermore, development on the "edge" is much less conducive to multimodal transportation options than if it occurred in existing activity centers and ultimately results in less efficient use of the transportation system.

Key Elements of the Proposed Policy/TPR Amendments

Some of the key elements of the proposed changes to the OHP and the TPR are summarized below.

Transportation Planning Rule (TPR)

Proposed TPR amendments are intended to better balance TPR goals with other goals and considerations, including economic development and transportation funding.

One significant proposed amendment to the TPR would exempt some areas (originally referred to as "urban center") from traffic congestion performance measures, provided the areas have development requirements and a planned or existing transportation system that will support efficient travel options. Additionally, these multimodal mixed-use areas (MMAs) would require formal boundary adoption. The current draft language requires written concurrence from ODOT for areas near interchanges. This would encompass significant areas within Tigard, as well as many other designated centers in the Metro 2040 Land Use Concept. The proposed changes lay out additional safety considerations that ODOT may consider in determining whether to grant written concurrence. If adopted the changes would present less of a barrier to increased urban densities than current TPR requirements; however, they would probably create a greater burden in the Portland region due to higher levels of travel demand and congestion.

Other proposed TPR amendments would:

- allow cities to accept mitigating actions to non-automobile facilities or to roadways other than the one directly impacted, if the city determines that the system-wide benefits are sufficient to balance the direct impacts; and
- allow cities to accept "partial mitigation" for industrial or traded-sector economic development to support job creation. The RAC determined that there are times when such developments would warrant a "subsidy" of this nature. However, the latest draft

would allow small communities (less than 10,000) to accept partial mitigation for retail development as well. Only a slim majority of the RAC supported inclusion of retail under this amendment.

Oregon Highway Plan (OHP)

The OHP contains the standards and procedures that dictate how the TPR is implemented.

One significant proposed amendment to the OHP will open the door to evaluating performance beyond the motor vehicle capacity of highways (i.e., v/c ratios). Roadway capacity will continue to be a vital part of impact analyses, but the proposed OHP policy changes will allow alternative performance measures to be used. This is especially important for Tigard as it develops alternative performance measures for Pacific Highway as part of the Southwest Corridor Plan.

Other proposed changes in the OHP deal with the ways that the technical traffic impact analyses are conducted. The proposed changes would:

- establish lower limits, under which relatively low impact amendments can be allowed without requiring full TPR analysis; and
- allow for more moderate assumptions of the traffic impacts of future development.

Opportunities for Public Comment and Hearing Schedule

The proposed amendments to both the OHP and the TPR are subject to the following public comment schedule.

- Nov. 15: (tentative) Joint Subcommittee Meeting (OHP and TPR items)
- Nov. 16: OTC Public Hearing on OHP, with public testimony (Silverton)
- Dec. 8 or 9: LCDC Hearing and Adoption (The Dalles)
- Dec. 21: OTC Action on OHP amendments

Conclusion

Overall, the proposed amendments to the TPR and OHP will help to overcome some of the barriers to economic development that have challenged many cities, including Tigard. The proposed amendments provide increased flexibility to local governments and reflect a broader set of community development objections, while recognizing ODOT's authority and charge to preserve safety on state highways.

While some minor refinements are still under consideration, staff's opinion is that the proposed amendments substantively address Tigard's and Portland area communities' issues regarding the TPR and the OHP and that city's official comments should be supportive.