



City of Tigard

Tigard Business Meeting – Agenda

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

MEETING DATE AND TIME: July 9, 2013 - 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://live.tigard-or.gov> <http://live.tigard-or.gov>

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, LOCAL CONTRACT REVIEW BOARD, and CITY CENTER
DEVELOPMENT AGENCY**

MEETING DATE AND TIME: July 9, 2013 - 6:30 p.m. Study Session; 7:30 p.m. Business Meeting

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

6:30 PM

- **STUDY SESSION**

- **EXECUTIVE SESSION:** The Tigard City Council will go into Executive Session to discuss labor negotiations, and to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed under ORS 192.660(2) (d) and (h). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

7:30 PM

1. **BUSINESS MEETING**

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Council Communications & Liaison Reports
- E. Call to Council and Staff for Non-Agenda Items

2. **CITIZEN COMMUNICATION (Two Minutes or Less, Please)**

- A. Follow-up to Previous Citizen Communication
- B. Tigard Area Chamber of Commerce
- C. Citizen Communication – Sign Up Sheet

3. **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:

- A. Receive and File:
 - 1. Council Calendar
 - 2. Council Tentative Agenda for Future Meeting Topics
- B. CONSIDER APPROVAL OF REVISED NEIGHBORHOOD INVOLVEMENT COMMITTEE BYLAWS
- C. APPROVE WORKERS' COMPENSATION INSURANCE FOR CITY VOLUNTEERS - Resolution
- D. LOCAL CONTRACT REVIEW BOARD - AWARD CONTRACT FOR JACK PARK IMPROVEMENTS - PHASE I

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

- 4. REVIEW OPTIONS FOR POTENTIAL BALLOT MEASURE TO REVISE URBAN RENEWAL CHARTER LANGUAGE **7:40 pm estimated time**
- 5. COUNCIL LIAISON REPORTS **7:55 pm estimated time**
- 6. NON AGENDA ITEMS **8:00 pm estimated time**

Adjourn Tigard City Council and convene City Center Development Agency Meeting
- 7. APPROVE CCDA MINUTES FOR:
 - June 4, 2013
- 8. ROUNDTABLE DISCUSSION WITH TIGARD DOWNTOWN ALLIANCE **8:05 pm estimated time**
- 9. EXECUTIVE SESSION: The Tigard City Center Development Agency will go into Executive Session to discuss real property 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.
8:35 pm estimated time
- 10. ADJOURNMENT **9:00 pm estimated time**

AIS-1387

A.

Business Meeting

Meeting Date: 07/09/2013

Length (in minutes): Consent Item

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

Submitted By: Carol Krager, City Management

Item Type: Receive and File

Meeting Type: Consent - Receive and File

Public Hearing: No

Publication Date:

Information

ISSUE

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

STAFF RECOMMENDATION / ACTION REQUEST

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

KEY FACTS AND INFORMATION SUMMARY

Attached are the Council Calendar and the Tentative agenda for future Council meetings.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Long-Term Council Goals: Continue pursuing opportunities to reduce traffic congestion.

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A - Receive and File Items

Attachments

Three-month Calendar

Tentative Agenda



Agenda Item No. _____
For Agenda of July 9, 2013

MEMORANDUM

TO: Honorable Mayor & City Council/City Center Development Agency Board
FROM: Cathy Wheatley, City Recorder
RE: Three-Month Council/CCDA Meeting Calendar
DATE: July 1, 2013

July

2 Tuesday City Center Development Agency (Cancelled)
4 Thursday Independence Day Holiday – City Hall offices closed
9* Tuesday Council Business/CCDA Meeting—6:30 p.m., Town Hall
16* Tuesday Council Workshop Meeting – 6:30 p.m., Town Hall
23* Tuesday Council Business Meeting – 6:30 p.m., Town Hall

August

6 Tuesday National Night Out (City Center Development Agency Meeting Cancelled)
13* Tuesday Council Business Meeting (Cancelled)
20* Tuesday Council Workshop Meeting—6:30 p.m., Town Hall
27* Tuesday Council Business Meeting—6:30 p.m., Town Hall

September

2 Monday Labor Day Holiday— City Hall offices closed
3 Tuesday City Center Development Agency —6:30 p.m., Town Hall
10* Tuesday Council Business Meeting—6:30 p.m., Town Hall
17* Tuesday Council Workshop Meeting – 6:30 p.m., Town Hall
24* Tuesday Council Business Meeting – 6:30 p.m., Town Hall

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

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

City Council Tentative Agenda
7/1/2013 11:06 AM - Updated

| Form # | Meeting Date | Submitted By | Meeting Type | -----Title----- | Department | Inbox or Finalized |
|---|--------------|-----------------|--------------|--|------------------------------------|---------------------------|
| 1335 | 07/02/2013 | Carol Krager | AAA | July 2, 2013 City Center Development Agency Meeting - Meeting Cancelled; CCDA will be on July 9 | | |
| 1334 | 07/09/2013 | Carol Krager | AAA | July 9, 2013 City Council Business and CCDA Meeting | | |
| 1349 | 07/09/2013 | Sandy Zodrow | ACCSTUDY | 20 Minutes - Executive Session - Labor Relations | City Management | 05/29/2013 |
| 1369 | 07/09/2013 | Greer Gaston | ACCSTUDY | 20 Minutes - Executive Session on Real Property Transactions | Public Works | 06/13/2013 |
| Total Time: 40 of 45 Minutes Scheduled | | | | | | |
| 1342 | 07/09/2013 | Joanne Bengtson | ACONSENT | Consent Item - Neighborhood Involvement Committee Revised Bylaws | City Management | 06/03/2013 |
| 1380 | 07/09/2013 | Greer Gaston | ACONSENT | Consent Item - Adopt a Resolution of Necessity to Acquire Easements for the Main Street Sanitary Sewer Project | Public Works | Stone Mike, City Engineer |
| 1374 | 07/09/2013 | Kent Wyatt | CCBSNS | Consent Item - Approve Workers' Compensation Insurance for City Volunteers – Resolution | City Management | MartyW, City Manager |
| 1381 | 07/09/2013 | Joseph Barrett | ACONSENT | Consent Item - Contract Award - Jack Park Improvements Phase 1 | Financial and Information Services | MartyW, City Manager |

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

**City Council Tentative Agenda
 7/1/2013 11:06 AM - Updated**

| | | | | | | |
|--|------------|---------------|----------|---|------------------------------------|-----------------------------------|
| 1375 | 07/09/2013 | Toby LaFrance | CCBSNS | 15 Minutes - Review Options for Potential Ballot Measure Cleaning Up Urban Renewal Language / Charter | Financial and Information Services | MartyW, City Manager |
| 1362 | 07/09/2013 | Sean Farrelly | CCBSNS | 30 Minutes - Roundtable discussion with Tigard Downtown Alliance Group | Community Development | MartyW, City Manager |
| 1361 | 07/09/2013 | Sean Farrelly | CCBSNS | 25 Minutes - Executive Session: Real Property Negotiation | Community Development | 06/05/2013 |
| Total Time: 70 of 110 Minutes Scheduled | | | | | | |
| 1308 | 07/16/2013 | Carol Krager | AAA | July 16, 2013 Workshop Meeting - Mayor Cook Absent | | |
| 1287 | 07/16/2013 | Greer Gaston | CCWKSHOP | 20 Minutes - Briefing on the City's Draft Continuity of Government (COG) Plan | Public Works | Gaston G, Conf Executive Asst |
| 1290 | 07/16/2013 | John Goodrich | CCWKSHOP | 30 Minutes - Future Water Supply Opportunities | Public Works | Gaston G, Conf Executive Asst |
| 1302 | 07/16/2013 | Judith Gray | CCWKSHOP | 45 Minutes - Southwest Corridor Plan -- Update | Community Development | Gray J, Sr Transportation Planner |
| Total Time: 95 of 180 Minutes Scheduled | | | | | | |
| 1309 | 07/23/2013 | Carol Krager | AAA | July 23, 2013 City Council Business Meeting | | |
| 1365 | 07/23/2013 | Sandy Zodrow | ACCSTUDY | 20 Minutes - Executive Session - Labor Relations | City Management | 06/12/2013 |
| Total Time: 20 of 45 Minutes Scheduled | | | | | | |

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

**City Council Tentative Agenda
 7/1/2013 11:06 AM - Updated**

| | | | | | | |
|------|------------|-----------------|----------|---|------------------------------------|--------------------------------------|
| 1288 | 07/23/2013 | Greer Gaston | ACONSENT | Consent Item - Consider a Resolution Adopting the City's Continuity of Government Plan (COG) | Public Works | Gaston G, Conf Executive Asst |
| 1295 | 07/23/2013 | Cheryl Caines | ACONSENT | Consent Item - Citizen Advisory Committee - Tigard Triangle Strategic Plan | Community Development | Caines C, Assoc Planner |
| 1296 | 07/23/2013 | Cheryl Caines | ACONSENT | Consent Item - Appoint Members of Tigard Triangle Citizen Advisory Committee | Community Development | Caines C, Assoc Planner |
| 1359 | 07/23/2013 | Kristie Peerman | ACONSENT | Consent Item - Authorize the Mayor to Execute an Intergovernmental Agreement to Construct Portions of a Water and Sewer Line to Serve River Terrace | Public Works | Murchison R, Senior Project Engineer |
| 1360 | 07/23/2013 | Kristie Peerman | ACONSENT | Consent Item - Authorize the Mayor to Execute an Intergovernmental Agreement to Construct a Sewer Line to Serve River Terrace | Public Works | Murchison R, Senior Project Engineer |
| 1353 | 07/23/2013 | Marissa Daniels | CCBSNS | 25 Minutes - QUASI-JUDICIAL PUBLIC HEARING - ZONE CHANGE ANNEXATION (ZCA) 2013-00002 – South View Heights Annexation | Community Development | Daniels M, Assoc. Planner |
| 1371 | 07/23/2013 | Steve Martin | CCBSNS | 10 Minutes - Approve Land Acquisition from the Japanese International Baptist Church | Public Works | 06/18/2013 |
| 1300 | 07/23/2013 | Sean Farrelly | CCBSNS | 10 Minutes - Main Street Gateway Public Art Update | Community Development | Farrelly S, Redev Project Manager |
| 1376 | 07/23/2013 | Toby LaFrance | CCBSNS | 10 Minutes - Resolution to place a measure on the November 2013 ballot | Financial and Information Services | LaFrance T, Fin/Info Svcs Director |

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

**City Council Tentative Agenda
 7/1/2013 11:06 AM - Updated**

| | | | | | | |
|--|------------|-----------------|----------|---|------------------------------------|---------------------------|
| 1169 | 07/23/2013 | Kristie Peerman | CCBSNS | 10 Minutes - Adopt a Resolution of Necessity to Acquire Property for Derry Dell Creek Culvert Replacement Project | Public Works | Berry G, Project Engineer |
| 1367 | 07/23/2013 | Darren Wyss | CCBSNS | 45 Minutes - STUDY SESSION AFTER BUSINESS MEETING River Terrace Infrastructure Financing Discussion | Community Development | Wyss D, Senior Planner |
| Total Time: 110 Minutes Scheduled MEETING OVERSCHEDULED | | | | | | |
| 1310 | 08/06/2013 | Carol Krager | AAA | August 6, 2013 City Center Development Agency Meeting - CANCELLED DUE TO NATIONAL NIGHT OUT | | |
| 1311 | 08/13/2013 | Carol Krager | AAA | August 13, 2013 City Council Business Meeting - Meeting cancelled. | | |
| 1312 | 08/20/2013 | Carol Krager | AAA | August 20, 2013 City Council Workshop Meeting - Mayor Cook Absent | | |
| 1237 | 08/20/2013 | Greer Gaston | CCWKSHOP | 15 Minutes - Briefing on Capital Improvement Plan Projects | Public Works | Stone Mike, City Engineer |
| 1368 | 08/20/2013 | Carissa Collins | CCWKSHOP | 45 Minutes - Capital Improvement Program Project Prioritization | Financial and Information Services | 06/18/2013 |
| 1347 | 08/20/2013 | Greer Gaston | CCWKSHOP | 10 Minutes - Briefing on Dispersing Local Improvement District (LID) No. 1 | Public Works | Stone Mike, City Engineer |
| 1352 | 08/20/2013 | Kristie Peerman | CCWKSHOP | 30 Minutes - Briefing on Alignment Options for the Tiedeman Ave./North Dakota St. Intersection | Public Works | Stone Mike, City Engineer |

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

City Council Tentative Agenda
7/1/2013 11:06 AM - Updated

| | | | | | | |
|---|------------|--------------------|----------|--|--------------------------|--|
| 1085 | 08/20/2013 | Greer Gaston | CCWKSHOP | 30 Minutes - Review Draft Sustainability Plan | Public Works | Wright, M., PW Business Manager |
| 1358 | 08/20/2013 | Kristie Peerman | CCWKSHOP | 10 Minutes - Briefing Two Intergovernmental Agreements to Provide Sewer and Water Service to River Terrace | Public Works | Murchison R, Senior Project Engineer |
| 1378 | 08/20/2013 | Judith Gray | CCWKSHOP | 45 Minutes - Discussion of proposed actions on the Southwest Corridor Plan | Community Development | Gray J, Sr Transportation Planner |
| Total Time: 185 of 180 Minutes Scheduled MEETING OVERSCHEDULED | | | | | | |
| 1313 | 08/27/2013 | Carol Krager | AAA | August 27, 2013 City Council Business Meeting City Manager Wine Absent No Items scheduled as of July 1, 2013 | | |
| 1314 | 09/03/2013 | Carol Krager | AAA | September 3, 2013 City Center Development Agency Meeting No Items scheduled as of July 1, 2013 | | |
| 1332 | 09/10/2013 | Carol Krager | AAA | September 10, 2013 City Council Business Meeting | | |
| | 09/10/2013 | Carol Krager | CCBSNS | 10 Minutes – Receive Update from Washington County Sheriff | City Management | |
| 1348 | 09/10/2013 | Greer Gaston | CCBSNS | 60 Minutes - Conduct a Quasi-Judicial Public Hearing and Consider a Resolution Dispersing Local Improvement District (LID) No. 1 | Public Works | Stone Mike, City Engineer |

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

**City Council Tentative Agenda
 7/1/2013 11:06 AM - Updated**

| | | | | | | |
|--|------------|-----------------|----------|---|-----------------------|--------------------------------------|
| 1377 | 09/10/2013 | Judith Gray | CCBSNS | 30 Minutes - Consideration of a resolution acting on the Southwest Corridor Plan | Community Development | |
| Total Time: 100 of 100 Minutes Scheduled MEETING FULL | | | | | | |
| 1316 | 09/17/2013 | Carol Krager | AAA | September 17, 2013 City Council Workshop Meeting | | |
| 1294 | 09/17/2013 | Judith Gray | CCWKSHOP | 45 Minutes - Joint meeting with Tigard Transportation Advisory Committee | Community Development | Gray J, Sr Transportation Planner |
| Total Time: 45 of 180 Minutes Scheduled | | | | | | |
| 1317 | 09/24/2013 | Carol Krager | AAA | September 24, 2013 City Council Business Meeting City Manager Wine Absent No items scheduled as of July 1, 2013 | | |
| 1319 | 10/01/2013 | Carol Krager | AAA | October 1, 2013 City Center Development Agency Meeting No items scheduled as of July 1, 2013 | | |
| 1320 | 10/08/2013 | Carol Krager | AAA | October 8, 2013 City Council Business Meeting | | |
| 1274 | 10/08/2013 | Kristie Peerman | CCBSNS | 20 Minutes - Consider a Resolution to Adopt the Westside Trail Master Plan | Public Works | Martin S, Parks Manager |
| Total Time: 20 of 100 Minutes Scheduled | | | | | | |

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

City Council Tentative Agenda
7/1/2013 11:06 AM - Updated

| | | | | | | |
|------|------------|-----------------|----------|---|-----------------------|---------------------------|
| 1321 | 10/15/2013 | Carol Krager | AAA | October 15, 2013 City Council Workshop Meeting | | |
| 1238 | 10/15/2013 | Greer Gaston | CCWKSHOP | 15 Minutes - Briefing on Capital Improvement Plan Projects | Public Works | Stone Mike, City Engineer |
| 1251 | 10/15/2013 | Marissa Daniels | CCWKSHOP | 30 Minutes - Urban Forestry Code Revisions - 6 Month Update | Community Development | Daniels M, Assoc. Planner |
| | | | | Total Time: 45 of 180 Minutes Scheduled | | |
| 1322 | 10/22/2013 | Carol Krager | AAA | October 22, 2013 City Council Business Meeting No items scheduled as of July 1, 2013 | | |
| 1333 | 10/29/2013 | Carol Krager | AAA | October 29, 2013 Town Hall, Time and Location TBA | | |

Business Meeting

Meeting Date: 07/09/2013

Length (in minutes): Consent Item

Agenda Title: Neighborhood Involvement Committee Revised Bylaws

Prepared For: Joanne Bengtson

Submitted By: Joanne Bengtson, City Management

Item Type: Receive and File

Meeting Type: Consent Agenda

Public Hearing: No

Publication Date:

Information

ISSUE

Should the City Council adopt revised bylaws for the Neighborhood Involvement Committee?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends adopting the updated bylaws that reflect the changes made to the Neighborhood Network Program.

KEY FACTS AND INFORMATION SUMMARY

On January 25, 2011, the Tigard City Council adopted Resolution No. 11-02 which changed the name and mission of the Committee for Citizen Involvement to the Neighborhood Involvement Committee. Bylaws and membership guidelines were put in place to encourage participation in the Neighborhood Network program and advocate involvement at the neighborhood level.

Budget reductions in 2012 removed the funding for neighborhood grants, beautification projects and the need for steering committees to oversee those projects in each neighborhood. The Neighborhood Involvement Committee reviewed the 2011 bylaws to reflect the current bylaws before Council today.

These bylaws reflect changes to membership; to have one representative from each neighborhood area, giving preference to the area's blog administrator if they desire the position. Length of service has changed to a one-year term with a maximum of four consecutive terms of service. Meeting frequency has changed to quarterly meetings (February, May, August, November).

OTHER ALTERNATIVES

Council could retain the current bylaws and take no action.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

The last time the bylaws were amended was January 25, 2011 when the city re-organized the way the citizen involvement occurs.

Attachments

2013 Neighborhood Involvement Committee Bylaws



CITY OF TIGARD
NEIGHBORHOOD INVOLVEMENT COMMITTEE
BY-LAWS

SECTION 1. CHARGE AND DUTIES

- A. The Neighborhood Involvement Committee hereafter referred to as the “Board” shall have no powers except as conferred by this resolution, City Charter, Tigard Municipal Code, or the Oregon Revised Statutes.
- B. The Board and its members shall conduct itself in a manner that’s in keeping with applicable city and state laws pertaining to conduct and ethics. Any confirmed violation of the provisions of such laws shall be grounds for removal from the committee.
- C. The Neighborhood Involvement Committee is charged with oversight and development of the Neighborhood Network Program and its effectiveness.
Specific responsibilities include:
- Establishing standards for Neighborhood Network web pages.
 - Establishing standards for service as a Neighborhood Network Web Administrator.
 - Working with the staff liaison to develop an annual committee meeting schedule.
 - Produce an annual evaluation and report to City Council (either written or in person at a Council Workshop meeting) of the effectiveness of the Neighborhood Network program.
- D. The Board may form subcommittees to investigate areas relevant to its charge or duties pursuant to this section.

SECTION 2. COMPOSITION

- A. The Board shall consist of 13 members with the following representation:
- One representative from each of the city’s 13 active Neighborhood Network Areas
 - First priority will be given to the neighborhood area’s web administrator.

SECTION 3. APPOINTMENTS

- A. One resident per area may volunteer to represent their neighborhood area for at least one year.
- B. Appointments shall be made by volunteering to serve as an area’s representative.

SECTION 4. TERM OF OFFICE

- A. Board members serve for a minimum term of one year and not more than four years.
- B. Any vacancy in the Board shall be filled by a volunteer from the same area for the unexpired portion of the term. The unexpired portion of a term does not count towards the fulfillment of the maximum number of allowed terms.
- C. Members may be reappointed for up to four (4) consecutive 1-year terms.
- D. Members shall receive no compensation for their services. Members may be reimbursed for incidental meeting expenses on approval of the staff liaison.



CITY OF TIGARD
NEIGHBORHOOD INVOLVEMENT COMMITTEE
BY-LAWS

- E. An individual board member may not act in an official capacity except through the action of the board.
- F. A member who seeks to resign from the Board shall submit a written resignation to the chair of the Board, the staff liaison, or the city manager's office. If possible, the resignation should allow for a thirty (30) day notice so a replacement can be found.

SECTION 5. ORGANIZATION OF THE BOARD

- A. At its first meeting of the year, and thereafter annually, the Board shall elect a Chair and a Vice Chair from its members who shall hold office at the pleasure of the Board.
 - i. *Chair.* The chair shall have general directional powers over the Board. The chair shall preside at all meetings and, in consultation with support staff, set the agendas and notify the board of all meeting times and place. The chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Board unless this responsibility is delegated to the staff liaison.
 - ii. *Vice Chair.* The vice chair shall assume the responsibilities of the chair if the chair is unable to do so.
- B. If the Chair should resign, the Board shall, at its next meeting, conduct an election and provide a replacement to fill the unexpired term.
- C. Staff liaisons are the primary contacts for City of Tigard boards and the primary interface between these bodies and the City Council, City Manager, and departments. Besides serving as a technical resource, staff liaisons are responsible for meeting logistics, member recruitment and recognition, recordkeeping, and monitoring board effectiveness.

SECTION 6. MEETINGS

- A. The regular meeting of the Board shall be held on the date and time determined by the Board.
- B. The Board shall meet at least 4 times a year, roughly quarterly, at a time and place that is specified at least five (5) days in advance.
- C. The parliamentary authority for the Board is *Robert's Rules of Order Revised*, except where superseded by these bylaws or local, state, or federal law.
- D. The Chair may call a special meeting, and the Chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A notice of a special meeting must be in writing and communicated to all members at least three days before the meeting.
- E. Agendas and minutes shall be posted for public notice on the City of Tigard webpage and in the lobby of City Hall in compliance with Oregon Public Meetings law. All meetings shall be open to the public.



CITY OF TIGARD
NEIGHBORHOOD INVOLVEMENT COMMITTEE
BY-LAWS

- F. A majority of votes of Board members present shall determine the official position of the Board on a given issue.
- G. The Chair shall vote on all matters before the Board unless having declared a conflict of interest.
- H. Board members shall not send or receive electronic communications concerning any matter pending before the Board during a Board meeting
 - **Electronic Communications** means e-mail, text messages, or other forms of communications transmitted or received by technological means.
 - **Electronic Communications Devices** means laptop computers, blackberries, cell phones, notebooks, or other similar devices capable of transmitting or receiving messages electronically.
- I. Board member shall not use electronic communication devices to review or access information regarding matters not in consideration before the Board during a Board meeting.

SECTION 7. BOARD MEMBER RESPONSIBILITIES

Members of the Board shall:

- A. Regularly attend meetings and contribute constructively to discussions,
- B. Consider and discuss issues from a citywide perspective, as well as that of particular stakeholder or interests,
- C. Strive to reach consensus on matters under consideration,
- D. Act with respect and consideration for the viewpoint of others.

SECTION 8. ATTENDANCE

If a member is unable to attend a meeting, he or she is expected to notify the staff liaison. If a member is absent from three 3 consecutive regularly scheduled meetings, the issue shall be placed on the upcoming agenda, and upon majority vote of the Board members present that position may be vacated.

SECTION 9. QUORUM

No official business shall be conducted without a quorum present. A quorum consists of seven (7) members, or a majority of sitting members, including any appointed alternates, present and voting. It does not include anyone who cannot participate due to a conflict of interest.

SECTION 10. REMOVAL OF MEMBERS

- A. The City Council may remove members of the Board in accordance with Section 8. Attendance.
- B. The Council may also remove members, when, in its judgment the conduct of a member does not conform to the City of Tigard Code of Conduct for Boards, Commissions and Committees.



CITY OF TIGARD
NEIGHBORHOOD INVOLVEMENT COMMITTEE
BY-LAWS

SECTION 11. ANNUAL REPORT OF THE BOARD

- A. Not later than December 31st of each year, the Board shall prepare and file its Annual Report to the City Council.
- B. The Annual Report shall include a summary of key activities and proceeding and any specific suggestions or recommendations which the Board believes would be noteworthy to the Council.
- C. The Annual Report shall not be submitted unless approved by the Board.

SECTION 12. AMENDMENTS

These bylaws may be amended by a simple majority vote of all members of the Board at any meeting that has a quorum, provided written notice of the proposed amendment shall have been mailed to all members at least 14 days prior to the meeting at which such action is proposed to be taken.

AIS-1374

C.

Business Meeting

Meeting Date: 07/09/2013

Length (in minutes): Consent Item

Agenda Title: Approve Workers' Compensation Insurance for City Volunteers - Resolution

Prepared For: Kent Wyatt

Submitted By: Kent Wyatt,
City
Management
Consent

Item Type: Resolution

Meeting Type: Agenda

Public Hearing

Newspaper Legal Ad Required?: No

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Should Tigard continue to provide workers' compensation insurance for city volunteers to protect them if they are injured during their volunteer work time?

STAFF RECOMMENDATION / ACTION REQUEST

Approve resolution to provide workers' compensation benefits to city volunteers 7/1/13 through 6/30/14.

KEY FACTS AND INFORMATION SUMMARY

- Protect Tigard volunteers by providing workers' compensation insurance for them when they volunteer with the City
- Workers' compensation insurance is less costly and provides more benefits to the volunteer than health insurance.
- City Council places high value on volunteers and the volunteer program and has provided this coverage for several years to protect those volunteers who are injured during their work time with the city.
- Oregon law requires cities to determine whether workers' comp insurance will be provided to volunteers (ORS 656.031).

OTHER ALTERNATIVES

1. Provide health care coverage, accidental death and dismemberment coverage or no coverage at all rather than worker's comp coverage.
2. Insurance coverages other than workers' comp are more expensive and provide less coverage/benefit for the volunteer.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

N/A

DATES OF PREVIOUS CONSIDERATION

On 7/24/12, City Council approved volunteer workers' comp coverage for FY13.

Fiscal Impact

Cost: 13,953
Budgeted (yes or no): Yes
Where Budgeted (department/program): All departments

Additional Fiscal Notes:

Workers' Comp insurance expenditures for volunteers are included in the FY2013 budget.

Attachments

Council Resolution

Volunteer Roster - Exhibit A

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13-**

A RESOLUTION EXTENDING CITY OF TIGARD'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY.

WHEREAS, the City of Tigard acknowledges the valuable service rendered by City of Tigard volunteers; and

WHEREAS, the City of Tigard wishes to protect City volunteers by providing injury insurance for them when they volunteer; and

WHEREAS, Workers' Compensation Insurance is less costly and provides more benefits than health insurance; and

WHEREAS, the City Council places high value on volunteers and the volunteer program and has provided this coverage for several years to protect volunteers if they are injured during volunteer work; and

WHEREAS, Oregon law requires cities determine whether Workers' Compensation Insurance will be provided to volunteers (ORS 656.031); and

WHEREAS, the City of Tigard participates in the City County Insurance Services (CIS) Group Self-Insurance Program, which requires a resolution be adopted annually by the Tigard City Council to extend Workers' Compensation Insurance coverage to City of Tigard volunteers.

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

SECTION 1: Pursuant to ORS 656.031, Workers' Compensation coverage will be provided to classifications listed on the attached Volunteer Program Worksheet (Exhibit A). Assumed wages for police reserve officers, boards and commissions, and the Mayor and Council are provided on attached Exhibit A. An assumed hourly wage of \$8.95 will be used for all other volunteers.

SECTION 2: A roster of active volunteers is updated monthly for reporting purposes. It is acknowledged that CIS may request copies of these rosters during year-end audit.

SECTION 3: Unanticipated volunteer projects or exposures not addressed herein will be added to the City of Tigard's coverage agreement by endorsement and advance notice to CIS, allowing at least two weeks for processing. It is hereby acknowledged that Worker's Compensation for unanticipated volunteer projects cannot be backdated.

SECTION 4: This resolution will be updated annually as long as Tigard is a member of the CIS Workers' Compensation Self-Insurance Services Group and chooses to provide Workers' Compensation Insurance for City volunteers.

SECTION 5: The coverage affected by this resolution is for the 2013/2014 coverage year (July 1, 2013 through June 30, 2014) with the City's membership in the CIS Workers' Compensation Self-Insurance Services Group.

SECTION 6: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

Exhibit A
City of Tigard Volunteers, Workers' Comp Program
FY 2013/14

| Position Title | WC Code | Volunteers Anticipated | Volunteer Time Anticipated (in hours) | Assumed Wage (per hour unless otherwise marked) | Notes | Estimated Payroll |
|---|---------|------------------------|---------------------------------------|---|--|--------------------|
| Photographer | 4361V | 4 | 25 | \$8.95 | Photographer indoors and outdoors - can use ladder | \$224 |
| Painting Services (Interior) | 5474V | 1 | 40 | \$8.95 | Bldg. interiors with latex paint & ladders | \$358 |
| Traffic & Accident Data Coord. | 5506V | 1 | 150 | \$8.95 | Office work and work within the ROW. Minimal traffic control requires flagging training from certified COT staff member. | \$1,343 |
| Library Volunteers (Traveling) | 7380V | 25 | 300 | \$8.95 | Driving personal vehicles to homes of "shut ins" deliver materials - Friendly Visitor Program | \$2,685 |
| Juvenile Court Offenders/Peer Court | 7720V | 50 | 500 | \$8.95 | Juveniles from Municipal Court providing community service | \$4,475 |
| CERT Volunteers Training/Activation | 8411V | 50 | 3,200 | \$800/ mo./ member | Training & activation. Estimated hours represent training only. | \$480,000 |
| Police Cadet Volunteers | 8411V | 11 | 2,080 | \$800/ mo./ member | Police Explorers are now called Cadets | \$105,600 |
| Reserve Police Officers | 8411V | 5 | 1,551 | \$4,980/ mo. / member | Note: Assumed wage is mid-range police officer salary | \$298,800 |
| Police Chaplain | 8742V | 1 | 328 | \$8.95 | Chaplain | \$2,936 |
| Boards & Committees | 8742V | 69 | N/A | \$2,500/ board /yr. | 8 boards & commissions (see 'notes' below). Meetings & limited travel to view field sites. | \$20,000 |
| Business Manager | 8810V | 1 | 192 | \$8.95 | Working in office setting or in the home. | \$1,718 |
| Library Volunteers (No travel) | 8810V | 480 | 28,000 | \$8.95 | All tasks in-house; check-in materials, shelving, data entry, processing new materials, translation, etc. | \$250,600 |
| Office Assistance | 8810V | 5 | 250 | \$8.95 | Clerical type work assignments in administrative offices | \$2,238 |
| Translators | 8810V | 2 | 80 | \$8.95 | Working in office setting or in the home translating information from one language to another. | \$716 |
| Building Maintenance | 9015V | 2 | 25 | \$8.95 | Room set up & tear down, general cleaning | \$224 |
| Park Landscape Maintenance | 9102V | 225 | 1,500 | \$8.95 | Planting trees, blackberry removal, greenway cleanup, path clean up, trail maintenance. This code allows use of gas powered leaf blowers and reciprocating weed eaters. | \$13,425 |
| Citywide Celebrations | 9402V | 500 | 1,750 | \$8.95 | Earth Day, Make A Difference Day, etc. Includes planting trees, library shelf cleaning, community cleanup, street cleanup patrols | \$15,663 |
| Storm/Water Maintenance | 9402V | 250 | 600 | \$8.95 | Stenciling catch basins, Adopt-A-Creek program with weeding & limited trash removal & cleaning/painting water hydrants. This code allows use of gas powered leaf blowers and reciprocating weed eaters. Also, trail counting and review. | \$5,370 |
| Street Cleanup Program | 9402V | 100 | 600 | \$8.95 | Roadside cleanup. This code allows use of gas powered leaf blowers and reciprocating weed eaters. | \$5,370 |
| Door to Door Distribution | 9410V | 3 | 30 | \$8.95 | Delivery of brochures/door hangers | \$269 |
| TOTAL Estimated Payroll for FY 2013-14 | | | | | | \$1,212,012 |

NOTE: Eight boards, commission and task forces (WC Code 8742V) are as follows: Budget Committee (5 non-Council members), City Center Advisory Commission (10), Intergovernmental Water Board (Tigard only gets two appointees, three if the at-large/floating member is from Tigard), Library Board (9), Neighborhood Involvement Committee (10), Park & Recreation Advisory Board (9), Planning Commission (11), Tigard Transportation Advisory Committee (13)

NOTE: Mayor and Council are not reported as volunteers because they are paid monthly stipends which are reported with payroll figures under WC Code # 8742.

AIS-1381

D.

Business Meeting

Meeting Date: 07/09/2013
Length (in minutes): Consent Item
Agenda Title: Contract Award - Jack Park Improvements Phase 1
Prepared For: Joseph Barrett
Submitted By: Joseph Barrett, Financial and Information Services

Item Type: Motion Requested

Local
Contract
Meeting Type: Review Board

Public Hearing

Newspaper Legal Ad Required?: No

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Shall the Local Contract Review Board award a contract for the construction of the Jack Park Phase 1 Improvements project to Green Thumb Landscape?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends the Local Contract Review Board award the contract for the construction of the Jack Park Phase 1 Improvements project to Green Thumb Landscape and authorize the City Manager to take the necessary steps to fully execute the contract.

KEY FACTS AND INFORMATION SUMMARY

In 2006, Tualatin Valley Fire and Rescue (TVF&R) purchased property at 12617 SW Walnut Street, and a new fire station was constructed on a portion of the site. The remaining 1.5-acre parcel, which is adjacent to Jack Park, was sold to the city. With the addition of the property, Jack Park is now seven acres and spans both sides of Krueger Creek. The additional property offers a unique opportunity to connect Jack Park to Walnut Street and improve pedestrian access and the overall visibility of the park. With this in mind, a conceptual park master plan was completed in May, 2012 following two community meetings in the spring of 2012.

This project is the first phase of the master plan, and includes a trail connection with a bridge over Krueger Creek to the existing portion of the park and pedestrian access to the community room at Tualatin Valley Fire and Rescue Station 50. A 112 foot long bridge from Western Wood Structures will be installed over Krueger Creek and cement trails will connect the park to the parking and access along Walnut Street. The future phases planned for the park include a small playground and community gardens on the land adjacent to TVFR.

Staff issued an Invitation to Bid (ITB) on June 5, 2013 for the construction of the Jack Park Improvement - Phase 1 project. The received four (4) responses to the ITB:

- Green Thumb Landscape - \$316,372
- GSE, Inc. - \$317,149
- Paul Brothers, Inc. - \$325,808
- Keystone Contracting, Inc. - \$344,600
- *Engineer's Estimate* - \$360,050

Staff reviewed the received bids, including requesting additional information from each bidder regarding the qualifications of their bridge installer (as required by the ITB). After thorough review, staff has concluded that Green Thumb Landscape is the lowest responsible bidder and as such receives staff recommendation for award.

OTHER ALTERNATIVES

The Local Contract Review Board may elect to reject the award of the contract and direct staff to reissue the Invitation to Bid.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

This is the first time this contract award has been presented to the Local Contract Review Board.

Fiscal Impact

Cost: \$316,372

Budgeted (yes or no): Yes

Where budgeted?: Parks Capital

Additional Fiscal Notes:

The project is part of the FY 2014 Adopted Budget and CIP. The budget has \$330,000 for contracted construction costs. The estimated total for this contract is \$316,372 and will be charged to the Parks Capital Fund. The Parks Bond Fund will transfer sufficient funds into the Parks Capital Fund to fully fund this contract.

Business Meeting**Meeting Date:** 07/09/2013**Length (in minutes):** 15 Minutes**Agenda Title:** Review Options for Potential Ballot Measure Revise Urban Renewal Charter Language**Prepared For:** Toby LaFrance**Submitted By:** Toby LaFrance, Financial and Information Services**Item Type:** Update, Discussion, Direct Staff**Meeting Type:** Executive Session - End of Mtg.**Public Hearing:** No**Publication Date:****Information****ISSUE**

Staff will present options for timing, cost, and content of a potential ballot measure. The purpose of the measure will be to revise language in the City Charter or Urban Renewal Plan to clarify use of tax increment financing for public/private partnerships.

STAFF RECOMMENDATION / ACTION REQUEST

Staff seeks direction on:

- 1) Council desire to pursue a ballot measure
- 2) Preferred date of measure
- 3) Content of measure

KEY FACTS AND INFORMATION SUMMARY

In the Executive Session on June 18, Council directed staff to return with options for a ballot measure. The key decision points are:

- Timing - November 2013 or May 2014
- Election Cost - November will have a cost where May would not have a cost for the city. The November election cost would be apportioned to each jurisdiction with an issue on the ballot. The greatest potential cost would be \$1.50-\$2.00 for Tigard's 27,478 voters, or approximately \$55,000 if Tigard's issue was the only matter on the ballot in November.
- Opportunity - November ballot will accelerate ability of CCDA to privately borrow to finance public/private partnerships using tax increment financing
- Ballot Content - 1) Change Charter to conform with current urban renewal and taxing law or seek other route such as reaffirmation of urban renewal plan in all its facets. 2) To what extent does Council want to be explicit in the potential use for public/private partnerships?

OTHER ALTERNATIVES

Not pursue a ballot measure and limit the CCDA to funding public infrastructure.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**DATES OF PREVIOUS COUNCIL CONSIDERATION**

Executive Session on June 18, 2013.

AIS-1386

7.

Business Meeting

Meeting Date: 07/09/2013

Length (in minutes):

Agenda Title: APPROVE CCDA MINUTES

Submitted By: Carol Krager, City Management

City Center
Development

Item Type: Motion Requested

Meeting Type: Agency

Public Hearing

Newspaper Legal Ad Required?: No

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

APPROVE CCDA MINUTES

- June 4, 2013

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

N/A

OTHER ALTERNATIVES

N/A

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

N/A

DATES OF PREVIOUS CONSIDERATION

N/A

Attachments

June 4, 2013 CCDA Minutes



City of Tigard
City Center Development Agency
Meeting Minutes for June 4, 2013



CITY CENTER DEVELOPMENT AGENCY MEETING

- 1. A. At 6:32 pm Chair Cook called the meeting of the Tigard City Center Development Agency to order.
- B. Deputy City Recorder Krager called the roll.

| | Present | Absent |
|-------------------------|---------|--------|
| CCDA Director Henderson | ✓ | |
| CCDA Director Snider | ✓ | |
| CCDA Director Woodard | ✓ | |
| CCDA Chair Cook | ✓ | |
| CCDA Director Buehner | ✓ | |

Staff present: CCDA Executive Director Wine, Assistant City Manager Newton, Community Development Director Asher, Redevelopment Project Manager Farrelly, and Deputy City Recorder Krager.

Planning Commissioners present: Richard Shavey and Calista Fitzgerald
 City Center Advisory Commissioners present: Elise Shearer and Thomas Murphy

- C. Pledge of Allegiance
 - D. Call to Council and Staff for Non-Agenda Items - None
2. APPROVE CCDA MINUTES FOR –

May 7, 2013

TIGARD CITY CENTER DEVELOPMENT AGENCY MINUTES –
JUNE 4, 2013

Director Buehner made a motion to approve the May 7, 2013 minutes. Director Woodard seconded and the motion passed unanimously.

| | Yes | No |
|-------------------------|-----|----|
| CCDA Director Henderson | ✓ | |
| CCDA Director Snider | ✓ | |
| CCDA Director Woodard | ✓ | |
| CCDA Chair Cook | ✓ | |
| CCDA Director Buehner | ✓ | |

3. PRESENTATION AND DISCUSSION ON OREGON URBAN RENEWAL BEST PRACTICES

Community Development Director Asher introduced Elaine Howard of Elaine Howard Consulting, LLC. He said Consultant Howard and Nick Popenuk of ECONorthwest have teamed up with staff on an on-call basis to offer expertise in two areas. Ms. Howard's experience is in writing and implementing urban renewal plans which she has done throughout Oregon, giving Tigard a means to compare and contrast its urban renewal program with what is being done in other cities. Mr. Popenuk of ECONorthwest is assisting the agency in building a financial model.

Consultant Howard presented a PowerPoint which is included in the packet for this meeting.

She discussed the history of urban renewal in Oregon and showed a map of urban renewal districts. She said urban renewal provides cities with a financing mechanism to help implement plans and address blight. The increase in property taxes funds projects in a specific urban renewal area. In order to establish an urban renewal area a city must have blight, defined by ORS 457 generally as underdeveloped or underutilized property, poor condition of buildings, and inadequate infrastructure, including streets and utilities. Cities under 50,000 in population may have 25 percent of assessed value in urban renewal on 25 percent of their acreage. Tigard is well below that, with 1.47 percent of total assessed value and 2.6 percent of total acreage in its urban renewal district.

 In response to a question from Chair Cook about what would happen if the state plan limitations are exceeded, Consultant Howard said she was not sure but perhaps cities that are very near the limit would form no new districts until some were closed.

Consultant Howard said cities may not increase original indebtedness by 20 percent of the original plan's Maximum Indebtedness (MI) as indexed. Legislation in 2009 allows use of the initial inflation factor in the original urban renewal report as a way to adjust what the 20 percent might be. She said this is a hard and fast rule about MI unless 75 percent of the tax and jurisdictional partners concur with increasing it above that rate. She said she has seen partners agree to this when they could see potential benefits to the entire community, but

**TIGARD CITY CENTER DEVELOPMENT AGENCY MINUTES –
JUNE 4, 2013**

she has also seen situations where a potential increase was not approved. She said another limitation is on acreage, which cannot increase by over 20 percent of the original amount.

 Chair Cook clarified that an urban renewal area could be increased without getting the approval of 75 percent of the partners as long as it does not exceed 20 percent, Consultant Howard said that is true but the city would have to go through the same process as was used in the original plan, which in Tigard's case would mean putting it to a vote.

Chair Cook inquired about a current bill in Salem relating to giving back deferrals to taxing districts. Consultant Howard said only plans adopted before 2001 would be affected so it would not impact Tigard.

Consultant Howard said Tigard's MI is \$22 million over 20 years. Approximately \$1 million has already been collected in tax increment financing. MI is the total amount of money that can be spent on projects, programs and administration over the life of the plan. Paying staff with tax increment financing reduces the amount available for projects.

 Consultant Howard said urban renewal agencies can be set up in a variety of ways and a city council decides the makeup of their board. It can be made up of citizens, city council, planning commission members or a combination. When an agency is made up of city council, there is often an advisory board to give them support. The balance becomes how much power the advisory committees think they have over what they actually have. Director Henderson asked about a requirement to have a citizen advisory board and Consultant Howard said ORS 457 does not require it. Director Buehner said that requirement is found in Tigard's city charter.

Consultant Howard discussed urban renewal financing and legislation. Changes effective in 2009 will impact Tigard only if a substantial amendment is done to the current plan or if a new area is formed. A city can front the money for projects and pledge future tax increment revenues to pay it off, or can keep all tax increment financing and not spend any of it on administrative costs until there is enough saved for a project. The direction a city chooses depends on the level of security they feel about potential revenue.

If a city has bonds issued prior to 2001, urban renewal agencies receive a share of those bonds. Tigard has four bonds - Washington County, Metro, Portland Community College, and Tigard-Tualatin School District. In this case an individual taxpayer would see their property taxes increase a minute amount. The tax assessor cannot give the bonding agencies less money so the taxpayers have to come up with the difference. Analyses usually reveal that amount to be less than \$1 per \$100,000 of house value because of the age of the bonds.

Consultant Howard said cities now have the ability to under-levy, which means if an agency does not want to take the full amount of tax increment revenues, they can notify the county assessor of this and less will be taken. If an agency decides to under-levy it must notify all taxing jurisdictions. Some of that money goes back to the schools but it can cause an unintended consequence of compression for the schools.

Revenue sharing is another change brought about by legislation. A substantial amendment or a new urban renewal area would trigger revenue sharing with taxing jurisdictions.

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 Consultant Howard recommended projects that catalyze development and make a big difference. She said urban renewal projects typically include infrastructure, streetscapes, catalyzed development, façade grants, plazas and parks. She showed slides of successful urban renewal projects in Oregon.

- The Dalles Brewery Grade project was created from a mix of private, urban and federal dollars.
- In Lake Oswego, First and A Street became Lake View Village. Gramar invested \$22 million. Lake Oswego spent \$6 million for sidewalks and a parking garage. Developers were attracted to it and the block is worth over \$25 million while the block next door is worth under \$1 million.
- Sherwood made major improvements in their downtown, building their city hall and streetscapes. Consultant Howard said there is controversy when building a city building with urban renewal money. She noted that the library is incorporated into City Hall, which brings in people and restaurants and shops get business from the activity. A community center is being developed in the Old Machine Shop building.
- The City of Bandon purchased the former Bandon Cheese factory site and was able to attract a new cheese factory. The city owns the factory and constructed the roundabout and street. They hope to develop an ecotourism center next door.
-  In LaGrande the city worked with a medical center to develop the LaGrande Medical Clinic. \$1 million in private investment and a \$75,000 loan from the urban renewal agency was a good ratio of public/private funding that turned a vacant lot into a clinic. 20 good-paying jobs in the medical field were created. The city is currently working on historical buildings in their downtown, removing environmental hazards that prevented any interest in private investment. When the buildings are cleaned up (with help from state funds) the city plans to resell them. The buildings are in the middle of downtown and this change will have a big impact.
- In Astoria there are two urban renewal areas and 55 percent of their urban renewal properties are non-profit businesses. Consultant Howard commented that Astoria will not see benefits from the non-profit businesses, but nearby businesses will. The city purchased the Liberty Theater, transferred it to a non-profit and issued a challenge grant. Many community events occur there including weddings and graduations. They are booked 300 days a year.
- Astor Hotel used urban renewal for rehabbing the storefront in the building. Low income housing, achieved through a state program is on the upper floor. It enlivened the retail shops but also brought in residents, who will use the amenities in the city.
- Astoria's Garden of Surging Waves commemorates Chinese history in Astoria. The urban renewal district issued matching grants. Most of the fundraising is being done by Asian groups in the Portland area. It is located one block away from the Liberty Theater and puts another feature in their downtown that may attract people who perhaps would never have visited Astoria.
- Fort George Brewery in Astoria was built from a public/private partnership that included an SBA loan, a State of Oregon forgivable loan based on number of employees, urban renewal agency money and private dollars. The brewery is in a

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historic building built on a former car dealership site. It employs local people, and purchases ingredients from local suppliers, when possible.

Consultant Howard said the CCDA Board submitted questions prior to this meeting and she read the questions and responded to them:

Could we add more land? *Yes, you can add up to 37.4 additional acres, but Tigard will need to do that through a substantial amendment, which involves a vote of the people.*

Can Tigard increase its maximum indebtedness? *Yes, I estimate the amount that could be added is \$5.5 million and again would take a vote of the citizens to increase indebtedness.*

 Executive Director Wine asked for the definition of a substantial amendment. *The state statute and Tigard's urban renewal plan both define this. The statute has two things that comprise a substantial amendment, increasing maximum indebtedness and adding land over one percent of the original acreage. A substantial amendment must be done in the same manner as the original urban renewal plan. A resolution must be passed. The Planning Commission must find if it is in conformance with the comprehensive plan. Every citizen must be notified and a city council hearing held. If there is an adoption it must be a non-emergency ordinance which has 30 days to go into effect. Tigard's particular plan also has council approved amendments which are material changes to the objectives of the plan, a project over \$500,000, or extending the duration of the urban renewal plan. Maximum Indebtedness is the controlling feature of a plan but Tigard has an additional controlling feature which is the duration.*

 Director Snider asked for clarification that there are restrictions on increasing existing urban renewal areas, but if the same procedure is followed, the city could establish a new urban renewal district. *Consultant Howard said the only restriction is the acreage limit and a vote is required.*

 Director Henderson asked about other tools available to cities with urban renewal districts. Consultant Howard said she finished a project working with ECONorthwest for Lake Oswego which involved looking at the foothills district and the Lake Grove area. They examined other tools such as system development charges (SDCs), local improvement districts (LIDs), general obligation bonds, and revenue bonds. They explored ways a variety of tools could be partnered with tax increment financing to make a project work. Their city council approved the Boones Ferry Road project but made it contingent on voter approval of a general obligation bond, which they did in November. She commented that the business owners on Boones Ferry Road did a great job of lobbying for themselves and telling their story.

 Community Development Director Asher clarified that there is a unique relationship between urban renewal and tax increment financing, because you have to pass the one to get the other. He said the other tools are available outside of the district but the reverse is not true. Director Henderson noted that in the past an urban renewal area was identified but it did not pass so there was no tax increment financing available. Consultant Howard said the city can still allocate other resources to a blighted district that needs improvement. She also noted that once a district expires, the agency can continue to do projects in it through public/private partnerships.

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Consultant Howard said the typical timing for plans is a 20- to 25- year period. She reminded the CCDA that the city's plan says new indebtedness cannot be incurred after 20 years. She said a bond could be issued at the end of the time period and paid off later. Plans can be closed out earlier if all projects are completed and financing paid off.

 Chair Cook said he is intrigued by the Astoria projects and their relationship with non-profits. He asked if there is a way to attract businesses to develop on their own without the agency having to partner with them on things as minor as a streetscape or as large a project as a non-profit building, such as a library. Consultant Howard advised that partnering in a project that is on the edge of an urban renewal district may not be a good idea, but bringing a project into the center of a district that will bring people in to help the businesses in the area succeed may be a good decision.

 Director Snider commented that this takes a lot of evaluation and there was deliberate thought put into Astoria's involvement with non-profits. Consultant Howard said that sometimes that can work well. Bringing housing, tourists and shoppers into a downtown always helps. She suggested finding projects that increase activity in the area.

Director Buehner mentioned that Tigard helped build senior/veteran affordable housing. She said this was the first new building built on Hall Boulevard in the urban renewal district. It does not bring in tax increment financing but is attractive and will be a good neighbor to other private projects. Consultant Howard said she agreed that even without tax increment financing, this project can bring in families to visit the residents and shop or eat with them nearby, creating a benefit to area businesses.

 Director Henderson asked if there are studies on benefits received by areas outside of a core urban renewal area. Consultant Howard said she is a member of a statewide redevelopment association and one thing they do not do well is track metrics. She said they are attempting to do a better job of this. She said anecdotal information indicates there is a spin-off benefit but there are no studies out there proving this. She noted that Tigard's CCDA is tracking the leveraged investment ratio from the façade improvement program. She reminded the CCDA that urban renewal works, it just requires some patience.

In response to a question from Director Henderson, Consultant Howard said a new urban renewal area would have its own MI and would not reduce the amount of the existing urban renewal area's MI. Director Snider commented that the acreage and assessed value limitations have a lot of room left in them.

 Director Buehner offered a hypothetical situation where acres of land have been designated for future employment land and asked if urban renewal was an appropriate vehicle for the purpose of adding infrastructure. Chair Cook questioned whether farmland could be designated as blight. Consultant Howard clarified that blight can include underutilized farmland. She said Salem and Wilsonville have such areas now and more are under consideration in Tualatin and Corvallis.

 Director Henderson asked for a synopsis of changes in urban renewal regulations since 2005, when Tigard reactivated their urban renewal agency. Consultant Howard replied that the biggest changes occurred in 2009:

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- Substantial amendments trigger revenue sharing.
- Cities can now under-levy.
- Increases to maximum indebtedness over a certain amount require approval from taxing jurisdictions.

Director Buehner asked if revenue sharing is based on dollar amount or a percentage. Consultant Howard said when an agency starts earning 10 percent of their original maximum indebtedness they begin sharing with the taxing jurisdictions. At the point where they start earning 12.5 percent the shared portion increases by a small amount. Director Buehner commented that this would realistically be during the last few years of an urban renewal plan.

Community Development Director Asher mentioned that legislation was the result of several years of scrutiny and challenge to ORS 457 and asked Consultant Howard about the current political climate. She replied that the 2009 legislation came from the Special Districts Association of Oregon which wanted more of a say in things. She said she now advises clients to work with their taxing and jurisdiction partners, whether there is revenue sharing yet or not. She suggested talking to other partners because it is their money the urban renewal district is using. She advised making sure they know what you are doing and invite them to the table through participation on an advisory board.

Chair Cook thanked Consultant Howard and Community Development Director Asher for the informative presentation.

4. RECEIVE UPDATE ON BROWNFIELDS INITIATIVE

 Redevelopment Project Manager Farrelly said the CCDA was briefed in April on the idea that there should be a proactive, coordinated program to address the issue of potential environmental contamination in the downtown, referred to as brownfields. He defined brownfields as properties where potential contamination is impacting redevelopment, expansion or improvement. He said staff has been researching this issue and interviewing developers and consulting firms. He attended the National Brownfields Conference in Atlanta. He said formal notice should be received soon on a \$25,000 Business Oregon grant received for this program.

Redevelopment Project Manager Farrelly said staff is proposing a downtown brownfields strategy for the CCDA. He said brownfields are important because they complicate redevelopment. A three-part strategy provides and coordinates resources. The first step is working with property owners on assessment. The Business Oregon grant scope of work covers creation of a potential properties database and will include outreach to discuss issues with property owners. It will also fund up to three Phase I environmental site assessments. The information developed will assist with future grant applications for additional federal and state resources. The Environmental Protection Agency (EPA) offers up to \$400,000 for assessing petroleum contamination and other hazardous materials.

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Redevelopment Project Manager Farrelly said the second part of the strategy is cleanup. Once the hazards are identified, the goal will be to go after state and federal money available to subsidize clean up. The EPA brownfield cleanup program awards grants up to \$200,000 to help with cleanup and the only limitation is that they are owned by the government or a non-profit, as long as they did not contribute to the contamination.

He said the third part of the program is redevelopment improvement. We will work with partners to assess cleanup and redevelop these properties.

Redevelopment Project Manager Farrelly shared some interesting information:

1. Competition for EPA grants is tougher due to sequestration
2. Connecting brownfields and cleanup to community health outcomes is important. Very often low income areas bear an unfair share of exposure to contamination and making this explicit connection in grant applications is important.
3. Successful grant applications demonstrate a broad base of community involvement – not just letters of support, but communicating how community organizations will be involved.
4. Key to having a successful program is engaging the property owners. Receiving grant money, “but not having any takers will not do us any good.” Trust needs to be built with property owners and the agency and owners need to be educated about how they will benefit by identifying and cleaning up their property. He said the newly-formed downtown property owner group will be a good forum for these conversations.



In response to a question from Director Woodard about grant timelines, Redevelopment Project Manager Farrelly said federal EPA grants are usually due in the fall. Other state programs are available on a rolling basis. Director Snider asked a process question about the order of grant application, suggesting that an assessment grant would need to be applied for first and then a cleanup grant. Redevelopment Project Manager Farrelly said a pilot program last year allowed application for an assessment and cleanup grant at the same time. A limitation is that the property must be under government ownership. Community Development Director Asher said the funding is often flexible and is program-specific, not necessarily site-specific.

Director Woodard asked about applying for grants for the third step - redevelopment. Community Development Director Asher said once a property is cleaned up it is somewhat outside of pure brownfields funding and the Agency can use the tools talked about in the previous discussion with Consultant Elaine Howard to fund improvements.

Community Development Director Asher said the brownfield funding agencies are very outcome-based. He said the better you can convince your funders of the outcome, the more likely you are to be funded. He said a contaminated property could just be cleaned up and left in place, but it would be better to clean it up and redevelop, and even better still, to redevelop it into something the community already supports. He said Tigard's established downtown development plan is a positive factor with regulators.

TIGARD CITY CENTER DEVELOPMENT AGENCY MINUTES – JUNE 4, 2013

Director Henderson asked if the brownfield program is citywide or just for the downtown area. Community Development Director Asher said it is a city-wide program and if there are important properties outside the urban renewal area they will be considered. Director Henderson said he raised that issue because of potential relocation of downtown businesses into other areas of Tigard that may need cleanup.

At 8:09 pm Chair Cook announced that the City Center Development Agency was entering into an executive session to discuss real property transaction negotiations under ORS 192.660 (2) (e). He announced that the CCDA would adjourn after the executive session.

5. Non-Agenda Items – None

6. ADJOURNMENT

At 9:02 pm Director Buehner moved for adjournment and Director Snider seconded the motion. All voted in favor.

| | Yes | No |
|-------------------------|-----|----|
| CCDA Director Henderson | ✓ | |
| CCDA Director Snider | ✓ | |
| CCDA Director Woodard | ✓ | |
| CCDA Chair Cook | ✓ | |
| CCDA Director Buehner | ✓ | |

Carol A. Krager, Deputy City Recorder

Attest:

Chair, Tigard City Center Development Agency

Date: _____

**TIGARD CITY CENTER DEVELOPMENT AGENCY MINUTES –
JUNE 4, 2013**

Business Meeting

Meeting Date: 07/09/2013
Length (in minutes): 30 Minutes
Agenda Title: Roundtable discussion with Tigard Downtown Alliance Group
Submitted By: Sean Farrelly, Community Development

City Center
 Development

Item Type: Update, Discussion, Direct Staff **Meeting Type:** Agency

Public Hearing

Newspaper Legal Ad Required?: No

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Roundtable discussion with representatives of Tigard Downtown Alliance group.

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends participating in the discussion with representatives of the emerging Tigard Downtown Alliance group (made up of property, business owners, the Chamber of Commerce, and other stakeholders). The group will discuss their activities to date and plans for forming a formal organization.

KEY FACTS AND INFORMATION SUMMARY

In January 2013, a group made up of primarily downtown property owners began meeting on various topics of mutual interest. The group has since expanded to include business owners, the Tigard Area Chamber of Commerce, members of the City Center Advisory Commission, and other stakeholders. The group is currently investigating tax-exempt non-profit formation, bylaws, organizational structure and funding options.

Supporting the formation of a Downtown organization was identified as a priority by Michele Reeves in her 2011 Identity and Recommendation report, and in the 2011 Five Year Review of Urban Renewal and 2007 Downtown Development Strategy (Leland).

In October 2011, the CCDA Board discussed a CCAC recommendation to provide financial support for the formation of a downtown organization. At that time the CCDA Board directed staff to provide financial support for a consultant to work with downtown businesses on marketing and event organization.

OTHER ALTERNATIVES

N/A

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

N/A

DATES OF PREVIOUS CONSIDERATION

October 18, 2011– consideration of CCAC recommendation to financially support the formation of a Downtown organization.

