



City of Tigard

Tigard Workshop Meeting – Agenda

TIGARD CITY COUNCIL

MEETING DATE AND TIME: January 15, 2013 - 6:30 p.m.

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

Revised 1/9/2013 to include an additional executive session at the beginning of the meeting.

PUBLIC NOTICE:

Times noted are estimated.

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).

VIEW LIVE VIDEO STREAMING ONLINE:

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

**Workshop meetings are cablecast on Tualatin Valley Community TV as follows:
Replay Schedule for Tigard City Council Workshop Meetings - Channel 28**

- Every Sunday at 7 a.m.
- Every Monday at 1 p.m.
- Every Wednesday at 2 p.m.
- Every Thursday at 12 p.m.
- Every Friday at 3 p.m.

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SEE ATTACHED AGENDA



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6:30 PM

1. WORKSHOP MEETING

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

2. EXECUTIVE SESSION: The Tigard City Council will go into Executive Session to consider information or records that are exempt by law from public inspection, under ORS 192.660(2) (f). 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. **6:35 p.m. estimated time**

3. ANNUAL CITY COUNCIL TOUR OF POLICE DEPARTMENT TEMPORARY HOLDING FACILITY **6:55 p.m. estimated time**

4. QUARTERLY JOINT MEETING WITH THE BUDGET COMMITTEE **7:10 p.m. estimated time**

5. RECEIVE BRIEFING ON THE DEVELOPMENT OF THE CAPITAL IMPROVEMENT PLAN (CIP) AND THE PROCESS TO PRIORITIZE CIP PROJECTS **8:10 p.m. estimated time**

6. REVIEW PROPOSED CITY COUNCIL 2013-14 BUDGET **8:25 p.m. estimated time**

7. DISCUSSION ON FEDERAL LEGISLATION **8:35 p.m. estimated time**

8. NON AGENDA ITEMS

- EXECUTIVE SESSION: The Tigard City Council will go into Executive Session to discuss real property transactions, and exempt public records, under ORS 192.660(2) (e) and (f). 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. **8:40 p.m. estimated time**

9. ADJOURNMENT **9: 40 p.m. estimated time**

AIS-1053

3.

Workshop Meeting

Meeting Date: 01/15/2013

Length (in minutes): 15 Minutes

Agenda Title: Annual Police Department Temporary Holding Facility Tour and Inspection

Prepared For: Alan Orr

Update, Council
Discussion, Workshop
Direct Staff **Meeting Type:** Mtg.

Item Type:

Public Hearing: No

Publication Date:

Information

ISSUE

The City Council is asked to conduct a tour and inspection of the police department temporary holding facility as indicated by the Oregon State Department of Corrections Facilities Inspector.

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends that the City Council participate in the tour and inspection of the police department temporary holding facility.

KEY FACTS AND INFORMATION SUMMARY

The police department has completed mandatory information reporting for the Oregon Commission on Children and Families regarding all custodies involving juveniles, annual audits of our temporary holding facility and nightly inspections by the supervisory staff. During an audit conducted by the Oregon State Department of Corrections in 2005, the state inspector made several findings. The police department has since complied with those findings and implemented processes to ensure compliance. The state inspector stated that the City Council should conduct an annual tour and inspection of the facility as the governing body for the City of Tigard.

OTHER ALTERNATIVES

The City Council may choose not to conduct an inspection.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Workshop Meeting**Meeting Date:** 01/15/2013**Length (in minutes):** 60 Minutes**Agenda Title:** Joint Meeting-Budget Committee and City Council**Prepared For:** Toby LaFrance**Submitted By:** Liz Lutz, Financial and Information Services**Item Type:** Public Hearing - Informational**Meeting Type:** Council Workshop Mtg.**Public Hearing:** Yes**Publication Date:****Information****ISSUE**

Quarterly meeting of the Budget Committee

STAFF RECOMMENDATION / ACTION REQUEST

This meeting is informational. No action is requested.

KEY FACTS AND INFORMATION SUMMARY

The recommended Agenda for the meeting is:

1. Introductions, including new members.
2. Recap of complete Fiscal Year 2012 audit.
3. Presentation of current Fiscal Year 2013 Second Quarter Financial Report.
4. Discussion of updated General Fund Forecast and department budget instructions for Fiscal Year 2014 budget process.
5. Upcoming meetings.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Financial Sustainability

DATES OF PREVIOUS COUNCIL CONSIDERATION

The last meeting of the Budget Committee was October 23, 2012.

Workshop Meeting**Meeting Date:** 01/15/2013**Length (in minutes):** 15 Minutes**Agenda Title:** Briefing on the Development of the Capital Improvement Plan (CIP) and the Process to Prioritize CIP Projects**Prepared For:** Mike Stone**Submitted By:** Greer Gaston, Public Works**Item Type:** Update, Discussion, Direct Staff**Meeting Type:** Council Workshop Mtg.**Public Hearing:** No**Publication Date:****Information****ISSUE**

The council will be briefed on the development of the Capital Improvement Plan (CIP) and the process to prioritize CIP projects.

STAFF RECOMMENDATION / ACTION REQUEST

No council action is requested; staff will provide a briefing and listen to input.

KEY FACTS AND INFORMATION SUMMARY

The Capital Improvement Plan (CIP) is Tigard's annual and five-year plan to fund the construction of capital improvements. It is updated and adopted annually as a part of the city's overall budget adoption process.

A capital improvement is a project that:

- Improves or adds value to the city's infrastructure.
- Costs \$50,000 or more.
- Has a useful life or extends the useful life of infrastructure for five years or more.

The city does not have sufficient financial resources to fund every proposed capital improvement project, so projects must be prioritized.

Three attachments are included to facilitate the briefing:

1. The "City Operating Budget Flowchart" - This document presents the steps taken to prepare and adopt the budget and includes how the CIP development process is integrated into the annual process. This document has been updated and approved by the Budget Committee for the last three years, most recently on October 16, 2012.
2. The "Steps to Develop the Capital Improvement Plan (CIP) and Prioritize CIP Projects" table summarizes the flowchart showing how CIP projects are currently proposed, evaluated and prioritized, and at which steps in the process the CIP can be changed before it receives final adoption from the City Council.
3. The "CIP Ranking Worksheet" presents the criteria currently used by the CIP Management Team to evaluate proposed CIP projects. The score provides the basis for prioritizing the projects.

If the council wishes to amend how the CIP is developed and/or how projects are prioritized, the council is asked to provide general direction to staff. Staff will then revise the process and return to the council for further discussion.

OTHER ALTERNATIVES

Not applicable

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

The development of the CIP and the process to prioritize CIP projects is the vehicle through which capital improvements implement:

- Council goals and polices.
- Master plans and facility plans approved by council.

DATES OF PREVIOUS COUNCIL CONSIDERATION

None

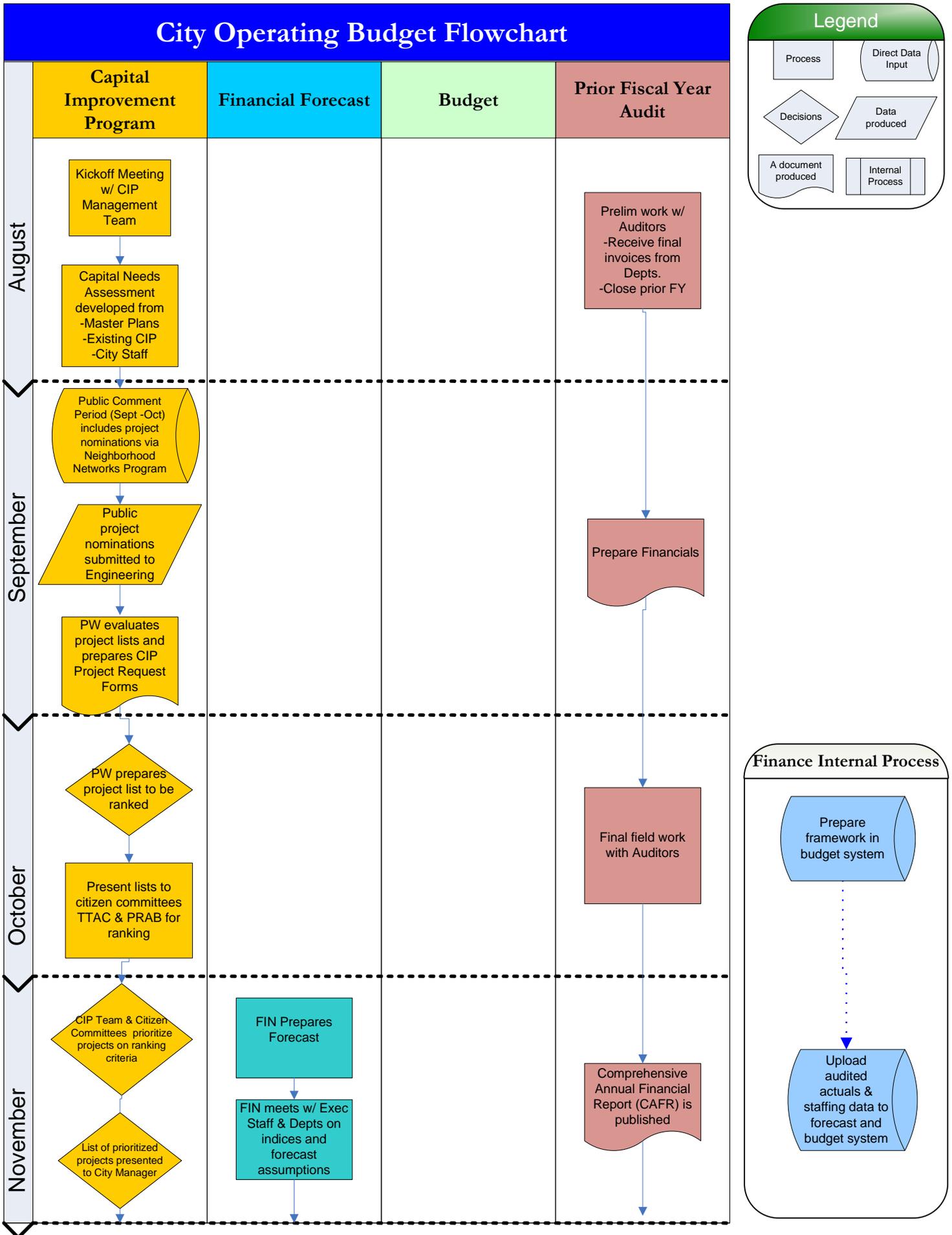
Attachments

Budget Committee Approved Process Flowchart

Steps to Develop the CIP and Prioritize CIP Projects

CIP Project Ranking Worksheet

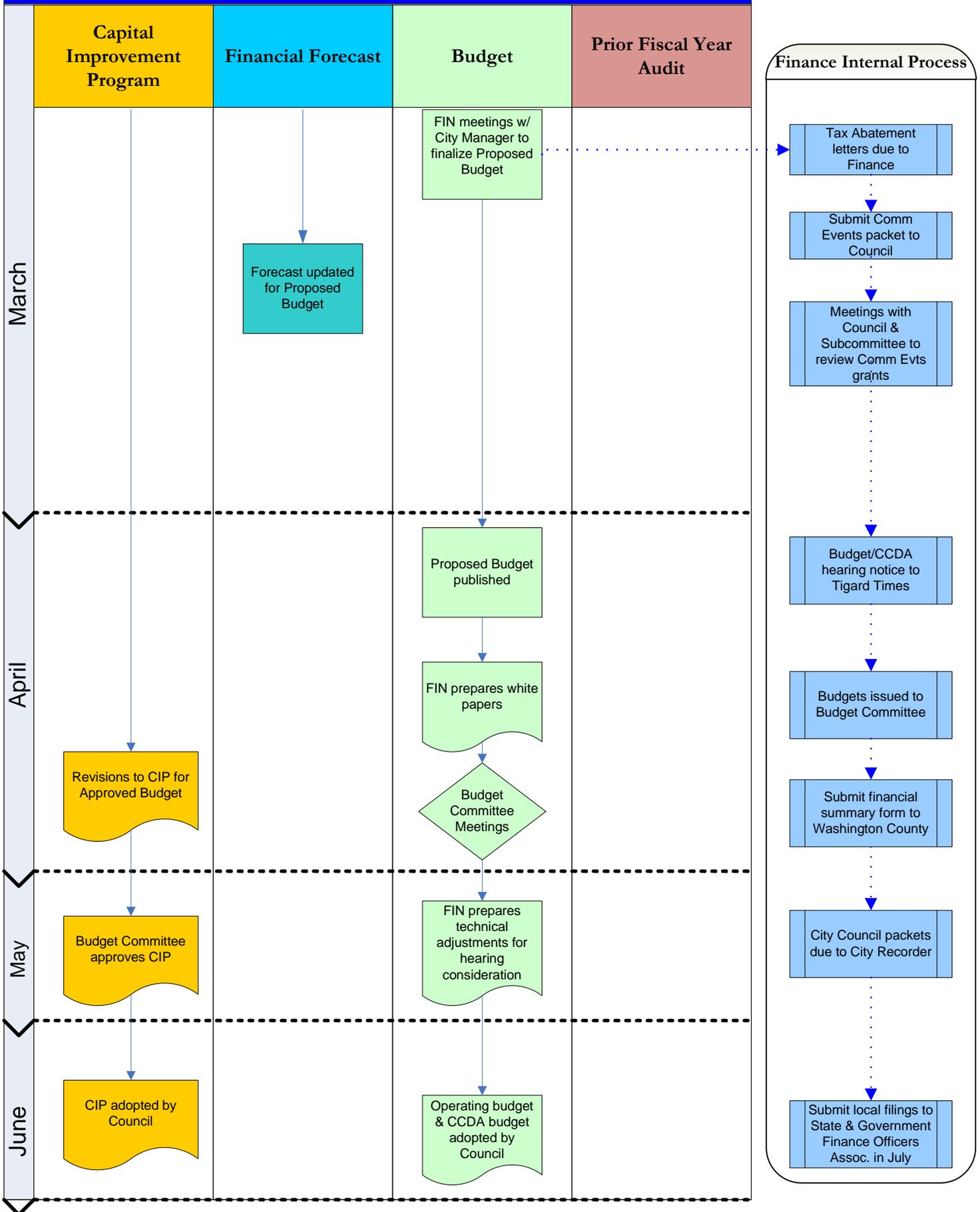
City Operating Budget Flowchart



City Operating Budget Flowchart



City Operating Budget Flowchart



Steps to Develop the Capital Improvement Plan (CIP) and Prioritize CIP Projects

Step 1	<p>A list of proposed CIP projects is developed from:</p> <ul style="list-style-type: none"> ▪ The existing CIP. ▪ Council goals, policies, and master plans and facility plans approved by council. ▪ Suggestions from the public and city’s CIP management team.
Step 2	<p>Engineering Staff develops a rough scope, timing and cost estimate for all proposed CIP projects.</p>
Step 3	<p>Proposed CIP projects are evaluated & prioritized.</p> <ul style="list-style-type: none"> • Top priority is given to projects that are funded in the existing CIP and are underway in the current budget year where some phase of the project (acquisition, design, construction, etc.) will be performed in subsequent fiscal year(s). • All other proposed CIP projects are evaluated by the CIP management team, and, where appropriate, by citizen committees. For example, the Transportation Advisory Committee evaluates street projects, and the Park and Recreation Advisory Board evaluates park projects. Projects are evaluated using a CIP Ranking Worksheet (attached) based on the following criteria: <ul style="list-style-type: none"> ○ Public health and safety ○ Environmental impact ○ Federal or state mandates ○ Livability/vitality enhancement ○ Council goals or interest ○ Community interest ○ Cost effectiveness ○ System reliability ○ Implements a master plan ○ Readiness to proceed ○ Funding partnerships • Based on the evaluation scoring of the proposed projects, the prioritized ranking of the projects is established.
Step 4	<p>The Finance Department determines how much CIP funding is available. Some CIP revenue can only fund certain types of projects. For example, transportation development tax dollars can only fund roadway projects that increase capacity; park bond dollars can only be used to fund park acquisitions and improvements.</p>
Step 5	<p>Based on available funding, project cost/timing and the prioritization list, the CIP management team coordinates with the City Manager on a proposed CIP as part of the proposed budget. As the Budget Officer for Tigard, the City Manager has the authority to propose the CIP.</p>
Step 6	<p>The City Manager presents the proposed budget, including the CIP, to the Budget Committee for consideration. The public may comment on the proposed CIP at Budget Committee meetings. The Budget Committee, which includes members of the City Council, has the authority to make changes to the proposed CIP. Budget Committee is authorized to approve the proposed budget with changes.</p>
Step 7	<p>City Council conducts a hearing to adopt the approved budget. The public may testify on the approved CIP at the City Council hearing. The council has the authority to make changes to the approved CIP, as long at the changes do not increase the budget in any individual fund by over 10% in the first year of the CIP.</p>
Step 8	<p>Staff implements the CIP once it is adopted by council.</p>

CIP Ranking Worksheet

Project Name: _____

Date: _____

Criteria	High		Medium		Low	
Scale	5	4	3	2	1	0
Public health and safety	Project eliminates a current and present public health or safety condition	Project reduces a current and present public health or safety condition	Project mitigates a potential public health or safety risk	Project has no impact on public health or safety	Project degrades public health or safety	N/A
Environmental Impact	Substantially improves the city's environment	Alleviates an ongoing degradation to the environment	Cleans up past degradation or prevents future degradation	Has negative impact on environment which is mitigated	Has negative impacts on the environment that cannot be mitigated	N/A
Federal or state mandates	The project is required to meet a state or federal permit or other enforceable requirement	Project is needed to bring a system component up to federal or state standards	No state or federal standards apply to this project	Project does not make any progress toward meeting state or federal standards.	Project moves the system further away from state or federal requirements	N/A
Livability / Vitality Enhancement	Improves city wide livability / vitality for all segments	Improves city wide livability / vitality for most segments	Improves livability / vitality for some segments	Improves livability / vitality for few segments	Does not improve livability / vitality	N/A
Council goals or interest	The project is listed specifically as a council goal	Is needed to reach at least one council goal	Indirectly Relates to one goal	Does not relate to any council goals	Is contrary to a council goal	N/A
Community interest	Has wide community support	Has mixed support the project with most in support	Has mixed support with an even split of support & opposition	People do not have an opinion (do not care) about the project	Many people oppose the project	N/A
Cost effectiveness	Project will pay for its self over less than five years in reduced cost to the city	Project will pay for its self in less than five years in reduced cost to citizens	Project adds to operational cost but is the least life cycle cost alternative	Project adds operational cost but the cost is paid for with increased operational revenue	Project adds to operational cost without revenue offset	N/A
System reliability	Alleviate a risk that threatens life or would result in irreparable harm	Alleviate a risk that results in severe property loss	Alleviate a risk that results in minor loss of property	Alleviate a risk of system failure causing inconvenience to the public	Alleviate a risk of system failure causing inconvenience to the city staff	N/A
Implements a master plan	fully implements at more than one recommendation in an adopted master plan	fully implements at least one recommendation in an adopted master plan	makes progress toward meeting a master plan goals	does not implement a recommendation in an adopted plan or is not anticipated in a master plan	is not consistent with any adopted system plan	N/A
Status						
Readiness to proceed	Is fully funded, is under construction or bids have been received.	Design is done, permits and right of way has been secured.	Project is funded and ready to start but no work has been completed	Has partial funding	Is not funded	N/A
Funding partnerships	Project has grant funds awarded and will lose them if it does not proceed	Project is listed for a grant and is likely to receive funding during the budget cycle	Project is funded by a low interest loan that are time sensitive, or is eligible for a future grant	Project has multiple funding sources which are not time sensitive	Project is only funded from city resources	N/A

Total Score: _____

Workshop Meeting**Meeting Date:** 01/15/2013**Length (in minutes):** 20 Minutes**Agenda Title:** Review of Proposed 2013-14 City Council Budget**Prepared For:** Liz Newton**Submitted By:** Liz Newton, City Management**Item Type:** Update, Discussion, Direct Staff**Meeting Type:** Council Workshop Mtg.**Public Hearing:** No**Publication Date:****Information****ISSUE**

Review of the proposed 2013-2014 City Council Budget

STAFF RECOMMENDATION / ACTION REQUEST

Review and comment on the proposed budget prepared by staff.

KEY FACTS AND INFORMATION SUMMARY

For FY 2014, all departments are preparing a "level budget." That means the requested budget will be similar to the current year budget, and no increase in the total dollar amount from FY 2013 for materials and services and equipment. The requested budget needs to be budget neutral; any increases in expenses need to be offset with new revenues or expenditure reductions.

Staff is preparing a budget proposal for council that is comparable to the current year. The document will be provided as part of the January 10 Council Newsletter.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

No previous discussion have been held on the 2013-2014 budget.