



City of Tigard

Tigard Workshop Meeting – Agenda

**TIGARD CITY COUNCIL & CITY CENTER
DEVELOPMENT AGENCY**

MEETING DATE AND TIME:

June 18, 2013 - 6:30 p.m.

MEETING LOCATION:

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

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://live.tigard-or.gov>

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.

SEE ATTACHED AGENDA



City of Tigard

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TIGARD CITY COUNCIL & CITY CENTER DEVELOPMENT AGENCY

MEETING DATE AND TIME:

June 18, 2013 - 6:30 p.m.

MEETING LOCATION:

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

6:30 PM

- **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.

1. WORKSHOP MEETING

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

2. RECEIVE BRIEFING ON THE EMERGENCY MANAGEMENT COOPERATIVE
AGREEMENT OF WASHINGTON COUNTY **6:35 pm estimated time**

3. RECEIVE LEGISLATIVE REPORT FROM JOEL RUBIN, CFM
6:50 pm estimated time

4. REVIEW A NAMING POLICY, RECEIVE BRIEFINGS ON THE PARK BOND AND A
RECREATION PROGRAM CHARTER, AND DISCUSS THE CITY'S RELATIONSHIP
WITH TWO SPORTS CLUBS **7:10 pm estimated time**

5. COUNCIL LIAISON REPORTS **8:40 pm estimated time**

6. NON AGENDA ITEMS **8:45 pm estimated time**

CITY CENTER DEVELOPMENT AGENCY

- EXECUTIVE SESSION: The Tigard City Center Development Agency will go into Executive Session to discuss pending litigation under ORS 192.660(2) (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. **8:50 pm estimated time**

7. ADJOURNMENT **9:25 pm estimated time**

Workshop Meeting**Meeting Date:** 06/18/2013**Length (in minutes):** 15 Minutes**Agenda Title:** Receive Briefing on the Emergency Management Cooperative Agreement of Washington County**Prepared For:** Dennis Koellermeier**Submitted By:** Kristie Peerman, Public Works**Item Type:****Meeting Type:** Council Workshop Mtg.**Public Hearing:****Publication Date:****Information****ISSUE**

Council will be briefed on the Emergency Management Cooperative Agreement of Washington County.

STAFF RECOMMENDATION / ACTION REQUEST

No action is requested; councilors are asked to listen to the briefing and ask any questions they may have. The council will be asked to formally consider a resolution approving the agreement at an upcoming meeting.

KEY FACTS AND INFORMATION SUMMARY

In 2005, Tigard joined the the Office of Consolidated Emergency Management (OCEM). OCEM—currently comprised of Washington County, the Washington County Sheriff's Office, Tualatin Valley Fire and Rescue (TVF&R) and the cities of Hillsboro, Beaverton and Tigard—satisfies ORS 401.305(3), which requires inter-agency coordination of emergency management policy and planning activities.

OCEM oversight and operational support have been provided by TVF&R since OCEM's inception. While emergency management and preparation is a primary responsibility of the county (via the sheriff), the parties agreed to delegate this function to TVF&R. The attached agreement:

- Shifts responsibility for oversight and operational support back to Washington County.
- Clarifies some operational details.
- Provides for broader participation of other Washington County public agencies.

The agreement is viewed by the OCEM Executive Board as a very positive step for improved emergency management in Washington County.

Under the proposed agreement, the county will pick up a majority of the new organization's costs and the other partners will apportion the remaining costs. If the other costs are shared equally by the partners, Tigard's annual funding contribution will drop from around \$50,000 to approximately \$31,000.

OTHER ALTERNATIVES

This agreement has been negotiated and approved by the Executive Board of OCEM, on which Tigard has one position. This agreement is subject to approval of all existing OCEM members listed above. Assuming the current participating agencies approve this agreement, OCEM will be rechartered as the Emergency Management Cooperative (EMC) with the county taking the lead role. Should Tigard choose not to execute the document, the city would not be a member of the new EMC. Choosing not to participate in the EMC would undermine the city's responsibility for coordinating its emergency management program with its partners and reduce the city's ability to influence and shape countywide emergency management strategies, plans and policies.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Not applicable

DATES OF PREVIOUS COUNCIL CONSIDERATION

This the first time this agreement has come before the council.

Fiscal Impact

Fiscal Information:

Under the proposed agreement, the county will pick up a majority of the new organization's costs and the other partners will apportion the remaining costs. If the other costs are shared equally by the partners, Tigard's annual funding contribution could drop from around \$50,000 to approximately \$31,000.

Since actual membership costs have not been finalized, staff maintained the status quo and allocated approximately \$50,000 for EMC membership in the fiscal year 2013-2014 proposed budget.

Attachments

EMC IGA

INTERGOVERNMENTAL AGREEMENT

EMERGENCY MANAGEMENT COOPERATIVE OF WASHINGTON COUNTY

This Agreement is entered into, pursuant to ORS 190.010, by and among Washington County (the County) and other public sector jurisdictions within Washington County (herein collectively "participating jurisdictions") and supersedes previous agreements for the coordination of emergency management programs in Washington County

WITNESSETH

WHEREAS ORS 401.305 (3) requires the local governing bodies of counties and cities that have both city and county emergency management programs to jointly establish policies which provide direction and identify and define the purpose and roles of the individual emergency management programs, specify the responsibilities of the emergency program managers and staff and establish lines of communication, succession and authority of elected officials for an effective and efficient response to emergency conditions; and

WHEREAS the participating jurisdictions desire to collaborate beyond statutory requirements and cooperatively identify, design, implement, and test the structure, systems, facilities, plans, and procedures of a comprehensive, countywide emergency management system; and

WHEREAS the goal of such collaboration is to enhance the level of disaster and emergency preparedness within and across the boundaries of the participating jurisdictions and to develop and maintain an effective multi-agency coordination system; and

WHEREAS improved preparedness will be achieved through coordination among the participating jurisdictions and among the various emergency service functions provided within those jurisdictions; and

WHEREAS many of the participating jurisdictions entered into an Intergovernmental Agreement in November 1995, which has been subsequently amended and revised, to improve the level of disaster and emergency coordination and preparedness within the boundaries of the participating jurisdictions

TERMS AND CONDITIONS

I. EMERGENCY MANAGEMENT COOPERATIVE

The participating jurisdictions hereby create an emergency management cooperative responsible for the development, enhancement, maintenance, and

coordination of emergency management structures, systems, facilities, plans, procedures, training, and exercising within (and between) the jurisdictions of the participating entities and agree that the organization shall be known as the EMERGENCY MANAGEMENT COOPERATIVE (EMC).

II. PURPOSE OF AGREEMENT

The purpose of the EMC is to enhance the level of disaster and emergency preparedness and coordination within and across the boundaries of the participating jurisdictions by focusing on improvements to emergency management structures, systems, facilities, plans, procedures, training, and exercising.

III. MEMBERSHIP

A. Eligibility: Washington County and all Washington County public sector jurisdictions with an emergency management program.

B. Membership Types:

1. Voting Member: Participating jurisdictions that make a financial contribution per section VII of this Agreement.
2. Non-Voting Member: Participating jurisdictions that do not make a financial contribution per section VII of this Agreement.

IV. ORGANIZATION

A. Director: The work of the cooperative will be managed and coordinated by an EMC Director. The Director will serve at the pleasure of the County, with input from the Executive Committee, and be housed by the County unless otherwise approved by the Executive Committee. The Director's primary duties will be to: 1) develop and maintain comprehensive, integrated, and effective emergency management and multi-agency coordination systems in concert with the participating jurisdictions; 2) oversee implementation of the annual EMC work plan and budget; 3) coordinate emergency management activities within and between the participating jurisdictions; and 4) coordinate emergency management activities with other local, regional, and state agencies and organizations.

B. Staff: The participating jurisdictions will identify staff to work with the EMC. Staff assigned to work with the EMC will be housed at their respective jurisdictions. The County will provide work space for staff of participating jurisdictions to temporarily or periodically collocate in order to enhance coordination and coproduction efforts.

C. Work Teams:

1. Emergency Management Team (EMT):
 - a. The EMT consists of the EMC Director and designated emergency management staff from participating jurisdictions. The team is

tasked to 1) collaboratively identify, design, implement, and test the structure, systems, facilities, plans, and procedures of a comprehensive, integrated, countywide emergency management system; 2) participate in the development of the annual work plan and budget; and 3) assist in the planning and conduct of training and exercises.

- b. The team will receive administrative support from the County.
2. Multi-Agency Coordination System (MACS) Planning Team:
 - a. The MACS Planning Team consists of law enforcement, fire, public works, public health, other emergency responder, and emergency management representatives of the participating jurisdictions. The team will only meet with the consent and support of the participating jurisdictions' first responder departments. The team will be responsible for developing the countywide plan for multi-agency incident coordination.
 - b. The team will receive administrative support from the County.

V. GOVERNANCE

A. Executive Committee:

1. The EMC will be governed by an Executive Committee consisting of the chief executive officer of each participating jurisdiction. Each of these primary representatives may designate an alternative representative who may attend Executive Committee meetings and act in the absence of the participating jurisdiction's primary representative.
2. The representative of each voting member jurisdiction has the right to vote on all matters before the Committee. Representatives of non-voting jurisdictions may participate in all Committee discussions and deliberations but cannot vote. An affirmative act of the Executive Committee requires that a majority of the voting member representatives are present and the decision is unanimous.
3. The Executive Committee will be chaired by a voting member representative selected by the Committee. Chair of the Executive Committee may be rotated among the voting member representatives on an annual basis.
4. The Executive Committee will be responsible for:
 - a. Approving the annual EMC work plan and budget;
 - b. Approving policies related to EMC functions;
 - c. Coordinating EMC actions and activities with jurisdictional elected officials and other key decision makers; and
 - d. Reviewing the efficacy of the EMC and this Agreement on an annual basis.

- ### B. Disputes: Any disputes as to the interpretation of this Agreement between two or more of the participating jurisdictions will be resolved by a unanimous decision of the Executive Committee.

- C. Administrative Support: Administrative support for Executive Committee meetings will be provided by the County.

VI. OPERATING GUIDELINES

- A. National Standards: The participating jurisdictions agree to adopt and implement the National Incident Management System (NIMS) and Incident Command System (ICS) as the incident management organization required by ORS 401.305(5)(b).

- B. Local Standards: Participating jurisdictions agree to work toward attaining and maintaining minimum emergency management performance standards, which include, but are not limited to:
 - 1. Developing and maintaining a functional Emergency Operations Center (EOC), including written position descriptions, trained emergency management staff, displays, communication equipment, etc.
 - 2. Developing and maintaining a multi-hazard functional Emergency Operations Plan (EOP) that is consistent with Federal Emergency Management Agency (FEMA) and state guidance.
 - 3. Developing and maintaining a Natural Hazards Mitigation Plan (NHMP) that is consistent with FEMA and state guidance.
 - 4. Developing and maintaining a Continuity of Operations (COOP) Plan that is consistent with FEMA and state guidance.
 - 5. Conducting at least an annual exercise of the EOC and emergency management plans at a functional or full scale level.
 - 6. Providing educational materials and programs on disaster preparedness for individuals, families, and businesses.

- C. EMC Work Plan: The Emergency Management Team will develop, for Executive Committee consideration and approval, an annual work plan detailing the purposeful actions to be pursued on behalf of the collaborative. The work plan will identify specific tasks to enhance the systems, facilities, plans, procedures, training, and exercising of the countywide emergency management and multi-agency coordination systems and include an implementation plan with timelines, descriptions of required resources and operational implications, and lead agency contact information.

- D. EMC Budget:
 - 1. The Emergency Management Team will develop, for Executive Committee consideration and approval, an annual budget detailing the costs associated with implementing the annual work plan and supporting EMC operation and administration.
 - 2. The Executive Committee may amend the approved budget mid-year, as needed, subject to the funding methodology outlined in section VII of this Agreement.

VII. EMC FUNDING

- A. Method: Washington County will fund 51% of annually approved EMC expenditures. Other participating jurisdictions will collectively fund the remaining 49%. The funding allocation between the County and other participating jurisdictions may be adjusted during the annual budget development process. The method for allocating the non-county share amongst the other participating jurisdictions will be determined each year as part of the budget process and may be based on proportionality or any other method approved by the Executive Committee.
- B. Voting/Non-Voting Members: The Executive Committee may establish a minimal membership fee for a participating jurisdiction to receive voting privileges on the Executive Committee. Non-paying jurisdictions, or those under the established threshold, will be considered non-voting members.
- C. Payments: The County will invoice all financially contributing members based on the allocations approved by the Executive Committee. The invoices will be distributed during the month of July for the new fiscal year (July 1 – June 30 fiscal year). Payments are due within 45 days of receipt of invoice unless other arrangements have been made with the County.

VIII. DURATION, WITHDRAWAL, AND TERMINATION

- A. Effective Date: This Agreement will go into effect on July 1, 2013, following its authorization by the governing bodies of the jurisdictions participating in the intergovernmental agreement for consolidated emergency management as of January 1, 2013 (City of Beaverton, City of Hillsboro, City of Tigard, Tualatin Valley Fire and Rescue, and Washington County).
- B. Termination: This Agreement will remain in effect until June 30, 2018, unless the participating jurisdictions unanimously agree in writing to an earlier termination, extension, or modification of its terms.
- C. Withdrawal: A participating jurisdiction may withdraw at the end of a fiscal year by providing written notice of its intent to withdraw to all other participating jurisdictions no less than 90 days before the end of that fiscal year. A participating jurisdiction may also withdraw effective as of any other date provided the withdrawing jurisdiction receives unanimous approval of the Executive Committee. The remaining funding obligation of a jurisdiction withdrawing under this circumstance will be determined by the Executive Committee at the time the withdrawal is approved.

D. Non-Appropriation: Notwithstanding any other provisions provided herein, a participating jurisdiction's continuation in the EMC is subject to the jurisdiction's annual budget appropriation of funds in support of the EMC.

IX. AMENDMENTS

Proposed amendments to this Agreement shall be approved by unanimous consent of the Executive Committee and must be subsequently approved by each of the participating jurisdiction's governing bodies.

X. ADDITIONAL JURISDICTIONS

Any jurisdiction not a party to this Agreement may become a party by first obtaining the unanimous approval of the Executive Committee and then securing approval of the terms in this Agreement and any accompanying amendments from its governing body.

XI. RESPONSIBILITY FOR ACTS

Each of the participating jurisdictions shall be solely responsible for its own acts and the acts of its employees and officers under this Agreement. No participating jurisdiction shall be responsible or liable for consequential damages to any other participating jurisdiction arising out of the performance of the terms and conditions of this Agreement.

XII. INSURANCE

Each of the participating jurisdictions shall contribute to the purchase and maintenance of such insurance as will protect the EMC from claims of third parties arising from its performance under this Agreement. The amount of insurance shall be not less than the organization's liability under the Oregon Tort Claims Act.

XIII. SEVERABILITY

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter of this Agreement that results in the invalidity of any part shall not affect the remainder of the Agreement.

XIV. INTERPRETATION

The terms and conditions of this Agreement shall be liberally construed in accordance with the general purposes of the Agreement.

SUBSCRIBED TO AND ENTERED INTO by the appropriate officer(s) who are duly authorized to execute this Agreement on behalf of the governing body of the below-named unit of local government.

DATED this _____ day of _____, 2013.

[Agency Name]

APPROVED AS TO FORM

Workshop Meeting

Meeting Date: 06/18/2013

Length (in minutes): 20 Minutes

Agenda Title: Legislative Report from Joel Rubin, CFM

Prepared For: Liz Newton

Submitted By: Cathy Wheatley, Administrative Services

Item Type: Update, Discussion, Direct Staff

Meeting Type: Council Workshop Mtg.

Public Hearing: No

Publication Date:

Information

ISSUE

An update from Joel Rubin, the city's federal lobbyist on recent activities.

STAFF RECOMMENDATION / ACTION REQUEST

Receive an update and ask questions on topics of interest.

KEY FACTS AND INFORMATION SUMMARY

City council adopted the 2013 legislative agenda at the February 12, 2013 council meeting.

At the March 26, 2013 council meeting the mayor, city manager and councilors provided updates on their meetings with the congressional delegation offices and agencies during visits in February and March.

This will be an opportunity for an update and discussion with the city's federal lobbyist, Joel Rubin on the status of the city's federal legislative agenda and other topics of interest to the council.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

Adoption of the city's federal legislative agenda on February 12, 2013.

Attachments

2013 Federal Agenda

2013 | Federal Legislative Agenda

Tigard, Oregon



Grant Priorities

■ Hall Boulevard—Burnham Street to Durham Road

This project will enhance pedestrian safety, complete bike paths, and improve capacity at key intersections along Hall Boulevard from Downtown Tigard to Durham Road.

REQUEST AMOUNT: \$7,100,000

■ Highway 217 Interchange with 72nd Avenue

Evaluate and develop a conceptual design to relieve congestion and improve safety in the area of the interchange of Highway 217 with 72nd Avenue. This project will focus on the ramp terminals and cross streets intersecting 72nd Avenue.

REQUEST AMOUNT: \$800,000

■ Police Interoperable Communications

Because of federal mandates, the regional dispatch center in Washington County will move from an analog communications network to 800 MHz digital format. Radios operated by first responders in the region will need to be replaced by 2018. The digital format will provide greater capacity and flexibility for transmitting data, and seamless communications between the city, county and other first responders on the network.

REQUEST AMOUNT: \$250,000

■ Police Automated License Plate Recognition Equipment

Automated License Plate Recognition (ALPR) is a surveillance method that uses optical character recognition to read vehicle registration plates. This equipment would be of great value in tracking stolen vehicles, Amber Alert suspects, and drivers operating on a suspended license. ALRP technology will maximize the patrol efficiency of the police force.

REQUEST AMOUNT: \$238,000

■ Promote the Farmers Market in Downtown Tigard

The Tigard Farmers Market is focused on bringing healthy, locally grown and raised food to the community. The market is seeking additional resources to promote a new location in Downtown Tigard and to expand producer-to-consumer opportunities in a larger space. Funds are being sought for signage, including permanent wayfinding signs, and to promote the new expanded market to the community.

REQUEST AMOUNT: \$100,000



■ Fanno Creek Regional Trail

Complete missing links of the existing paved, multi-use Fanno Creek Regional Trail to connect neighborhoods with schools, parks, jobs and Downtown Tigard. The trail provides an off-street alternative to walking and riding on busy roads as well as opportunities for healthy outdoor activities.

REQUEST AMOUNT: \$900,000

■ Tigard/Metzger After-school Program

The city is working with the Tigard-Tualatin School District to secure funding for a new recreation and student achievement program at Metzger Elementary School. Metzger serves the highest Spanish-speaking student body in Tigard, and the highest percentage of students receiving free and reduced-price meals in the district. Grant funds would be used to enhance the outdoor fields and play area to serve as a neighborhood park with a small community garden for area families. In the summer, educational enrichment programs focused on reading and technology would be offered along with a lunch distribution program.

Tigard would seek grant funding—that is available to local education agencies and community-based organizations—to initiate, expand, or enhance physical education programs, including after-school programs, for students in kindergarten through fifth grade.

REQUEST AMOUNT: \$250,000

Other Projects Supported by Tigard

■ Pacific Highway (99W)/Barbur Boulevard High Capacity Transit Alternative Analysis

An alternatives analysis and preliminary engineering study is needed to determine the best high-capacity connection to provide transportation options to connect downtown Portland, Tigard, King City, Tualatin and Sherwood. Reductions in automobile trips will reduce roadway congestion and pollution, reduce accidents and set the groundwork for efficient development along the transit line.

TOTAL COST: \$11.4 MILLION; FEDERAL REQUEST: \$1 MILLION

■ Lake Oswego-Tigard Water Partnership

In August 2008, the cities of Lake Oswego and Tigard formally endorsed a partnership agreement for sharing drinking water resources and costs. Lake Oswego's water supply system is near capacity, and key facilities need expansion and upgrades. Residents need a secure, dependable water source. Both cities want to keep water affordable for their customers and sharing the cost of new infrastructure to serve both communities does that.

TOTAL COST: \$240 MILLION

■ Columbia River Crossing Project

Tigard strongly supports the Columbia River Crossing (CRC) Project, which is a long-term, comprehensive solution to problems on Interstate 5 near the Columbia River. The I-5 corridor is the backbone of a network of roads that provide access to the region, which is more susceptible to long-term economic losses from congestion than other areas because of its ties to trade. Completion of the CRC project will create benefits for both trucks and marine freight through reduced congestion in the corridor, improved access to ports and highways, and the elimination of bridge lifts. The CRC project will improve safety for travelers, increase community livability, provide new travel options, and an improved highway to support jobs, the regional economy and future growth.

Policy Items

■ Tigard Street Trail—P&W Rail Line Abandonment

Tigard envisions a future where a wide variety of transportation and recreational opportunities are available through a diverse system of parks, trails and open space. Providing residents with alternative transportation

access to jobs, housing and shopping is a priority. The potential rail-to-trail in Downtown Tigard is an opportunity for the city to work together with regional partners to achieve these goals.

■ **Sequestration Cuts**

Tigard encourages a balanced approach to deficit reduction. In particular, Tigard supports protecting important programs including Community Development Block Grant, State and Local Law Enforcement, COPS Technology, Economic Development Administration, TIGER and FTA Transit Capital Grants, among others.

■ **Attain a Tigard ZIP code**

Tigard staff is investigating the process to secure a distinct Tigard mailing address, instead of the current Portland designation.

■ **Buy America Concerns**

MAP-21 took steps to close a Buy America loophole, but unintended consequences of the legislation could cause delays for local governments. We recommend that FHWA guidance and future rule-making include the following:

- Exclusion from Buy America requirements if all future contracts are implemented without federal highway funds.
 - Buy America requirements should not apply to contracts or work under an agreement with a utility that is not funded by Title 23 programs.
-

■ **EPA Regulatory Concerns and Unfunded Mandates**

Tigard opposes legislative or regulatory initiatives that undermine local government decision-making. The partnership with federal policy makers should recognize roles and not pre-empt city authority on issues such as land use, rights of way and other local functions.

For more information...

More information about these projects and Tigard’s vision for the future can be found on our website at www.tigard-or.gov/construction. Please don’t hesitate to contact us for additional information.

- **Mayor John L. Cook**, 503-718-2476, mayorcook@tigard-or.gov
- **City Manager Marty Wine**, 503-718-2486, marty@tigard-or.gov
- **Assistant City Manager Liz Newton**, 503-718-2412, liz@tigard-or.gov

Workshop Meeting

Meeting Date: 06/18/2013

Length (in minutes): 90 Minutes

Agenda Title: Review a Naming Policy, Receive Briefings on the Park Bond and a Recreation Program Charter, and Discuss the City’s Relationship with Two Sports Clubs

Prepared For: Brian Rager

Submitted By: Kristie Peerman, Public Works

Item Type: Update, Discussion, Direct Staff

Meeting Type: Council Workshop Mtg.

Public Hearing: No

Publication Date:

Information

ISSUE

Review a draft Naming & Recognition Policy, receive briefings on the park bond and a recreation program charter, discuss the city’s future relationship with two sports organizations—Southside Soccer Club and Tigard Little League.

STAFF RECOMMENDATION / ACTION REQUEST

Topic	Action Request
Naming & Recognition Policy	Staff is seeking council feedback and will place the policy on an upcoming council agenda for formal consideration.
Briefings on the park bond and a recreation program charter	No action needed; this is an informational item.
City's Future Relationship with Southside Soccer Club and Tigard Little League	Staff is seeking council direction as to whether these two organizations should receive sports field scheduling preference over other Tigard-based, non-profit sports leagues benefiting Tigard youth.

KEY FACTS AND INFORMATION SUMMARY

Naming and Recognition Policy

Staff last visited with council on this matter at its June 26, 2012, study session. Staff received input from councilors as to how they would like the policy to be structured. Staff then developed the attached policy based on the council's feedback and direction. Key elements include:

- Establishes the council as the decision maker for naming key city features, buildings and parks.
- Provides clear processes for consideration of city-initiated and non-city-initiated requests to name (or rename) key city features, buildings and parks.
- Provides clarity as to how naming requests for properties, including parks, will be handled during the acquisition process.
- Provides clear processes for considering requests to install recognition items, such as benches, picnic tables, trees and shrubs on city property.

Staff and council received a letter from Mr. Edward Heintz, dated March 18, 2013, requesting the future park on the recently-purchased Bagan property to be named after John Peter Bagan, who was the previous owner of the land. Staff will demonstrate how the draft policy would be used to address this request.

Park Bond Update

Public Works Manager Steve Martin will provide an update as to funds spent to date on acquisitions and park property development. The update will also include the status of pending property acquisitions and spending related to the downtown area.

Recreation Program Charter

Staff will discuss the attached charter document which describes the work that will be done to address the pilot recreation goal.

Relationship with Southside Soccer Club and Tigard Little League

The purpose of this discussion with council is to seek guidance on the following policy question:

“Should the city give sports field scheduling preference to Southside Soccer Club and Tigard Little League, over other

Tigard-based, non-profit sport leagues/clubs benefiting Tigard youth?"

The city entered into an agreement with the Atfalati Recreation District (ARD) in 1998 to help purchase additional land adjacent to Cook Park. At that time, Southside Soccer Club (SSC) and Tigard Little League (TLL) were the only members of ARD. The new property enabled the development of additional soccer and baseball fields. ARD agreed to pay half the cost of the property, and an initial agreement was set up with provisions granting ARD preference to all Cook Park sport fields during the life of the agreement. The agreement and payment schedule has been amended multiple times and final payments by TLL and SSC are due October 1, 2013.

Staff will provide information to council to assist them in answering the policy question, as follows:

- Usage rights enjoyed by both TLL and SSC during the life of the current agreement.
- Discussions conducted with SSC and TLL as to why the present agreement should be terminated and how to conduct business after October 1, 2013.
- Tigard Municipal Code (TMC) provisions give the city has first priority regarding the use of park facilities. The TMC assigns second priority to "Tigard-based non profits benefiting Tigard youth, including but not limited to, Tigard-Tualatin School District 23J, Tigard Little League, and Southside Soccer Club."
- Present day demand for sport fields.
- Operational considerations for park maintenance, including the present park usage fee structure versus maintenance costs.

OTHER ALTERNATIVES

Not applicable

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

None

DATES OF PREVIOUS COUNCIL CONSIDERATION

The council discussed the naming policy at its June 26, 2012, meeting.

The council receives regular updates on the park bond. The most recent update, a Parks Bond Program Report, was provided via the council's April 4, 2013, newsletter.

The council has had several discussions related to a city recreation program. The last such discussion took place at the November 27, 2012, council meeting.

This is the first time the council has discussed the city's future relationship with TLL and SSC.

Attachments

[Naming & Recognition Policy Draft](#)

[Bagan Naming Request Letter](#)

[Parks Bond Program Reoprt](#)

[Park Bond Expenditure Charts](#)

[Recreation Program Charter](#)



City of Tigard Naming & Recognition Policy

June 2013

Draft

A. Purpose

The purpose of this policy is to provide consistent standards and procedures to:

- Name city key features, buildings and property.
- Install items on city property to recognize an individual, group or event.

B. Naming Criteria for City Key Features, (such as open-air shelters, sports fields, gardens, rooms, trails, etc.), Buildings and Existing Property, Including Parks

1. All requests to name city key features, buildings and existing property must be reviewed by the parks manager and approved by formal action of the City Council.
2. To assist the public in identifying and locating key features, buildings and property, proposed names should be descriptive in nature or should contain a descriptive element, such as the *Fanno Creek House*, *Dirksen Nature Park*, *Woodruff Bridge* or *John Anderson Baseball Fields*.
3. Proposed names shall recognize one or more of the following:
 - A physical, historical, or unique characteristic of the key feature, building or existing property.
 - An event that had a significant impact to the city.
 - An individual or individuals, living or dead (memorial), who made a significant contribution to the city, either historically, financially or through civic duty.
 - A group or groups that made a significant contribution to the city, either historically, financially or through civic duty.
 - A property owner(s) who donates or sells property to the city.

C. City-Initiated Requests to Name City Key Features, (such as open-air shelters, sports fields, gardens, rooms, trails, etc.), Buildings and Existing Property, Including Parks

1. The process to consider a city-initiated request is as follows:
 - a. A city councilor or designee, city board or committee, or city staff member, “City Requestee,” interested in naming a key feature, building or property must submit a written request—including specific information as to the purpose, proposed location (if applicable) and significance of the name—to the parks manager.
 - b. The parks manager will prepare a recommendation, including a cost estimate to implement the name.
 - c. The request and recommendation will be placed on a council agenda for informal discussion by the City Council.
 - d. At the discussion the council will either:
 - Direct the parks manager to prepare a resolution to formally adopt the name. If applicable, staff will assist the council in identifying and selecting a city funding source to implement the name.

- Determine that a majority of the city councilors do not support the name, and the request will not move forward.
- e. With council support, a resolution naming the feature, building or property will come before council for formal action.
- f. If the resolution is adopted, the parks manager will implement the name.

C. Non-City-Initiated Requests to Name City Key Features, (such as open-air shelters, sports fields, gardens, rooms, trails, etc.), Buildings and Existing Property, Including Parks

1. The process to consider a non-city-initiated request is as follows:
 - a. An individual or organization, “Requestee,” interested in naming a key feature, building or property must submit a written request—including specific information as to the purpose, proposed location (if applicable) and significance of the name—to the parks manager at the following address:

Parks Manager
City of Tigard
13125 SW Hall Blvd.
Tigard, OR 97223
 - b. When applicable, and if the name is intended to recognize an individual(s), group(s) or event, the parks manager will attempt to verify that the recognition is acceptable to the individual(s), group(s) or event, or the appropriate representative of the individual(s), group(s) or event.
 - c. The parks manager will review the request and prepare a recommendation and cost estimate to implement the name.
 - d. The request and recommendation will be placed on a council agenda for informal discussion by the City Council.
 - e. At the discussion the council will either:
 - Direct the parks manager to prepare a resolution to formally adopt the name. Under this option, the council will also need to determine whether the Requestee or the city will be financially responsible for the costs to implement the name, including a plaque or signage (if desired.) If the city assumes the costs, staff will assist the council in identifying and selecting a city funding source to implement the name.
 - Determine that a majority of the city councilors do not support the name, and the request will not move forward.
 - f. With council support, a resolution naming the feature, building or property will come before council for formal action.
 - g. If the resolution is adopted, the parks manager will work with the Requestee to implement the name.

D. Changing the Name of City Key Features, (such as open-air shelters, sports fields, gardens, rooms, trails, etc.), Buildings and Existing Property, Including Parks

1. Irrespective of how the existing name was initiated or funded (city/non-city), the City Council has the authority to change the name of any city key feature, building or property.

2. The process to change the name of a previously named key feature, building or property is as follows:
 - a. A city councilor or designee, city board or committee, or city staff member, “City Requestee,” interested in changing the name of a key feature, building or property must submit a written request—including specific information as to why the name should be changed and the purpose and significance of the new name—to the parks manager.
 - b. The parks manager will prepare a recommendation, including a cost estimate to implement the name change.
 - c. The request and recommendation will be placed on a council agenda for informal discussion by the City Council.
 - d. At the discussion, the council will either:
 - Direct the parks manager to prepare a resolution to formally change the name; if applicable, staff will assist the council in identifying and selecting a city funding source to implement the name change.
 - Determine that a majority of the city councilors do not support the name change, and the name will not be changed.
 - e. With council support, a resolution changing the name will come before council for formal action.
 - f. If the resolution is adopted, the parks manager will implement the name change.

E. Naming Requests for Properties under Acquisition, Including Parks

1. For tracking and record keeping purposes, the City Council recognizes it is preferable to name a property early in the acquisition process, typically as a part of the real property transaction discussed in executive session.
2. The city’s Property Acquisition Workbook acknowledges that naming rights are frequently desired by those selling property to the city. After consulting council, staff may use naming rights as a non-monetary negotiation tool when attempting to purchase property.
3. During acquisition, the process to name a property is as follows:
 - a. The parks manager will prepare a list of potential names for council consideration. The names will be generated by city staff involved in the acquisition and—when feasible as part of an executive session discussion on real property transactions—by:
 - The Park and Recreation Advisory Board (for park and open space properties).
 - The City Center Development Agency (for Downtown or urban renewal properties).
 - Other appropriate city agencies, boards or committees that play a role in the acquisition of city property.
 - b. In correspondence or as part of the City Council’s executive session discussion on real property transactions to purchase the property, the parks manager will provide the council with a list of potential names developed under this section. City councilors may also propose names for the property.
 - c. During the City Council’s executive session discussion on real property transactions to purchase the property, the City Council will direct staff to

- incorporate a property name into the purchase agreement (or comparable document).
- d. The council will take formal action on the name when it takes action on the purchase agreement (or comparable document) at a council business meeting.
 - e. If the purchase agreement (or comparable document) is approved by council, the parks manager will implement the name.

F. City Key Features City-Initiated Requests to Install Recognition Items, (such as benches, picnic tables, trees and shrubs)

1. The process to consider a city-initiated request is as follows:
 - a. A city councilor or designee, city board or committee, or city staff member, “City Requestee,” interested in having the city install an item must submit a written request—including specific information as to the purpose, proposed location, significance and type of item requested—to the parks manager.
 - b. The parks manager will prepare a recommendation, including a cost estimate to purchase and install the item.
 - c. The request and recommendation will be placed on a council agenda for informal discussion by the City Council.
 - d. At the discussion, the City Council will either:
 - Direct the parks manager to install the item on behalf of the city. (No formal council action required.) If applicable, staff will assist the council in identifying and selecting a city funding source.
 - Determine that a majority of the councilors do not support the request, and the item will not be installed.
 - e. If so directed, the parks manager will install the item.

G. Non-City-Initiated Requests to Install Recognition Items (such as benches, picnic tables, trees and shrubs)

1. All items installed on city property must be approved in advance by the parks manager. The parks manager has sole discretion regarding the approval of the installation of all items submitted under this section.
2. The process to consider a non-city-initiated request is as follows:
 - a. An individual or organization, “Requestee,” interested in installing an item must submit a written request—including specific information as to the purpose, proposed location, significance and type of item requested—to the parks manager at the following address:

Parks Manager
City of Tigard
13125 SW Hall Blvd.
Tigard, OR 97223
 - b. When applicable, and if the item is intended to recognize an individual(s), group(s) or event, the parks manager will attempt to verify that the recognition is acceptable to the individual(s), group(s) or event, or the appropriate representative of the individual(s), group(s) or event.
 - c. The parks manager will review and approve or decline the request.
 - d. If the request is approved, the parks manager will:

- Notify the Requestee.
 - Collect payment from the Requestee to purchase and install the item. Requestees are financially responsible for all costs associated the item, including a recognition plaque (if desired). Specific information on plaques is outlined below.
 - Will work with the Requestee to install the item.
- e. If the request is declined, the parks manager will attempt work with the Requestee to amend the request so it is acceptable to both parties. If no agreement can be reached, the item will not be installed.
3. The parks manager will allow the following types of items:
 - a. **Benches** must be contoured style or another approved style, designed for outdoor use and constructed of materials approved by the parks manager. Once approved, benches must be purchased through a Parks Division-approved manufacturer. A brass or bronze plaque, no larger than 2 ½ x 6 inches, may be affixed to the bench.
 - b. **Picnic Tables** must be an approved style, designed for outdoor use and constructed of materials approved by the parks manager. Once approved, tables must be purchased through a Parks Division-approved manufacturer. A brass or bronze plaque, no larger than 2 ½ x 6 inches, may be affixed to the table.
 - c. **Trees and Shrubs** must be a size and species approved by the parks manager.
Plaques for trees and shrubs:
 - Must be made of bronze.
 - Can be no larger than 8 ½ x 11 inches.
 - Cannot be free standing, but must be affixed to a concrete, aggregate rock or boulder foundation. The parks manager will review the design of the proposed plaque and foundation and can provide examples of acceptable plaques.
 4. The installation of other types of comparable items, (other than those specifically mentioned listed in this section), may be proposed by the Requestee and will be considered by parks manager.
 5. The parks manager may alter the proposed location of the item to ensure ease of maintenance and to prevent conflicts with other park features.

Edward Heintz

• 12120 S.W. 116th Avenue, Tigard, OR 97223 • Phone: 503.590.1640

Councilor
Woodard
distributed
3/26/2013



March 18th, 2013

City of Tigard, Public Works
City Council Members

**SUPPLEMENTAL PACKET
FOR 3/26/2013
(DATE OF MEETING)**

*Council Liaison
Reports - Item 5*

Dear Tigard City Council:

The recent acquisition of the 2.9 acre property located south of Highway 217 on Greenburg Road affords the city of Tigard the opportunity to honor the man who lived on this land for over 60 years. The purpose of this letter is to request that this future neighborhood park be named appropriately after John Peter Bagan.

John Peter Bagan was born August 19th, 1924 and passed away on August 10th, 2006. John served in the United States Army during World War II. He lost his leg in France during the war and was awarded a Purple Heart for his service and sacrifice. His prosthetic leg was a fascination to the children of family and friends, who would often give a quick "knock" to his leg to rediscover which was one was real and which one was not.

Mr. Bagan purchased the property at 10910 S.W. Greenburg Road in 1946 and lived there until his death in 2006. In the early years, Mr. Bagan tended to his father who lived with him on the property. His father, John Peter Bagan was a veteran of World War I.

On the Greenburg Road property, John raised golden and ring neck pheasants. He was also granted a federal permit to raise Canadian geese. The goats on the property were his "lawn mowers" in his later life and were only part of the menagerie of animals that lived on the property at various times in those 60 years. John's collection of animals included exotic birds, ducks, geese, catfish, chickens, rabbits, crawfish, sheep, cats, and goats. The assortment of animals found on the property and in John's pond provided enjoyment and memories for the children of John's family and friends.

John Peter Bagan is buried next to his father at St. Anthony's Cemetery on Gaarde Street.

John Bagan lived for 60 years at what is now slated to become a city park. He was one of the oldest residents of Tigard and Greenburg Road, but more importantly, he was also a memorable character, cherished by those who knew him. Honoring his memory by naming this park after him only seems appropriate.

Sincerely,

Edward Heintz

Former resident of 11070 S.W. Greenburg Road and John Bagan's friend and neighbor



City of Tigard

Public Works Department
Parks Division

Parks Bond Program Report

June 2013

PROGRAM SNAPSHOT

The city adopted its Park System Master Plan in 2009, which outlined the need to acquire park property and construct park improvements to preserve open spaces, enhance water quality and provide recreational opportunities. On November 2, 2010, Tigard voters passed a \$17 million general obligation bond to fund the purchase of real property for parks and to fund a limited amount of park improvements.

To date, the city has acquired over 108 acres of new park and open space land and has spent approximately \$12.5 million of the bond. The remaining funds will be used for additional park and open space acquisitions and to construct various park improvements, like picnic shelters, playgrounds, trails, sport fields and restrooms.

PROGRAM MILESTONES

The following list identifies the major milestones completed for the parks bond program.

- Completed acquisitions of Summer Creek, Sunrise, Potso, Paull and Eiswerth properties, Fields property and the Bagan property – adding over 108 acres to the city’s parkland inventory and leveraging bond resources with over \$6 million of grant and local agency contributions to the program.
- Prepared Project Charters for East Butte Heritage Park, Jack Park, Fanno Creek House, Dirksen Nature Park (Summer Creek property), East Bull Mountain (Paull/Eiswerth) properties and the Sunrise property to define project scopes, milestones and site conditions and constraints affecting design and permitting.
- Completed conceptual park master plans for East Butte Heritage Park, Jack Park, Fanno Creek House, Dirksen Nature Park and the Fields property.
- Initiated the conceptual master plans for the Sunrise and the East Bull Mountain properties.
- Obtained Conditional Use Permit approval for East Butte Heritage Park from city planning.
- Obtained land use permit approval for the Fanno Creek House from city planning.
- Obtained land use permit approval for the Jack Park addition from city planning.
- Initiated design development and land use and environmental permitting review for the Dirksen Nature Park.
- Awarded construction contract and hosted a groundbreaking ceremony for East Butte Heritage Park.

STATUS OF WORK IN-PROGRESS

The following summarizes the key tasks associated with the major projects for the parks bond.

East Butte Heritage Park: At its April 9 meeting, City Council awarded the construction contract for East Butte Heritage Park to DaNeal Construction. Contracting and project bonding commenced immediately thereafter, and a Notice to Proceed was issued on April 23. The contractor has started the project, and construction is underway and will be completed in late July. Improvements will include a restroom, picnic shelter, playground, pathways, landscaping, bicycle racks and site signage. On April 25, the mayor, PRAB members and community members officially broke ground on the project with a celebration at the park site. Web page:

www.tigard-or.gov/community/parks/east_butte_heritage_park.asp

Fanno Creek House: An invitation to bid was publicized on April 24 for the Fanno Creek House site improvements. On May 15 the city received four bids for the project, and the lowest responsible bidder's total was \$135,000. Staff will present the recommendation of award to the Tigard Local Contract Review Board (City Council) at its June 11 meeting. Following approval of the bid and contracting, site improvements could start in early July and be completed in late summer. Site improvements will include upgrading or re-paving parking areas, addressing emergency response vehicle access, addressing tree and landscaping installation, and adding bicycle racks and site signage. Web page:

www.tigard-or.gov/community/parks/fanno_creek_house.asp

Jack Park: Staff has reviewed the final 100-percent construction drawings, the preparation of bid documents is underway. An invitation to bid for the Jack Park addition is tentatively scheduled for the first week of June, with bid opening to follow two weeks later. If satisfactory bids are received, staff will present the recommendation of award to the Tigard Local Contract Review Board (City Council) at its July 9 meeting. A contract with Western Wood Structures of Tualatin has been finalized for the design, construction and delivery of a 110-foot wooden truss bridge to span Krueger Creek and localized wetlands on the property. The delivery of the bridge to the park property is expected by mid-July to coincide with the commencement of park improvements by the general contractor. Web page: www.tigard-or.gov/community/parks/jack_park.asp

Dirksen Nature Park: The conceptual park master plan was completed last year and was approved by the Park and Recreation Advisory Board. Following a request for a detailed scope of work for design development, construction drawings and permitting, WHPacific of Portland was selected, and City Council awarded the contract in February. The park design is being refined for the pending submittal of land use and environmental permits. The project team has completed an update to the wetland and natural resource information and is progressing through design development. A public meeting was held on May 14 at Fowler Middle School to present the current design drawings for the Dirksen Nature Park. The neighborhood meeting was held in advance of the pending land use application, as required, to offer residents an opportunity to comment and provide feedback on the proposed park design. Additionally, a project pre-application conference with Clean Water Services was held in early April, and the completed application to CWS was submitted in early May.

Regulatory comments from Clean Water Services in the form of a Service Provider Letter are a requirement of the city's land use application process. The land use permit application will be submitted by the end of June 2013, and a determination by the Hearings Officer is anticipated in the fall 2013. Web page: www.tigard-or.gov/community/parks/dirksen_nature_park.asp

Parks Division
Parks Bond: Program Update

East Bull Mountain Property (Paull/Eiswerth): The park concept master planning process began in the first quarter of 2013 and will define the future development of the site as a neighborhood park. Following a solicitation for bids in February, Lango Hansen of Portland was chosen for the project and contracting was finalized in late April. The concept master planning process will include two community meetings, stakeholder discussions and a detailed site analysis to consider park improvements such as pathways, shelters, playground, interpretive elements, along with options for the removal or repurposing of the residential structure. The first of two community meetings to discuss the conceptual master plan was held on May 23 as part of the standing monthly meeting of the Friends of East Bull Mountain Park. City staff and the landscape designer discussed the master planning process and park design options. A second neighborhood meeting may occur in July to review the updated conceptual park design and seek consensus on the concept master plan. The completion of the master planning process is expected during the third quarter of 2013. Web page: www.tigard-or.gov/community/parks/east_bull_mountain.asp

Sunrise Property: A community-based park master planning process was initiated in December, and an initial neighborhood meeting was held on February 27 to discuss the conceptual site planning process for this future park. Project staff and the landscape architect presented potential development concepts for the park and listened to community input. Also in February, the project team conducted discussions with six key stakeholders, including the Friends of Bull Mountain and several sport associations, to explore any specific design concerns or considerations for this property. A second public meeting was held on April 24, and project staff and the landscape architect presented a revised conceptual master plan based on resident interest and feedback from the first meeting. The project team is preparing a summary report, and a conceptual master plan will be completed by June 2013. Web page: www.tigard-or.gov/community/parks/sunrise.asp

Property Acquisitions:

Due diligence, discovery and negotiations have continued for other high priority park acquisition sites following City Council's guidance last year to negotiate the purchase of additional properties. The internal project team continues to work with the Park and Recreation Advisory Board and the City Center Advisory Commission toward the acquisition of downtown park sites. To date the acquisition portion of the parks bond program has leveraged \$6.05 million of grant and local agency contributions to the program; this represents a net leveraging of 50 percent of outside resources to the bond program and an effective 2:1 ratio of bond to outside funding for local acquisitions.

LOOK AHEAD

The following represents scheduled upcoming milestones and activities for park planning and development projects funded through the 2010 park and open space bond measure.

Parks Division
Parks Bond: Program Update

Park Design & Construction

East Butte Heritage Park – Public Works Engineering Project Manager Mike McCarthy

- Construction underway: late-May 2013
- Road frontage improvements: June 2013
- Park restroom and shelter installation: June 2013
- Park site improvements and landscaping: July 2013

Fanno Creek House Site Improvements – Public Works Engineering Project Manager Greg Berry

- Recommendation of bid award to Local Contract Review Board (City Council): early June 2013
- Contracting requirements, construction bonding, and notice to proceed: late June 2013
- Construction commences: early July 2013

Jack Park Addition – Public Works Senior Engineering Technician Jeff Peck

- Invitation to bid publicized: early June 2013
- Bid opening: late June 2013
- Recommendation of bid award to Local Contract Review Board (City Council): early July 2013
- Contracting requirements, construction bonding, and notice to proceed: mid July 2013
- Construction commences: late July 2013

Dirksen Nature Park – Public Works Engineering Project Manager Kim McMillan

- Application for city land use and sensitive lands review permit: early June 2013
- Anticipated land use decision: late October 2013

Supplemental Development Projects

The following small park improvement projects are supplemental to the primary park construction projects and were recommended by the PRAB. These projects will enhance the city's park system by providing improved recreational experiences for residents and distributing the improvements to each section of the city.

Senn Park Land Use Review for Playground Installation

- Conditional use permit application submitted to city: July 2013
- Anticipated land use decision: November 2013
- Playground installation: January 2014

Potso Dog Park Land Use Review for Parking Lot Paving

- Minor modification land use review submitted to city: July 2013
- Anticipated land use decision: August 2013
- Parking lot and stormwater facility installed: November 2013

Potso Dog Park Irrigation

- Request for bids circulated and received: June 2013
- Irrigation installed: July 2013

Parks Division
Parks Bond: Program Update

Summerlake Restroom

- Planned start date: July 2013

Commercial Play Structure

- Equipment ordered and received: March 2013
- Equipment installed: Summer 2013

Sunrise Property Concept Master Plan

- Conceptual master plan and report compiled: late May 2013
- Park and Recreation Advisory Board review and approval: June 2013

East Bull Mountain (Paull/Eiswerth) Property Concept Master Plan

- Second community meeting: July 2013
- Conceptual master plan and report compiled: August 2013
- Park and Recreation Advisory Board review and approval: September 2013

PROGRAM BUDGET SUMMARY

A summary budget report and cost accounting information through mid May 2013 are shown on the following page. Detailed program- and project-level accounting is being used internally to track expenditures by project, type and source.

Parks Division
Parks Bond: Program Update

Parks Bond: Current Fund Balance & Expenditures

BOND FUND STARTING BALANCE	\$ 17,116,903
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ACQUISITIONS

Bond Allocation - Acquisition (%)	80%
Spent of Acquisition Component	86%
Subtotal	\$ 11,729,832

<i>Project Name</i>	<i>Expenses-to-Date</i>
<i>Dirksen Nature Park</i>	<i>\$ 3,366,122</i>
<i>Sunrise Park</i>	<i>\$ 5,003,214</i>
<i>Potso Dog Park</i>	<i>\$ 630,676</i>
<i>Downtown</i>	<i>\$ 25,327</i>
<i>Paull Property</i>	<i>\$ 1,762,043</i>
<i>Eiswerth Property</i>	<i>\$ 68,239</i>
<i>Fields Property</i>	<i>\$ 1,012,207</i>
<i>Bagan Property</i>	<i>\$ 214,690</i>
<i>Misc. Acquisition Work</i>	<i>\$ 47,314</i>
<i>Sunrise Park (WA Co. transfer in)</i>	<i>\$ (400,000)</i>

DEVELOPMENT

Bond Allocation - Development (%)	20%
Spent of Development Component	22.1%
Subtotal	\$ 749,813

<i>Project Name</i>	<i>Expenses-to-Date</i>
<i>East Butte Heritage Park</i>	<i>\$ 163,092</i>
<i>Fanno Creek House (Schaltz)</i>	<i>\$ 70,806</i>
<i>Dirksen Nature Park</i>	<i>\$ 103,244</i>
<i>Sunrise Park</i>	<i>\$ 27,673</i>
<i>Jack Park</i>	<i>\$ 128,746</i>
<i>Fields Property</i>	<i>\$ 3,613</i>
<i>East Bull Mountain (Paull / Eiswerth)</i>	<i>\$ 17,683</i>
<i>Potso Dog Park</i>	<i>\$ 1,614</i>
<i>Misc. Development Work</i>	<i>\$ 19,703</i>
<i>Overhead Costs (unallocated)</i>	<i>\$ 213,639</i>

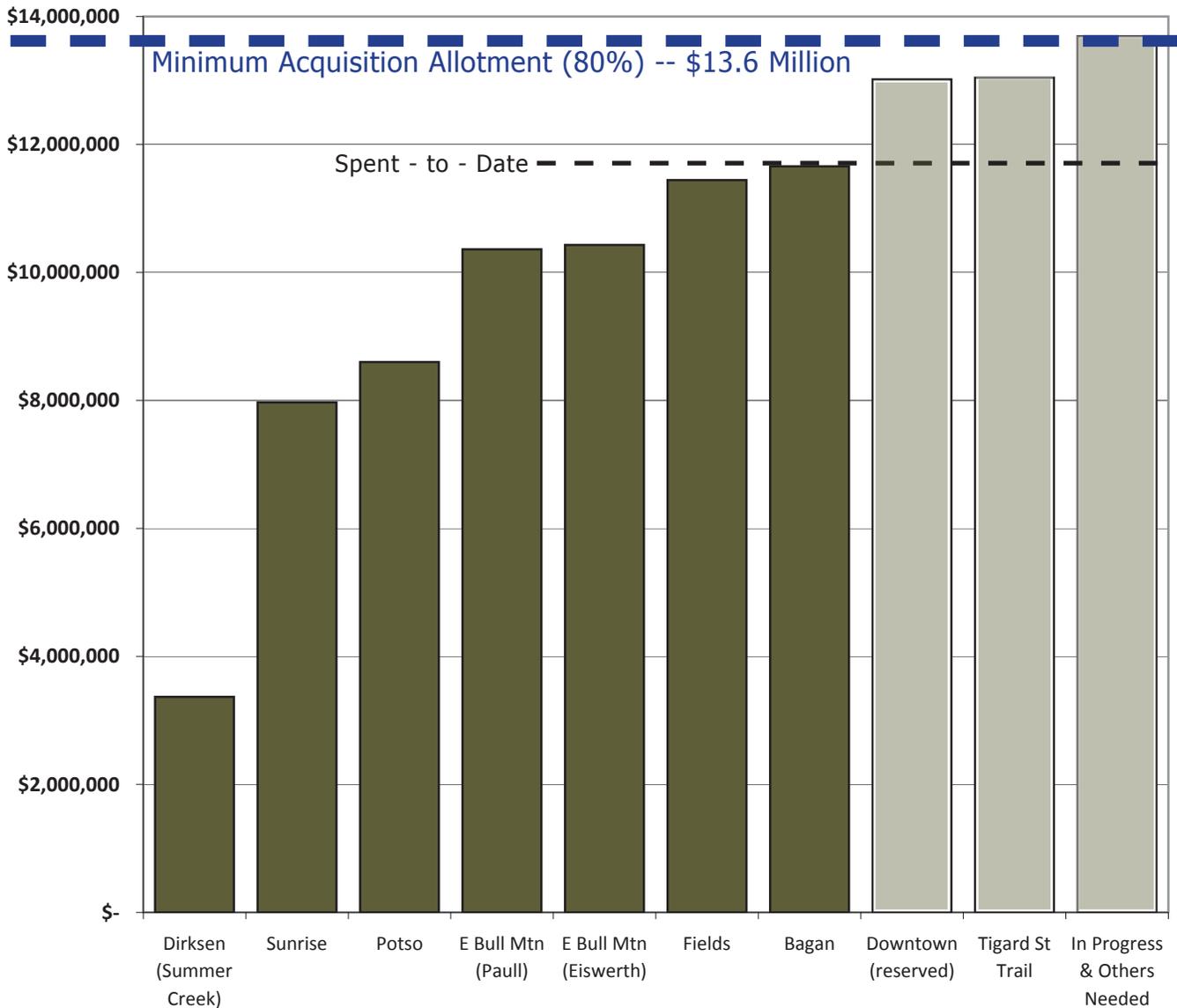
Total Expenditures to Date	\$ 12,479,646
Bond Fund Balance	\$ 4,637,257

City of Tigard

Parks Bond Expenditure Forecast

ACQUISITIONS (May 2013)

Cumulative Totals



Acquisition Program

Project	Project Cost	Spent to Date	Cumulative Spent to Date	Remaining
Dirksen Nature Park	\$ 3,366,122	\$ 3,366,122	\$ 3,366,122	\$ -
Sunrise	\$ 4,603,214	\$ 4,603,214	\$ 7,969,336	\$ -
Potso	\$ 630,676	\$ 630,676	\$ 8,600,012	\$ -
E Bull Mtn (Paull)	\$ 1,762,043	\$ 1,762,043	\$ 10,362,055	\$ -
E Bull Mtn (Eiswerth)	\$ 68,239	\$ 68,239	\$ 10,430,294	\$ -
Fields	\$ 1,012,207	\$ 1,012,207	\$ 11,442,501	\$ -
Bagan	\$ 214,690	\$ 214,690	\$ 11,657,192	\$ -
Downtown (<i>reserved</i>)	\$ 1,360,000	\$ 25,327	\$ 11,682,518	\$ 1,334,673
Tigard St Trail	\$ 25,000	\$ 3,188	\$ 11,685,706	\$ 21,812
In Progress & Miscellaneous	\$ 310,000	\$ 44,126	\$ 11,729,832	\$ 265,874
Other - Needed	\$ 340,000	\$ -	\$ 11,729,832	\$ 340,000
TOTALS	\$ 13,692,192			\$ 1,962,360

Spent
 Projected

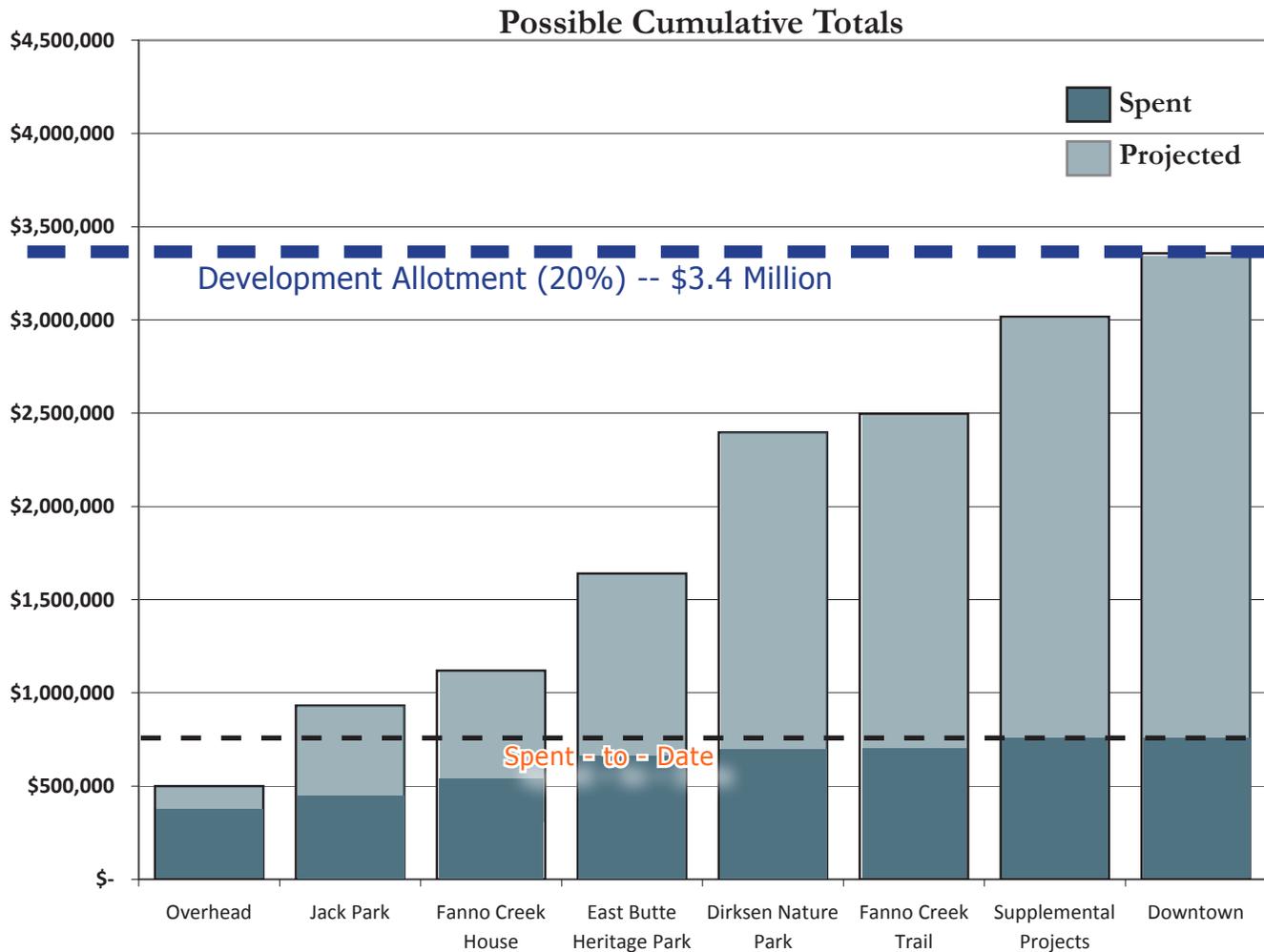
NOTES:

- 1) Project costs for in-progress and pending acquisitions are estimated.
- 2) Additional contribution of \$1 million provided by Park SDCs (Fields).

City of Tigard

Parks Bond Expenditure Forecast

DEVELOPMENT (May 2013)



Development Program

Site	Construction Earmark	Cumulative Set-Aside	Cumulative Spent to Date
Overhead	\$ 500,000	\$ 500,000	\$ 423,858
* Jack Park	\$ 432,000	\$ 932,000	\$ 573,741
* Fanno Creek House	\$ 187,200	\$ 1,119,200	\$ 628,709
East Butte Heritage Park	\$ 521,000	\$ 1,640,200	\$ 1,117,287
Dirksen Nature Park	\$ 757,000	\$ 2,397,200	\$ 1,614,116
* Fanno Creek Trail	\$ 100,000	\$ 2,497,200	\$ 1,622,743
Supplemental Projects	\$ 520,000	\$ 3,017,200	\$ 1,712,351
Downtown (reserved)	\$ 340,000	\$ 3,357,200	\$ 1,712,850
Misc. Development	\$ -	\$ 3,357,200	\$ 1,719,375

Maximum

\$ 3,400,000

Spent to Date \$ 749,813

Encumbered \$ 969,562

Cumulative to Date \$ 1,719,375

As Percentage of 20% Maximum for Development 50.2%

NOTES:

* Contract pending by July

1) Project construction costs represent recommended PRAB allocations.

City of Tigard

Parks Bond Expenditure Forecast

DEVELOPMENT (May 2013)

Supplemental Development Projects

Project	Description	Project Cost	Cumulative Set-Aside	Spent to Date	Encumbered	Cumulative Spent to Date
SummerLake	Restroom	\$ 105,000	\$ 105,000			\$ -
✓ Commercial	Play Structure	\$ 13,000	\$ 118,000	\$ 9,857		\$ 9,857
Potso	Parking	\$ 37,000	\$ 155,000			\$ 9,857
* Potso	Irrigation	\$ 50,000	\$ 205,000			\$ 9,857
Pathfinder	Play Structure	\$ 35,000	\$ 240,000			\$ 9,857
✓ Sunrise	Concept Master Plan	\$ 50,000	\$ 290,000	\$ 19,951	\$ 18,430	\$ 48,238
✓ E Bull Mountain	Concept Master plan	\$ 45,000	\$ 335,000	\$ 11,520	\$ 29,850	\$ 89,608
* Senn Park	Structure	\$ 50,000	\$ 385,000			\$ 89,608
Metzger School	Park Facilities	\$ 135,000	\$ 520,000			\$ 89,608

NOTES:

- ✓ Substantially completed
- * Contract pending by July



TO: Dennis Koellermeier, Public Works Director
FROM: Brian Rager, Assistant Public Works Director *BR*
RE: Task Charter: Evaluation of a Recreation Program
DATE: June 5, 2013

Purpose of Evaluation

Based on multiple public inputs, questions and information provided to the city over the course of several years, staff recommends that a comprehensive analysis be completed by an outside consultant that would provide the necessary information for staff to make a recommendation to the council regarding the following questions:

- 1. What role should the city play in providing recreation programs?**
- 2. If the city were to provide recreation programs, should those programs be operated under a cost recovery model? Should a partial subsidy be considered?**

Background

The city currently does not fund a centralized “recreation program” within the city organization, and has over the course of many years pondered questions related to recreational needs in Tigard and what role, if any, the city should play in providing recreation programs where gaps are noted. While the city does not have a centralized program, various departments within the city provide (or have provided) certain programs that could be considered “recreation” by nature:

Library	
Offering	Status
Computer classes	On-going
Special guest speakers or presenters (Reptile Man, authors, poets, etc)	On-going
Workshops and classes by local vendors (travel, art, etc)	On-going

Movie Nights	On-going
Concerts	On-going
Police	
Offering	Status
Drug Abuse Resistance Education (DARE) Program – reached 900 students per year.	On-going
Gang Resistance Education and Training (GREAT) Programs: <ul style="list-style-type: none"> • School program – reaches over 950 middle school and 200 elementary school students. • After-school program – Over 800 students attended 	On-going
GREAT Summer Camp – 500 students attended in 2011	Eliminated in 2010 budget cuts
Women’s self-defense classes	Eliminated in 2010 budget reductions
Peer Court	On-going
Youth Advisory Council	On-going
Public Works	
Offering	Status
Athletic field rentals	On-going
Annual Balloon Festival support	On-going
Community gardens support/coordination	On-going
Special use permits issued for group activities and events, many actively seeking city co-sponsorship (fun runs, walks, tours, dog park events, skate park events, tournaments, etc.)	On-going/limited
Environmental Education: The City has a \$30,000/yr. contract with the Tualatin Riverkeepers to provide classroom field trips during the school year and weeklong summer camps for youth at the Dirksen Nature Park. This program is to meet Grant requirements for the Park property purchase.	Ongoing
City Administration	
Offering	Status
Family Fest support	Eliminated in 2010 budget reductions
Events Coordination – included a full-time employee.	Eliminated in 2010 budget reductions

In 2011, the Community Attitudes Survey showed the following community interest:

- 34% of telephone respondents and 35% of internet respondents said the city should provide a monthly catalog of recreational and leisure activities and coordinate a limited number of activities.
- 28% of telephone respondents and 17% of internet respondents said the city should provide a monthly catalog of activities, coordinate a limited number of activities, and schedule athletic fields and facilities.
- 20% of telephone respondents and 29% of internet respondents said the city should be a full service provider of recreation and leisure activities. This could include cataloging activities, coordinating and scheduling a full range of activities from youth leagues to festivals, hosting events and festivities, and acquiring the necessary facilities, fields, and buildings.
- In summary, 79% of respondents think the city should have some role in recreation; most respondents preferred a limited role.

Council Goals and Priorities

The City Council created a 2012 goal related to recreation as follows:

“Evaluate options and resources to create a pilot recreation program:

- Inventory existing city and community recreational programs, facilities and resources.
- Create recreational opportunities by partnering with the school district and other agencies or groups.
- Identify funding options aligning with the recreational programming demand.”

Staff continues to work with Tigard-Tualatin School District (TTSD) related to partnership opportunities that might help to enhance recreational offerings in Tigard. One such opportunity that has gained some ground is to enhance/improve an open field area at Metzger Elementary School. A full-size play field suitable for soccer can be developed there which would add to the inventory of playable fields.

In 2013, the City Council established six-month priorities for 2013 which included:

- Evaluate options and resources to create a pilot recreation program (2nd and 3rd Qtr)
 - Use recreation inventory to match with program demands/service gaps.
 - Determine options for future programming (including partnerships).

The FY 12/13 budget included a \$60,000 allocation to pursue council’s goal. Staff has completed a database inventory of recreation offerings within and near Tigard’s boundaries. That *Recreation Resource Guide* was rolled out for public use in late February 2013 and was publicized in the March edition of *Cityscape*. On-going maintenance of this tool is required, as information from vendors and providers will change constantly.

PRAB Participation and Goals

The Park and Recreation Advisory Board (PRAB) has expressed strong interest in the city pursuing a more robust recreation program within the city's organization and made a strong recommendation to the City Council in November 2011 to include a community recreation/activities program in the FY 12/13 budget.

The PRAB has been presented with various questions and opportunities in the last year that further the need to answer the questions listed at the beginning of this document. One recent example is a Tigard resident who has made multiple presentations to the PRAB regarding the YMCA, including recommendations for conducting a feasibility study as to whether a YMCA would fill a needed role in programming. The YMCA has indicated to the city that it can work with cities to conduct comprehensive studies. These YMCA-specific feasibility studies typically cost between \$22,000 and \$25,000.

The PRAB recently established their 2013 goals, which included the following:

- Continue to pursue a citywide recreation program and promote the online inventory of current citywide recreation offerings.
- Research alternatives for park and recreation funding and partnerships for 2013-2014 and beyond. This particular goal ties in well with recent recommendations from the Mayor's Blue Ribbon Task Force.

The PRAB provided staff with further direction toward the funding and partnerships goal in that they would like to see staff conduct a broad-scoped study that would use the data from the inventory to determine service gaps and explore various ways the gaps could be filled. They would like to see an online survey conducted to gain input from the citizens and would like the study to be open to all potential solutions, not just a YMCA.

Proposed Scope for Evaluation

Based on council and PRAB direction, the following elements are recommended to be included in a scope of work for this evaluation:

- Analyze inventory:
 - Determine range of services and programs provided.
 - Are services being used?
 - Does the *Recreation Resource Guide* provide enough benefit alone?
- Gap analysis:
 - Use the *Recreation Resource Guide* as the baseline inventory.
 - Conduct a public survey. May need to be separate from the pending 2013 Community Attitudes Survey, based on timing.
 - What programs, services and facility features are most in demand among prospective participants?
 - What opportunities exist for minimal city expense, and maximum citizen benefit?

- What is the right delivery solution to fill the gaps?
 - Recreation Center?
 - Higher use of Rec Finder tool?
 - Some programs provided by city?
 - Programs by others?
 - Some combination?
- Who should deliver the solution(s)?
 - City?
 - Public/private partnership?
 - Private provider?
- Cost analysis:
 - Given survey results, how much are participants willing to pay?
 - What is likely subsidy level for the city?

Important Criteria to Consider

- Must satisfy the council's six-month priority.
- Must address PRAB's 2013 goals.
- Must clearly answer the primary questions:
 - What role should the city play in providing recreation programs?
 - If the city were to provide recreation programs, should those programs be operated under a cost recovery model? Should a partial subsidy be considered?
- Must also address the following secondary questions:
 - Is there a need for a centralized recreation center?
 - If yes, should the center be operated by the city or by a private entity?
 - Should the city consider a partial subsidy for a program?
 - If so, how much?
 - If so, what is the funding source?

Successful Outcomes

This evaluation will be considered a success when the following outcomes are met:

- Council will be presented with adequate costs analyses and data that answer the questions listed above, thereby making their decision less subjective.

Stakeholders

External Stakeholders

- Public customers (residents and non-residents)
- Private recreation service providers
- Business organizations

Internal Stakeholders

- City Council
- City manager's office
- Public works director and department staff
- Library director and staff
- Police chief and staff

Evaluation Team

In order for this evaluation to reach successful outcomes, an interdepartmental team should be formed to ensure that pertinent facets of the organization are represented and considered:

- Brian Rager Public Works (Chair)
- Steve Martin Public Works (Project Manager)
- Greer Gaston Public Works
- Liz Newton City Administration
- Molly Carlisle Library
- Jim deSully Police
- Debbie Smith-Wagar Finance
- Troy Mears PRAB
- Marc Woodard Council

Citizen and community advisory groups

- PRAB

General Public Involvement

The evaluation team will develop a communications plan for this effort, which will include all opportunities to request and receive public input.

Estimated Cost of Evaluation and Schedule

Stage	Start Date	Finish Date	Estimated Cost
Feasibility scope development (staff time)	3/1/2013	6/5/2013	\$2,000
Solicitation (RFP, RFQ, etc)	6/15/2013	7/15/2013	\$3,000
Feasibility Study development	8/1/2013	10/30/2013	\$45,000
Total / Overall			\$50,000

Funding for Evaluation

Sources	Estimated Amount or Percentage
Park Division Budget (from \$60,000 total appropriation in FY 14 budget for pilot recreation program)	\$50,000
Total	\$50,000

Evaluation Charter Approval:



Public Works Director



City Manager



Finance Director